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**Protected Adult Safeguarding**

**This policy is written to underpin both Scottish Para-Football as well Para-Football Game Leader Organisations who are members of Scottish Para-Football. Therefore this policy will be adopted by each individual Para-Football Game Leader Organisation. If your concern relate to Scottish Para-Football please contact the National Office. However if your concern relate to a Para-Football Game Leader Organisation please contact their Committee directly.**

Everyone’s Responsibility

We all have a role and responsibility to promote, support and safeguard Protected Adults wellbeing within Scottish Para-Football. Ensuring a players wellbeing at all times, includes celebrating when things have gone well, understanding a players circumstances and forming positive relationship. Football can contribute in many different ways to a players positive wellbeing considering the health benefits of being active, the achievements they make in gaining new skills as well as their experiences in being included and respected as part of a team.

To ensure we can respond to situations when a protected adult needs help or support, we must firstly understand their rights and the meaning of wellbeing. Secondly, we must recognise a number of risks that exists for protected adults in football and therefore put in place a range of safeguards that minimise these risks. These are managed and promoted by people within particular roles who received specific training for their level of responsibility. It is necessary for this understanding and the appropriate processes to be in place if ever a player’s wellbeing or need for protection is identified as a concern. Scottish Para-Football can then respond and support any players who needs help, informing the relevant agencies and organisations when appropriate.

These policies, procedures and practice notes, as well as training will give us the confidence and support needed to fulfil our role and responsibility to keep protected adults within Scottish Para-Football safe.

**Ashley Reid**

**Scottish Para-Football**

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**DEFINITIONS**

**Adult?**

**PROTECTED ADULT**

The Protection of Vulnerable Groups (Scotland) Act 2007 defines a person aged 16 years or over may be considered to be a protected adult if they receives one, or all of the following:

* Accommodation and nursing or personal care in a care home
* Personal care, nursing, or support to live independently in their own home
* Health or social care services
* Services provided by an establishment catering for a person with a learning disability
* If person is attending a discrete sports session/club/event

 And in consequence of one, or a combination of the following:

* A substantial learning or physical disability
* A reduction in physical or mental capacity due to advanced age, illness or injury

A person is also considered to be protected if they are either

* Dependent on others in performing or assisting himself / herself in the performance of basic physical functions, or Their ability to communicate with those providing services, or to communicate with others is severely impaired
* Are unable to safeguard their own well-being, property, rights or other interests

**ADULTS AT RISK**

The Adult Support and Protection (Scotland) Act 2007 defines ‘adults at risk are adults who:

* are unable to safeguard their own well-being, property, rights or other interests,
* are at risk of harm, and
* because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

An adult is at risk of harm if:

* another person's conduct is causing (or is likely to cause) the adult to be harmed, or
* the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

**HOW IS SAFEGUARDING ADULTS DIFFERENT TO SAFEGUARDING CHILDREN?**

If you’ve been involved with safeguarding children a lot of your skills, knowledge and best practice will be transferable.

For both adults and children safeguarding is about creating safer environments and responding quickly and effectively to any concerns. It’s also about making sure power isn’t abused.

But there are also some important differences which is why there is a need for a separate Protected Adult policy and procedures.

The differences include:

* Some forms of abuse, signs and indicators;
* The importance of choice and decision making by the adult
* The rights of adults to make unwise choices
* The importance of involving the adult in safeguarding plans and actions;
* Laws, guidance and football regulations.

If you have concerns regarding a child or young person, please refer to Scottish Para-Football’s Child Wellbeing & Protection Policy.

**WHY SAFEGUARDS ARE NEEDED**

If your organisation is providing open age disability football it is strongly recommended that you adopt a policy and some simple procedures.

This will help you:

* Safeguard protected adults
* Reassure adults , their family , carers and others that your club or league is safe
* Ensure people can recognise and report adult safeguarding concerns
* Safeguard volunteers and staff by giving some guidance on best practice
* Protect your organisation by providing a safer environment.

**WHAT IF THE ADULT DOES NOT WANT A REFFERAL MADE?**

The Police and medical services will follow their own procedures if they are called as will adult services.

Volunteers and staff at grassroots should not keep the possibility of poor practice or abuse to themselves and must pass it on together with the adult’s wishes and views.

**RECRUITMENT OF VOLUNTEERS AND STAFF PROCEDURE**

All new volunteers and staff carrying out regulated work with children and protected adults;

Selection and Appointment

* Provide 2 referees that will be checked and accepted by the club
* Complete self-declaration form
* Sign fair processing notice form
* Sign up to the code of conduct for safeguarding annually
* Complete wellbeing protection training
* Complete a satisfactory PVG scheme record every 3 years

All existing volunteers and staff carrying out regulated work with children and protected adults

* Complete self-declaration form annually
* Complete a satisfactory PVG scheme record every 3 years
* Sign fair processing notice form
* Sign up to the code of conduct for safeguarding annually
* Complete wellbeing protection training

**RISK TO PROTECTED ADULTS WELLBEING IN SCOTTISH PARA-FOOTBALL**

The role of risks assessment within Scottish Para-Football in relation to promoting, supporting and safeguarding a protected adult’s wellbeing lies with the Scottish Para-Football Board as well as the Para-Football Game Leader Organisations. While there are numerous risks, these are assessed and acted on in different ways. It is important however to highlight some areas in particular to improve knowledge and understanding of why some risks exist and why some groups may be more vulnerable, through these examples are not exclusive.

In respect of adults, the areas include, recruitment, relationships and positions of trust and grooming.

**RECRUITMENT**

The risks in recruitment are around suitability of people working with protected adults. To ensure that we recruit individual safely into Scottish Para-Football, Para-Football Game Leader Organisation and Member Clubs the ‘Appointment and Selection of Adults in Regulated Work with protected Adults Procedure’ exists and is implemented.

**PROTECTION OF VULNERABLE GROUPS (SCOTLAND) ACT 2007**

All organisations have a legal responsibility to ensure that any individual who will be in regulated work with protected adults is not listed on the barred list, which bars them from working with protected adults. Regulated work with protected adults includes, caring from protected adults, teaching, instructing, training or supervising protected adults; being in sole charge of protected adults, having unsupervised access to protected adults and being a host parent.

Therefore in addition to the legal requirements through the PVG scheme membership. Scottish Para-Football gains references, carry out inductions and provide further training opportunities for its positions. This helps to identify and support the appropriate people to work with young players. We continue safeguarding checks through annual completion of self-declaration forms and three-yearly updates on PVG scheme membership during their involvement within Scottish Para-Football. Scottish Para-Football expects Para-Football Game Leader Organisations and member clubs to do the same.

**TYPES OF ABUSE**

|  |  |
| --- | --- |
| Type of abuse  | In football we might see… |
| Self-neglect –not looking after own personal hygiene, health or surroundings or hoarding. This happens away from football but we might see signs in football | Poor personal hygiene, need for dental care or glasses. Dirty playing kit. |
| Domestic abuse - including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. This happens away from football but we might see signs in football | Someone who is withdrawn, fearful or anxious when a carer or partner or family member comes to collect them. Bruising, grip marks or other signs of physical harm. An adult might report this happening or describe an incident or give unlikely explanations for injuries. |
| Discriminatory abuse difference or perceived difference particularly with respect to race, gender or disability or any of the other protected characteristics of the Equality Act. This might happen in football | Behaviours such as harassing of a club member because they are or are perceived to be transgender or jokes about a player’s disability or use of discriminatory language on or off line. An adult might describe this happening elsewhere in their lives whilst at football  |
| Organisational Abuse – including neglect and poor care practice within an institution or specific care setting or their own home or at football  | A club or team persistently fail to meet player’s needs for example allowing players to be injured or ill due to lack of care. In a care home this might be rigid rules with no individual choices and a player might report they don’t like –for example- having to go to bed at a certain time. An adult might talk about this at football. |
| Physical Abuse – includes hitting, slapping, pushing, kicking, and misuse of medication, restraint or inappropriate sanctions. This might happen in football or elsewhere | Regular over training , refusing breaks or intentionally hitting or kicking a player or punishing a player We might also see bruising to arms or face, repeated injuries, fearfulness, anxiety or fearAn adult talk about this at football.  |
| Sexual Abuse – adults with care and support needs can consent to sexual activity but can still be abused .This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure  | A coach or manager demands sexually explicit pictures from a learning disabled adult they are training. A player may comment on behaviours they don’t like from other adults or young people. Their behaviour may become disturbed or overly sexual.Adults can be sexually exploited as well as children so be aware of strangers collecting people, alcohol abuse and fearfulness |
| Financial or Material Abuse – including theft, fraud, internet scamming or coercion in relation to an adult’s financial affairs or arrangements | A club member demanding a player buys them a ticket for a game or insisting they buy everyone rounds of drinks and takeaways they can’t afford and don’t want . A player might not be able to afford subs or new kit, appear to be hungry or report being unable to pay rentAn adult might express concern about their money |
| Neglect - including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding medication, food or heating.  | A player who’s medical conditions are untreated or who is needing glasses or hearing aids, who is always hungry or complains that their home is always cold or they can’t have a shower at home after football A coach could be neglecting a player if they don’t pay attention to drinks, rest and weather |
| Emotional or Psychological Abuse – this could include threats of harm or abandonment, , humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks | A manager threatening a player with physical harm or persistently blaming them for poor performance or sending harassing messages after a game. Players could report that this is happening to them elsewhere or become distressed, depressed or self-harming |
| Modern Slavery –slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment | It’s unlikely to be seen in football as in modern slavery the person is unlikely to be allowed to play football But any concerns should be reported. |

***In football we might also see:***

Bullying – for example mocking, singling out for criticism, isolation from the team.

Cyber Bullying – using technology to bully and humiliate people

Forced marriage - This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The adult may report gifts of gold, planned trips abroad or disclose anxiety about an event.

Mate Crime - is when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them (Safety Network Project, ARC). It may not be an illegal act but still has a negative effect on the individual.

Radicalisation - The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

**RESPONDING TO CONCERNS ABOUT A PROTECTED ADULT PROCEDURE**

These procedures apply to all volunteers and staff involved within Scottish Para-Football and Para-Football Game Leader Organisations activities with Protected Adults

**1. Best interests of the Protected Adult**

Scottish Para-Football and Para-Football Game Leader Organisations are committed to working in partnership with parents / carers whenever there are concerns about a player.

Where concerns are raised about a player, this will be considered in line with the wellbeing indicators and may be discussed with parents / carers. For example, if a player seems withdrawn, they may have experienced an upset in the family, such as a parental separation divorce or bereavement. Common sense is advised in these situations and the best interests of the player will be considered as to what is the best support for each individual player. Protected Adults will be asked who they feel is suitable to be informed and then relevant, consent gained from the player.

Confidentiality will not be maintained if it is assessed that a player is at risk or their wellbeing is being impacted in such a way that their right to be protected becomes more significant. Any incidents which cause concern about the wellbeing of a player should be recorded on the *Concern Recording Form (Can be found on the appropriate Para-Football Game Leader Organisation Website and Scottish Para-Football Website)* and reported to the players Club Safeguarding Officer as soon as possible.

**2. Information regarding a concern about a Protected Adult**

Club volunteers or members of staff may be informed in different ways with regards to details of a concern about a player. This may be a direct disclosure by the player. The details may become clear due to the observation of a player, which is perhaps demonstrated in a change in their behaviour, appearance or nature. A third option could be information that is shared from another individual or organisation. A concern or possible abuse of a player may be observed by another player.

Depending on the nature of the concern, observations or information from others, this may not need to be discussed with the player, instead the information recorded then reported. Advice should be sought from the Safeguarding Officer if there is any uncertainty about the appropriate course of action where there are concerns about a player’s wellbeing which can be discussed by anonymising the player, therefore maintaining confidentiality if appropriate.

If the Safeguarding Officer is not available and an immediate response is required, the police and social work services must be contacted. They have a statutory responsibility for the protection of protected adult and they may already hold other concerning information about the player. Record and advice given, action taken and the response by other agencies. At the earliest opportunity thereafter the Safeguarding Officer should be informed.

**3. Concerns affecting a protected adult’s wellbeing**

When information is being recorded about a player, it is important that the protected adult understands why we are recording their details and gain their consent where possible for further reporting of the concern. If a player recognises that people can help and support and that this is the purpose of their details being shared, they will be more included and informed of the processes.

