

Kinross-shire Cricket Club



CHILD PROTECTION POLICY

Date of Policy Guidelines Version **30/1/2015**

The following signatories attest that they have read and understood the above version of the policy guidelines, and have agreed to adhere in all respects to the principles and requirements therein.

Kinross-shire Cricket Club Child Protection Officer

Name: Mrs. Pamela D. Drew

Email: ph29pe@gmail.com

Signature:

Date:

Kinross-shire Cricket Club Junior Convenor

Names: Mr. Anthony Drew

Signature:

Date:

Kinross-shire Cricket Club Chairman

Names: Mr. John Ross

Signature:

Date:

CHILD PROTECTION POLICY STATEMENT

Kinross-shire Cricket Club is fully committed to safeguarding the welfare of all children and Vulnerable Adults in its care. It recognises the responsibility to promote safe practice and to protect children and vulnerable adults from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Coaches and volunteers will work together to embrace difference and diversity and respect the rights of children, young people and vulnerable adults.

This document outlines *Kinross-shire Cricket Club's* commitment to protecting children and vulnerable adults.

These guidelines are based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children and vulnerable adults have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children, vulnerable adults and parents/carers to promote the welfare, health and development of children and vulnerable adults.

Kinross-shire Cricket Club will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in the activities of Kinross-shire Cricket Club safely.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise its coaches and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to reduce risk to themselves.
- Require Coaches and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children and vulnerable adults in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children and vulnerable adults.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children/vulnerable adults or following any changes within Kinross-shire Cricket Club
- Following any issues or concerns raised about the protection of children or vulnerable adults within Kinross-shire Cricket Club
- In all other circumstances, at least every three years.

CHILD PROTECTION GUIDELINES

1: INTRODUCTION AND BRIEF OVERVIEW

Kinross-shire Cricket Club is committed to the protection and care of all children and vulnerable adults. The aim therefore of this policy is to ensure that all full time coaches and volunteers recognise the signs and symptoms of abuse.

Kinross-shire Cricket Club believes that it is vitally important to respect the young and vulnerable and in so doing, recognises the need to train and educate those coaches and volunteers who have direct contact and involvement with children and vulnerable adults.

Child protection covers a lot of different things. It is important that children and vulnerable adults feel safe and looked after whenever they are, at home, in school, at cricket club activities and the community. If children have a happy and safe childhood then they are more likely to grow up to be caring adults and good parents themselves. Everyone has a responsibility when working with children and vulnerable adults to ensure their safety and welfare.

These guidelines have been established in accordance with the Children (Scotland) Act 1995 in order to protect all our younger and vulnerable adult participants and coaches.

2: FOREWORD

Kinross-shire Cricket Club has a deep concern for the wholeness and wellbeing of each individual. It seeks to safeguard the welfare of all people, regardless of age, who come into contact with Kinross-shire Cricket Club. To that end, this document sets out the practices by which protection from neglect, physical, sexual or emotional abuse is afforded to members and those taking part in club activities. It includes steps to be followed in the event of disclosure of alleged abuse occurring within or outside its jurisdiction.

All children and vulnerable people should feel safe and in that light will be treated with respect from all Coaches and volunteers and not be subjected to any kind of abuse.

It is expected that all Coaches and volunteers will follow these guidelines and therefore set a good example to others.

The following is a code of good practice for all coaches and volunteers and the procedures that should be followed in the event of abuse whether suspected or reported. Obviously we realise that this is only a code of good practice and cannot eradicate the problem. As far as is possible Kinross-shire Cricket Club will seek to recruit no such person as could be seen as harmful to the children and vulnerable adults in our care or to others.

3: SCOPE AND GENERAL PURPOSE

The policy guideline will be held in all areas of Kinross-shire Cricket Club. Whilst it is recognised that this is an onerous task, we believe it is possible to extol the virtues of:

- Health, safety and well-being.
- Making Kinross-shire Cricket Club an enjoyable place to visit.
- Positive behaviour.
- Understanding the needs of children and vulnerable adults and delivering this to Kinross-shire Cricket Club's members and participants.
- Working together to protect children and vulnerable adults, irrespective of age, sex, or social background.
- Safety and feeling safe.

