

West of Scotland Cricket Club

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CHILD AND VULNERABLE ADULT PROTECTION POLICY

The Club formally adopted a **CHILD AND VULNERABLE ADULT PROTECTION POLICY** in March 2005, amended 2011, and this is being implemented.

The Policy is available to view on or download from the Club Website and letters have been issued to all Parents of Junior Members advising them about this and offering to send printed copies on request.

TONY LEWIS is the Club's appointed Child And Vulnerable Adult Protection Officer.

EQUITY POLICY

The Club has always adopted a policy of Equity in its dealings with members and the local community and this is enshrined in the Club Constitution which states that membership is open to all irrespective of age, gender, disability, race, ethnic origin, creed, colour, social status, or sexual orientation. Further, because of this policy, the Club was successful in achieving CASC charitable status in February 2003. As part of this policy all coaches and volunteers adhere to the ECB Coaches Code of Conduct which requires them to assist in the creation of an environment where every individual has the opportunity to participate in cricket. The Club has also adopted and, where appropriate, implemented the ECB Action Plans for Racial Equality in Cricket published in June 2000.

JIM YOUNG
Junior Convener
April, 2012

West of Scotland Cricket Club



CHILD AND VULNERABLE ADULT PROTECTION POLICY

Acknowledgements

We would like to acknowledge the following organisations, whose child protection documents we consulted and/or reproduced in part with their kind permission:

- **sportscotland**
- Scottish Hockey Union
- Cricket Scotland

West of Scotland Cricket Club Child and Vulnerable Adult Protection Policy

Responsibilities

West of Scotland Cricket Club will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in cricket safely.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child and Vulnerable Adult Protection Policy and these Procedures.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this Policy and these Procedures on a regular basis.

Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and vulnerable adults have a lot to gain from sport. Their natural sense of fun and spontaneity can blossom in a positive environment created by sports organisations. It provides an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This Policy and these Procedures are based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

Review

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within **West of Scotland Cricket Club**.
- Following any issues or concerns raised about the protection of children or vulnerable adults within **West of Scotland Cricket Club**.
- In all other circumstances, at least annually.

West of Scotland Cricket Club Child and Vulnerable Adult Protection Procedures

1 Recruitment and Employment

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults, while at all times treating every applicant fairly and ensuring there is no discrimination against ex-offenders on the basis of spent convictions.

For all positions that require regular contact with children or vulnerable adults the following recruitment procedures must be completed.

1.1 Advertising

All forms of advertising used to recruit members for positions involving regular contact with children or vulnerable adults will include the following:

- The aims of **West of Scotland Cricket Club** and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of **West of Scotland Cricket Club's** open and positive stance on child and vulnerable adult protection.

1.2 Pre-application Information

Pre-application information for positions involving regular contact with children or vulnerable adults will be sent to applicants and will include:

- A job description including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children or vulnerable adults required).
- An application form and self-declaration form.
- Information on **West of Scotland Cricket Club** and related topics.

1.3 Application and Self-Declaration Form

All applicants will be requested to complete an application and self-declaration form. The purpose of the application form is to obtain relevant details from the applicant for the position. The purpose of the self-declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations. The self-declaration form is requested in a separate sealed envelope and is not opened until the applicant is selected for an interview. If the applicant is not selected the form is returned unopened to the applicant.

1.4 References

References will be sought as required. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children or vulnerable adults in any of the following capacities: employee; volunteer; or work experience. If the person has no experience of working with children or vulnerable adults, specific training requirements will be agreed before appointment.

1.5 Checks

Cricket Scotland has applied for registration with Central Registered Body In Scotland. West of Scotland Cricket Club has submitted their policy to Cricket Scotland for approval. Once approved Cricket Scotland will carry out Disclosure Scotland checks on their behalf. All prospective and

existing position holders that require contact with children will be required to submit to a Disclosure Scotland check with the results returning to the Cricket Scotland who will then advise the Club's Child and Vulnerable Adult Protection Officer/s of the result.

As recommended by Disclosure Scotland (Protecting the Vulnerable by Safer Recruitment, 2002) the following types of checks are to be requested for positions requiring contact with children and vulnerable adults:

Standard Disclosure

Standard disclosures will be requested from those applying for positions listed in the Rehabilitation of Offenders Act 1974 (ROA) Exclusions and Exceptions (Scotland) Order 2003. These categories include occupations with duties that involve regular contact with children and young people under the age of 18; and the elderly, sick and handicapped people.

Enhanced Disclosure

Enhanced Disclosures will be requested for positions that involve a greater degree of contact with children or vulnerable adults. For example positions that require regular contact with, training, supervising or being in sole charge of children and young people.

1.6 Interview

For positions that require regular contact with children or vulnerable adults, interviews will be carried out. An interview will include requests for additional information to support the application.

1.7 Offer of Position

Once a decision has been made to appoint an individual, an offer letter will be presented to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of the organisation, the probation period and responsibilities of the role. Confirmation of the position being accepted will require the offer letter to be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the organisation.

1.8 Induction

The induction process for the newly appointed member will include the following:

- An assessment of training, individual aids and any other needs and aspirations.
- Clarification, agreement and signing up to the Child and Vulnerable Adult Protection Policy and Procedures.
- Clarification of the expectations, roles and responsibilities of the position.

1.9 Training

Newly appointed members will complete the following training over an agreed period:

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

1.10 Probation

Newly appointed members will complete an agreed period of probation on commencement of their role.

1.11 Monitoring and Performance Appraisal

All members who have contact with children or vulnerable adults will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

2 Members with Specific Responsibility for the Protection of Children and Vulnerable Adults

2.1 Child and Vulnerable Adult Protection Officer

The Child and Vulnerable Adult Protection Officer has the main responsibility for managing child and vulnerable adult protection issues within **West of Scotland Cricket Club**. The role and responsibilities of the Child and Vulnerable Adult Officer are detailed below. Specific responsibilities in relation to allegations against members are detailed in the Procedure for Managing Suspicions and Allegations of Abuse of a Child or Vulnerable Adult against Members (Section 7.5).

2.2 Role and Responsibilities of the Child and Vulnerable Adult Protection Officer

Within **West of Scotland Cricket Club** the Child and Vulnerable Adult Protection Officer will:

- Implement and promote **West of Scotland Cricket Club's** Child and Vulnerable Adult Protection Policy and Procedures.
- Regularly report to the **Club's Board of Directors**.
- Act as the main contact within **West of Scotland Cricket Club** for the protection of children and vulnerable adults.
- Provide information and advice on the protection of children and vulnerable adults.
- Support and raise awareness of the protection of children and vulnerable adults.
- Communicate with members on issues of child and vulnerable adult protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
- Encourage good practice and support of procedures to protect children and vulnerable adults.
- Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Organise training for members.
- Regularly monitor and review **West of Scotland Cricket Club's** Child and Vulnerable Adult Protection Policy and Procedures.

Within Member Clubs of **Cricket Scotland** the Child and Vulnerable Adult Protection Officer will:

- Implement and promote **West of Scotland Cricket Club's** Child and Vulnerable Adult Protection Policy and Procedures.
- Regularly report to the **appropriate committee of the governing body**.
- Act as the main contact within the Club for the protection of children and vulnerable adults.
- Encourage good practice and support of procedures to protect children and vulnerable adults.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
- Communicate with the governing body's Child and Vulnerable Adult Protection Officer.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Report cases and action taken to the governing body's Child and Vulnerable Adult Protection Officer.
- Attend training on the protection of children and vulnerable adults.
- Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
- Monitor and review the Child and Vulnerable Adult Protection Policy and Procedures for their club.

