



# Scottish Swimming

Child Protection Policy & Procedures  
— November 2016

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This document encompasses  
a Child Protection Policy for all  
members of Scottish Swimming.

## CONTENTS

<b>Introduction</b>	<b>3</b>
<b>Roles &amp; Responsibilities</b>	<b>4</b>
<b>Monitoring</b>	<b>6</b>
<b>Child Abuse:</b>	
<b>Types of Abuse &amp; Identifying Abuse in Sport</b>	<b>7</b>
<b>Bullying</b>	<b>9</b>
<b>Digital Communications</b>	<b>10</b>
<b>Photography &amp; Video</b>	<b>15</b>
<b>Equality</b>	<b>19</b>
<b>Responding to Concerns About a Child</b>	<b>20</b>
<b>Responding to Concerns About the Conduct of a Member of Staff/Volunteer</b>	<b>23</b>
<b>Code of Conduct</b>	<b>25</b>
<b>Appendix 1</b>	<b>27</b>
<b>Appendix 2</b>	<b>28</b>
<b>Appendix 3</b>	<b>29</b>
<b>Appendix 4</b>	<b>35</b>
<b>Appendix 5</b>	<b>39</b>
<b>Appendix 6</b>	<b>40</b>
<b>Appendix 7</b>	<b>41</b>
<b>Appendix 8</b>	<b>43</b>
<b>Appendix 9</b>	<b>44</b>
<b>Appendix 10</b>	<b>46</b>
<b>Appendix 11</b>	<b>49</b>
<b>Appendix 12</b>	<b>53</b>
<b>Useful Contacts</b>	<b>54</b>

# 1 Introduction

**This document is Scottish Swimming's National Child Protection Policy. It provides current best practice, guidelines and sample forms for our clubs and partners. The Club Child Protection Information Pack which Club Child Protection Officers have supports this policy. Best practice has been sought from Safeguarding in Sport, sportscotland, Disclosure Scotland, Volunteer Scotland Disclosure Services (VSDS) and other Scottish Sports Governing Bodies.**

It is the policy of Scottish Swimming to ensure that every child, young person or vulnerable adult who takes part in the sports of swimming, diving, high diving, synchronised swimming and water polo should be able to participate in an enjoyable and safe environment. In addition they should be protected from neglect, bullying, physical, emotional and sexual abuse. Any actions and comments made whilst dealing with young people should always be well considered and should never give rise to misinterpretation.

## Definition of a Child:

**For the purposes of this policy a child is defined as anyone less than 18 years of age.**

## Key Principles:

- The child's welfare is the first consideration.
- All children, 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 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 and parents to promote the welfare, health and development of children.

## 2 Roles & Responsibilities

**Scottish Swimming is fully committed to safeguarding and protecting all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.**

**Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people, each with a role to ensure the safeguarding of children in their care.**

### Scottish Swimming will:

- Promote the health and welfare of children by providing opportunities for them to take part in aquatics safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support, guide and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children 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.
- Work jointly with partners through planning, training and monitoring of their arrangements of the protection of children.
- Maintain registration as an Intermediary Body with VSDS to facilitate a Protecting Vulnerable Groups (PVG) service on behalf of clubs to prevent unsuitable people from working within sport.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.
- Maintain confidential records of all complaints, concerns and sanctions against clubs and members.
- Scottish Swimming has complaints and disciplinary procedures in place as per the Association's Constitution (R12.0)
- Child protection issues are included within Scottish Swimming's coach education programmes.
- Best practice is extensively promoted, and clubs, coaches and officials are encouraged to follow guidelines set down by the Governing Body.
- Scottish Swimming provide opportunities for club members to attend the following workshops:
  - Safeguarding & Protecting Children Workshop
  - In Safe Hands Workshops
  - Social Media and Digital Communications
  - Respectme Bullying is never acceptable...