- The welfare of children, young people and vulnerable adults being a key priority in our organisation.
- Openness, honesty and trust.
- Confidentiality.
- A commitment to treat all children, young people and adults with dignity and respect.

4: COACHES AND VOLUNTEERS.

This policy applies to all coaches and volunteers at Kinross-shire Cricket Club, whether Committee members or voluntary helpers. All should be aware of the importance of implementing the policy, including during recruitment, induction and training.

4.1: Recruitment

Precautions should be taken during the recruitment process to ensure that candidates are suitable for work with children and vulnerable adults. Application forms should indicate previous experience with children and vulnerable adults and include referees where applicable.

4.2: Induction

An integral part of induction will be the recruit's acknowledgement in writing that the policy has been read and understood. Committee members should ensure that the recruits apply the responsibilities and procedures of the policy and enrol the recruit in Disclosure Scotland's PVG scheme.

4.3: Training

Coaches training should cover Child Protection on at least an annual basis, and should include any changes required by new legislation. Role-play may be useful in emphasising key aspects of the policy and in identifying the needs for further training.

5: WHAT IS CHILD ABUSE?

Children and vulnerable adults may be in need of protection where their basic needs are not being met in a manner appropriate to their age and stage of development, and where they may be at risk through avoidable acts of commission or omission on the part of their parent(s), guardian(s), sibling(s) or other relative(s), or a carer (i.e. the person(s) while not a parent who has actual custody of the child).

6: IDENTIFYING SIGNS AND SYMPTOMS OF CHILD ABUSE.

We have a moral and ethical responsibility to look after the children and vulnerable adults entrusted to our care. It is therefore vitally important that you know what to look for and what to do if you suspect a child is suffering from neglect, abuse or any other psychological misdemeanour.

There are six main types of abuse:

- Physical
- Emotional
- Neglect
- Discrimination
- Bullying
- Sexual

6.1: PHYSICAL ABUSE

This is where a child or vulnerable adult had been physically assaulted and can include:

- Hitting
- Biting
- Burning
- Shaking
- Nipping
- Squeezing
- Kicking

This may also include giving a child or vulnerable adult an overdose of medicine, poison or inappropriate drugs. In addition, child-to-child acts of physical assault are equally deemed inappropriate and may after investigation be classified as abuse.

In Scotland, all children and vulnerable adults are protected under The Children (Scotland) Act 1995 and Protection of Vulnerable Groups (Scotland act 2007) which states that each child or vulnerable adult has the right to express their views on the issues affecting them. The policy will seek to support any child or vulnerable adult wishing to raise matters with a Kinross-shire Cricket club coach, volunteer or committee member.

6.2: Accidents

It is important to be extremely careful when trying to establish whether a child or vulnerable adult is being physically or mentally abused.

The physical signs are often easier to detect, however it should be remembered that children and vulnerable adults often have minor accidents and regularly have small cuts, grazes and/or bruises.

As children and vulnerable adults can be infrequent visitors, it will be even harder to detect whether or not a child or vulnerable adult is being abused or has merely had a minor accident.

Any coach or volunteer suspecting the vulnerability of a child or vulnerable adult should report it to the Child Protection Officer or other senior person in charge.

6.3: Behaviour

Children or vulnerable adults suffering from abuse are likely to undergo a change in behaviour. It is quite possible they might be:

- Unduly Quiet
- Aggressive with other children
- Show reluctance to participate in activities
- Shy
- Withdrawn
- Show lack of trust
- Frightened
- Watchful

(It should be noted that this list is not exhaustive)

6.4: Emotional Abuse

This type of abuse can sometimes be more difficult to detect. Coaches and volunteers must be extra vigilant when caring for children or vulnerable adults.