Where there is information of details in relation to the conduct an adult affecting a player’s wellbeing, this should be recorded in Part B of the Concern Recording Form.

**4. Protected Adults right to be protected**

Where the concern about a player’s wellbeing suggests they are in need of protection, the information must be passed on with or without their consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of Scottish Para-Football, Para-Football Game Leader Organisations, Member Clubs, Coaches and Volunteers shall investigate allegations of abuse or decide whether or not a player has been abused. False allegations are very rare. If a player says or indicates they are being abused or information is obtained which gives concerns that a player is being abused, the information must be responded to on the same day in line with the following procedure.

**What to do if a Protected Adults discloses abuse**

**4.1 Respond**

* React calmly so as not to frighten the player
* Listen to the player and take what they say seriously. Do not show disbelief
* Reassure the player they are not to blame and were right to tell someone
* Be aware of interpreting what a player says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language
* Do not assume that the experience was bad or painful – it may have been neutral or even pleasurable
* Avoid projecting your own reactions onto the player
* Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. What? When? Where? Who?
* Do not introduce personal information from either your own experience or those of other players

**Avoid**

* Panicking
* Showing Shock or distaste
* Probing for more information than is offered
* Speculating or making assumptions
* Making negative comments about the person against whom the allegation has been made
* Approaching the individual against whom the allegation has been made
* Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

***If you are concerned about the immediate safety of the protected adult:***

*Take whatever action is required to ensure the players immediate safety*

*Pass the information immediately to the police and seek their advice*

 **4.2 Record**

Make a written record of the information as possible using the Concern Recording Form completing as much of the form as possible. It is important that we include the contact details of the player’s alternate contact which will have been collated within their Consent Form – 18+ Players

 **4.3 Report**

Contact the Safeguarding Officer for your club to report the concern then email the completed form to the Safeguarding Officer as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. The club Safeguarding Officer will email the concern recording form to the appropriate Para-Football Game Leader Organisation. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shared as soon as the information has been passed on. If a protection adult is at risk of immediate harm/danger, contact Police or Social Care immediately

 **4.4 Sharing Concerns with Parents / Carers**

Where there are concerns that the parents / carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents / carers may place the player at further risk. *In such cases advice must always firstly be sought from the Safeguarding Officer or the police / social work services as to who informs the parents / carers.*

***4.5 Keeping the Protected Adult informed***

*Alongside the increased need to recognise the importance of safeguarding adults as well as children, there has also been a cultural shift towards making safeguarding personal within processes. What this means in practice is that protected adults should be more involved in the processes revolving around their wellbeing and that their views, wishes, feelings and beliefs must be taken into account when decisions are made.*

*A protected adult’s ability to be involved in the process and understand it may be affected by things like learning disability, dementia, mental health needs, acquired brain injury, and physical ill health. Clubs and volunteers can assist a protected adult in understanding the process and decisions being made by taking the following 5 steps:*

* *Assume that people are able to make decisions. If you have concerns about a protected adult’s level of understanding, you should check this with them,*
* *Give people as much support as they need to make decisions. You may be involved in this – you might need to think about the way you communicate or provide information, and you may be asked your opinion.*
* *People have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimised.*
* *If someone is not able to make a decision, then the person helping them must only make decisions in their “best interests”. This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.*
* *Find the least restrictive way of doing what needs to be done.*

**Responding to Concerns about a Protected Adults Procedure Flowchart**

(Remember to involve the protected adult throughout the process wherever possible)

Disclosure by protected adult to club volunteer or member of staff

Observation

Information from another individual / agency

Concern about a Protected Adults wellbeing

Complete Concern Recording Form and contact Safeguarding to report concern

Club Safeguarding Officer to contact Para-Football Game Leader Organisation

Decision made as to who take lead (Club or Para-Football Game Leader Organisation) “Lead Safeguarding Officer”

Leader Safeguarding Officer decides if information should be shared with player’s alternate contact and identifies any action or support to be put in place for the protected adult

If the protected adult is identified as in need of protection the Lead Safeguarding Officer will contact the police and / or social work and notify the protected adult’s named person

Lead Safeguarding Officers records advice given and action taken

Take steps to ensure protected adult’s immediate safety, if required

Concern monitored and further action taken if identified as appropriate

Decide how to support protected adult

Follow advice from police / social work as to who informs parents / carers

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- How to create the right environment

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**ANTI-BULLYING**

“Bullying is never acceptable; it doesn’t make a child better or stronger to get through it and it should never be seen as a normal part of growing up.” (respectme)

Protected Adults Wellbeing can be seriously impacted by bullying behaviour. Bullying is both behaviour and impact, the impact is on a person’s capacity to feel in control of themselves. This is what is termed as their sense of ‘agency’. Bullying takes place in the context of relationships; it is behaviour that can make people feel hurt, threatened, frightened and left out. This behaviour happens face to face and online.

 **What is bullying?**

Bullying behaviour can harm people both physically and emotionally. Something only has to happen once to make an individual feel worried, scared, threatened, left out and hurt. The actual behaviour may not be repeated but the threat may be sustained over time, typically by actions, looks, messages, confrontations, physical interventions, or the fear of these. Bullying behaviour is not always deliberate, but that does not mean that the bullying behaviour does not need to be appropriately challenged.

Scottish Para-Football appreciates that bullying behaviour can be difficult to identify because it often happens away from others and individuals may be reluctant to tell adults for fear of repercussions or an ‘over-reaction’ by adults. This Practice Note provides guidance for members of staff and Associated Persons to recognise ‘signs’ of bullying behaviour and understand the impact that it can have on the child or young person who is being bullied. It sets out how members of staff and Associated Persons should respond should they have any concerns about bullying behaviour.

**Prejudice-based bullying**

Prejudice-based bullying is when bullying behaviour is motivated by prejudice based on an individual’s actual or perceived identity and can be based on characteristics unique to an individual identity or circumstance e.g. their ethnicity or religion or sexuality. When the bullying behaviour is as a result of prejudice, there is a need to address the root cause of the prejudice as well as effectively responding to incidents as they arise.

**How to recognise bullying behaviour**

Bullying behaviour can include:

* Being called names, teased, put down or threatened (face to face and/or online)
* Being hit, tripped, pushed or kicked
* Being ignored, left out or having rumours spread about you (face to face and/or online)
* Having belongings, including money, taken or damaged
* Sending abusive messages, pictures or images on social media, online gaming platforms or by phone
* Behaviour which makes people feel like they are not in control of themselves or their lives
* Being targeted because of who you are or who you are perceived to be

The impact can include:

* Reluctance to attend training or get involved at the club
* Performance can be hindered or the young person may show a lack of interest
* Change in behaviour when around particular people at the club e.g. being more withdrawn or appearing fearful
* Change in behaviour in general e.g. may appear more anxious or more guarded
* Unexpected absences at training and/or matches
* Unexplained injuries – this may include injuries which have been self-inflicted as a means of coping
* The individual saying they have lost or misplaced items

**Scottish Para-Football will:**

* Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this Policy and by ensuring that individual know what to do and who they can speak to if they are worried
* Highlight bullying based on prejudice and perceived differences to ensure our practices are effective in dealing with these issues
* Seek to understand the experiences and address the needs of individuals who are bullied, as well as those who bully, within a framework of respect, responsibility, resolution and support
* Create an environment where bullying behaviour is not tolerated and is responded to in the best interests of the children and/or young people involved

**How to create the right environment**

Environments that promote respect, celebrate difference and encourage positive relationships and behaviour are less likely to see bullying as acceptable behaviour. Creating the right environment can discourage bullying behaviour and encourage individuals to share any concerns.

* Cultivate an ethos where there is an antibullying culture – it is especially important that adults are good role models
* Take all signs and reports of bullying seriously
* Take all allegations seriously and take action to ensure that the child or young person is safe
* Do not label individuals as “victims” and “bullies”. Talk about ‘bullying
* Respond to each incident of bullying behaviour individually and adopt different practices, if necessary, to find the most effective response
* Encourage all individuals to speak and share their concerns. Help those being bullied to speak out by being open and encouraging individuals to tell a coach who can help them
* Have posters and signposting of local support services visible so individuals behaviour’ and help and support individuals to change their behaviour and to understand and recognise its impact
* Speak to those being bullied and those displaying bullying behaviour separately know where they can go for advice and support if they do not feel comfortable speaking to someone within Scottish Para-Football

**How to respond to bullying behaviour**

When responding to incidents or accusations of bullying behaviour the approach should be to ask:

* What was the behaviour?
* What impact did it have?
* What do I need to do about it?
* What attitudes prejudices or other factors have influenced the behaviour?
* What does the child or young person who has been bullied want to happen?

**NEVER allow bullying behaviour, in any form, to go unchallenged and unreported**

**What to do when bullying incidents and behaviour occur**

How to support the individuals who is being bullied:

* Listen to and give the individual your full attention, exploring options together of what you can do to help
* Reassure the individual reporting the bullying that you can be trusted and will help them, although you cannot promise to tell no-one else
* Explain what will happen next and how they are going to be kept informed
* Be clear that online bullying behaviour will be treated as seriously as any other form of bullying behaviour
* Report any concerns to Scottish Para-Football or relevant Game Leader by completing the Concern Recording Form. This should include a record of what was said
* In cases of online/electronic bullying advise individual who is being bullied by text, email or online:
	+ to report the behaviour to the social media site and retain the communication e.g. a screenshot or to print it out
	+ check their privacy settings to ensure their account is private and that no one can post on their page without them accepting the post
	+ consider blocking the person who is making negative or offensive comments

Individuals who are exhibiting bullying behaviour will need help and support too:

* Talk with the individual who has been displaying bullying behaviour. Explain the situation and try to get them to understand the consequences of their behaviour
* Identify the feelings that cause them to act this way and develop alternative ways of responding to these feelings
* Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having on the other person
* Aim to restore positive relationships. In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). However, apologies are only of real value when they are genuine
* Be sensitive and use good judgement when it comes to informing the parents/carers of those whose negative behaviour is impacting on others. Put the individual at the centre – will telling the parents/carers result in more problems for the child or young person? What are the individual’s views on parents/carers knowing? If in any doubt seek advice from Scottish Para-Football before responding
* Only consider imposing consequences as necessary to ensure the safety of individual, e.g. exclusion from the team or particular activity until behaviour standards are improved

**These guidelines have been informed and developed with support from respectme, their publication ‘Bullying in Scotland 2014’ and the Respect for All: National Approach to Anti-Bullying for Scotland’s Children and Young People, Scottish Government 2017. Copyright remains with respectme and we acknowledge all and any material taken from www.respectme.org.uk**

**BEHAVIOURS**

Football should be an enjoyable activity which allows everyone to take part in a fun and safe manner. At times this will involve managing behaviours in an appropriate way and responding to challenging behaviour in a safe and thought out manner.

This Practice Note aims to promote best practice that can help support children and young people manage their own behaviour. It also identifies unacceptable actions or interventions which must never be used by Scottish Para-Football members of staff or Associated Persons.

These guidelines are based on the following principles:

* The wellbeing of the protected adult is the paramount consideration
* A risk assessment, by means of planning and preparing for each session, should be completed for all activities taking into consideration the needs of all protected adults involved in the activity. For further information see Practice Note – Prevention Planning
* Protected adults must never be subjected to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their dignity and respect
* No member of staff or Associated Person should attempt to respond to behaviour by using techniques for which they have not been trained

**Managing Behaviour**

It is important to create the right environment and model the behaviour that you expect from children and young people involved in football.

**Creating the right environment** involves but is not limited to:

* Strong leadership - promoting positive relationships at all levels and a culture and ethos of positive and respectful relationships. Members of staff and Associated Persons should embody the behaviour expected from the protected adults
* Constructive communication – communication between the adults and children or young people includes listening to the protected adults without interruption, or trying to solve the problem, and recognising how the child or young person is feeling
* Behavioural reinforcement - rewards for good behaviour and consequences for negative behaviour
* All those delivering activities to protected adults should receive appropriate training and should be supported to address issues of behaviour through regular conversations with their manager and/or support from the Wellbeing and Protection Department

From time to time members of staff and Associated Persons working or volunteering with children and/or young people may be required to deal with a protected adults behaviour that they find challenging. Managing this behaviour will involve advance planning of activities, responding in an appropriate way to the challenging behaviour and reflecting on how practice can be improved.