## 2 Roles & Responsibilities

### The Club will:

- Adhere to the guidelines and procedures contained within this policy
- Adopt the club Child Protection Policy (see **Appendix 1**)
- Appoint a Child Protection Officer in accordance with Scottish Swimming requirements for club affiliation
- Implement any recommendations of Scottish Swimming
- Maintain confidentiality of any alleged child protection issues that arise
- Accept that all Office and Committee members have a responsibility in this area and be prepared to respond to any indication of abuse
- Safely recruit club volunteers / staff in accordance with the recruitment policy (**Appendix 2**)
- Be prepared to challenge and alter bad practice
- Encourage all those working with children to attend a Safeguarding & Protecting Children workshop

### Club Child Protection Officer will:

- Ensure all persons working with children and young people at the club are fully aware of what is required of them within the protocols of the Policy / Code of Conducts
- Conduct the administrative work associated with processing of information on volunteers / staff (PVG Scheme Applications, Self Declarations see **Appendix 3**)
- Liaise closely with club volunteers / staff ensuring that agreed procedures for the prevention of risk are followed
- Counsel / advise the club on matters of policy relating to Child Protection
- Advise / circulate details of opportunities for volunteers / staff to undertake training
- Act as the contact person on matters relating to Child Protection at the club
- Ensure all incidents are correctly managed, recorded and reported in accordance with Scottish Swimming policy and procedures

### 3 Monitoring

This Policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Scottish Swimming.
- Following any issues or concerns raised about the protection of children within Scottish Swimming.
- In all other circumstances at least every two years.

Scottish Swimming will monitor the policy by:

- Keeping records of cases brought and their outcomes.
- Accepting comments from clubs on the ease of implementation and effect of the policy.
- Internal reviews with the facilitation of CHILDREN 1ST.

## 4 Child Abuse: Types of Abuse & Identifying Abuse in Sport

**“Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.”**

This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them.

For those working in the field of child care and protection the definition gets broken down further into categories of abuse (**Appendix 4**), namely:

- Emotional abuse
- Physical abuse
- Neglect
- Sexual abuse

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The definitions show the different ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child (all definitions taken from National Guidance for Child Protection in Scotland 2014).

### Identifying Child Abuse

Although the physical and behavioural signs listed may be symptomatic of abuse, they may not always be an indicator and, conversely, children experiencing abuse may not demonstrate any of these signs.

Child abuse is often difficult to recognise. It is not the responsibility of anyone involved in sport to decide whether or not a child has been abused. This is the role of trained professionals. We all however, have a duty to act on any concerns about abuse.

## 4 Child Abuse: Types of Abuse & Identifying Abuse in Sport

### Children & Young People with a Learning or Physical Disability:

**Research, including “It doesn’t happen to disabled children” Child Protection and Disabled Children, NSPCC (2003), tells us that children and young people who have a learning or physical disability are more vulnerable to abuse.**

### This is because:

- They are often dependent on a number of people for care and handling, some of which can be of an intimate nature.
- They may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong.
- Signs of abuse can be misinterpreted as a symptom of the disability.
- Like other children, they are fearful of the consequences of disclosing abuse.
- Attitudes and assumptions that children with disabilities are not abused.
- They may be unable to resist abuse due to physical impairment.
- Of negative attitudes towards children with disabilities.
- Possible failures to recognise the impact of abuse on children with disabilities.

**Particular care should be taken by all staff and volunteers when working with children affected by disability.**



## 5 Bullying

**Bullying is a mixture of hurtful behaviours and negative impacts, that can affect an individual's capacity to feel in control of themselves. Bullying behaviour makes people feel hurt, threatened, frightened or left out. It may not be repeated, but the threat will be sustained over a period of time, where it is difficult for those being bullied to defend themselves.**

**It can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate.**

### Examples of Bullying in Sport:

**Physical** e.g. theft, hitting, kicking (in some cases, this might constitute an assault)

**Verbal** (including teasing) e.g. racist or sectarian remarks, spreading rumours, threats, or name-calling, ridicule or humiliation

**Emotional** e.g. isolating a child from the activities or social acceptance of the peer group

**Harassment** e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress

### Signs which may raise concerns about bullying include:

- Hesitation or reluctance to come to attend training or activity
- Reluctance to go to certain places or work with a certain individual
- Bruising or other injuries
- Becoming nervous and withdrawn
- Often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned
- Clothing or personal possessions go missing or get damaged
- 'Losing' pocket money repeatedly
- Suddenly prone to lashing out at people, either physically or verbally, when normally quiet

When talking about bullying, it's never helpful to label children and young people as 'bullies' or 'victims'.

Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

**Recommended guidelines for managing bullying see [Appendix 5](#).**

## 6 Digital Communications

**There are significant benefits for organisations using texts/emails and setting up social networking sites. Not only is it cheap, it's one of the most direct forms of communication with young people. However, there are risks. Adults who seek to harm children have been known to use messaging to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.**

**For children and young people, the safeguarding risks of these technologies include:**

- Inappropriate access to, use or sharing of personal details (e.g. names, email addresses)
- Unwanted contact with children by adults with wrongful/questionable intent
- Being sent offensive or otherwise inappropriate material
- Sending offensive or otherwise inappropriate material
- Online bullying by peers
- Grooming for sexual abuse
- Direct contact and abuse

**For adults, risks involved include:**

- Their communication with children being misinterpreted
- Potential investigation (internal or by statutory agencies)
- Potential disciplinary action
- Suspension from the sport
- Added to the PVG Children's List and barred from undertaking regulated work with children

## 6 Digital Communications Text/Email

**Staff/volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate.**

Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message and should be sent in a group communication. This information should only be “need to know” information such as the last minute cancellation of a training session.

In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent has provided on the child's behalf. Parents/carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged between 16 and 18 it is still recommended that parents are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16 to 18 year-old.

The following good practice is also required:

- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database
- The number of people with access to children and young people's details should be kept to a practical minimum. A record should be kept of their numbers/ addresses, namely by the Club Membership Secretary
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation
- The organisation should be clear that messages should be sent only to communicate aquatic related matters: details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team
- Communication by text/email between coaches/ volunteer and children/young people should include a copy to a third party e.g. copy to relevant CPO and/or parent

## 6 Digital Communications Internet

**The internet brings with it an opportunity for organisations to extend their community profile, advertise and communicate easily with their members.**

Sometimes this is done via social networking platforms such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking platforms and pages will be monitored.

**In terms of publishing information and pictures the following good practice should be noted:**

### Permission

- Written parent/carer consent must be obtained for all children aged under 18 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/ carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

### Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to the club. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

### Concerns

- Any concerns or enquiries about publications or the internet should be reported to the Child Protection Officer.

## 6 Digital Communications Social Networking Sites

**The following is recommended if the club decides to allow mutual access between it and its members (including children):**

### **Permission**

- Obtain written permission from parents/carers of under 16s to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding organisation or sport issues. This agreement should also be incorporated into the club rules or Code of Conduct
- Set up a club profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles
- Keep the club profile on "private" – allowing only members access to it (the organisation can monitor this and accept or decline requests to join)

### **Concerns**

- Informal online "chat" with members around subjects outside the sport/activity should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with Responding to Concerns about a Child/ Concerns About the Conduct of a Member of Staff/ Volunteer policies

## 6 Digital Communications Internet Forums

**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 children and young people.**

Sites should be well monitored and any offending comments removed.

A coach, member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the code of conduct or poor practice.

## 7 Photography & Video

**The aim of these guidelines is to not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements.**

**They aim to:**

- Ensure that children are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms children or places them at risk of harm
- The possible identification of a child when an image is accompanied by personal information, which can make a child vulnerable to an individual who may wish to contact and start to 'groom' that child for abuse
- Identification and locating of children where there are safeguarding concerns, which would increase their vulnerability due to:
  - Their removal from their family for their own safety
  - Restrictions on their contact with one parent following a parental separation
  - Being a witness in criminal proceedings

Some sports take place in areas where organisers have little or no control over the environment such as an open river or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

**Key Principles:**

- Scottish Swimming will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, Scottish Swimming has no power to prevent individuals photographing or filming in public places.
- Scottish Swimming reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- Scottish Swimming has produced a Photographic & Video Equipment Policy for Clubs to adopt (see **Appendix 6**).