Emotional harm is caused where there are verbal threats, criticism, ridicule, shouting and lack of love, warmth and affection.

A child or vulnerable adult suffering psychological abuse may display one or more of the following:

- Tantrums (in school aged children)
- Disobedience
- Aggression
- Low self esteem
- Inability to mix or play with other children
- Other activity
- Demanding
- Low self confidence
- Toilet accidents
- Telling lies

(This is by no means an exhaustive list and can be normal for a vulnerable adult with specific needs)

It should also be noted that children may become stressed if:

- There is a new baby in the family.
- Their parents have separated and/or divorced.
- A family member or someone very close has recently died.
- There has been a significant change in the home.

6.5: Neglect

This is where a child's or vulnerable adult's basic needs are not being met or where this is a lack of stimulation and/or supervision. It is vitally important that all children and vulnerable adults within our care are treated with equality of opportunity, dignity and respect.

6.6 Sexual Abuse

There are occasions when abuse is sexual in nature.

Coaches and volunteers should be aware of the signs of sexual abuse:

Physical Signs

- Bruising or scratches
- Difficulty walks or sitting
- Difficulty in passing urine, soreness or genital itching
- Bed wetting
- Recurrent stomach pains or headaches
- Vaginal bleeding at an early age.

Behavioural Signs

- Sexually precocious
- Using seductive behaviour to adults
- Using sexually explicit language
- Excessive preoccupation with sex in play, drawings and story telling
- Feeding or eating problems
- Low self-esteem and lack of self confidence
- A dislike of being with certain people.

6.7: Discrimination

Victims may encounter negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, sexuality or religious beliefs.

6.8: Bullying

It may not always be an adult abusing a young person or vulnerable adult. The abuser may be a young person or child.

7: INTERPRETATION OF THE POLICY GUIDELINES

- To record signs and symptoms of child abuse
- To report any signs to your superior.
- To respect all children in your care.
- To be vigilant at all times.
- To uphold the Children (Scotland) Act 1995 and Protection of Vulnerable Groups (Scotland act 2007)
- To act fairly and with dignity and respect at all times.
- To record information as soon as possible by completing a written Significant Incident Report for the C.P.O.

The Significant Incident Report must contain the following information:

- Names, age and address of the child.
- Parents' or guardians' names.
- Date and time of making the record.
- Why you are reporting the matter.
- Why you are concerned.
- A brief description of what caused your concerns or any incident leading up to the compilation of the report.
- Note of any physical impairment.
- Description of the child's behaviour.
- A note of exactly what the child has said.
- To whom you passed the information.