 **Preparation and Planning**

Agreeing Acceptable Behaviour

Members of staff, Associated Persons, protected adults and their parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. This is commonly known as a ‘Code of Conduct’. All members of staff and volunteers working or volunteering with protected adults will be expected to sign up to the ‘Set the Standards – Behaviours, Expectations and Requirements’ and uphold the Wellbeing and Protection Values – Inclusive, Approachable, Empowering and Accountable.

Protected adults involved in Scottish Para-Football activities should also be encouraged to develop their own Code of Conduct. This will primarily involve protected adults who are playing football and can be done at the start of the season, in advance of a trip away from home or as part of a welcome session.

**How do we help children and young people come up with a Code of Conduct?**

* Ask the protected adults as a group to set out what behaviour they find acceptable and unacceptable within their group or team
* Ask them what the consequences of breaking the ‘agreement’ should be. Experience shows that they will tend to come up with a sensible and working ‘agreement’
* If and when such a list is compiled every member of the group will be asked to sign it, as can new members as they join
* If possible, have a copy of the ‘agreement’ visible for reference during the activity e.g. in the team’s changing room

Planning Activities

Good practice requires planning sessions around the group as a whole, but also involves taking into consideration the needs of each individual protected adults within that group. Planning sessions involves ‘risk assessing’ the sessions and those taking the session or activity should consider whether any members of the group have presented challenges in the past, or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

**When planning a session, activity or event members of staff and Associated Persons should:**

* Identify the appropriate number of adults required to safely manage and support the session, increased supervision may be necessary for particular activities or events
* Be able to adequately respond to any behaviour and safeguard other members of the group, including other members of staff and/or Associated Persons
* Where members of staff and/or Associated Persons identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity
* If it is identified that a child or young person is likely to display challenging behaviour:
	+ Speak to their parents/carers before the session or at the start of the season to identify techniques used within the home setting to support the child or young person and manage difficult behaviour, if appropriate
* If appropriate, seek advice from professionals if the child or young person has particular needs. This should always been done with the support and agreement of the child/young person and their parents/carers
* Only in circumstances where the risk is too great towards the child or young person or others should the child or young person be asked to sit out of the activity

**Managing behaviour during the activity**

It is essential that responding to difficult behaviour is always done in a thought out and calm manner.

**Responding to a child who is displaying challenging behaviour:**

* Listen to the protected adults and use their name
* Ask the protected adults ‘what’s happened?’ to help calm the situation and give them an opportunity to reflect on why they are behaving this way
* Tell them that you to want to hear what they have to say e.g. say to them “Help me to understand what you are saying to me?
* Give them a way out or offer ‘time out’ e.g. “would you like to take a break?” them e.g. “I can see that you are feeling frustrated”
* Separate the behaviour from the person
* If there is going to be a consequence for their behaviour, explain to them what the consequence will be and what the behaviour was that has led to this consequences

**Consequences for risk-taking or unacceptable behaviours:**

* Physical punishment or the threat of such
* Invading the protected adults personal space
* Shouting, threatening, preaching or arguing
* Verbal intimidation, ridicule or humiliation
* Telling the protected adults to “calm down”
* Pointing or shaking your finger
* Trying to ‘win’ or have the last word
* Interrupting e.g. “no, you listen to what I’m saying for a change…”
* The withdrawal of communication with the protected adults
* Taking it personally
* Dismissing their feelings
* The protected adults being deprived of food, water or access to changing facilities or toilets
* The threat that the protected adults will be ‘dropped’ from the team or not selected to play in the next game. Unless they present a risk of serious harm to themselves or others involved in the game and in these circumstances the reasons for this decision should explained to the protected adults and their parents/carers

**After each activity**

* Reflect on practice – what worked well, what did not work?
* Issues of behaviour and control should regularly be discussed with members of staff, Associated Persons, the protected adults and their parents/carers in the context of rights and responsibilities

Members of staff and Associated Persons should review the needs of any protected adults on whom consequences are frequently imposed. This review should involve the protected adults and their parents or carers to ensure an informed decision is made about the protected adult’s future or continued participation in the group or team. Whilst it would always be against the wishes of everyone involved in the Scottish Para-Football or relevant Game Leader ultimately, if a protected adults presents a high level of risk or danger to themselves, or others, they may not be able to continue participating. This assessment could result from a single incident.

**Physical Contact**

There are a range of situations where members of staff and/or Associated Persons may come into physical contact with the protected adults. For example, to prevent or treat an injury, a protected adults who is upset reaching out for comfort, congratulating a player who has done well, to position the player for a drill etc.

**The general guidance is as follows:**

* All forms of physical contact should be respectful and be sensitive to the needs and wishes of the protected adults and take place in a culture of dignity and respect
* Protected adults should be encouraged to express their views on physical contact
* Physical contact should be in a reasonable and appropriate manner in an open environment with other adults present, where possible
* Be mindful that to comfort a protected adults who is upset, it is not always necessary or appropriate to place an arm around them. Sitting down and listening to them and maybe holding their hand can show concern for their situation
* Sometimes protected adults will initiate a hug or other forms of excited/happy contact with coaches and other adults, this is a normal form of human expression. It is important that adults respond to this in an appropriate manner, where they engage with the child or young person in a positive way while not prolonging the contact or imitating it. Respond and then re-direct them into a more suitable coach/player form of positive expression such as a high 5 or dropping to one knee to speak to them at eye level

**Members of staff and Associated Persons must never:**

* initiate unnecessary physical contact with their participants
* engage in ‘rough’ physical contact
* engage in sexually provocative games e.g. horseplay or touching a protected adults in a sexually suggestive manner

Supporting a protected adults with personal care

Some members of staff and/or Associated Persons may be working with protected adults with particular needs. It is recommended that the protected adults parents or carer undertake any personal care, where possible. If it is necessary to help a protected adults with personal tasks e.g. toileting or changing, the protected adults and their parents or carers must be encouraged to express a preference regarding the support and work together with the member of staff and/or

Associated Person to develop practiced routines for personal care so that the protected adults and their parents/carers know what to expect. It is also important to establish what the protected adults can do themselves and any support should be limited to what the child or young person cannot do. The protected adults and their parents or carers should also be encouraged to speak out about methods of support with which they are uncomfortable.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a protected adults with a physical disability.

Physical contact for drills

Members of staff and/or Associated Persons who are training on particular techniques should demonstrate the move themselves or ask another player who can display the technique being taught. In exceptional circumstances, despite a demonstration or verbal description, it may be necessary to move the protected adults into a particular position. In these circumstances, the protected adults must be asked if they are comfortable to be moved into the correct position and a description given to the protected adults as to what it will involve e.g. “is it ok if I put my hands on your shoulders and move you into the correct position?” Manual support should be provided openly and must always be proportionate to the circumstances and must never involve contact with the protected adults buttocks, genitals or breasts.

Physical interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a protected adults injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of behaviour.

Physical contact to prevent something happening should always be the result of conscious decision making and not a reaction. Before physically intervening, the member of staff or Associated Person should ask themselves, ‘Is this the only option in order to manage the situation and ensure safety’?

**The following must always be considered:**

* Contact should always be avoided with the buttocks, genitals and breasts
* Members of staff and Associated Persons should never behave in a way which could be interpreted as sexual
* Any form of physical intervention should achieve an outcome that is in the best interests of the protected adults whose behaviour is of immediate concern and achieve a better outcome for the protected adults than if no physical intervention is used
* Members of staff and Associated Persons should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention
* The scale and nature of physical intervention must always be proportionate to the behaviour of the protected adults and the nature of harm/damage they might cause
* All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time
* Members of staff and Associated Persons should never employ physical interventions which are deemed to present an unreasonable risk to protected adults e.g. risk of injury
* Members of staff and Associated Persons shall never use physical intervention as a form of punishment
* Members of staff and Associated Persons shall never use a form of physical intervention for which they have not been trained

Any physical intervention used should be recorded as soon as possible after the incident by the member of staff and/or Associated Person and reported to Scottish Para-Football or relevant Game Leader as soon as possible. This can be done by completing the Concern Recording Form and emailing it to Secretary@Scottishparafootball.co.uk or relevant Game Leader.

A timely debrief for members of staff and Associated Persons, the protected adults and their parents/carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional wellbeing of those involved has been addressed and ongoing support offered where necessary. Members of staff and Associated Persons, the protected adults and their parents/carers should be given an opportunity to talk about what happened in a calm and safe environment. There should also be a discussion with the child or young person and their parents/carers about the protected adults needs and continued safe participation in the group, team or activity.

**CELEBRATION – Photography and Filming**

Photographs, films and video clips can be used to celebrate achievements, promote activities and keep people updated. Footage can also be recorded for performance development and analysis reasons. It is important to not curb such activity and to remember that the majority of images taken are appropriate and taken in good faith.

This Practice Note sets out simple measures that must be taken to ensure the safety of protected adults in football when it comes to photography and filming. These measures are necessary to protect protected adults from those who would seek to take or manipulate photos and video footage in a way that harms protected adults or places them at risk of harm.

This Practice Note applies to members of staff, Associated Persons (including professional photographers contracted by Scottish Para-Football or relevant Game Leader for particular events and activities), as well as the protected adults and their parents/carer who themselves will want to take photographs or videos of games, training or football related activities.

**Potential risks:**

* Inappropriate use, adaption or copying of images for use on websites
* Inappropriate photographs or videos being taken of protected adults
* Identification of protected adults when a photograph is accompanied by significant personal information
* Identification and locating of protected adults in inappropriate circumstances e.g. where the protected adults has been removed from their family for their own safety, or where there are restrictions on contact with one parent following a parental separation, or any other safeguarding concern away from football

Protected adults who have a public profile as a result of their achievements are entitled to the same protection as all other protected adults. In these circumstances common sense is required and all decisions should reflect the best interests of the child or young person and be made in partnership with the protected adults.

**Consent Forms**

A Consent Form must be completed by the protected adults and their parents/carers before any photography or filming takes place and before any images are published online. This informs them that the protected adults may be photographed or filmed whilst participating in football and the purpose of this.

Special care must be taken in relation to protected adults e.g. a protected adults person fleeing domestic violence or a protected adults with a disability, and consideration given to whether publication or use of the photographs and/or video footage would place the protected adults at risk. If the Consent Form states that consent is **not** given to the protected adults being photographed this **must** be adhered to and practical arrangements put in place to avoid this happening. For example, the photographer should be told the protected adults squad number and advised that they are not be photographed or filmed. If the situation cannot be managed safely then filming and/or photography during the activity should be prohibited.

The protected adults may be taking part in a game or event that involves live streaming by the

Scottish Para-Football or relevant Game Leader. Live streaming is the live visual broadcast over the internet. Live streaming must never take place in the changing rooms and should only be taken by authorised persons. The protected adults, if appropriate, and their parents/carers will be asked to provide consent.

**Before giving their consent they must be advised of the following:**

* Where the live streaming will take place e.g. Facebook, Instagram, YouTube etc.
* Who the stream will be monitored by and for what purpose
* When the live stream will go live and when it will end
* Once the stream has finished, where the footage may be published and/or stored
* How individuals can withdraw their consent, if they wish to do so

**Safe Use of Images of Protected Adults**

**Use of Images and Information**

Where consent is given for the taking and use of images the following practices will be implemented.

