

CHILD PROTECTION POLICY STATEMENT

Foreword on Children's Wellbeing – Vice-Chairman John Anderson

This policy is designed to ensure that every child and young person that plays football for this club, or visits our club is safe, feels secure and is able to enjoy any time that they spend with us. This is a fundamental right and I recommend that this document should be read, understood and actioned upon by everyone at this club.

John Anderson, Vice-Chairman Vale of Leithen Football Club.

Vale of Leithen FC is fully committed to promoting, supporting and safeguarding the wellbeing of all children in its care. We recognise the child's rights to protection as provided in Article 19 of the UNCRC: all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. 'Child protection' means protecting a child from child abuse or neglect, as stated within the National Guidance for Child Protection in Scotland 2014.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

Vale of Leithen FC will:

- Respect the rights of children as paramount.
- Promote the rights and wellbeing of children by providing opportunities for them to take part in football safely.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff and volunteers to adopt and abide by this policy and sign up to the Code of Conduct for Safeguarding Children's Wellbeing.
- Safely recruit and select individuals who will be working with children to ensure appropriate measures have been taken and risk assessed when needed.
- Train, support and supervise its members of staff and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risks.
- Respond to any allegations of poor practice, misconduct or abuse of children in line with procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards and include children's views in this process.

APPOINTMENT AND SELECTION OF ADULTS IN REGULATED WORK WITH CHILDREN PROCEDURE

In line with Articles 2 without discrimination and 3 in the best interests of the child of the United Nations Convention on the Rights of the Child (UNCRC), the Scottish FA will take all reasonable steps to ensure that coaches and other adults working with children in football have been recruited appropriately. This will allow that within their right of Article 31 to access leisure, play and recreation, the Scottish FA will ensure that during that participation at any level of football we take all measures to protect them in line with Articles 19 and 34.

As part of this process, we aim to ensure that unsuitable people are prevented from undertaking regulated work with children. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within the Scottish FA.

The following procedure will be completed for all positions deemed to be regulated work with children within

the Scottish FA. In line with the UNCRC and regulated work with children definition, this applies to all

children and young people under the ages of 18 years old.

1. Advertising

Any forms of advertising used to recruit members of staff and volunteers for regulated work with children will include the following:

- A statement that the position includes regulated work with children and will require PVG Scheme membership.

2. Pre-application Information

Pre-application information for these positions will be available to applicants online and will include:

- A role description outlining the roles and responsibilities of the position
- A person specification, stating qualifications or experience of working with children required
- An application form

3. Application Form

All applicants will be requested to complete an application form. The purpose of the application form is to obtain relevant details for the position and referee contact details.

4. Review Applications and Interview

The Scottish FA will review application forms and consider applicants for interview. Successful applicants

will be invited to interview. Interviews will then be carried out.

5. Offer of Position

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations

e.g. agreement to the policies and procedures of the Scottish FA, the probationary period and responsibilities of the role.

A PVG Scheme Membership form and self-declaration form will be sent out for the successful applicant to complete and return for processing. The offer must 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 Scottish FA.

The applicant's appointment will only be confirmed when:

- Two references have been received, checked and accepted
- Self-declaration form has been returned and approved
- PVG Scheme Record/Scheme Record Update has been received and accepted.

6. References

Two references will always be requested and thoroughly checked. Where possible at least one of these

references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements may be agreed before their appointment commences.

7. Membership of the PVG Scheme

The Scottish FA is registered with Disclosure Scotland. Individuals carrying out regulated work with children within the Scottish FA must be members of the PVG Scheme.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children within the Scottish FA are required to join the PVG Scheme. Applicants from overseas must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

Suitability for position

Should the Scottish FA receive any information via the self-declaration form and/or PVG scheme record that needs risk assessed, this will be carried out by the Scottish FA Safeguarding Panel. This risk assessment considers any criminal convictions or other information that would be considered relevant to

the role. The outcome of the decision with the Safeguarding Panel then contributes to the final decision of the applicant's appointment as mentioned at point 6 above.

8. Induction

After the applicant accepts post in writing, the induction process will include the following:

- An assessment of training, individual aim's, needs and aspirations.

- Clarification, agreement and signing up to Child Wellbeing and Protection in Scottish Football policies, procedures and safeguards, including the Code of Conduct for Safeguarding Children's

Wellbeing and Fair Processing Notice Form.

- Clarification of the expectations, roles and responsibilities of the position.

9. Training

Newly appointed members of staff and volunteers in regulated work with children should complete recommended training over an agreed period. This training will include an introduction to the Child Wellbeing and Protection in Scottish Football's Policies, Procedures and Safeguards that are relevant to their post. Further training is then available in a 3 hour workshop as well as additional CPD.

10. Probation

Newly appointed members of staff and volunteers will complete an agreed period of probation of 3 months.

11. Monitoring and Performance Appraisal

All staff in positions of regulated work with children 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.

12. Ongoing suitability

Once an individual is in a position of regulated work, the Scottish FA will require the individual to complete a self-declaration form on an annual basis and apply for a Scheme Record Update every three years. This ensures we are continually risk assessing members of staff and volunteers to keep children safe.

13. New vetting information

If new vetting information becomes available through self-declaration form or PVG scheme record updates, this is will be considered through a risk assessment by the Scottish FA Safeguarding Panel. Should any risk be identified, it will then be necessary to follow the Scottish FA Responding to Concerns about the Conduct of an Adult and/or Disciplinary Procedures.

14. Consideration for Children's List or Banned Individuals

If Disclosure Scotland notify the Scottish FA that a member of staff/volunteer is being considered for listing, that individual will be suspended as a precaution until the outcome of the case is determined. Remember

that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the best interests of the child will be the primary consideration. If Disclosure Scotland inform the Scottish FA that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 section 5 duties for organisations.

Review

This policy and associated procedures will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in legislation and guidance on the protection and safeguarding of children or following any changes within **Vale of Leithen FC**.
- Following any issue or concern raised about the protection and safeguarding of children within **Vale of Leithen FC**.
- In all other circumstances, at least every three years.

Reviewed August 2020