8: CONFIDENTIALITY

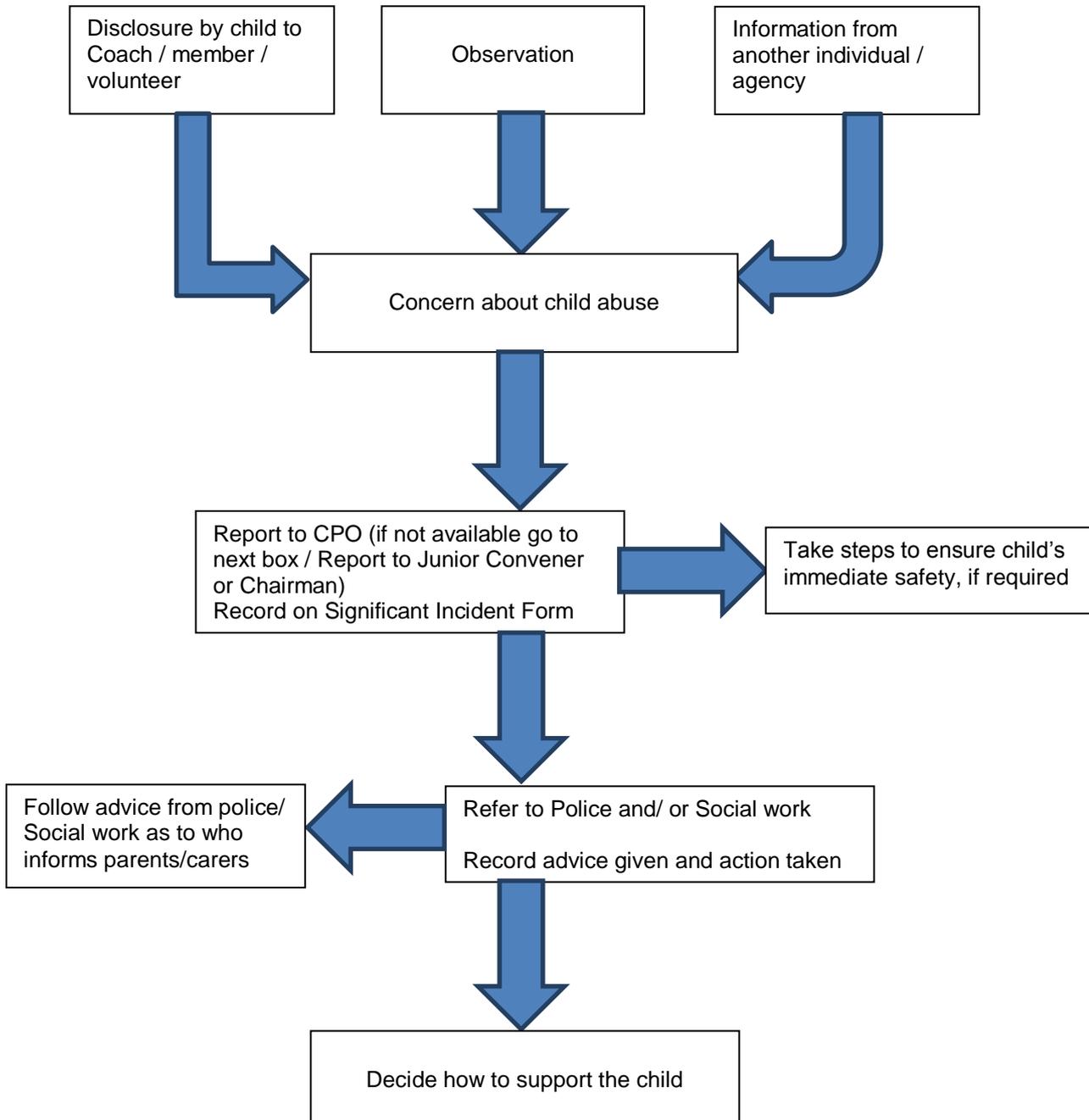
All information will be kept in a lockable filing cabinet in accordance with:

- The Children (Scotland) Act 1995
- Human Rights Act 1998
- Data Protection Act 1998