**General Principles:**

* ‘Action’ images should focus on the activity rather than the individual
* ‘Celebration’ images should be group images rather than individual images, where possible
* All images should reflect the positive aspect of the protected adults involvement in football
* All protected adults featured in images and/or videos must be appropriately dressed e.g. a minimum of shirt and shorts
* No photographing or filming will be permitted in changing areas, bathrooms or sleeping areas, including by the protected adults themselves
* All photographic / videoing equipment must be switched off prior to going into changing rooms
* Images will not be shared with external agencies unless express permission is obtained from the protected adults and their parents/carers over and above the consent form referred to above
* When using a professional photographer, all protected adults and their parents/carers should be aware that a professional photographer will be in attendance
* No unsupervised access or one-to-one photography or video sessions will be allowed unless this has been explicitly agreed with the protected adults and their parents/carers
* All images and accompanying information shared publicly will include only appropriate personal details

**Taking of Images**

* For promotional, marketing or social networking use of images for Scottish Para-Football or relevant Game Leader publications or online, members of staff and Associated Persons will use Scottish Para-Football or relevant Game Leader equipment or equipment used by an approved contractor
* Members of staff and/or Associated Persons who take images of players should follow this Practice Note and comply in terms of use of images, consent, retention, safe storage and confidentiality
* For both safety and safeguarding reasons protected adults and members of staff and Associated Persons should not use personal mobile phones, tablets or photographic/videoing equipment during training or at match or event activities players, their parents/carers and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions
* Where images are taken agreement and arrangements can be in place for the protected adults and their parents/carers to be given copies but they must confirm they will not upload any of these images or videos to their own or the protected adults social media or online platform

**Filming as a coaching aid**

* Members of staff and Associated Persons using videoing as a legitimate coaching aid should make the protected adults and their parents/carers aware that this will be part of the coaching programme and consent for this filming should be sought through the Consent Form
* External agencies need permission from Scottish Para-Football or relevant Game Leader to take any images during the training environment
* During training members of staff and/or Associated Persons will only use Scottish Para-Football or relevant Game Leader equipment, or equipment of an approved contractor, for the purposes to taking photographs or video for player development or performance analysis. There should be no personal use of equipment, including mobile phones

**Matches and events**

* Any photographs or videos taken by protected adults and their parents/carers should be restricted to immediate family members for private, non-commercial purposes and not put online on any personal social media or online platforms. This must be communicated to protected adults and their parents/carers
* External agencies need permission from Scottish Para-Football or relevant Game Leader to take any images during the match/event activities
* Photographers’ from external agencies should be aware of the organisations expectations with regards to photography and filming and the safeguards which must be adhered to
* If competing abroad, steps will be taken to find out about the hosting Association’s rules and requirements on photography and videoing at events and games and information shared to the protected adults and their parents/carers about what to expect

Scottish Para-Football or relevant Game Leader will take all reasonable steps to promote the safe use of photography and filming at all events and activities with which it is associated, however, Scottish Para-Football or relevant Game Leader has no power to prevent individuals photographing or filming in public places.

If there are concerns about the safety and wellbeing of protected adults, Scottish Para-Football reserves the right at all times to prohibit the use of photography or filming at any event or activity with which it is associated and in locations where Scottish Para-Football has jurisdiction.

**REMEMBER:**

It is not an offence to take appropriate photographs in a public place, even if the person has not been asked to do so. No one has the right to decide who can and cannot take images on public land.

However, anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to Scottish Para-Football or the relevant Game Leader in line with the Responding to Concerns Procedure.

If you have serious concerns about a possible child protection issue relating to the filming or taking of photographs then the matter should also be reported to the Police without delay. This action should be taken where you believe that someone may be acting unlawfully or putting a protected adults at risk.

**Mobile Phones – Cameras/Videos**

There have already been a number of cases where protected adults have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

This Practice Note should be observed in relation to the use of mobile phones as cameras/videos.

Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping areas. No photographs or filming should ever be permitted in such areas of personal privacy.

Members of staff and Associated Persons who become aware that inappropriate photographs or video footage has been taken in any of the above areas, whether by an adult or another protected adults, should immediately report the matter to the Scottish Para-Football or relevant Game Leader as per the Responding to Concern Procedure.

**Internet and Website**

Scottish Para-Football or relevant Game Leader may post information, photographs and videos on its website which is available to all members of the public. In terms of publishing anything that includes an image or information about a child or young person, the following good practice should be followed.

**Use of images and information:**

* Information published on the websites/social networking sites must never include personal information that could identify a protected adult’s e.g. home address, email address, telephone number of a protected adults. All contact must be directed to Scottish Para-Football or relevant Game Leader
* Protected adults must never be portrayed in a demeaning, tasteless or a provocative manner
* Protected adults should never be portrayed in a state of partial undress
* Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned
* Where an event or game will be streamed live appropriate consent will be sought from the protected adults and/or their parents/carers
* Photographs of protected adults attending games as spectators may be used by Scottish Para-Football or relevant Game Leader for commercial purposes as specified in the terms and conditions for ticket purchase

**Storage and retention of images**

Scottish Para-Football or relevant Game Leader will ensure that all images, negatives, videos and photographs will be stored in a secure environment, whether digital or hard copy. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken. Member clubs of Scottish Para-Football or the relevant Game Leader must ensure that they do the same.

Images, negatives, videos and photographs will be reviewed regularly and held in line with the

Scottish Para-Football Data Retention Schedule.

**COMMUNICATION AND SOCIAL MEDIA**

Information and communication technology (ICT) and social media are developing and advancing extremely quickly, meaning the way in which we communicate and receive and absorb information is changing all the time. These advancements provide significant benefits for organisations, including opportunities to promote activities and communicate easily with protected adults, their parents/carers and the wider community through various channels e.g. text, email and social media. It allows people to connect to the world instantly and it enables organisations to disseminate information widely at a low to no cost and provide a platform to celebrate success.

In addition to the benefits there is also potential for misuse and it is the misuse of communication technology and social media that can put children and young people at considerable risk. Therefore, safeguards around its use must be put in place.

**Risks associated with ICT and Social Media**

For children and young people

* Access to inappropriate websites or inappropriate content
* Inappropriate access to, use or sharing of personal details e.g. names, email address, school
* Unwanted contact from adults or other protected adults with wrongful or questionable intent
* Receiving, sending or sharing inappropriate or offensive images, material and/or comments
* Online bullying
* Grooming for sexual abuse
* Direct contact and abuse
* A distorted view between the “real world” and the “online world”

For adults

* Their communication with children and young people being misinterpreted
* Bullying
* Young People/Adults attempting to contact them or access personal information

Scottish Para-Football or relevant Game Leader may contact protected adults and their parents or carers via text or email, or possibly through social networking sites, depending on the football activity that each protected adults is involved in with Scottish Para-Football or relevant Game Leader.

This Practice Note is for members of staff and Associated Persons who use any of these methods to communicate with protected adults

**General Principles**

**DO**

* Communicate in an open and transparent manner
* Only send communication via text, email or social media if it is necessary and relates to the activity the protected adults is involved in
* Get signed consent from parents/carers before using any of these methods of communication with protected adults. Explain to the parents/carers the purpose for the communication and the method by which communication will be sent to the protected adults
* Get signed consent from the protected adults, about the agreed methods of communication, depending on the young person’s maturity and ability to consent
* Members of staff and/or Associated Persons should communicate information regarding programmes, events, training and matches through the agreed method of communication and:
* copy in another designated member of staff or Associated Person to the communication
* copy in the protected adults parents/carer, if possible
* only use group texts or emails, if possible
* For ‘private’ group chats on social media, make sure that there is more than one member of staff and/or Associated Person part of the group chat
* Remove and report any offensive comments or messages immediately to the Wellbeing and Protection Department and to the social media site, if appropriate
* Keep all phone numbers and/or email addresses of protected adults in a secure and confidential place
* Keep access to personal mobile numbers and email addresses of the protected adults to a practical minimum with only relevant members of staff and/or Associated Persons having access to this information and only when necessary to enable them to fulfil their role
* Report to Scottish Para-Football or relevant Game Leader any instances where you receive any inappropriate communications from a protected adults. Do not reply. Scottish Para-Football or relevant Game Leader will agree what action it will take e.g. notifying parents and any other appropriate individuals or agencies

**DON’T**

* Contact or correspond privately with a protected adults on a 1:1 basis unless in exceptional circumstances. If it is necessary to communicate directly, this should only be in connection with the football activity and must never be sent from a personal device
* Use language that is directly (or could be misinterpreted as being) racist, homophobic, sexist, derogatory, threatening, abusive or sexualised in tone
* Send any messages which contain inappropriate, abusive or offensive material or that are open to misinterpretation
* Use text or emails for personal conversation, sending pictures, jokes or other items of a personal nature
* Respond to emails from protected adults other than those directly related to club matters

**Social Media and Internet Forums**

**REMEMBER:**

**There is no such thing as privacy online.**

**Consider 3 key questions before posting anything online:**

**1. Would you say this in front of your family members?**

**2. Would you say this in front of the youngest child at your club?**

**3. Would you say this to a journalist at a press conference or in front of your coach or manager?**

**If the answer is no to any of the above then do not post it on social media!**

For further information on publishing photographs or videos of protected adults on

Social media see the Safe Use of Images section in the Practice Note – Celebration.

**Social Media and Internet Forums**

***What we expect of members of staff and associated persons***

**DO**

* Get signed consent from parents/carers and/or the protected adults to allow mutual interaction with the organisation profile e.g. Facebook page or Twitter account
* Set up a closed (i.e. private) group chat between the team and ensure that the correct people are part of the group e.g. parents and/or another member of staff or Associated Person to ensure impartiality and monitoring. If setting up a closed group chat consideration must be given to the minimum age requirements for that particular social media site
* Make parents/carers aware of the profiles existence and the site the protected adults will be accessing and the restrictions of use for this preferred site
* Have an official agreement in place which states that access to members’ profiles are used only to pass on relevant information or to answer questions regarding Scottish Para-Football or football issues
* Members of staff and Associated Persons should review the privacy settings on their own social media profiles and consider whether it is appropriate for protected adults to be able to view their profiles easily
* Monitor any organisational social media Protection department in line with the Responding to Concerns Procedure
* Block and report anyone who is sending abusive or inappropriate messages. DO NOT respond to the post accounts and remove any abusive or offensive content and report the matter to the Scottish Para-Football or relevant Game Leader and police, if a criminal matter
* Report any disclosure of abuse or bullying through social media to Scottish Para-Football or relevant Game Leader

**DON’T**

* Become friends, follow or tag protected adults for whom they are in a position of authority or trust via their own social media account
* Give out their password, pin or login details either face to face or online and make sure they sign out of their social media if logged in on a shared devices
* Communicate with children via personal accounts or private messages. If a protected adults contacts them directly they should discourage the protected adults having conversations away from the group chats
* Communicate with protected adults via social media about personal matters
* Contact protected adults who play for other clubs or National Associations through social media as a means of attracting them to or signing them at a particular club or for the Scottish Para-Football or relevant Game Leader
* Become involved in any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to protected adults. Sites should be well monitored and any offending comments removed and reported to the relevant site and Scottish Para-Football or relevant Game Leader, where appropriate.

**Reporting Concerns**

Any inappropriate or offensive or abusive texts or emails or use of social media must be reported to Scottish Para-Football or relevant Game Leader and will be dealt with in line with the Responding to

Concerns Procedure.

Any offensive or abusive comments posted on social media or within a shared group chat must be removed immediately. Group administrators must familiarise themselves with how to do this when the Group is set up.

**HEALTH**

During football there are times when protected adults may sustain an injury which requires treatment. This Practice Note looks at best practice in first aid and the treatment of injuries in these circumstances and covers situations where a protected adults has a pre-existing medical condition.

**Consent Forms**

Parents or carers and the protected adults, if they are aged 13 and over, must complete the Consent

Form before participating in any football activity. This ensures that members of staff and Associated

Persons running an event or activity are aware of any pre-existing medical conditions, any medication taken by the participants or existing injuries and treatment required.

For protected adults who play football this form should be completed at the start of every season and will be retained by the clubs for the season. Young people and their parents or carers must update the form should anything change during the season.

For protected adults who are involved in a specific event or activity, a consent form should be completed in advance of the event or activity.

**First Aid and the Treatment of Injuries**

***All members of staff and/or associated persons must ensure:***

* There is an accessible and well-resourced first aid kit at the venue, which is regularly checked to ensure that it contains appropriate stock
* Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional, as soon as possible
* They are aware of any pre-existing medical conditions, relevant medication taken by participants or existing injuries and treatment required
* Where possible, access to medical advice and/or assistance is available
* A protected adults parents/carers are informed of any injury and any action taken as soon as possible
* Treatment should be administered in an open environment, when possible, avoiding private or unobserved situations. Where a private room is needed for the treatment to preserve the protected adults dignity their parent or carer or another appropriate adult must be present
* If a protected adults needs to be transferred to the hospital and their parents or carers are not in attendance a member of staff or Associated Person must travel with them to supervise them and contact the parents/carers immediately
* If a protected adults sustains a significant injury the incident must be recorded as a concern and reported to Scottish Para-Football or relevant Game Leader along with the details of any treatment given. Common sense should be applied when determining which injuries are significant
* Physio treatment should only be administered by a qualified and registered physiotherapist. If continued treatment is required, the protected adults parent/carer or another appropriate adult must be present
* The circumstances in which any accidents occur are reviewed to avoid future repetitions as far as possible

**Protected Adults with Allergies and Pre-existing Medical Conditions**

Football is an inclusive game and Scottish Para-Football seeks to provide opportunities to protected adults of all abilities regardless of any medical conditions, disabilities or allergies they may have. It is important that protected adults with medical conditions or allergies are not unnecessarily excluded from taking part in activities with their peers and that reasonable steps are taken to accommodate their individual needs.