## 7 Photography & Video Publishing Images

### Rules to remember:

- Ask for parental/athlete permission to take/use their image. This ensures that they are aware of the way the image will be used. A photography/video consent form (**Appendix 7**) is one way to do this.
- Images will not be shared with external agencies unless express permission is obtained from the child and parent.
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outwith the sport.
- Never include other detailed information about an individual.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence, and consideration given to whether publication or use of the pictures/film would place the child at risk.
- Athletes modesty is to be protected at all times:
  - Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
  - Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
  - Poolside shots of children should normally be above the waist only in a swimming costume, though full club kit shots are approved.
  - Athletes should only be photographed in swimwear during action shots.
- Scottish Swimming will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by Scottish Swimming will be based on the best interests of the child.
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parent.
- No photographing or filming will be permitted in changing areas, toilets or showers.
- All images and accompanying information will comply with Scottish Swimming policies, where this is within the control of Scottish Swimming.



## 7 Photography & Video

### Use of Photographic Equipment at Aquatic Events (inclusive of mobile devices)

**Scottish Swimming does not want to prevent parents, carers or spectators being able to take legitimate photographs or video footage of competitors.**

However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people.

**All Clubs should be vigilant about this possibility and implement appropriate procedures:**

- Notification prior to event to clubs/parents/athletes of potential photography/filming during aquatic event.
- Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification (see **Appendix 7** for permission forms).
- Information about what to do if concerned about photographing and filming will be available at all events.

#### Concerns:

Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. The circumstances should be reported to the person in charge on the day or Child Protection Officer. Where appropriate the person in charge / Child Protection Officer should report concerns to the police.

#### Elite Athletes:

As young athletes progress higher up the competitive ladder within their sport, elite level events are increasingly likely to take place in a public arena. Elite young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines, for example avoiding the inclusion of names and some other personal details alongside photographs may not be practical or desirable. All decisions should reflect the best interests of the child.

**Scottish Swimming provides information, guidance and support to help athletes manage the media.**

## 7 Photography & Video Mobile Phone Cameras / Videos

**There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transit 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.

Clubs should follow the guidelines within this section as well as adopt and follow the Acceptable Use of Mobile Phone Policy (**Appendix 12**). Particular care is required in areas where personal privacy is important e.g. changing rooms, showers, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

All concerns about the inappropriate use of mobile phones to record photographs or video footage will be dealt with in line with Scottish Swimming Complaints Policy, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse. This may include the concerns being reported to the police.

## 8 Equality

**Scottish Swimming is fully committed to the principles of Equality and equal opportunities and is responsible for ensuring that no job applicant, employee or member receives less favourable treatment on the grounds of age, disability, race, religious belief, nationality, pregnancy, parental or marital status, sex, sexual orientation, class or social background, transgender or political belief.**

Scottish Swimming's vision is "to ensure that every single person in Scotland has access to quality swimming programmes, regardless of age or ability". Towards this end Scottish Swimming will endeavour to provide open access to all those who wish to participate in swimming within the competitive environment through its organisation of affiliated clubs and Swim Schools and it will work closely with key partners and local authorities to help influence other organisations to do the same within different aspects of the sport.

### We believe Swimming is:

**Inclusive** – a sport for everyone and we are committed to developing the sport in an inclusive, equitable, drug free, safe and fair way.

**Unique** – the support from the water means all ages and abilities can find health and fitness and fun benefits at any time in life.

**Local** – a network of fantastic clubs, facilities and activities across Scotland offers experiences from introduction to performance.

**Inspirational** – great Scottish performances on the world stage inspire our members and attract new participants.

Scottish Swimming regards discrimination, harassment, bullying, victimisation, intimidation or abuse as serious misconduct. Any member who discriminates against, harasses, bullies, victimises, intimidates or abuses any other person will be liable to action under Scottish Swimming's Complaints and Disciplinary Procedure. Any employee who discriminates against, harasses, victimises, intimidates or abuses any other person will be liable to action under the Company's disciplinary procedure.

**Further information on equality can be found in the Scottish Swimming's Equity Policy.**

## 9 Responding to Concerns about a Child

### Why it is important to respond to concerns

**It takes considerable courage for a child or adult to disclose abuse. Disclosures need to be handled very carefully and sensitively to avoid causing further distress to the child.**

All concerns must be responded to in a way that ensures that a child receives appropriate help and support and to ensure that appropriate action is taken against those who pose a risk to children and to protect not only the child involved but all other children.