3 Code of Conduct for the Protection of Children and Vulnerable Adults

This code of conduct details the types of practice required by all members of **West of Scotland Cricket Club** when in contact with children or vulnerable adults. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the Code by a member will be dealt with through **West of Scotland Cricket Club**'s Disciplinary Procedure for misconduct or through Responding to a Suspicion or Allegation of Abuse against a Member of the Club.(Section 7.5).

3.1 Good Practice

West of Scotland Cricket Club supports and requires the following good practice by members when in contact with children and vulnerable adults.

When working with children or vulnerable adults:

- Make sport fun, enjoyable and promote fair play.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Put the welfare of each child or vulnerable adult first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children or vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult where you are putting your hands and why it is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision-making process.
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

First Aid and Treatment of Injuries:

If, in your capacity as a member of **West of Scotland Cricket Club**, a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

- Where practicable all parents/guardians of children under 16 must complete a **West of Scotland Cricket Club** Medical Consent Form before participating in cricket.
- 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.
- Only those with a current, recognised First Aid qualification should respond to any injuries.

- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.
- A Notification of Accident Form must be completed and signed and passed to the organisation as soon as possible.

For taking and transporting children or vulnerable adults away from home:

If it is necessary to provide transport or take children or vulnerable adults away from home the following good practice must be followed:

- Where practicable request written parental/guardian consent if members are required to transport children or vulnerable adults.
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- Ensure, where possible, a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by **West of Scotland Cricket Club's** Child and Vulnerable Adult Protection Policy and Procedures.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents/guardians.

3.2 Practice To Be Avoided

In the context of your role within **West of Scotland Cricket Club** the following practice should be avoided:

- Avoid having 'favourites' - this could lead to resentment and jealousy by other children or vulnerable adults and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children or vulnerable adults away from others.
- Ensure that when children or vulnerable adults are taken away from home adults avoid entering their rooms unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid taking children or vulnerable adults to your home.
- Avoid, where possible, doing things of a personal nature for children and vulnerable adults that they can do for themselves.

Important Note:

It may sometimes be necessary for members to do things of a personal nature for children or vulnerable adults, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of the child or vulnerable adult and where possible their parents/guardians. It is important to respect their views. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible, particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Do not take on the responsibility for tasks for which you are not appropriately trained.

3.3 Practice never to be sanctioned

In the context of your role within **West of Scotland Cricket Club**, the following practices should never be sanctioned:

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact except as permitted within the rules of the game or competition.
- Never form intimate emotional or physical relationships with children or vulnerable adults.
- Never allow or engage in touching a child or vulnerable adult in a sexually suggestive manner.
- Never allow children or vulnerable adults to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child or vulnerable adult, even in fun.
- Never reduce a child or vulnerable adult to tears as a form of control.
- Never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child or vulnerable adult for sleeping accommodation.
- Never invite or allow children or vulnerable adults to stay with you at your home.

Important Note:

In special cases sharing may be required for health and safety reasons or if the child is very young or particularly vulnerable. If so, explain why this is necessary to the child/vulnerable adult and their parent or guardian and seek their consent. Where possible ensure that at least two adults, preferably male and female are in the room.

3.4 Reporting

If members have concerns about an incident involving a child or vulnerable adult that seems untoward or unusual they must report their concerns as soon as possible to the Child and Vulnerable Adult Protection Officer. Parents should also be informed of the incident as soon as possible unless it is not in the child's or vulnerable adult's interests to tell them (refer to Section 8, Sharing Concerns with Parents, Guardians or Carers).

Report, record and inform if the following occur:

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

4 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 vulnerable adult'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 and/or feelings of worthlessness that lead to suicide.

To ensure **West of Scotland Cricket Club** creates an atmosphere where bullying of children and vulnerable adults is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed.

Any suspicions or allegations of bullying of a child or vulnerable adult against a member will be dealt with through the **West of Scotland Cricket Club** Disciplinary Procedures and/or Responding to a Suspicion or Allegation of Abuse against a Member of the Club.(Section 7.5).

5 Photographing, Videoing and Filming of Children and Vulnerable Adults

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults. The following procedures have been developed to protect children and vulnerable adults.

The following is required for **West of Scotland Cricket Club** activities or events where children or vulnerable adults are participating:

- Where appropriate all materials promoting **West of Scotland Cricket Club** events or activities shall state that accredited photographers will be present.
- Where possible consent from the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of **West of Scotland Cricket Club**.
- An activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child or vulnerable adult, parent/guardian and the organisation, and appropriate vetting has occurred e.g. Disclosure Scotland check of individual wanting to photograph, film or video.
- **West of Scotland Cricket Club** reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

5.1 Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to **West of Scotland Cricket Club** Child and Vulnerable Adult Protection Officer and, where relevant, the Police.

6 Children or Vulnerable Adults in Publications and on the Internet

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people or vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk. The following procedure must be followed to ensure **West of Scotland Cricket Club** publications and information on the Internet do not place children and vulnerable adults at risk.

West of Scotland Cricket Club publications and information on the Internet must adhere to the following:

- Publications or information on an Internet site must never include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address, telephone number of a child or vulnerable adult. Any contact information must be directed to either **West of Scotland Cricket Club** or another relevant organisation's address, for example another governing body or club.
- Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Where relevant, a tracksuit may be more appropriate attire. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to, not individual members. Credit for achievements by a child or vulnerable adult are to be restricted to information approved by his/her parent/guardian.
- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child/vulnerable adult events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken in publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse (Morgan, 1979; Watson, 1984#).

Important Note: Any concerns or enquiries about publications or Internet information should be reported to **West of Scotland Cricket Club's** Child and Vulnerable Adult Protection Officer.

7 Responding to Disclosures

Information you receive about or from a child or vulnerable adult may fall into one of the following categories:

- 1 Suspicion or allegation of misconduct against a member of **West of Scotland Cricket Club**.
- 2 Suspicion or allegation of abuse against a member of **West of Scotland Cricket Club**.
- 3 Suspicion or allegation of inappropriate behaviour against someone who is not a member.
- 4 Suspicion or allegation of abuse against someone who is not a member.

If unclear about the nature of the information (and therefore which category the disclosure falls into) advice must be sought from the Child and Vulnerable Adult Protection Officer or the Police or Social Work Department.

It is not the responsibility of anyone from **West of Scotland Cricket Club** to decide whether or not a child or vulnerable adult has been abused. It is however everyone's responsibility to report concerns.

It is very important that **West of Scotland Cricket Club** members understand what is meant by the term 'abuse'. The different types of abuse are:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Negative Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

The definitions for the types of abuse and signs that may suggest abuse are detailed in Appendix A. It is very important that this appendix is read and understood.

7.1 How to Listen to a Disclosure

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

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable.
Always avoid projecting your own reactions onto the child or vulnerable adult.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children or vulnerable adults.
- Reassure the child or vulnerable adult.

Actions to Avoid

When receiving a disclosure:

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

7.2 Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against Someone who is Not a Member of West of Scotland Cricket Club

In the course of your role within **West of Scotland Cricket Club** a child or vulnerable adult may disclose information to you about a person who is not a member that leads to a suspicion or allegation of inappropriate behaviour or misconduct.

If the disclosure is about an incident that occurred during a **West of Scotland Cricket Club** event or activity:

- Listen to the child as detailed above.
- Acknowledge the information received.
- Pass the information to both the manager of the event or activity and the Child and Vulnerable Adult Protection Officer and if appropriate the parents/guardians/carers of the child or vulnerable adult (refer to Section 8 Sharing Concerns with Parents, Guardians or Carers).
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass it to the Child and Vulnerable Adult Protection Officer.

7.3 Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against a Member of West of Scotland Cricket Club

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a member:

- Listen to the child as detailed above.
- Acknowledge the information received.
- Pass to the Child and Vulnerable Adult Protection Officer.
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass to the Child and Vulnerable Adult Protection Officer.