This Practice Note highlights how the Scottish Para-Football expects its members of staff and Associated Persons to respond to protected adults with allergies or pre-existing medical conditions in order to safeguard and protect the protected adults wellbeing whilst attending their football activity. It also sets out the responsibilities of the protected adults parents/carer in alerting members of the staff and Associated Persons of any pre-existing medical conditions or allergies. Parents and carers should be informed that they are required to provide this information, where appropriate.

**Parent/Carer Responsibility**

**When a** protected adults **with an allergy or pre-existing medical condition joins a football**

**activity, parents and carers should:**

* Ensure they complete the Consent Form accurately and also take the time to talk to the member of staff or Associated Person about the specific needs of their child and how to address and accommodate these needs
* Update the member of staff or volunteer of any change in circumstances
* Consider a medic alert bracelet/watch for their child
* Check the expiry date of adrenaline injectors and any medication regularly. An out-of-date injector may offer some protection, but this will be limited
* If protected adults has a ‘rescue pack’ this is given to the member of staff or Associated Person along with instructions on how it should be used

**Clubs Responsibility**

**Members of staff and Associated Persons should:**

* Ensure Consent Forms for all children and young people attending the football activity are available and up to date together with full details of the protected adults
* Ensure that the Consent Forms are stored in a confidential but accessible way so that appropriate members of staff and Associated Persons who need the information to fulfil their role can access the information
* Have a copy of the protected adults care plan for allergies and individual risk assessment
* Communicate with the protected adults and their parent/carer directly, when necessary
* Appropriately share the information with others involved in the football activity – ask yourself ‘do the right people know so they can respond if necessary?’
* Ensure correct storage of medication by following the appropriate instructions
* Be familiar with the nearest medical facilities in the event it is required
* Medication should only be administered by the protected adults or their parent or carer unless it is an emergency. In such circumstances the medication should be administered in line with the parent/carer’s instructions or from a medical professional. For trips away from home consideration should be given to the child’s parent or carer accompanying the trip in circumstances where the protected adults cannot administer the medication themselves
* Have their mobile phones charged and check they have a signal to allow calls to be made
* Plan for additional supervision e.g. depending on protected adults medical condition/s and environment
* Record incident or concern and report them to a member of the Wellbeing and Protection Department

**PLANNING AND ORGANISATION**

Planning and organising is a vital part of the delivery of Scottish Para-Football or relevant Game Leader activities for protected adults and is essential to ensure the safety and wellbeing of all taking part.

**Adult to Child Ratios**

Please note this may differ dependant on the Para-Football discipline and player requirements

Other factors will also be taken into consideration in deciding how many adults are required to safely supervise the activity or event.

**This list is not exhaustive but it may include:**

* The nature of the activity e.g. is it a training session, a match, an event and does it include a trip away or overnight stay?
* The number of protected adults involved in the football activity
* The age, maturity and experience of the protected adults involved
* Whether any of the members of staff, Associated Persons or children or young people have a learning or physical disability or special requirements
* Whether any of the protected adults have challenging behaviour
* The particular risks associated with the football activity or event
* The particular risks associated with the environment
* The level of qualification and experience of the members of staff and Associated Persons
* The programme of activities

**Risk Assessments**

A key part of planning an activity or event is considering any risks associated with the activity or event and how these risks can be minimised and managed.

For further information on risk assessments see Practice Note – Prevention Planning.

**Collection by Parents/Carers**

There may be occasions when a parent or carer is late to pick up protected adults at the end of a football activity. It is not the responsibility of the clubs to transport protected adults home on behalf of their parents or carers who have been delayed however, Scottish Para-Football and the relevant Game Leader does continue to have a duty of care to the protected adults in the absence of their parent or carer

**Scottish Para-Football members of staff and Associated Persons will:**

1. Make sure that the Clubs communications are:

* Clear about starting and finishing times of the football activity.
* Clear about the expectations of parents/carers not to drop off protected adults too early and to collect protected adults promptly when the football activity finishes.

2. Ensure that there is there is more than one member of staff and/or Associated Person at the end of the football activity to supervise collections.

3. Ensure that in emergency situations, the members of staff and/or Associated Persons know how to deal with being left alone with a protected adults. This will be done by putting preventative measures in place and agreeing simple steps about how the situation should be dealt with if this arises.

As a general rule members of staff should not be in a position where they are alone with a protected adults, however there are exceptions and an emergency situation is such an example. For example, if there is an emergency situation which requires an adult to respond this may result in the other adult being left alone a protected adults.

**REMEMBER**

**The wellbeing and best interests of the protected adults is paramount and must take precedence, so leaving children or young people alone is not an option.**

4. Ensure they have access, as appropriate, to the protected adults address, contact telephone number and an alternative phone number for another responsible adult, provided by the parent/carer. The consent form completed prior to the activity or completed at the start of the season must include an emergency contact and a late collection contact number.

5. It may be appropriate for a protected adults to travel unaccompanied to and from the activity or event e.g. if the activity is for young people who are an appropriate age and ability to travel independently. If it would be appropriate for a protected adults to make their way to and from the activity or event alone, consent must first be sought from the young person themselves and their parents/carers. This can either be done through the Consent Form signed annually or verbal consent.

A protected adults should never be allowed to travel home alone unless the express consent of the parent/carer has been given in advance or is obtained by telephone. Even with this consent, a common sense approach should be taken about whether it is safe for them to do so in the circumstances e.g. the distance, location, time of day and weather will all be relevant factors.

6. Never transport a protected adults alone on a 1 to 1 basis, unless necessary due to an emergency situation. In such circumstances the child or young person should be transported in line with the requirements set out in Practice Note – Travel and Trips Away on ‘protected adults.

7. In the rare situation when a member of staff or Associated Person is left alone with a protected adults, transparency is the key:

* Keep a record of your actions; and
* The child’s parents/carers as soon as possible.

8. When all else fails and a protected adults has not been collected and there is no sign of them being so, and it would not be appropriate to or you are unable to transport the protected adults, call the police.

9. Any concerns about the protected adults or their parents or carers which arise during collection should be responded to in line with the Responding to Concerns Procedure. If there is a concern about the immediate safety of a protected adults, or others, you must take all reasonable steps to ensure their safety and contact the police.

**REMEMBER**

**While running the football activity members of staff and Associated Person have a duty of care to the protected adults that are in their charge. When the football activity has finished the duty of care continues in the absence of a parent/carer or other responsible adult.**

**Safe Use of Changing Facilities**

One of the areas where children and young people are particularly vulnerable at football is the changing room. Limited changing facilities sometimes mean that people of all ages regularly need to change and shower during the same period.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise particular care when protected adults are changing and provide enough supervision to recognise if there are any issues between the children and young people while they are using the changing room e.g. bullying behaviour.

**To ensure the wellbeing of all children and young people while they are using the changing rooms the following strategies should be follows:**

* Adults should not change or shower at the same time as protected adults
* If space is limited, identify a period of time which is solely for protected adults or adults to use the changing facilities and a sign placed on the door to make people aware of the restricted use
* If a protected adults is uncomfortable changing or showering in public, no pressure should be placed on them to do so
* Where no changing facilities are available the protected adults and their parents/carers should be notified in advance and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits
* The use of mobile phones and photographic equipment is prohibited within areas where children and/or young people are changing or showering - see Practice Note – Celebration for further information
* If a protected adults requires assistance when changing due to their age or ability, this should be done by the child or young person’s parent or carer. If this is not possible, the protected adults, where possible, and their parents/carers should be involved in deciding how they should be assisted – see Practice Note – Health for further information
* While some activities may be restricted to changing rooms, if at all possible, another area should be considered for activity such as team talks etc. If there are no other options, staff and Associated Persons must to wait until all protected adults are fully dressed

**Chaperoning/Supervising changing facilities**

* Members of staff and Associated Persons must always work in pairs and not be alone in these circumstances
* Extra vigilance may be required if there is public access to the facility
* Depending on the needs and age of the protected adults, supervision of the changing rooms can be done from outside the door with a call in or entering briefly and walking through
* Only those members of staff and/or Associated Persons who are in regulated work and appointed in accordance with the Appointment and Selection Procedure for those in regulated work should enter the changing room when protected adults are present, unless there is an emergency situation that requires assistance

**In an emergency, if a member of staff or Associated Person is required to enter the changing area they should be accompanied by another adult. If they have to go into a single gender changing room e.g. a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany them.**

**PREVENTION PLANNING**

Prevention planning is considering all the risks associated with running football related activities and planning and managing the risks by putting in preventative measures to minimise them. Prevention planning may take the form of various assessments but for day to day activities or one off events this will involve conducting a risk assessment as part of planning and organising the activity or event.

Members of staff and Associated Persons who provide football activities for c protected adults have a duty to undertake a risk assessment of the environment in which they are operating, the activity itself and the group to ensure that the group’s requirements are met. Potential areas of risk should be identified at the planning stage and should be recorded in writing. Safeguards should then be put in place to manage the risks identified. Depending on the nature of the event, activity or trip the risk assessment may be an ongoing process as unexpected situations can arise.

**What is a risk assessment?**

A risk assessment is an important step to ensure the safe delivery and involvement of everyone participating in football activities, in any capacity e.g. as a player, a coach, a spectator, a referee, a volunteer etc. Completing a risk assessment allows those running day to day football activities or a specific event or activity to focus on the risks that really matter – the ones with the potential to cause significant harm.

A risk assessment is simply a careful examination of what could cause harm to other people so that the risks are identified and an informed decision be made as to whether enough precautions have been taken or more should be done to prevent harm.

**Why is a risk assessment necessary?**

The Protected Adults Wellbeing and Protection Policy Statement declares that Scottish Para-Football or relevant Game Leader will act in the best interests of protected adults and the right to be protected from harm and abuse. To do this effectively, those working with protected adults must first be aware of the areas of risk and be able to adequately assess these risks.

**By doing this members of staff and Associated Persons will be:**

* making sure protected adults are safe
* protecting members of staff and Associated Persons
* making sure that Scottish Para-Football, Game Leader or Club complies with legislation
* reducing or removing liability
* giving the sport a good reputation

**Carrying out a risk assessment**

*Step 1 – Identify potential risks*

Think about who or what might cause harm to protected adults taking part in the activity or event.

**In preparation for an activity members of staff and Associated Persons must consider the following:**

* What is the nature of the activity?
* Where will the activity be carried out?
* What are the potential risks?
* Who may be at risk?
* Will the group be mixed?
* What will the age range be?
* Are there special needs within the group?
* How do you control the risk?
* What actions need to be carried out to do this?
* What are the experience and qualification levels of the coaches and/or volunteers?
* Is a First aider present? A qualified First Aider with a First Aid kit must be present for all activities
* How will protected adults be supervised? protected adults should be properly supervised at all times

*Step 2 – Identify who might be harmed and**how*

When identifying who might be harmed and how try to be specific. For example, during the game a protected adults may be injured by an opponent’s tackle. In this example, the possibility of an injury has been identified as a potential risk and this step allows for further consideration as to how this risk can be reduced and responded to in the event it does arise.

*Step 3 – Evaluate the risks and decide on precautions*

Evaluating risks includes considering how likely it is that harm could occur and how serious would it be. This is often described as ‘rating’ risk. Risk should be evaluated for likelihood and impact and a risk rating given for each. An example of rating is:

**High**: could occur quite easily **High**: could cause significant harm

**Medium**: could occur sometimes **Medium**: could cause moderate harm

**Low**: unlikely, although conceivable **Low**: could cause minimal harm

In the example above of the young person being injured by an opponent tackle the evaluation may be High/Low to Medium. This would show that the risk ‘could occur quite easily’ but would cause minimal to moderate harm.

Once the risk has been evaluated a decision can be made on what action should be taken. It is up to the member of staff and/or Associated Person as to what action should be taken and this will include understanding that the law expects Scottish Para-Football to do what is reasonable in all the circumstances.

For each risk assessment a risk owner should be assigned. The risk owner will assess what current controls are in place to reduce the risk, what future actions must be done to reduce the risk and what else they need to do about the risk.