#### **Robust procedures for responding to concerns will:**

- Help to avoid those receiving information from engaging in judgements.
- Reassure those who report concerns that an appropriate course of action will ensue.
- Support those charged with managing concerns by providing them with a step-by-step process to follow.
- Safeguard the rights of those against whom complaints or allegations have been made.

**It is not the job of anyone in Scottish Swimming to decide whether or not a child has been abused. It is however, everyone's responsibility to report concerns.**

### Procedures for Responding to Concerns About a Child

These procedures apply to all staff and volunteers involved in Scottish Swimming (see **Appendix 8** for Flowchart).

#### **1. Concerns about the General Welfare of a Child (NOT involving concerns about child abuse)**

Scottish Swimming is committed to working in partnership with parents whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and well-being of their children.

Where the concern does not involve the possibility of the abuse, concerns should be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations.

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Incident Record Form (see **Appendix 9**) and reported to Scottish Swimming within 48 hours (as per Constitution R12.0). Parents/carers should also be informed of the circumstances as soon as possible.

Advice should be sought from Scottish Swimming if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

## 9 Responding to Concerns about a Child

### 2. What To Do if a Child Tells You About Abuse

**No member of Scottish Swimming shall investigate allegations of abuse or decide whether or not a child has been abused.**

Allegations of abuse must always be taken seriously. False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

#### 2a. Respond

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child 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 child.
- 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. Who? Where? When?
- Do not introduce personal information from either your own experiences or those of other children.

#### 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.

Where there is uncertainty about what to do with the information, Scottish Swimming must firstly be consulted for advice on the appropriate course of action.

If Scottish Swimming is unavailable or an immediate response is required the police and social work services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given.

**If you are concerned about the immediate safety of the child:**

**Take whatever action is required to ensure the child's immediate safety**

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

## 9 Responding to Concerns about a Child

### 2b. Record

Make a written record of the information as soon as possible using the Incident Record Form, completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

- Child's name, age and date of birth.
- Child's home address and telephone number.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how any injuries occurred using the child's own words.
- The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child).
- Details of any witnesses.
- Whether the child's parents have been informed.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child making the report, whether the child has been spoken to, if so, what was said using the child's own words.
- The child's views on the situation.

If completing the form electronically, do not save copies to the hard drive or USB. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the Scottish Swimming that day.

### 2c. Sharing Concerns with Parents

Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) may place the child at further risk.

**In such cases advice must always firstly be sought from the police or social work services as to who informs the parents.**

## 10 Responding to Concerns about the Conduct of a Member of Staff/Volunteer

This section of the procedure should be read in conjunction with Scottish Swimming's Complaints Procedure and Disciplinary Procedures. The following section details the procedure to be followed where the concern is about a member of staff/volunteer.

These procedures aim to ensure that all concerns about the conduct of a member of staff/volunteer are dealt with in a timely, appropriate and proportionate manner. No member of staff/volunteer in receipt of information that causes concern about the conduct of a member of staff/volunteer towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

**In the event of an investigation into the conduct of a member of staff/volunteer all actions will be informed by the principles of natural justice:**

- Employees and volunteers will be made aware of the nature of concern or complaint.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee or volunteer.
- An employee or volunteer will be given an opportunity to put forward their case.
- Scottish Swimming will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.
- In all cases where there are concerns about the conduct of a member of staff/volunteer towards children, the welfare of the child will be the paramount consideration.

**At any point in responding to concerns about the conduct of a member of staff/volunteer, advice may be sought from the police or social work services.**

# 10 Responding to Concerns about the Conduct of a Member of Staff/Volunteer

## 1. Initial Reporting of Concerns

Any concerns for the welfare of a child arising from the conduct of a member of staff/volunteer must be reported to the line manager/Child Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the line manager or the Child Protection Officer it must be reported to the Chief Executive or President/Chair of the Club.

## 2. Recording

Concerns must be recorded using the Incident Record Form as soon as possible. Reporting the concerns to the line manager/Child Protection Officer should not be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened) on the Incident Record Form. This should be signed and dated by the line manager/Child Protection Officer or the person appointed to manage the response to the concerns.