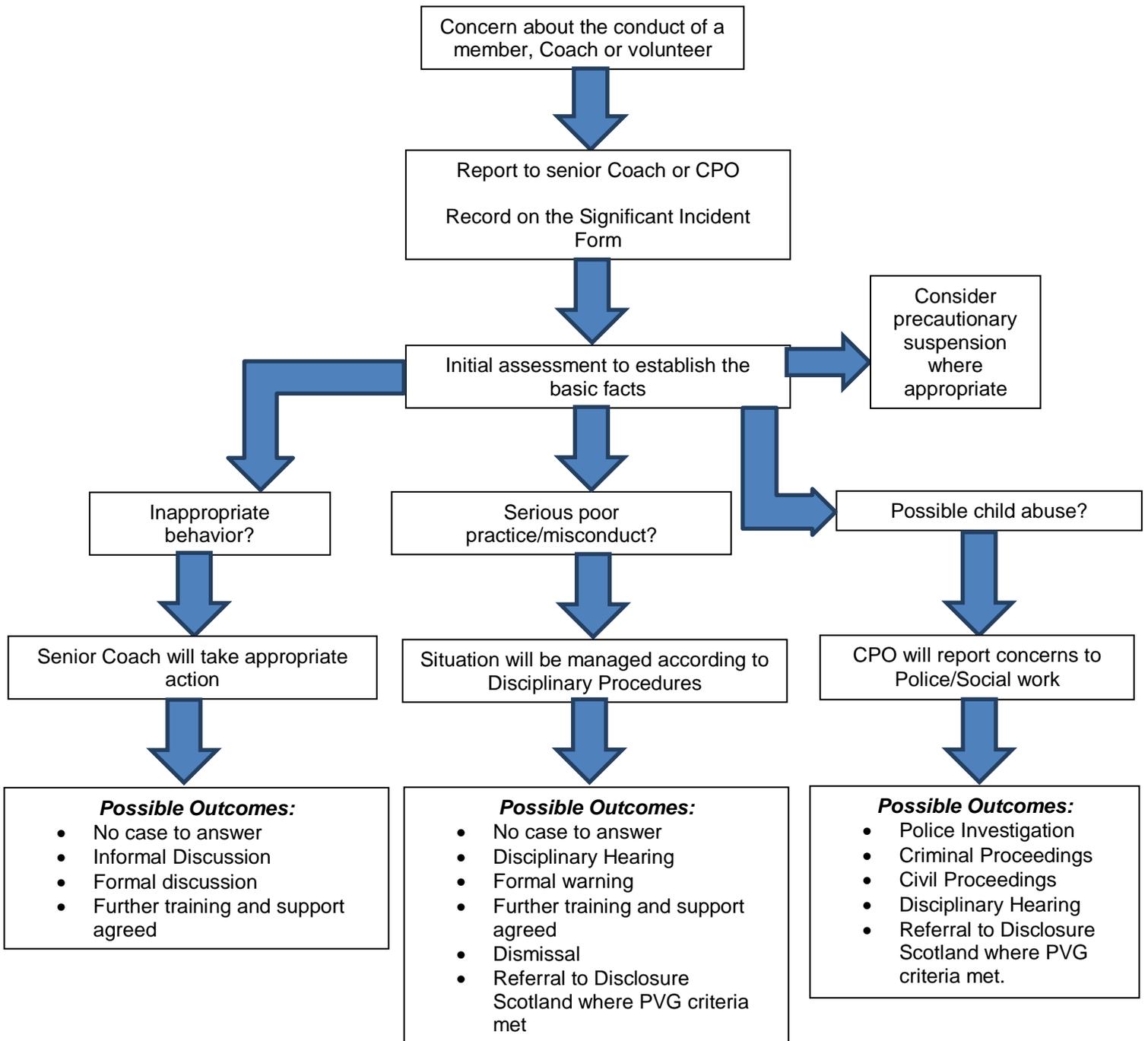
Gossip can spread quickly. It is therefore vitally important that you do not discuss a matter out with the Kinross-shire Cricket Club management.

It is vitally important that you maintain confidentiality. Divulging any information out with those denoted about will be considered a serious breach of conduct and may, after investigation, results in the coach/volunteer being summarily dismissed from Kinross-shire Cricket Club for gross misconduct.

9: FLOWCHART FOR RESPONDING TO CONCERNS ABOUT A CHILD OR VULNERABLE ADULT



9.1 FLOWCHART FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF COACHES/VOLUNTEER



10: PROCEDURE FOR DEALING WITH ABUSE ACCUSATIONS

10.1: If a child or young person reports abuse

- Advise the child or young person that you must pass on the information.
- Allow him/her to speak without interruption accepting what is said, but do not investigate.
- Alleviate feelings of guilt and isolation, while passing no judgment.
- Reassure the child letting them know you are glad they have shared this information with you.
- Report the matter to the Kinross-shire Cricket Club Child Protection Officer, Chairman or Junior Convener who will complete a child protection report form.
- Try to ensure that no one is placed in a position which could cause further compromise.