The risk owner should consider the following:

1. Can we eliminate the risk altogether?

2. If yes, what do we need to achieve this?

3. If no, what can we do that will allow us to manage the risk so that it becomes an acceptable level of risk?

4. Who will manage this risk?

If the assessment of risk is that there is a high likelihood of occurring and a risk of significant harm and safeguards cannot be put in place to reduce the likelihood or harm then the activity should not go ahead.

*Step 4 – Record your finding and act on them*

It is helpful to record the result of your risk assessment. The benefits of recording are:

* It shows everyone involved that you take this seriously and that you value their involvement; and
* It will be helpful in the future when you look back to review what action is identified.

Keep it simple. If there are a number of actions required, tackle the important ones or those which are rated ‘high’ first. Agree timescales for addressing the other actions and who will be responsible.

*Step 5 – Monitor and review*

After the event/activity/trip review how it went:

* Were the controls effective?
* Were the actions effective?
* What can we learn?

Ask the protected adults who took part in the activity or event, their parents and carers and the member of staff and Associated Persons who were involved as to what would be realistic and work in practice for future activities and events. Where appropriate, protected adults should also be consulted at the planning stage as they may be able to highlight risks which have not been considered by the adults involved.

**RISK ASSESSMENT TEMPLATE – ACTIVITY LEVEL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What contact will you have with protected adults through this activity / event / project?**  | **What potential risks to protected adults can you identify?**  | **What steps will you take to mitigate these risks?**  | **Who is responsible for ensuring this action is taken?**  | **Please confirm date when action is complete?**  |
| * Will the contact be face to face and/or online/digital
* What activities will children be involved in?
* Will the protected adults be photographed, filmed or asked to share their stories?
* Will parents/carers be present or are staff/volunteers acting in loco-parentis?
 | * Are there any risks inherent in these activities?
* Who will be present?
* Will these people be Scottish Para-Football , or Game Leader staff or Associated Persons?
* What will the environment be like?
* What physical, emotional issues may arise?
 | * What have/will you include in your safeguarding planning?
* Who is your designated Safeguarding contact for this activity?
* What support will be available for the protected adults present?
* How will concerns be managed should they arise?
* What safeguarding information will everyone involved receive at the start of the activity?
 |  |  |
| Please confirm that this Risk Assessment has been copied to Scottish Para-Football or the relevant Game Leader: Your Name: Your Role:Date:  |

**RELATIONSHIPS**

Developing good relationships leads to positive behaviour on and off the pitch. Positive relationships are essential for creating the right environment. Unfortunately, there may be occasions where inappropriate relationships with protected adults are formed through football.

Within Scottish Para-Football or relevant Game Leader all members of staff and Associated Persons are expected to be proactive in promoting positive relationships with all protected adults involved in football. This Practice Note sets out how members of staff and Associated Persons can develop positive relationships, it includes information about ‘positions of trust’, and it highlights behaviour which is inappropriate and the response that should be taken by anyone involved in football if they have any concerns.

**Positive Relationships**

Positive relationships are essential for creating an environment of inclusivity and fun. They lead to effective learning and create a place where protected adults feel able to share any worries or concerns. Where protected adults feel included, respected, safe and secure they are more likely to develop self-confidence, resilience and positive views of themselves.

How to develop positive relationships with the protected adults

**DO**

* Have fun and help protected adults get the most out their football experience
* Support the protected adults to understand their rights in football
* Treat them with respect, dignity, sensitivity and fairness
* Listen to what they have to say and, when possible, include them in decisions on matters that affect them
* Set clear boundaries so they know what to expect from you and what you expect from them
* Celebrate the success but put the interests of each protected adult before winning
* Encourage them to be the best version of themselves and to recognise their strengths and weaknesses
* Give enthusiastic and constructive feedback
* Challenge inappropriate behaviour e.g. bullying behaviour, swearing or sexualised language
* Involve their parents and carers, wherever possible

**DON’T**

* Have favourites’ – this could lead to resentment and jealousy by other protected adults and could be misinterpreted by others
* Spend excessive amounts of time alone with protected adults away from others
* Make sexually suggestive comments to protected adults, even in fun
* Form intimate emotional, physical or sexual relationships with protected adults
* Have a protected adults to stay at your home where this is not part of a pre-existing family relationship or social relationship with other members of your family

**Position of Trust**

In football, as in many sports, protected adults look up to the adults involved in the game and those in leadership roles. They see these individuals as idols, role models and sometimes the people who can help them achieve their goal of becoming a elite footballer, whether this is real or perceived.

A position of trust is any position of authority that requires the holder of the position to enjoy the trust of a person over whom they exercise this authority and can also be known as a ‘relationship of trust’.

**The power and influence a member of staff and/or Associated Person has over a protected adults, who they are coaching or looking after in football, cannot be underestimated. Therefore, members of staff and Associated Persons will be considered to be in a position of trust by Scottish Para-Football or relevant Game Leader.**

If there is an additional competitive aspect to the activity and the person in the position of authority could be seen as having a role in the protected adults success or failure, for example, through team selection, then the dependency the protected adults has upon the person in a position of authority will be increased. It is therefore vital for everyone to recognise the responsibility they have and ensure that they do not abuse their position of trust.

Genuine relationships do occur, however, no intimate relationship should begin whilst the member of staff or Associated Person is in a position of trust with the protected adults, regardless of whether they are both over the legal age of consent.

Any concerns that a member of staff and/or Associated Person is or has abused their position of trust **must** be reported to Scottish Para-Football or relevant Game Leader

**Peer on Peer Abuse**

Football is a great place to make new friends and increase your social circle. Through a common interest in football friendships will form and relationships will develop between the protected adults. This may include intimate emotional relationships between protected adults. Often no harm comes from them, indeed they can be positive relationships. However, protected adults who suffer abuse can do so at the hands of other protected adults. Peer on peer abuse may include physical, emotional and/or sexual abuse. Scottish Para-Football or relevant Game Leader takes harmful behaviour by protected adults towards other protected adults seriously. Any concerns about such conduct must be reported to Scottish Para-Football or relevant Game Leader and, if appropriate, reported to the police and local statutory services

‘Positions of trust’ also apply to protected adults who have taken on a leadership role within football. If there is a concern that a protected adults has abused their position of trust, or acted inappropriately towards another young person, this will be responded to in line with the Responding to Concerns Procedure.

**Grooming**

The vast majority of adults involved in Scottish Para-Football activities with protected adults participate with the aim of providing a fun and positive experience for those with whom they work. However, Scottish Para-Football recognises that some people (though a minority) may use football as a way of gaining access to protected adults for inappropriate reasons, including sexual abuse. In order to gain access to protected adults, those who commit offences often first earn the trust of people surrounding the protected adults. This may include representatives of the protected adults, members of Scottish Para-Football, clubs, coaches and volunteers, parents and carers and other protected adults. This process is referred to as ‘grooming’. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Those who commit offences often portray themselves as caring and trustworthy individuals so they are freely entrusted with the care of protected adults. Once they have gained access to protected adults, they befriend them in order to break down any pre-existing barriers. As soon as a trusting friendship has been established, they manipulate and control protected adults into gratifying their sexual needs. It is important to recognise that this can occur over a very short or a very long period of time, depending on the individual and the role they have. For example, if a person is perceived by the protected adults as being able to influence their sporting career then the process can be very short indeed.

Some protected adults who have been sexually abused may not consider that they have been abused as a result of grooming and instead may think that they are in a ‘loving’ relationship with the adult. It is important to understand that grooming is part of the abuse and is a criminal offence. Any member of staff or Associated Person must report any suspicions or allegations of grooming to the Wellbeing and Protection Department in line with the Responding to Concerns Procedure

**Opportunistic and Situational Behaviour**

Not all people who abuse protected adults are predatory or go into a role with the intention of abusing protected adults. In some circumstances, the adult may take advantage of the opportunity through misuse of their position of trust and a lack of clear boundaries (“opportunistic behaviour”). Others may be in a situation where through working with a protected adults they start to feel an attraction (“situational behaviour”). For those whose behaviour is opportunistic or situational, they may have never previously considered abusing a protected adults or had a sexual attraction to protected adults and may be just as confused about their own behaviour, thoughts and feelings. This does not mean that their behaviour is any less concerning or abusive. The wellbeing and safety of the protected adults must always be the paramount consideration and all actions should be taken in their best interests. Any concerns of such behaviour must be responded to under the Responding to Concerns Procedure and reported to the police, if possible criminal behaviour. In circumstances of opportunistic or situational behaviour the Appointment and Selection Procedure becomes less effective as a preventative measure and prevention planning becomes necessary as part of an on-going assessment to the safety of all protected adults involved in the activity or event.

**Sexual Activity**

Within football, as within other activities, sexual relationships do occur. It is important to address sexual activity both between young people and between adults and children.

**Sexual activity between protected adults** **involved in football** is prohibited during team events, in facilities and social activities organised by Scottish Para-Football or relevant Game Leader. Inappropriate or criminal sexual behaviour committed by a protected adults may lead to the information being shared with the child’s Named Person, if applicable, and may lead to reports being made to external agencies, such as the police or social services.

**Sexual interactions between adults and** protected adults **(aged 16 and over) involved in football**, while not illegal raise serious issues given the power imbalance inherent in the relationship. Where a protected adults is of the age of consent, the power the adult has over that young person may influence their ability to genuinely consent to sexual activity. Members of staff and/or Associated

Persons in a position of authority may have significant power or influence over a young person’s career. **Sexual activity between adults and protected adults** **(aged 16 and over) involved in football is prohibited when the adult is considered to be in a position of trust or authority (e.g. coach, official etc).** Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance with Scottish Para-Football Disciplinary Procedures, which in the case of criminal behaviour must include contacting the police.

**TRAVEL AND TRIPS AWAY**

Travel to away games and trips away from home should be both safe and fun for protected adults. It should be a chance for all protected adults to grow in confidence, self-esteem and skills. Parents and carers will often worry when protected adults are away but careful planning and preparation should help to ease those worries and demonstrate that consideration has been given to the various needs of protected adults and the potential risks associated with trips away.

This Practice Note sets out what is expected of members of staff and Associated Persons when travelling with protected adults as part of the football activities and should be read in conjunction with the Practice Note on Planning and Organisation

**Transportation of protected adults**

Where it is necessary to transport protected adults it is important to consider the risks associated. The following provides information about the responsibilities of both the protected adults parents or carers and Scottish Para-Football or relevant Game Leader and sets out what is required when transporting protected adults.

**Responsibility of Parents/Carers**

* Parents/carers must complete the Consent Form declaring that they consent to protected adults being transported by persons representing Scottish Para-Football or relevant Game Leader
* Parents/carers should inform those travelling with protected adults of any issues may have e.g. travel sickness
* Ask appropriate questions about journey time, route etc.
* Make sure they are clear about the departure times and arrival time
* Make sure an appropriate adult is present when the protected adults is collected and dropped off

**NOTE:** Where parents/carers make arrangements for the transportation of protected adults to and from the activity, out with the knowledge of Scottish Para-Football or relevant Game Leader, it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements

**Responsibility of Clubs**

* Check the driver(s) has a valid and appropriate licence for the vehicle being used e.g. D1 classification for driving minibuses
* Ensure that all vehicles and drivers are correctly insured for the purpose of the trip
* Ensure that all vehicles are fit for purpose and have relevant breakdown cover
* Check that all reasonable safety measures are available e.g. fitted working seatbelts, booster seats, if appropriate
* Require protected adults to wear seatbelts at all times and travel in the back seat for health and safety reasons
* Require drivers to have adequate breaks when driving long distance. Further information on the legal requirement on drivers in relation to appropriate breaks can be found at https://www.gov.uk/drivershours/gb-domestic-rules
* Make sure there are signed consent forms for all protected adults who are being transported
* Inform parents/carers that the club will be transporting protected adults, the reasons why and how long the journey will take
* Tell the protected adults about the travel arrangements to make sure they are comfortable with the plans
* Agree a collection policy with parents/carers which includes a clear and shared understanding of arrangements for collection at the end of a football activity
* Have a point of contact and a working mobile phone in case of break down or any other issues enroute
* When the transportation is not pre-planned, call ahead to inform the protected adults parents/carers that you are giving them a lift and inform them of when you expect to arrive

**DON’T**

Travel alone with a child or young person. Staff should travel in pairs or, in exceptional circumstances, with more than one child in the car. If you require to transport a protected adults due to an emergency situation, and it is not possible for another adult to travel with you, tell another member of staff or Associated Person that you are transporting protected adults, give details of the route and the anticipated length of the journey

**Trips away from home (including overnight stays)**

Travelling to away fixtures, tournaments and residential stays are regular activities which may require detailed arrangements including overnight stays. Even what may appear as the most straightforward trip will require some level of planning and coordination by the members of staff and/or Associated Persons involved to make sure that it is a safe and enjoyable experience.