Establishing the Basic Facts

The Child and Vulnerable Adult Protection Officer must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the basic facts support a suspicion or allegation of misconduct by a member, the matter will be dealt with in accordance with the Club's Disciplinary Procedure.

7.4 Responding to a Suspicion or Allegation of Abuse against Someone who is Not a Member of West of Scotland Cricket Club

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are less than usual. If a child or vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react as soon as possible that day in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the Child and Vulnerable Adult Protection Officer must firstly be consulted for advice on the appropriate course of action. If the Child and Vulnerable Adult Protection Officer is unavailable, external agencies such as the Police and Social Work Department must be consulted for advice. This is important because they have an overview of child protection issues and they may well have other information that together causes concern.

On receiving information about a non-member that leads to a suspicion or allegation of abuse:

- Listen to the child or vulnerable adult as detailed in section 7.1 How to Listen to Disclosures.
- Pass your concerns to the Social Work Department or the Police in the area where the abuse is alleged to have occurred immediately (these are available 24 hours a day). Act on any advice given. At the earliest opportunity tell the Child and Vulnerable Adult Protection Officer about the action taken.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult's own words. The information must, where known, include the following:
 - Name of child/vulnerable adult.
 - Age, date of birth of child/vulnerable adult.
 - Home address and telephone number of the child/vulnerable adult.
 - The nature of the allegation in the child/vulnerable adult's own words.
 - Any times, dates or other relevant information.
 - Whether the person making the report is expressing their own concern or the concerns of another person.
 - The child/vulnerable adult's account, if it can be given, of what has happened and how any injuries occurred.
 - The nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).
 - A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/vulnerable adult).
 - Details of any witnesses to the incident.
 - Whether the child/vulnerable adult's parents/guardians/carers have been contacted.
 - Details of anyone else who has been consulted and the information obtained from them.
 - If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult has been spoken to, and if so, what was said.
 - Record, sign and date on the day what you have seen, heard or been told.
 - If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Social Work Department or the Police.

Remember: Listen; Respond; Report and Record

7.5 Responding to a Suspicion or Allegation of Abuse against a Member of West of Scotland Cricket Club

The feelings caused by the discovery of potential abuse by a member will raise different issues, e.g. disbelief that a member would act in this way. It is not the responsibility of a member to take responsibility or to decide whether or not a child or vulnerable adult has been abused. However, as with allegations against non-members, it is the responsibility of the individual to act on any concerns.

Any information that raises concern about the behaviour of a member towards a child or vulnerable adult must be passed on as soon as possible that day, in accordance with these procedures. No member in receipt of such information shall keep that information to himself/ herself or attempt to deal with the matter on their own.

These Procedures aim to ensure that all suspicions and/or allegations of abuse against a member are taken seriously and are dealt with in a timely and appropriate manner. They must be read in conjunction with the Club's Disciplinary Procedures.

7.5.1 On receiving information about a member that leads to a suspicion or allegation of abuse:

- Listen to the child or vulnerable adult as detailed in section 7.1 How to Listen to Disclosures.
- Pass your concerns to the Child and Vulnerable Adult Protection Officer on the day or if not available, the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these are available 24 hours a day). Act on any advice given.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult's own words.
- Sign and date the record including what you have seen, heard or been told, that day.
- If making an electronic copy do not save to the hard drive or floppy disk. Print the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Child and Vulnerable Adult Protection Officer or the Social Work Department or Police.

Important Note: Where the concern is about the Child and Vulnerable Adult Protection Officer it must be reported to the **Chairman of the Board of Directors**.

7.5.2 Actions for the Child and Vulnerable Adult Protection Officer when Concerns are Reported

Before taking any action the Child and Vulnerable Adult Protection Officer must always seek advice from the Police or Social Work Department. Thereafter:

- **Establish Basic Facts** - the Child and Vulnerable Adult Protection Officer must initially clarify the basic facts to establish whether there is reasonable cause to suspect or believe that a member may have abused a child and/or vulnerable adult.

Important Note:

- This may necessitate the child(ren) or vulnerable adult(s) involved being asked some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals e.g. coaches. After seeking advice from the Police and/or Social Work Department, the parents/guardians may be approached to provide consent to speak to a child/vulnerable adult.
- Advice must be sought from the Police and/or Social Work Department as to whether the member about whom the allegation has been made may be approached as part of the initial enquiry.
- This process will not form part of the disciplinary investigation.

Making a Referral in Cases of Suspected and/or Alleged Abuse – If the basic facts support a suspicion or allegation of abuse:

- The Child and Vulnerable Adult Protection Officer will refer the suspicion and/or allegation to the Social Work Department and the Police, as soon as possible that day.

- Appropriate steps may be required to ensure the safety of the child(ren) or vulnerable adult(s) who may be at risk.
- A record should be made of the name and designation of the Social Work Department member of staff or the Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.
- Following advice from the Social Work Department and/or Police, the parent/guardian of the child or vulnerable adult should be contacted as soon as possible.

Important Note:

- Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information. A Referral for Reporting Suspicions and/or Allegations of Abuse Against a Member of **West of Scotland Cricket Club** Form must be completed as soon as possible that day. Where possible, a copy of this form must be sent to the Police and Social Work Department within 24 hours.

Possible Outcomes following advice from Police

Where the initial enquiry reveals that there is reasonable cause to suspect or believe that a member has abused a child and/or vulnerable adult there will be an investigation. There are three types of investigation that can result:

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

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

Procedures 7.5.1 and 7.5.2 are summarised in Flowchart 1.

7.5.3 Managing the Member Against Whom the Allegation has Been Made

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

7.5.4 Suspension

- Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out.
- Suspension will be carried out in accordance with **West of Scotland Cricket Club's** Disciplinary Procedures.
- At the suspension interview the member will be informed of the reason suspension is taking place and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons will be conveyed in writing to the member in accordance with **West of Scotland Cricket Club's** Disciplinary Procedures.

7.5.5 Managing False or Malicious Allegations

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

- Where this involves a member of **West of Scotland Cricket Club**, he/she will be advised of the appropriate counselling services available.

7.5.6 Managing Allegations of Historical Abuse

- Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by a member who is still currently working with children. Where such an allegation is made the procedures for managing allegations of abuse, detailed in Sections 7.4 and 7.5, must be followed.