Where Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

**Once the concerns have been reported, the following steps will be followed (outlined further in Appendix 10):**

- Establishing the basic facts
- Conducting the initial assessment
- Initial assessment supporting concerns about possible child abuse
- Precautionary suspension (not a form of disciplinary action)
- Disciplinary investigation
- False or malicious allegations
- Historical allegations of abuse
- Protection of Vulnerable Groups (Scotland) Act 2007
- Media



## 11 Code of Conduct

Adherence to good practice, aligned with open communication with parents and children, should ensure that a safe and enjoyable environment is established and sustained.

**Clubs should put Code of Conducts in place for the following groups (see [Appendix 11](#) for template Code of Conducts):**

- Athletes
- Officials and Volunteers
- Coaches and Teachers
- Parents and Spectators

The duty of care commences from the point of receipt of the child to the point of return to the parent/carer and the duty of care is not transferable.

# Child Protection Policy & Procedures — November 2016

Appendices

## Appendix 1 Club Child Protection Policy Statement

**We, the club, believe that Good Practice at**

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**club is as follows:**

1. The safeguarding of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming – administrator, Club official, coach, parent, friend, children themselves, everyone – can help. Children and young people have a lot to gain from swimming. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Swimming provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.
  2. The underlying principles with respect to Child Protection are that:
    - The child's well-being is the first consideration.
    - All children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.
    - Children and young people must be treated with integrity and respect.
  - Children and young peoples' programmes and competitions will be relevant to their ages and stages of development.
  3. We are committed to following the current Scottish Swimming's Child Protection guidelines. All our volunteers / staff are members of Scottish Swimming.
  4. The Club:
    - Aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat.
    - Acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon.
    - Will aim to ensure that junior members have specific programmes designated for them, with adequate supervision.
    - Is committed to ensuring that all helpers, whatever their role, complete a Club Registration Form and sign a Code of Conduct
    - Is committed to ensure that all regulated positions are PVG Scheme Members and complete a Self Declaration Form in relation to Child Protection.
  - Provides clear, comprehensive, easily understood procedures for dealing with:
    - i. allegations of abuse
    - ii. requests for help and support on a confidential basis
  - Is committed to an equitable recruitment selection policy for coaches.
  - Will always emphasise fair play.
4. Our Child Protection Officer is:
- Name**
- 
- Contact phone no.**
-

## Appendix 2 Recruitment & Selection Policy For Club Coaches & Officials

### General Information

All swimming clubs have a variety of volunteers / staff who assist with the overall running of the Club. Whilst it is vital to keep the issues of Child Protection in proportion, Scottish Swimming would like every Club to adopt some basic procedures that will help safeguard all concerned.

### The Recruitment & Selection of Volunteers, Coaches & Staff

Abusers of children tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children. Therefore it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

It is also important that standard procedures are used, whether people are paid or unpaid, part-time or full-time.

For all volunteers / staff working within the Club who have regular contact with young people the following action demonstrates good practice (shown here in no particular order):

#### (i) Interviews

Simple, informal interviews to assess the applicant and attempt to verify all information given can be held for voluntary posts. These could be included within the induction process. Employment Law governs recruitment processes for paid positions.

#### (ii) Self Declaration

The completion of a self-declaration form which shows past involvement in sport, details of referees, and disclosure of criminal convictions and investigations. A simple self-declaration form is provided in this pack (see “**Self Declaration Form**”). The self declaration form should be completed by both existing and new members of your club. Once completed the forms are sent direct to the CEO at Scottish Swimming marked Private and Confidential. Scottish Swimming will then check the form, check references and will inform you of any concerns and the final outcome. Scottish Swimming will then retain the form in a secure storage area in accordance with the secure handling policy (Doc 1.3).

#### (iii) Referees

References from at least two people (not relatives) who have known the applicant for at least 2 years and who are able to comment **confidentially** on the person's previous work with children and any former involvement in sport. References of new recruits looking to join your club should be sent to Scottish Swimming and upon these being satisfactory, will authorise you to proceed with the next stage of the recruitment and selection process.

#### (iv) PVG Scheme Membership

A PVG Scheme application will be made for all **regulatory positions** involved in your club. Application forms are available from Scottish

Swimming, who will also receive the results of all PVG Applications and make judgement on each applicant's suitability to work with children – based on the information presented and from other parts of the recruitment process. Clubs are overall responsible to establish the suitability of candidates based on a full recruitment procedure however this is fully supported by Scottish Swimming. These checks are FREE to volunteers, £59.00 for full scheme membership applications, and £18.00 for a scheme update for paid positions.