The following information outlines a number of issues that members of staff and Associated Persons must take into consideration when travelling with protected adults. This guidance applies to all away trips, including trips that involve overnight stays and travelling abroad.

**Planning and preparation**

Who should travel with the team?

* All trips away must be planned to involve at least two adults.
* Members of staff and/or Associated Persons travelling on the trip who have responsibility for the protected adults or who are in regulated work must be selected in accordance with the Appointment and Selection Procedure
* A Safeguarding Officer should be designated for the trip and that person(s) must have undertaken appropriate training
* There should be a qualified first aider as part of the group with access to a full and up to date first aid box
* Make sure the appropriate members of staff or Associated Persons have been selected for the trip e.g. if travelling with a male group of players, there should always be a male member of staff and vice versa

**Designated Safeguarding Officer for the trip**

During the trip members of staff and/or Associated Persons will be responsible for the safety and wellbeing of the protected adults in their care. It is essential that a member of staff or

Associated Person is designated as Safeguarding Officer (SO) to coordinate the arrangements to promote, support and safeguard the wellbeing of the protected adults during the trip. The SO will ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and wellbeing of the protected adults whilst away from home. A detailed itinerary will be prepared and copies provided parents/carers and must include the SO’s contact details during the trip.

In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the SO in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

**How to involve the parent/carers and children and young people in the preparation and planning:**

* For trips involving overnight stays, meet with parents/carers before any trip, when possible, to explain the arrangements, itinerary and important contact details and address any concerns or questions
* Parents/carers must complete the Consent Form in advance of the trip. If appropriate, the young people should also complete the Consent Form
* Give the protected adults and their parents/carers an information pack which includes: dates, what you are doing, where you are going, rules, kit list, recommended pocket money, medical care needs etc.
* Provide the parents/carers with contact details in case of an emergency. This must include the contact details for the designated SO
* Work with the protected adults to establish rules for the trip, including consequences for breaking the rules
* Protected adults should also know who they can talk to if they have any worries or concerns while away from home. All protected adults and their parents/carers should know who the designated SO will be for the trip and given the SO’s contact details
* For trips abroad, protected adults should be informed of the local customs. Information can be found at on the UK Government website at <https://www.gov.uk/foreign-travel-advice>
* Ask the protected adults and their parents/carer to make you aware of any dietary requirements. This can include dietary requirements due to allergies or religious beliefs e.g. a protected adults may be observing Ramadan

**Travel Arrangements**

* Members of staff and/or Associated Persons must ensure there is adequate and relevant insurance cover (including travel and medical insurance)
* Where possible, the whole squad should travel in identifiable clothing e.g. team tracksuit
* If travelling abroad, check if you need visas and/or vaccinations
* Potential areas of risk should be identified through a risk assessment. Further information on risk assessments can be found in the Practice Note – Prevention Planning. Scottish Para-Football relevant Game Leader or club will undertake a security risk assessment for all trips involving foreign travel
* Members of staff and/or Associated Persons should also familiarise themselves with the nearest hospital and if travelling abroad, the details of the emergency services in the location they visit e.g. what is the telephone number for the emergency services in that country?
* If the trip involves overseas travel, organisers shall ensure they are aware of local procedures for dealing with concerns about the wellbeing of protected adults
* Members of staff and/or Associated Persons must ensure arrangements are in place for the supervision and risk assessment of activities during free time
* Members of staff and/or Associated Persons should have clear roles and responsibilities for the duration of the trip

**Accommodation**

Members of staff and/or Associated Persons should find out as much as possible about the accommodation and the surroundings at the planning stage to help identify all practical issues and allow time to address them in advance, in consultation with children/young people and their parents/carers, where appropriate.

**The following is a (non-exhaustive) list of some of the practical things which should be considered in advance of any trip on the arrangements for accommodation:**

* Location: central and remote locations both present different challenges
* Accommodation facility: health & safety of building confirmed by owners/providers
* Appropriate safeguards are in place for accommodation where the same areas can be accessed by others e.g. if staying in a hotel can other guests and hotel staff access this area?
* Special access or adaptive aids required by members of staff or Associated Persons or protected adults
* Environmental factors
* Personal safety issues
* For overnight stays, agree who is sharing with whom before you go. This will enable suitable sharing in terms of age and gender. Parents/carers and the children and young people should be consulted in advance about arrangements for sharing, where possible and appropriate, and there should be a certain amount of flexibility as friendships can change

*Residential at a Facility/Centre*

Members of staff and/or Associated Persons should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have policies on Protected Adults Wellbeing / Protection and Health & Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of protected adults must be appropriately qualified and trained. Members of staff and/or Associated Persons should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

*During the trip*

**On arrival:**

* Check all rooms e.g. are there the correct number of beds, is there any damage which needs to be reported etc.
* Ensure there is no access to alcohol in the rooms and that all rooms are non-smoking
* Ensure movie access is appropriate or not available in the rooms
* Ensure that everyone is aware of the fire exits and the emergency procedures
* Ensure there is somewhere to store money or valuables
* Ideally all the bedrooms should be together, however, if they are not ensure that members of staff and/or Associated Person spread out e.g. if the group is over three floors, there should be at least one adult room on each floor
* Adults must never share a room alone with a protected adults Have a meeting on arrival to review the programme and rules

*Best practice during the trip*

* Hold daily group meetings and a staff meeting. They don’t need to be long but they do provide the opportunity to discuss any issues or problems and solve them before they grow
* During ‘free time’, protected adults must not be allowed to wander alone in unfamiliar places
* A check should be carried out when leaving each place and arriving at the next venue/location to make sure everyone is present
* Members of staff and/or Associated Persons should not enter the bedrooms of the children and young people unless in an emergency situation or in the interest of health and safety. If it is necessary to enter the rooms there should be at least two adults present and they should knock the door and say they are coming in before entering. Once in the room the door should remain open, if appropriate
* Member of staff and/or Associated Persons must not be over familiar with the protected adults during the trip and remember that they are in a position of trust at all times
* The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland
* Members of staff and/or Associated Persons should maintain an overview of the wellbeing of all protected adults during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Protected adults can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want members of staff and/or Associated Persons to know

*After the trip*

Where possible, a debrief will take place with all those involved in the trip. Ask the protected adults and the staff and/or Associated Persons what they enjoyed and they would change.

This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

**UNDER 18S IN OPEN AGE PARA-FOOTBALL**

**Remember under 18s are still children!**

As in any open age football there will be under 18s playing with adults. This can provide developmental and social opportunities but there can also be safeguarding risks. The risks and benefits should be discussed with the parent/carer and the young person concerned and ideally a short written agreement made.

***Safeguards for under 18s football***

If there are under 18s playing in open age disability football there must be a club child wellbeing and protection policy and procedures and all safeguarding concerns around that young person must be reported in line with the Safeguarding Protected Adults Policy and Procedures.

Young people and their parent/carers in these situations must know who the Safeguarding Officer is and how to contact them.

***Additional vulnerabilities***

Young people with a disability may be additionally vulnerable to poor practice or abuse, for example they may have less awareness of boundaries, may find it hard to say ‘no’ to adults, may be unused to an adult environment or if they have been bullied or abused when they were younger they may find it difficult to know what should be reported. For these reasons safeguards must be in place.

**THINGS TO CONSIDER IN YOUR PLANNING WITH UNDER 18’S INVOLVED**

1. Physical safety – is the young person physically strong enough and is the environment safe enough for them to play?
2. Emotional readiness – what is the culture of the team? Is the young person able to cope with adult competiveness, behaviour at defeat or success and adult humour and language?
3. Supervision - is there sufficient supervision available before and after the game?
	1. 3 years and over – 1 adult to 8 children
	2. If all children are over 8 – 1 child to 10 children
4. Changing/showering arrangements -young people may feel sensitive about showering and changing with adults. The initial discussion could consider if they go home to shower or perhaps use the facilities before or after the adults. There must be no pressure to ‘fit in’
5. Travel to and from the venue needs to be agreed by the parent/carer and young person and the plan followed. Some young people will early be able to travel independently or even drive themselves but others may still need support
6. Trips away. When events are held away from the club or base, or involve overnight stays, particular arrangements need to be made to ensure the well-being of the young person Consideration should be given to young people sharing rooms with others of similar ages; to ensuring same-sex sleeping arrangements; and adequate supervision arrangements, charging of mobile phones, medical needs , support and supervision
7. All other participants, coaches and staff should understand the implications of young people being involved in the activity and understand the implications for example: smoking, drinking, social media content.

**RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT PROCEDURE**

In all cases where there are concerns about the conduct of an adult towards a protected adult, the best interests and wellbeing of the player will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult are dealt with in a timely, appropriate and proportionate manner.

No club volunteers or member of staff in receipt of information that causes concern about the conduct of an adult towards protected adults shall keep that information to their self, or attempt to deal with the matter on their own.

**At any point responding to concerns about the conduct of an adult, advice may be sought from the police or social work services**

***1. Initial Reporting of Concerns***

Any concerns for the wellbeing of a player arising from the conduct of an adult must be reported to the club’s Safeguarding officer on the day the concern arises, as soon as practically possible.

Where the concern is about the Safeguarding Officer it must be reported to the Chair. In this situation, they will then take on the role and responsibilities as listed below of the Safeguarding Officer

***2. Recording and Reporting***

Concerns must be recorded using the Concern Recording Form as soon as possible. Contact the Club Safeguarding Officer to report the concern then email the completed form as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. The Club Safeguarding Officer will email the concern recording form to the appropriate Para-Football Game Leader Organisation. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shared as soon as the information has been passed on.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened). These records should be signed and dated by the relevant Safeguarding officer. Where appropriate Scottish Para-Football Disciplinary Procedures are invoked for club, volunteers or members of staff, a written record will be made of all actions and reasons for decisions

**3. Establishing the Basic Facts**

Once the concerns have been reported, the Safeguarding Officer will

* Conduct an initial assessment of the facts in order to determine the appropriate course of action
* Consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern.

***4. Conducting the Initial Assessment***

The Club Safeguarding Officer will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine as far as possible at the initial stage if the adult’s conduct was inappropriate behaviour, serious poor practice/misconduct or whether there is reasonable cause to suspect an adult’s behaviour and conduct has been criminal. Every situation is unique so guidance cannot be prescriptive.

* Where the established facts support a concern of criminal behaviour, the initial assessment will not form part of the disciplinary investigation
* Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the club volunteer or member of staff may be approached as part of the information gathering process.
* Where the nature and seriousness of the information suggests that a criminal offence may have been committee, or that to assess the facts my jeopardise evidence, advice will be sought from the police before the club volunteer or member of staff is approached
* An initial assessment of the basic facts may require the need to ask a player some basic, open-ended, non-leading questions solely with a view to clarify the basic facts. It may also be necessary to ask similar basic questions of other protected adults, or other appropriate individuals
* Interviewing player about possible abuse and criminal offences is the sole merit of specially training police officers and social workers. Questioning of player by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the player in order to clarify the basic facts, best practice suggests that consent from the parent/carer be obtained.

Possible outcomes of initial assessment:

(i) No further action (facts do not substantiate complaint)

(ii) Situation is dealt with under the appropriate Para-Football Game Leader Organisation Disciplinary Procedures for member of staff and volunteers

(iii) Protected Adults investigation (jointly by police and social work services)

(iv) Criminal investigation (by the police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.

(v) Civil proceedings (by the player/family who raised the concern)

***5. Initial Assessment Supports Concerns about Poor Practice and/or Misconduct***

The club Safeguarding Officer will deal with the concern in line with the Para-Football Game Leader

Organisation Disciplinary Procedures for members of staff and volunteers. In the event of an

Investigation into the conduct of a volunteer or member of staff, all actions will be informed by the principles of natural justice.

* They will be made aware of the nature of the concern
* They will be given an opportunity to put forward their case
* The club will act in good faith, ensuring the matter is dealt with impartially and as quickly as possible in the circumstances

Pending the outcome of any investigation, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a volunteer or member of staff towards protected adults.