8 Sharing concerns with Parents, Guardians or Carers

8.1 Where it is Not Abuse

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

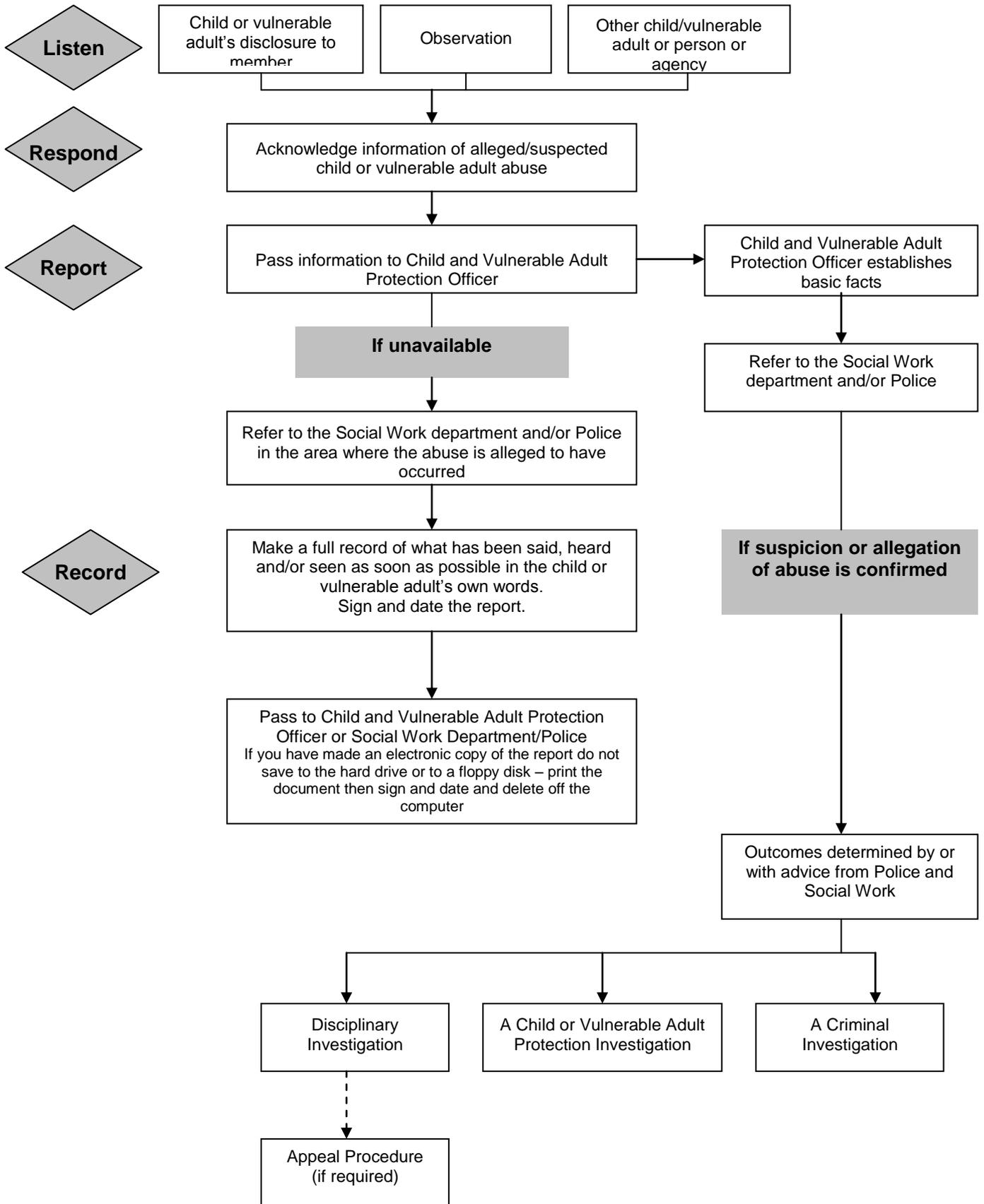
8.2 Allegations of Abuse

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately. **In all cases of suspected or alleged abuse, advice and guidance must first be sought from the local Social Work Department or the Police as to who contacts the parents.**

9 Legal Framework

The legislation and guidance on which this policy and supporting procedures is based is located in Appendix O.

Flowchart 1: Procedure for Responding to Suspicions and/or Allegations of Abuse of a Child or Vulnerable Adult against a Member



West of Scotland Cricket Club Child And Vulnerable Adult Protection Policy

Appendices

- **Definition of Terms**
- **Application Form**
- **Reference Form**
- **Self-Declaration Form**
- **Guidance Notes for Completing Self-Declaration Form**
- **Guidance on Disclosure Scotland Checks**
- **Medical Consent Form**
- **The Law and Medical Consent: Children and Vulnerable Adults**
- **Notification of Accident**
- **Notification of Incident Form**
- **Child & Vulnerable Adult Protection Good Practice**
- **Consent Form For the Use of Photographs**
- **Application to Photograph**

Referral Form for Suspicions or Allegations of Abuse

Legal Framework

Useful Addresses

Definition of Terms

Child:

A child is defined as anyone under 16 years of age.

16 to 18 year olds:

Young people aged 16 to 18 years are sometimes classified as children in Scotland. In terms of the Children (Scotland) Act 1995, a 16 to 18 year old will be regarded as a child if they are subject to a supervision requirement through a Children's Hearing.

For the purposes of Part V of the Police Act 1997 a child is defined as anyone under the age of 18 years.

Vulnerable Adults:

The term Vulnerable Adult refers to any person aged 16 or over whom for the time being:

- Are unable to safeguard their own welfare or properly manage their financial affairs; and
- Are in one or more of the following categories:
 - A person in need of care and attention by reason of either infirmity or the effects of ageing
 - A person suffering from an illness or mental disorder
 - A person substantially handicapped by a disability

Vulnerable Adults may be in need of health or social support services and may be unable to take care of himself/herself and to protect themselves from harm or exploitation.

A number of studies suggest that children and vulnerable adults are at increased risk of abuse. Various factors contribute to this such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

Types of Abuse

It is generally accepted that there are four forms of abuse. However, in some cases negative discrimination and bullying can have severe and adverse effects on a child or vulnerable adult. West of Scotland Cricket Club is committed to protecting children and vulnerable adults from all forms of abuse.

Recognising child abuse is not easy and it is not a person's responsibility to decide whether or not a child or vulnerable adult has been abused. It is a person's responsibility to pass on any concerns and for the Police and/or Social Work Department to investigate.

The signs of abuse listed are not definitive or exhaustive. The list is designed to help West of Scotland Cricket Club members to be more alert to the signs of possible abuse.

Children and vulnerable adults may display some of the indicators at some time; the presence of one or more should not be taken as proof that abuse is occurring. Any of these signs or behaviours must be seen in the context of the child/vulnerable adult's whole situation and in combination with other information related to the child/vulnerable adult and his/her circumstances. There can also be overlap between different forms of abuse.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and adverse effects on their emotional development. It may involve conveying that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adults. It may also involve causing a child or vulnerable adult to frequently feel frightened or in danger, or the corruption or exploitation of a child or vulnerable adult.

Appendix A

Emotional Abuse in Sport

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

- Exposure to humiliating or aggressive behaviour or tone.
- Failure to intervene where self-confidence and worth are challenged or undermined.

Signs of possible emotional abuse:

- Low self esteem
- Continual self deprecation
- Sudden speech disorder
- Significant decline in concentration
- Immaturity
- 'Neurotic ' behaviour e.g. rocking
- Self-mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- Indiscriminate friendliness

Neglect

Neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing and cleanliness. It may also include leaving a child home alone, exposure in a manner likely to cause 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.

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 neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness or unexplained non-attendance at school
- Untreated medical problems

- Low self esteem
- Poor peer relationships
- Stealing

Physical Abuse

Physical Abuse may involve the actual or attempted physical injury to a child or vulnerable adult including hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming them.

Physical Abuse may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This situation is described as Munchausen Syndrome by Proxy. A person may do this because they need or enjoy the attention they receive through having a sick child.

Physical abuse may also be a deliberate act, omission or failure to protect.

Physical Abuse in Sport

This may include bodily harm caused by 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 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 bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered. Signs of possible physical abuse include:

Unexplained injuries or burns, particularly if they are recurrent, improbable excuses given to explain injuries.

- Refusal to discuss injuries.
- Fear of parents being approached for an explanation.
- Untreated injuries, or delays in reporting them.
- Excessive physical punishment to themselves.
- Arms and legs kept covered in hot weather.
- Avoidance of swimming, physical education etc.
- Fear of returning home.
- Aggression towards others.
- 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.

Appendix A

Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult 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 acts. This may include non-contact activities such as forcing children or vulnerable adults to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways.

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.

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
- Having any sexual activity or relationship
- Creating opportunities to access children or vulnerable adults ' bodies

Not all children or vulnerable adults are able to tell that they have been sexually assaulted. Changes in their behaviour may be a signal that something has happened. It is important to note that there may be no physical or behavioural signs to suggest that a child or vulnerable adult has been sexually assaulted.