#### (v) Induction

An induction procedure for all new starts is recommended. New starts will then be made aware of the relevant club policies and able to sign appropriate Codes of Conduct and membership requirements. A period of probation is advisable.

Probation can also be used if you implement all areas of the recruitment process and are awaiting the results of a PVG Application.

**All volunteers / staff must become members of Scottish Swimming under the rules and regulations of the Constitution.**

### Appendix 3 Self-declaration form for regulated work with children (club)

**Name** \_\_\_\_\_

**Club** \_\_\_\_\_

**Role in the Club**

i.e. coach, team manager etc \_\_\_\_\_

The role you will be undertaking at the club is 'regulated work' with children. Before the club can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'.

**Details of Schedule A1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesThatWillAlwaysBeDisclosedv1website10September2015.pdf>

Applicants are not required to disclose spent convictions for offences included in schedule B1 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

**Details of Schedule B1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesThatWillBeDisclosedSubjectToRulesv1website10September2015.pdf>

**Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of the club officials responsible for making safe appointment decisions.**

### Appendix 3 Self-declaration form for regulated work with children (club)

#### Personal Details

**Title** \_\_\_\_\_ **Full name** \_\_\_\_\_

**Club** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Postcode** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email Address** \_\_\_\_\_

#### Section 1

##### Unspent Convictions and Cautions (must be disclosed)

**a)** Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.

\_\_\_\_\_

\_\_\_\_\_

**b)** Please outline the circumstances that led to your offence(s).

\_\_\_\_\_

\_\_\_\_\_

**c)** Please give details of the sentence imposed and how it was completed (for example paid fine as required) Include information on conditions attached to your probation/community service/supervised attendance order.

\_\_\_\_\_

\_\_\_\_\_

## Appendix 3 Self-declaration form for regulated work with children (club)

### Section 2

#### Details of any disciplinary action in relation to children

- a) Have you been disciplined because of inappropriate behaviour towards a child, which may have harmed them or put them at risk of harm?  
**Yes / No**

If **Yes**, please give details.

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### Section 3

#### Relevant non-conviction information (including any police information)

- a) Please give details of any investigations and outline the reasons and circumstances and disposal if known\*.

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**\*Please note that Section 3 a) does not require details of any spent alternatives to prosecution, e.g. police warnings or procurator fiscal warnings.**

- b) Are you, or have you ever been, known to any Social Work Department/ Social Services Department as an actual or potential risk to children?  
**Yes / No**

If **Yes**, please give details.

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### Section 4

#### Other relevant information

- a) Please give details of any other relevant information which you think we should be aware of when considering your application:

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## Appendix 3 Self-declaration form for regulated work with children (club)

### Section 5

#### Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
2. Section 35 of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is barred from that work.
3. A person is barred from regulated work with children if they are:
  - The subject of an automatic listing (under section 14 of the PVG Act).
  - Included on the PVG Children's List and/or the Disclosure and Barring Service Children's List which covers the rest of the UK.
  - 'Considered for listing' while information on their suitability is assessed.

#### Please delete the following statements as appropriate:

\* I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.

#### OR

\* I am under 'consideration for listing'

### Section 5 — Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I will assist [club] to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform [club] if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and/or the termination of my services.
4. If I become 'considered for listing', I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please complete and return to your CPO in a sealed envelope marked, **'Private and Confidential – Self Declaration'**.



## Appendix 3 Self-declaration form for regulated work with children (club)

### Referees

Please also provide the name and contact details of two people (one being your present employer) who can provide a character reference. Referees should not be related to you, and you should have known them for a minimum of two years.