10.2: Helpful things to Do and Say

- **Do** listen carefully to what the child is saying;
- **Do** make your questions open-ended;
- **Do** act as though you believe the child regardless of your own opinion whether you think they may be exaggerating /lying or not.
- **Do** write down as soon as you can exactly what the child said;
- **Do** report the facts to the Child Protection Officer who will fill in a form as soon as possible;
- **Do** tell the child that he/she was right to tell;
- **Do** tell the child that it is not his/her fault;
- **Do** take care of yourself and work out what you are feeling.

10.3: Things not to Do or Say

Don't:

- **Do not** promise confidentiality at the outset;
- **Do not** panic;
- **Do not** rush off to find someone else to listen;
- **Do not** lie to the child or promise to keep things secret;
- **Do not** tell the child that everything will be fine now that they have told;
- **Do not** make judgments of any kind about the alleged abuser or parents;
- **Do not** ask a lot of detailed questions or press for answers that the child is unwilling to give.
- **Do not** tell the alleged abuser if a criminal offence is suspected.
- **Do not** tell anyone else except Child Protection officer, Social Worker and Police involved.

11: PROTOCOL FOR DEALING AND WORKING WITH CHILDREN AND VULNERABLE ADULTS

To avoid any suggestion of impropriety on the part of coaches or volunteers, the following protocol is to be followed at all times by all coaches and volunteers:

11.1: All children, young people and vulnerable adults must be treated with respect.

No Child or vulnerable adult should be forced to do anything they are unprepared or unwilling to do. Encouragement can be used as a coaching tool, but must be used with caution.

11.2: No coach is to be alone with a child or vulnerable adult in a room or vehicle.

If unavoidable, keep the door open and remove yourself from that situation as quickly as possible.

11.3 Touching a child, young person or vulnerable adult.

A child/vulnerable adult must never be smacked or hit.

Except for coaching activities where touching is a normal procedure (when point 2: would apply), caution needs to be exercised with touching a participant.

NOTE: subject to point 2 above, it may be appropriate to touch a child who is distressed by holding his/her hand or putting an arm around his/her shoulders. However, inappropriate touch would include a body-to-body hug, touching thighs or buttocks, kissing etc. Remember that no matter how well intentioned your actions are, they may be misinterpreted.

11.4: No participants should be verbally abused or humiliated.

A child or vulnerable adult must not be threatened, shouted, screamed or sworn at or forced to sit in a corner.

This does not prevent a participant being reprovved for the sake of good discipline and safety. For example, it may be necessary to be firm with a child for doing something potentially dangerous, "stop doing..... Immediately" or subsequent to an incident saying, "your behaviour is unacceptable and could have caused an accident..." It would be unacceptable to single out a child or vulnerable adult in front of a group, ridicule him/her.

11.5 Romantic liaisons between coaches or volunteers and participants are not permissible.

11.6 Do not show favouritism to any individual.

11.7 Do not remove or assist in removing articles of clothing apart from jacket or similar garment. In extreme cases, such as first aid, the removal of clothing should be done with another responsible adult present, where possible.

12: TRANSPORT

Wherever possible coaches will not transport participants in vehicles. The parents/guardians of participants are encouraged to make arrangements for transportation to and from training and to matches. In cases where coaches and volunteers are required to transport participants they must have parental/guardian permission and not be alone with the participant(s). This will be done in accordance to the Kinross-shire Cricket Club risk assessment.

In case of an emergency a child, young adult or vulnerable person may be transported to a Doctor's or Hospital. In this event there will be two coaches/volunteers, either both the same sex of the child or young adult or a member of each sex to accompany the child, young adult or vulnerable person. Care will be taken to ensure the law is followed in regards to driving license, insurance, seat belts etc.