A child or vulnerable adult who is distressed may display some of the following physical, behavioural or medical signs that should alert you to a problem. It is the combination and frequency of these that may indicate sexual abuse. Always seek advice.

Signs of possible sexual abuse:

- Behavioural
- Lack of trust in adults or over familiarity with adults
- Fear of a particular adult
- Social isolation -withdrawn or introversion
- Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone, needing a night light)
- Running away from home
- Girls taking over the mothering role
- Sudden school problems e.g. falling standards, truancy
- Reluctance or refusal to participate in physical activity or to change clothes for games
- Low self-esteem
- Drug, alcohol or solvent abuse
- Display of sexual knowledge beyond child 's age e.g. French kissing
- Unusual interest in the genitals of adults, children or animals
- Fear of bathrooms, showers, closed doors
- Abnormal sexual drawings
- Fear of medical examinations
- Developmental regression

- Poor peer relationships
- Over sexualised behaviour
- Compulsive masturbation
- Stealing
- Irrational fears
- Psychosomatic factors e.g. recurrent abdominal or headache pain
- Sexual promiscuity
- Eating disorders
- Physical or Medical signs
- Sleeping problems, nightmares, fear of the dark
- 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
- Self-mutilation, suicide attempts
- Itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Stained underwear
- Unusual genital odour

Negative Discrimination (including racism)

Children and vulnerable adults may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, it may be necessary for the purposes of the Child and Vulnerable Adult Protection Policy and Procedures, for negative discriminatory behaviour to be categorised as emotional abuse.

Important Note: All organisations working with children and vulnerable adults including those operating where black and ethnic communities are numerically small, should address institutional racism, defined in the MacPherson Inquiry report on Stephen Lawrence as:

‘The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion’.

Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person or vulnerable adult. It can occur that the abuser may be a young person, for example in the case of bullying. See Appendix K Guidelines for Identifying and Managing Bullying.

Appendix B

West of Scotland Cricket Club Application Form for Positions Involving Contact with Children and Vulnerable Adults

You have a right of access to information held on you and other rights under the Data Protection Act 1998

West of Scotland Cricket Club are committed to ensuring that all members in positions that require contact with children or vulnerable adults are suitable to do so. In accordance with **West of Scotland Cricket Club's** Child and Vulnerable Adult Protection Policy, all members whose position requires contact with children and/or vulnerable adults must complete this application form, prior to appointment.

Personal Details

Title:	
Name:	
Surname:	
All previous names by which you have been known:	
Address:	
Post Code (must be completed):	
Telephone	Day: Evening: Mobile:

Current/Previous Clubs

Club Name	Position/Responsibilities	Start and Leaving Date

Present or Most Recent Employment/Role/Responsibilities

Name of Employer/Managing Organisation:
Job Title:
Dates of Employment (month and year):
Principal Responsibilities:
Reasons for Leaving:

Appendix B

Qualifications and Previous Experience of Working with Children or Vulnerable Adults

(include name of organisation, responsibilities/duties, length of time involved and reasons for leaving)

--

Referees

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

Name:	Name:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
Relationship to Applicant:	Relationship to Applicant:

Additional Information

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

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

Appendix B

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

Signature: _____ Date: _____

Declaration of Designated Person

I confirm that I have seen the following identification documents relating to **[insert name of applicant]**:

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

Signed: _____ Name: _____

Date: _____

West of Scotland Cricket Club Reference Form

West of Scotland Cricket Club are committed to ensuring that all members in positions that require contact with children or vulnerable adults are suitable to do so. In accordance with **West of Scotland Cricket Club's** Child and Vulnerable Adult Protection Policy, references are sought for all members whose position requires contact with children and/or vulnerable adults.

Details of Referee

Name:
Address:
Organisation:
Telephone:
Relationship to Applicant:

_____ has expressed an interest in working with **West of Scotland Cricket Club** and has given your name as a referee. This post involves substantial access to children, young people and/or vulnerable adults. As an organisation committed to the welfare and protection of children, young people and vulnerable adults we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children, young people or vulnerable adults?

YES/NO Delete as appropriate

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

All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance.

Information will only be shared with the person conducting the assessment of the applicant's suitability for the position and the immediate supervisor should they be offered a position.

We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?
In what capacity?
What attributes does this person have that would make them suited to work with children, young people or vulnerable adults?

Appendix C

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

	Not Good	Good	Very Good	Excellent
Responsibility				
Maturity				
Self Motivation				
Can motivate others				
Commitment				
Energy				
Trustworthiness				
Reliability				

Please comment on the performance of the individual in the following areas:

Honesty/trustworthiness; Reliability; Relationships and communication with internal and external colleagues; Team working; Sickness absence; Adherence to organisation procedures.

Please provide any other relevant details about the person that are relevant to the position they have applied for (please use a separate sheet if required):

I am aware that the information given will be processed in accordance with the Data Protection Act 1998, for the purposes of recruitment of the named individual.

Signed: _____ Name: _____

Date: _____

Thank you in advance for the information provided and the time spent in compiling the report.

Please return this form in an envelope marked **PRIVATE and CONFIDENTIAL** to:

The Child and Vulnerable Adult Protection Officer

**West of Scotland Cricket Club
44 Peel Street
Glasgow
G11 5LU**

Appendix D

West of Scotland Cricket Club Self-Declaration Form

As required in **West of Scotland Cricket Club**'s Child and Vulnerable Adult Protection Policy and Procedures this form must be completed by all members for positions that require contact with children and/or vulnerable adults.

West of Scotland Cricket Club is committed to the protection of children and vulnerable adults involved in sport and have a duty to ensure the suitability of any individual who works with children and/or vulnerable adults. To fulfil this responsibility, we ask that you complete this form having read the guidance notes attached.

Note: You are advised, under the provisions of the Rehabilitation of Offenders Act 1974 as amended by the Rehabilitation of Offenders Act 1974 Exclusions and Exceptions (Scotland) Order 2003, to declare all convictions including 'spent' convictions.

Should you be appointed for the position applied you will also be required to provide a Standard/Enhanced disclosure under the terms of the Police Act 1997 (Part V).

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

West of Scotland Cricket Club undertakes to treat all applicants for positions within **West of Scotland Cricket Club** equally and to process and make decisions on disclosed information in a fair manner.

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

SECTION 1

PART A

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

(continue on a separate form if necessary)

Date:
Court:
Offence(s) originally charged with:
Sentence:
Please give details of the reasons and circumstances that lead to your offence(s):
Please give details of how you completed the sentence imposed (e.g. did you pay your fine as required, what conditions were attached to your probation/community service order, did you comply with the requirements of your order/custodial sentence):

Do you give **West of Scotland Cricket Club** permission to contact the above organisations to clarify the information disclosed?

What have you learned from the experience?

PART B

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

Previous Police Investigation

(continue on a separate form if necessary)

Date of investigation:

Police Division involved:

Investigation(s) details:

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

Disposal (if known):

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

If yes, please provide details:

PART C

Have you ever had a disciplinary sanction (from a sports or other organisation's governing body) relating to inappropriate behaviour with children/vulnerable adults or child abuse? **YES/NO**

If yes, please provide details:

Appendix D

SECTION 2

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

I give my consent to **West of Scotland Cricket Club** carrying out a check with Disclosure Scotland (if deemed necessary) and to take up references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

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

I **agree** to abide by **West of Scotland Cricket Club**'s Code of Practice for the Protection of Children and Vulnerable Adults.