***6. Initial Assessment Supports Concerns about Possible Criminal Behaviour***

Where the initial assessment of information gives reasonable cause to suspect an adult’s behaviour and conduct has been criminal offence, the Safeguarding Officer will report the concerns to the police as soon as possible on the day information is received. The Safeguarding Officer will make written record of the name of 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.

Referrals to the police will be confirmed in writing by the Safeguarding Officer with 24 hours. A copy of the Concern Recording Form should be provided to the police in request. Appropriate steps will be taken to ensure the safety of the players or who may be at risk. The parents/carers of the players involved will be informed as soon as possible following advice from the police.

Advice will firstly be obtained from the police about informing the volunteer or member of staff involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. As the matter will be sub judice (i.e. under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the volunteer or member of staff.

The club and appropriate Para-Football Game Leader Organisation will take all reasonable steps to support a volunteer or member of staff against whom a concern has been raised.

***7. Precautionary Suspension***

Suspension is not a form of disciplinary action. The member of staff or volunteer involved may be suspended whilst an investigation is carried out. Suspension will be carried out by the appropriate Para-Football Game Leader Organisation in accordance with their Disciplinary Procedures. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines or sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the volunteer or member of staff in accordance with the Para-Football Game Leader Disciplinary Procedures.

***8. Disciplinary Investigation***

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the Safeguarding Officer to make a decision whether to go ahead with disciplinary action

***9. False or Malicious Allegations***

Where an investigation establishes an allegation or concern raised is false, unfounded or malicious:

* The volunteer or member of staff involved will receive an account of the circumstances and / or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice
* All records pertaining to the circumstance and investigation shall be kept confidentially
* The Safeguarding Officer will take all reasonable steps to support the individual in this situation
* In these circumstances the Para-Football Game Leader Organisation will review the player’s participation in football. It will be appropriate to have a discussion with the player (with parent / carer permission) in determining their views and opinions.
* Data collected for the investigation will be destroyed in accordance with the requirements of the GDPR

***10. Historical Allegations of Abuse***

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a protected adult by someone who is still currently working with protected adults. These procedures will be followed in the event of an allegation of historical abuse

***11. Protection of Vulnerable Group (Scotland) Act 2007***

a) The Para-Football Game Leader Organisation will refer to Disclosure Scotland the case of any member of staff or volunteer who (whether or not in the course of their role with the Para-Football Game Leader Organisation) has

* Harmed a protected adult
* Placed a protected adult at risk of harm
* Engaged in inappropriate conduct involved pornography
* Engaged in inappropriate conduct of a sexual nature involved a protected adult, or
* Given inappropriate medical treatment to a protected adult.

AND as a result

1. The Para-Football Game Leader Organisation and Scottish Para-Football has dismissed the member of staff or volunteer

2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant

3. The Para-Football Game Leader Organisation has transferred the member of staff or volunteer to a position in the Para-Football Game Leader Organisation which is not regulated work with protected adults

4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or

5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

The Para-Football Game Leader Organisation will also refer the case of a member of staff or volunteer where information become available after the member of staff or volunteer has;

* Been dismissed by the Para-Football Game Leader Organisation
* Resigned, retired or been made redundant
* Been transferred to another position in the Para-Football Game Leader Organisation which is not regulated work with protected adults and:
* Where the Para-Football Game Leader Organisation receives information that a member of staff or volunteer who holds a position or regulated work has been listed on the banned List, the member of staff or volunteer will be removed from the regulated work with protected adults post.

(b) If Disclosure Scotland notifies the Para-Football Game Leader Organisation or Scottish Para-Football that a member of staff or volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Precautionary suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the best interests and wellbeing of protected adults will be the paramount consideration

(c) If Disclosure Scotland informs the Para-Football Game Leader Organisation or Scottish Para-Football that an individual is barred that member of staff or volunteer will be removed from regulated work with protected adults immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

***12. Media***

All media enquiries relating to the conduct of a volunteer member of staff will be referred to the Para-Football Game Leader Organisation

**Responding to Concerns about the Conduct of an Adult Procedure Flowchart**

Concern about the conduct of a member of staff, volunteer or other adult

Record on the Concern Recording Form

Report to Club Safeguarding Officer (Club SO)

Club Safeguarding Officer conducts initial assessment and shares with Para-Football Game Leader Safeguarding Officer

(Game Leader SO)\*

Game Leader SO considers precautionary suspension where appropriate

Inappropriate Behaviour?

Serious Poor Practice / Misconduct

Possible Criminal Behaviour?

Club SO takes lead

Game Leader SO takes lead and informs Scottish Para-Football

Club takes appropriate action for members of staff and / or volunteers

Situation will be managed to Scottish Para-Football Disciplinary Procedures

Game Leader SO will report concerns to police

**Possible Outcomes**

- No case to answer

- Informal discussion

- Formal discussion

- Further training and support agreed

All outcomes are notified to appropriate Para-Football Game Leader Organisation

**Possible Outcomes**

- No case to answer

- Disciplinary hearing

- Formal warning

- Further training and support agreed

- Dismissal

- Referral to Disclosure Scotland where PVG criteria met

**Possible Outcomes**

**-** Police Investigation

- Criminal proceedings

- Civil proceedings

- Disciplinary hearing

- Referral to disclosure Scotland where PVG criteria met

\*The Game Leader SO may choose to lead on inappropriate behaviour

Opportunity to appeal decision of the Disciplinary Hearing

**CONCERN RECODRDING FORM – (PROTECTED ADULT)**

This form must be completed as soon as possible after receiving information that causes concern. Contact the Clubs Safeguarding Officer via phone to report the concern then email the completed form to via email as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

Complete Part A where the concern relates to the wellbeing of a protected adult and / or Part B where the concern relates to the conduct of an adult. Finally, provide your contact information.

Part A – Where there are concerns about the wellbeing of a protected adult

(Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included)

***1. Player Details***

|  |  |
| --- | --- |
| NAME |  |
| DATE OF BIRTH |  |
| ADDRESS |  |
| POST CODE |  |
| TEL NO |  |
| PLAYERS ALTERNATE CONTACT  |  |
| ALTERNATE CONTACT TEL NO |  |
| PREFERRED LANGUAGE |  |
| INTERPRETER REQUIRED? | YES | NO |
| ANY ADDITIONAL NEEDS? |  |

***2. Details of situation giving rise to concerns***

(Including date, time, location, nature of concern, who, what, where, when why)

|  |
| --- |
|  |

***3. Details of any witnesses / other people involved***

(Including names, addresses and telephone contacts)

|  |
| --- |
|  |

***4. Details of any injuries***

(Including all injuries sustained, location of injury and action taken)

|  |
| --- |
|  |

***5. Protected Adults views on situation (if expressed)***

Where possible, please use the protected adult’s own words

|  |
| --- |
|  |

If the protected adult’s own words were not expressed, why? (Adult lacks capacity/unable to communicate their views/discussion would increase)

|  |
| --- |
| Please explain:  |

5B. Have you discussed your concerns with anyone else? E.g. carer/ parent.

What are their views?

|  |
| --- |
|  |

***Part B – Where there are concerns about the conduct of an adult***

***6. Details of Adult (where there are concerns about their conduct***

|  |  |
| --- | --- |
| NAME |  |
| TEL NO  |  |
| ADDRESS |  |
| POST CODE |  |
| RELATIONSHIP TO PROTECTED ADULT |  |

***7. Details of Concern***

(Including date, time, location, nature of concern, who, what, where, when, why, continue on a separate sheet if necessary)

|  |
| --- |
|  |

***8. Details of any action taken***

|  |
| --- |
|  |

1. **Are there any other protected adults or children at risk?**

|  |
| --- |
| If yes, state why and what actions have been taken to address this? |

***10. Details of agencies contacted***

(Including date, time, name of person contacted and advice received)

|  |
| --- |
|  |

***10. Have the protected adults parents / carers been informed? YES / NO***

If yes, record details/ if no please state why not

|  |
| --- |
|  |

***Part C – Your contact information***

***11. Details of person recording concerns***

|  |  |
| --- | --- |
| NAME |  |
| TEL NO  |  |
| ADDRESS |  |
| POST CODE |  |
| POSITION / ROLE |  |
| SIGNED |  |
| DATE |  |

**SAFEGUARDING ADULTS IN OUR CLUB**

It is important that our cub is safe for everyone. We have a club safeguarding protected adults policy which can be found…..

We have a Safeguarding Officer

Their name is….. They can be contacted ……

To help safeguard adults we ask staff and volunteers to follow these ten top tips:

Do:

1. Try and understand how adults you work with communicate. If you are not sure ask for support- people communicate in lots of different ways
2. Work in an open environment where others can see you
3. Keep physical contact safe: Only use physical contact when necessary, explain why physical contact is going to be made and ask permission. Some adults are very sensitive to touch and may find it distressing or disturbing
4. Encourage independence and avoid doing things for adults that they can do for themselves
5. Be aware you are in a relationship of trust with adults at risk and that there is an in balance of power. For this reason it is not advisable for volunteers and staff in a to enter into sexual or intimate relationship with adults at risk .Genuine relationships will of course develop so in these situations staff and volunteers should seek guidance the Safeguarding Officer .
6. Complete The Scottish FA free online course on safeguarding adults
7. Keep social media professional , don’t private message people and don’t send messages that could be misinterpreted as sexual, discriminatory or offensive
8. Listen carefully to any safeguarding concerns, check you have understood what is said. Ask the adult what they would like to happen and explain you need to pass the concerns on
9. Report any safeguarding concerns to the Safeguarding Officer being sure to pass on any wishes or views the adult holds
10. Keep our Safeguarding Officer phone number in your phone book

**PLAYER INFORMATION SHEET**

This will help us support you in our club

We will keep it safe, only share it within people who need to know (such as your coach) and destroy it when you leave the club

|  |  |
| --- | --- |
| YOUR NAME |  |
| ADDRESS |  |
| HOME TEL NO |  |
| MOBILE TEL NO |  |
| EMERGENCY CONTACT NAME |  |
| CONTACT NO |  |
| THEIR RELATIONSHIP WITH YOU  |  |
| DO YOU HAVE ANY COMMUNICATION NEEDS  |  |
| WE MAY USE GROUP TEXTS OR MESSAGEES TO TELL PEOPLE ABOUT FOOTBALL. IS THERE ANOTHER AULT WE SHOULD COPY IN  |  |
| RELIGION AND CULTURE |  |
| DO YOU PARTICIPATE IN RELIGION OR SPIRITUAL PRACTICES |  |
| WHAT DO WE NEED TO KNOW RO ENSURE YOUR PREFERENCES/NEEDS ARE MET; DIETARY GUIDELINE / DRESS CODE |  |
| PHOTOS | At times the Club may wish to take photos or videos of the team or individuals in it. We ensure these are safe and respectful and will ask you first if there is particular image of you we would like to use for example in publicity. Do you agree to having your photo taken |
| YES | NO |
| TRAVEL | Unless there are specific arrangements we expect members to make their own way to and from football matches and events and the Club’s responsibilities starts and stops at the start and end of any session |
| WILL YOU BE MET AFTER TRAINING OR GAME? |  |
| IF THE PERSON IS LATE OR DOES NOT TURN UP WHAT SHOULD WE DO? |  |

***Your right to be safe***

If you tell us that someone has hurt you or harmed you (a safeguarding concern) we will have to pass this information on to someone who can advise us.

***Section A***

I agree to participate in XX Football Club’s events and adhere to any Club guidelines, codes of conduct, club rules and the Respect Codes of conduct that may be issued in the interest of my own safety.

Name

Date

Signed

**Scottish Para-Football PVG Process**

**Club obtains references**

**Send PVG form, Self-Declaration (if required) , and photocopies to Scottish Para-Football**

**Complete Online module**

**Individual signs online declarations**

**(Self-Declaration and Fair Processing Notice)**

**Clubs adds individual to Registration System**

**Ready**

**Stage 2 Complete**

**Receives PVG back and unless any concerns update Registration Complete and inform club**

**Scottish Para-Football adds to register / Registration system and send to Volunteer Scotland**

**Scottish Para-Football check document and informs of any issues ie Coach not on system / incorrect forms**

**Individual can be involved**

**Individual obtains 3 forms of ID, Photocopies and Club Secretary Sign’s photocopies**

**Individual completes PVG form**

**Stage 1 Complete**

**Stage 2**

**Stage 1**

# Document Control

## Document Details

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