14: PHOTOGRAPHY

Take care that inappropriate photographs or film is not taken of children or vulnerable adults in your care. All photographs or video use for promotion or placed on social media must have permission

15: BEING ACCUSED OF CHILD ABUSE

If any coach or volunteer is accused of (allegedly) abusing a child whilst in the care of Kinross-shire Cricket Club, the following action will be taken:

15.1: The person will either be suspended or placed on duties where no children are involved and reasons given for the course of action.

15.2: Gathering of evidence will be conducted by the C.P.O. They will interview all parties concerned with the alleged incident (unless alleged abuse is external to Kinross-shire Cricket Club). A careful record of findings will be made.

15.3: The person will be considered innocent until otherwise in order to protect both parties' trust and confidentiality.

15.4: All matter will be dealt with in accordance with statutory and employment legislation, the Children (Scotland) Act 1995 and all other statutes.

15.5: All parties will be protected under sections **8: Confidentiality**.

15.6: In the case of an allegation towards the C.P.O the Chairman will conduct evidence gathering.

16: HOW TO HANDLE DIFFICULT OR MISBEHAVING CHILDREN

- In the first instance ask the child to sit quietly for 5 minutes, in a suitable quiet area.
 - If the child continues to be disruptive in the area they are in, two coaches/volunteers may be asked to sit with the individual to keep them calm.
 - The coach in charge will then discuss with the individual why they are being spoken to, getting their side of the story.
 - Depending on the severity of the situation, Senior coaches may be involved.
 - Kinross-shire Cricket Club adopts a 'Three strikes and you're out' policy in dealing with misbehaviour. The first strike is given to a child as their first warning. The junior convenor will be advised that this has occurred. The second strike is their last warning. Parents/guardians are contacted and are made aware of the situation and that the child has been misbehaving and if they misbehave again we will ask that they come and collect their child. If a third strike is given, the parents/guardian will be contacted and the child or young person will be sent home from the club activity.
- **NB** depending on the severity of the child or young person's behaviour, it is possible to skip the first two strikes and go straight to strike three at the senior coach's discretion.

17: DEALING WITH EMOTION

It is naturally distressing for any coach/volunteer who has had to deal with or is accused of child or vulnerable adult abuse, but particularly so when in a different environment.

It is important to understand that emotions run high at such times, however it is imperative that any reports are taken extremely seriously and with the commitment to following the complaint by adhering to the procedures outlined in this document.

In addition, you are required to act professionally and with dignity and respect at all times. It is important to be relaxed and calm and avoid prejudging until management has had time to evaluate the report.

18: THE RIGHTS OF ALL PARTIES

Parent/Guardian	Child/Vulnerable Adult	Employee
<ul style="list-style-type: none">• To be informed (unless they are the alleged abuser)• To be told what actions the management intends to take as a result of the alleged claim.• To be told what will happen when they leave Kinross-shire Cricket Club• To be kept informed of all action(s) being taken.	<ul style="list-style-type: none">• To be protected• To have their views taken into consideration• To be listened to• To be told what will happen when they leave Kinross-shire Cricket Club.	<ul style="list-style-type: none">• To be protected• To be told what action will be taken• To be told what will happen in relation to the case• To be kept informed of all action(s) being taken <p><i>This will include both an accusation of unacceptable behaviour and their reporting a potential case of child abuse.</i></p>

19: PROFESSIONALS INVOLVED IN CHILD PROTECTION

- Perth and Kinross
Child Protection Duty Team (24hrs) 01738 476768
- Police 101
- Childline 0800 11 11
- Children 1st 0131 446 2300
- NSPCC child protect 0808 800 5000
- Parentline Scotland 0808 800 2222

20: DISCLOSURE SCOTLAND

All Coaches and volunteers who are directly involved with children and those who are indirectly involved will be expected to join the PVG membership scheme as soon as they are able. Enhanced disclosure will be accepted until they become a member of the PVG scheme.

21: HEALTH, SAFETY AND WELFARE

Kinross-shire Cricket Club will aim to provide a healthy and safe environment for all children, young people and vulnerable adults. We will make every effort to ensure that all services provided by us will be of the highest standard practically possible.