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

Signed: _____ Date: _____

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

West of Scotland Cricket Club Guidance Notes for Completing Self-Declaration Form

West of Scotland Cricket Club is committed to the protection of children and vulnerable adults involved in sport and have a duty to ensure the suitability of any individual who works with children and/or vulnerable adults. The information provided in the Self-Declaration Form, in addition to the other recruitment and selection procedures detailed in **West of Scotland Cricket Club's** Child and Vulnerable Adult Policy and Procedures, will enable an informed decision to be made about an individual's suitability to work with children and/or vulnerable adults.

Who must complete the Self-Declaration Form?

This form must be completed by all applicants for positions:

- Listed in the Rehabilitation of Offenders Act 1974 (ROA) Exclusions and Exceptions (Scotland) Order 2003 i.e. positions by which an employer is entitled to ask an 'exempted question'. These positions include occupations with duties that involve regular contact with children and young people (under the age of 18) and vulnerable adults.
- Which involve regular contact with and caring for, training, supervising or being in sole charge of children or young people.

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

In accordance with **West of Scotland Cricket Club's** Child and Vulnerable Adult Policy and Procedures, all applicants for the above types of post must complete a Self-Declaration Form. Anyone unwilling to do so must not be employed in a position that requires regular or unsupervised contact with children or vulnerable adults.

Why must I give information about previous convictions?

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

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

This depends on the type of post you are applying for. The Job Description (including information on roles and responsibilities) provided with the Application Form tells you what kind of post this is.

If the post involves regular contact with children, young people or vulnerable adults:

- complete Part A and C only and sign the form at Section 2
- give details of all offences of which you have been convicted by a court both in the UK and abroad regardless of when the conviction(s) occurred (this means you should include both 'spent' and 'unspent' convictions)

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

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

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

Appendix E

Who gets to read the Self-Declaration Form?

The Self-Declaration Form should be sent to **West of Scotland Cricket Club** in a sealed envelope. If you are not chosen for interview, the envelope will be returned to you, unopened, for you to dispose of.

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

What happens to the Self-Declaration Form after a decision has been made on my application?

If you are unsuccessful the Self-Declaration Form will be returned to you for you to dispose of.

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

Guidance on Disclosure Scotland Checks

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

Do I have to employ people with previous convictions?

The Rehabilitation of Offenders Act 1974 provides that after a certain amount of time, a conviction will be regarded as 'spent'. This means that in certain circumstances, a potential employee does not have to declare this conviction. **West of Scotland Cricket Club will not discriminate against someone on the grounds of a spent conviction.**

Exceptions to this rule

For certain kinds of employment, a prospective employer can ask you to declare all spent and unspent convictions. These are known as 'exempted' and are listed in the Rehabilitation of Offenders Act 1974 (ROA) Exclusions and Exceptions (Scotland) Order 2003. This includes nurses, teachers, firearms dealers, solicitors, positions which involve contact with children, the elderly and vulnerable adults.

How can I ask people about their previous convictions?

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

How can I get access to criminal records information?

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

To access a Disclosure Scotland check, organisations must firstly register with Disclosure Scotland. Each registered body will have to pay a fee of £150 to register with an additional £10 per named person for countersigning applications for a Disclosure Certificate.

Each Disclosure application, at present, costs £13.60. As it is an individual who applies for a check, Disclosure Scotland suggests the applicant should pay this however it is recommended that the organisation considers and makes a decision on who pays for all Disclosure applications.

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

Types of Disclosure Certificates

1 Basic Disclosure

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

2 Standard Disclosure

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

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

Appendix F

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

3 Enhanced Disclosures

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

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

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

How do I know which level of check is required?

Employers and organisations must advise applicants of the level of Disclosure required for the post. Details of the post must be provided in the Disclosure Scotland application form.

Is more than one Disclosure required?

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

What happens to the Disclosure Certificate?

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

What if the information on the Certificate is incorrect?

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

(Important Note: At first the process for obtaining a Disclosure Scotland check may seem very straightforward, however the process and implementing it into procedures are likely to have a number of implications for each individual organisation. At present, checks are not compulsory and it is strongly recommended that each organisation spends time considering the implications of registration and managing Disclosure checks).

For further information see www.disclosurescotland.co.uk and www.vds.org.uk

West of Scotland Cricket Club Medical Consent Form

Consent To Medical Treatment

The following information and consent is requested to ensure the health and well being of all children and vulnerable adults participating in **West of Scotland Cricket Club** activities. The information contained in this form is confidential and will only be used to safeguard and promote the child/vulnerable adult's health and well being should the need arise.

Name of Child/Vulnerable Adult: _____

Date of Birth: _____

Name of General Practitioner: _____

Address: _____

Telephone: _____

Please provide details of any pre-existing medical conditions that may affect the child/vulnerable adult's participation in the activity/event/programme:

Details of any medication or treatment required: _____

Details of any existing injuries (include when injury occurred and the treatment received): _____

Details of any allergies, including allergies to medication: _____

Child/Vulnerable Adult (optional)

I [insert name] consent to receiving medical treatment, including anaesthetic, which the medical authorities present consider necessary.

Signature: _____

Print Name: _____

Date: _____

Parent/Guardian/Legal Carer

I [insert name of parent/guardian/carer] consent to [insert name of child/vulnerable adult] receiving medical treatment, including anaesthetic, which the medical authorities present consider necessary.

I undertake to inform **West of Scotland Cricket Club** should any of the information contained in this form change.

Signature: _____

Print Name: _____

Relationship to child or Vulnerable Adult: _____

Date: _____

Appendix H

The Law and Medical Consent: Children and Vulnerable Adults

In some cases it may be necessary to obtain consent for medical examination, treatment or procedure to a child or vulnerable adult e.g. where an injury has occurred in the course of training or competition or where it is alleged that the child has been abused.

The purpose of this guidance is to provide an overview of the law in Scotland in relation to medical consent and to advise **[name of organisation]** members on the best practice that must be followed.

Children - who can give consent?

The child

The Age of Legal Capacity (Scotland) Act 1991 allows children under the age of 16 to give their own consent in certain circumstances. Section 2(4) states:

“A person under the age of 16 shall have legal capacity to consent on his/her own behalf to any surgical, medical or dental procedure or treatment where, in the opinion of a qualified medical practitioner attending him, he is capable of understanding the nature and possible consequences of the procedure or treatment ”

The decision about competence is entirely one for the doctor or other medical practitioner to make. **This means where a child is assessed as being capable of providing consent, the consent of a parent/guardian is not required.**

The Scottish Executive recommend that efforts should always be made to discuss with the child informing his/her parents/guardians or carers, except where it is clearly not in the child's best interests to do so. If a child refuses to allow parents/guardians or carers to be informed, then this must be respected.

Consent from the following categories would only be required where the child is assessed as incapable of providing consent.

Person with Parental Responsibilities in relation to the child.

A person who has parental responsibility of the child would normally be requested to provide consent, as under the Children (Scotland) Act 1995 they have responsibilities that include a duty to safeguard and promote the child's health, development and welfare.

If a child's parents are or have been married to each other, both have parental responsibility and either can give consent. If the parents have not been married to each other, normally only the mother has automatic parental responsibility including the right to consent. The father will have the right to consent if either:

- He has obtained an order from the court awarding him parental responsibilities.
- He and the child's mother have a registered parental responsibilities agreement.

Where a parent requires to provide consent they should, so far as practicable, consider the views of the child.

Person who has care and control of the child

Section 5 of the Children (Scotland) Act 1995 also allows consent to be given by those who have care or control of a child but who do not have either parental responsibilities or parental rights in respect of the child e.g. a grandparent who is the child's main carer. These people have a duty to do what is reasonable in all the circumstances to safeguard the child's health, development, and welfare. This includes giving consent to treatment or procedures.

Such consent would not be effective however, where

- The child is capable of consenting
- The person knew that the parent would not consent e.g. a parent who is a Jehovah Witness
- The medical examination was for the purpose of establishing child abuse

If the child is looked after by the Local Authority, the authority can give consent only if it has obtained a Parental Responsibilities Order from the court or consent is authorised by conditions attached to an order or warrant issued by a Court or Children's hearing.

Vulnerable Adults - who can give consent?

As with children, where a vulnerable adult is capable of consenting to medical treatment, consent will not be required from any other individual such as parent/guardian or carer. Again, it is for the medical profession to determine whether the vulnerable adult is capable of understanding the proposed treatment and consequences.

There are safeguards where a vulnerable adult may not be capable of consenting to medical treatment. This is dealt with in Part 5 of the Adults with Incapacity (Scotland) Act 2000. A medical practitioner must certify that he is of the opinion that an adult is incapable in relation to a decision about medical treatment. They shall then have the authority to do what is reasonable in the circumstances in relation to the proposed medical treatment to safeguard or promote the physical and/or mental health of the adult.

Notification of Accident

Staff/Student/Visitor

All questions must be answered

(Please delete whichever is inappropriate)

(Complete the appropriate section including C)

To _____

Group _____

From _____

Date _____

A

Complete for Accident to Staff (including temporary or casual staff)

Name of injured person _____

Dept/Division _____

Job Title _____

Date of Accident _____ Time of Accident _____

Date Reported _____ Time Reported _____

Time injured person actually stopped work on day of accident _____

Time should have stopped work on day of accident _____

Time injured person re-commenced work on day of accident _____

B

Complete for Student/Visitor(Delete appropriate)

Name of injured person _____

Home Address _____

Reason for visit to [name of organisation] _____

Date of Accident _____ Time of Accident _____

Date Reported _____ Time Reported _____

C

Complete for all Accidents (Where not applicable, please indicate)

Nature and extent of injuries where known (state left or right where applicable)

Appendix I
C (Continued)

Where did the accident occur? (Precise Location)

Was accident due to lifting by hand?

Yes

No

If Yes

Total estimated weight of load lifted _____

How many other persons assisted with the lifting? _____

Was accident caused by machinery?

Yes

No

If Yes

The name and type of machine _____

Part causing injury _____

Whether in motion by mechanical power at the time? _____

Was accident relative to a fall of persons, material, plant etc?

Yes

No

If Yes

What material? _____

Complete for all Accidents (Where not applicable, please indicate)

Was accident caused by faulty plant/equipment?

Yes

No

If Yes

What plant/equipment failed? _____

How plant/equipment failed? _____

Was accident caused by fault of any person?

Yes

No

If Yes

Name, if known _____

Nature of fault _____

What exactly was the injured person doing at the time of the accident? _____

Was he/she authorised or permitted to do this

Yes

No

Was this a written down procedure?

Yes

No

If not, was this custom and practice?

Yes

No

Were general or specific instructions given prior to commencement?

Yes

No

If so, state what instructions and by whom given _____

Complete for all Accidents (Where not applicable, please indicate)

Was protective clothing or equipment necessary for the activity being undertaken at the time of the accident? Yes No

If Yes

Give description of such protection _____

Was it provided? Yes No

When? _____

Was it being used at the time of the accident? Yes No

If no, why? _____

Has the accident been entered in the Departmental Accident Book? Yes No

Did injured person report to First Aid Post/Surgery? Yes No

If Yes

At what time _____

Accompanied by anyone? Yes No

If Yes, who?

State name(s) of witness(es) _____

Have You

Obtained a statement from each witness? Yes No

If Yes, please attach

Drawn a sketch or taken a photograph showing location and people? Yes No

Kept the offending tool/implement? Yes No

If Yes, what has been kept and where? _____

Signatures

Date.....

Person Completing Form _____

Director/Principal _____

Please do not delay completing and sending this form and follow up with photographs, sketches and statements as necessary.

Appendix J

West of Scotland Cricket Club 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 that causes concern and must be passed to the Child and Vulnerable Adult Protection Officer.

Note: Confidentiality must be maintained at all times .Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

Details of person making report

Name:
Position:
Contact telephone number:

Details of Child/Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

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

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of their concerns/incident:

Details of the incident/concerns

Date of incident/concern arose:
Time
Place
Names and addresses of other people who may have information about the concerns/incident:
Describe in detail what happened:
Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any (use diagrams if this helps you to describe):
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 clarified:

Details of action taken

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

Appendix J

Other information

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

Signature: _____

Print name: _____

Date: _____

Child & Vulnerable Adult Protection Good Practice

Guidelines for Identifying and Managing Bullying of Children and Vulnerable Adults

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 hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms including:

- Physical e.g. hitting, kicking, theft
- Verbal (including teasing) e.g. racist remarks, spreading rumours, threats or name-calling
- Emotional e.g. isolating a child or vulnerable adult from the activities or social acceptance of the peer group
- Harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.
- Children and vulnerable adults 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 lists common bully victim behaviour.

If a child or vulnerable adult:

- Hesitates to come to training/programme/session.
- Is often the last one picked for a team or group activity for no apparent reason, or gets picked on when they think your back is turned.
- Is reluctant to go to certain places or work with a certain individual.
- Has clothing or personal possessions go missing or are damaged.
- Has bruising or some other injury.
- Keeps 'losing' their pocket money..
- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- A usually quiet person becomes suddenly prone to lashing out at people, either physically or verbally.

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

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim(s)to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations seriously and take action to ensure the victim(s)is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim(s)that you can be trusted and will help them, although you cannot promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

Appendix K

Action towards the Bully(ies):

- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour.
- Seek an apology from the bully(ies) to the victim(s).
- Inform the bully's(ies') parents/guardians.
- If appropriate, insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour
- Keep a written record of action taken.

West of Scotland Cricket Club Consent Form For the Use of Photographs, Film or Video Recordings of Children or Vulnerable Adults

West of Scotland Cricket Club is committed to the protection of children and vulnerable adults involved in sport.

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

West of Scotland Cricket Club will take all reasonable measures to ensure these images are used solely for the purposes for which they are intended. If you become aware these images are being used inappropriately you should inform **West of Scotland Cricket Club's** Child and Vulnerable Adult Protection Officer immediately.

West of Scotland Cricket Club reserve the right at all times to prohibit the use of photography, film or video at any activity with which it is associated.

Child/Vulnerable Adult

I [child/vulnerable adult] consent to photographing, filming or videoing my involvement in [insert details of event/activity].

Signature _____

Print Name _____

Date _____

Parent/Guardian/Carer

I [parent/guardian/carers] consent to **West of Scotland Cricket Club** photographing, filming or videoing [insert child/vulnerable adults name]'s involvement in [insert details of event/activity details].

Signature _____

Print Name _____

Relationship to child/vulnerable adult: _____

Date: _____

Appendix M

West of Scotland Cricket Club Application to Photograph, Film or Video a Sporting Event or Activity Involving Children or Vulnerable Adults

West of Scotland Cricket Club is committed to the protection of children and vulnerable adults involved in sport.

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

- Secures the permission of the Activity, Event or Media Manager in advance of the event/activity
- Commits the applicant to comply with **West of Scotland Cricket Club**'s guidance on the use of photographic, film, video or other images of children which is contained in **West of Scotland Cricket Club**'s Child and Vulnerable Adult Policy and Procedures
- Allows children/vulnerable adults and their parents/guardians or carers to provide informed consent (in accordance with the Child and Vulnerable Adult Protection Policy and Procedures where possible we will not permit photographs, film, video or other images of children or vulnerable adults to be taken or used without the consent of the child/vulnerable adult and their parents/guardians or carers).

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

Details of applicant

Name: _____

Address: _____

Telephone: _____

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

Name of Company/organisation: _____

Contact Name: _____

Address: _____

Telephone: _____

In addition, when requested, please complete answers to the following:

What do you intend to use the photographs, film or video footage for?

Where will the photographs, film or video footage to be published or displayed?

When will this happen?

How will the photograph, film or video be processed?

How will the equipment be used?

Who will have access to the photographs, film or video footage?

Where will the photographs, film or video be stored?

How long will the photograph, film or video be kept?

I have read, understood and agree to comply with **West of Scotland Cricket Club's** guidance for the use of photographs, film video or other images of children/vulnerable adults contained in **West of Scotland Cricket Club's** Child and Vulnerable Adult Protection Policy and Procedures.

I agree to comply with any conditions or restrictions on the taking and use of photographs, film or video deemed appropriate by **West of Scotland Cricket Club.**

I understand and accept that any failure to comply with the aforementioned Policy and Procedures may prevent any future permission being granted and that any practices which are considered to place children or vulnerable adults at risk may be reported to the Police and/or Social Work Department.

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

Signature of Applicant: _____

Print Name: _____

Signature of Company/organisation: _____

Print Name: _____

Position in organisation: _____

Date:

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

Appendix N

West of Scotland Cricket Club Referral Form for Suspicions or Allegations of Abuse of a Child or Vulnerable Adult

This form must be completed as soon as possible after receiving information that causes suspicion or an allegation of the abuse of a child or vulnerable adult. This must be passed to the Child and Vulnerable Adult Protection Officer and the Social Work Department or the Police as soon as possible after completion. Do not delay by attempting to obtain information to complete all the details.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

Details of person making report

Name:
Position:
Contact telephone number:

Details of Child/Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

Details of person about whom there is concern

Name:
Position:
Date of Birth:
Address:
Relationship to child/vulnerable adult:

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

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of alleged incident:
Record here the information you were given from this person about the alleged incident:

Details of the alleged incident

Date of alleged incident:
Time:
Place:
Names and addresses of witnesses:
Describe in detail what happened:
Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any (use diagrams if this helps you to describe):
Was the child/vulnerable adult asked what happened: YES/NO If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarified:

Appendix N

Details of action taken

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

ONLY AFTER SEEKING ADVICE FROM THE POLICE/SOCIAL WORK DEPARTMENT, were the child/vulnerable adult's parents/carers contacted?

Details of external agencies contacted

Police	Police station contacted: Name and contact number: Advice received:
Social Work Department	Social Work Dept: Name and contact number: Advice received:
Other	Name of organisation: Name and contact number: Advice received:

Other information

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

Signature: _____

Print name: _____

Date: _____

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

Legal Framework

The **West of Scotland Cricket Club** Child and Vulnerable Adult Protection Policy and supporting Procedures are based on the following legislation and guidance:

- Age of Legal Capacity (Scotland) Act 1991
- Children (Scotland) Act 1995
- Criminal Justice (Scotland) Act 2003
- Criminal Procedure (Scotland) Act 1995
- Data Protection Act 1998
- Disability Discrimination Act 1995
- Disclosure Scotland Code of Conduct 'Making Scotland Safer' (2002)
- Disclosure Scotland Code of Conduct 'Protecting the Vulnerable by Safer Recruitment' (2002)
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Health & Safety at Work etc. Act 1974
- Human Rights Act 1998
- Police Act 1997
- Protecting Children 'A Code of Practice for Voluntary Organisations in Scotland Working with Children and Young People', 1995
- Protecting Children -A Shared Responsibility: Guidance on inter-agency co-operation, The Scottish Office 1998
- Protection of Children (Scotland) Act 2003
- Race Relations Act 1976
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 Exclusions and Exceptions (Scotland) Order 2003
- Sex Discrimination Act 1975
- Sex Offenders Act 1997
- Sexual Offences (Amendments) Act 2000
- UN Convention of the Rights of the Child 1992

sportscotland

Rose Challies
Ethics Manager
Caledonia House
South Gyle
Edinburgh EH12 9DQ
Tel:0131 317 7200
www.sportscotland.org.uk
child.protection@sportscotland.org.uk

CHILDREN 1ST

Kathleen McNulty
Child Protection in Sport Development Worker
Learning and Teaching Scotland
74 Victoria Crescent Road
Glasgow G12 9JN
Tel:0141 339 4005
www.children1st.org.uk
Kathleen.McNulty@children1st.org.uk

Scottish Association of Local Sports Councils

David Arnott
Administrator
1 Lumsdaine Drive
Dalgetty Bay KY11 9YU
Tel:01383 820 950
www.salsc.org

Scottish Sports Association

Joanne Waddell
Executive Administrator
Caledonia House
South Gyle
Edinburgh EH12 9DQ
Tel:0131 339 8785
www.scottishsportsassociation.org.uk

Glasgow City Council (Club and Volunteer Officers)

Tel:0141 287 8908
www.activeglasgow.com
Pamela.Dunlop@cls.glasgow.gov.uk

Central Registered Body in Scotland

Unit 55, Stirling Enterprise Park
Stirling FK7 7RD
Tel:01786 849777
Fax:01786 849767
www.crbs.org.uk
info@crbs.org.uk

Glasgow Police

A Division
Tel:0141 532 3000
B Division
Tel:0141 532 3700

Volunteer Development Scotland

Laura Baird
Policy Officer
Stirling Enterprise Park
Stirling FK7 7RP
Tel:01786 479 593
www.vds.org.uk

Sports Council for Glasgow

20 Trongate
Glasgow G1 5ES
Tel:0141 287 3649
Scg@cls.glasgow.gov.uk

Children in Scotland

Princes House
5 Shandwick Place
Edinburgh EH2 4RL
Tel:0131 228 8484
www.childreninScotland.org.uk
info@childreninScotland.org.uk

National Training Organisation for Sport Recreation and Allied Occupations

Ashley Pringle
Programme Manager
SPRITO Scotland
Division of Media, Language & Leisure Management
Glasgow Caledonian University
Cowcaddens Road,
Glasgow G4 0BA
Tel:0141-331-8484
www.SPRITO.org.uk

Other Useful Contacts:

ParentLine Scotland
0808 800 2222

NSPCC Child Protection Helpline

0808 800 5000

Childline Scotland

0800 1111

Child Protection in Sport Unit

NSPCC
3 Gilmour Close
Beaumont Leys
Leicester LE4 1EZ
Tel:0116 234 7278
www.sportsprotects.org.uk

Glasgow Social Work Department – Partick

Tel:0141 276 4300 or 0800 811505

West of Scotland Cricket Club

Child Protection Policy (PVG Amendment) 2011

This Policy Amendment Document ("the Amendment") encompasses the terms of the Protection of Vulnerable Groups (Scotland) Act 2007 and amends the West of Scotland Cricket Club Child and Vulnerable Adult Protection Policy 2005 ("the Policy") accordingly. The Amendment has the effect of amending and varying the terms of Section 1 of the Policy where the context so requires and in the event of conflict between the terms of the Policy and the Amendment, the Amendment shall prevail.

For the purpose of the Policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

West of Scotland Cricket Club aims to ensure that all children 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 are carefully selected, screened, trained and supervised.

Selection

- All applicants to our organisation 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 an appointment.
- The successful applicant will be asked to complete a self declaration form prior to the Disclosure Record being accessed.

Screening

The successful applicant will be asked to complete a Disclosure Record (relevant to the position applied for) prior to the applicant taking up the 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 work. Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given 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. Every member of staff and volunteer will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff/volunteer.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

Reporting Abuse

West of Scotland Cricket Club understands that in addition to making a referral (a written report) to Disclosure Scotland, Child Protection issues concerning workers (paid/unpaid), children and young people must always be referred to the child protection agencies (ie social work and/or police) for appropriate investigation.

West of Scotland Cricket Club 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.