#### Details of Referee 1

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Length of time known \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone – Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address \_\_\_\_\_

#### Details of Referee 2

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Length of time known \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

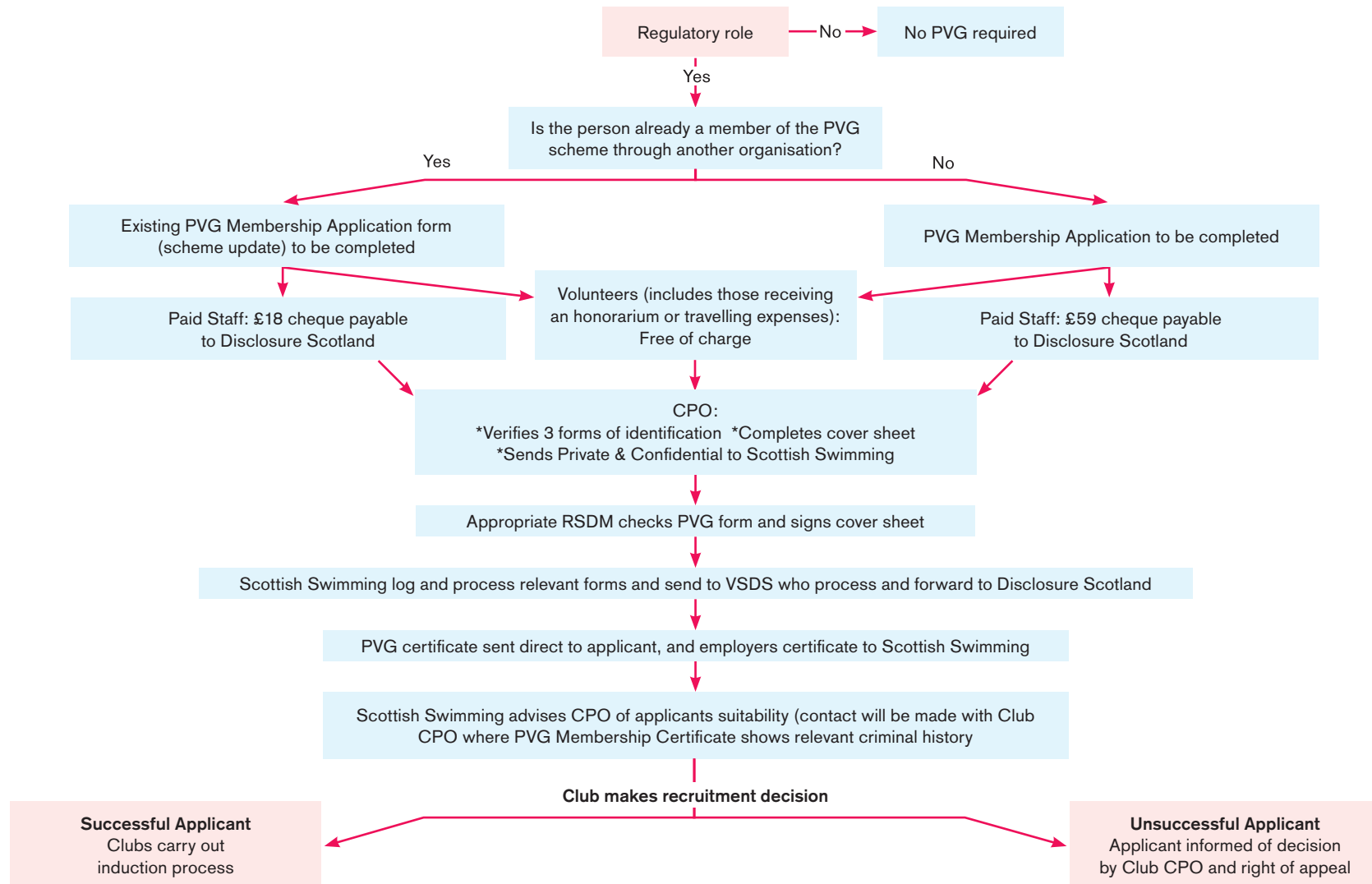
Postcode \_\_\_\_\_

Telephone – Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address \_\_\_\_\_

### Appendix 3 Self-declaration form for regulated work with children (club)

#### Protection of Vulnerable Groups (PVG) Scheme Membership Application Process



## Appendix 4 Types of Abuse

### Emotional Abuse

*'...is the persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.'*

*'It may involve the imposition of age or developmentally inappropriate expectations of a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.'*

#### Examples of Emotional Abuse in Sport

- Persistent failure to show any respect to a child e.g. continually ignoring a child
- Constantly humiliating a child by telling them they are useless
- Continually being aggressive towards a child making them feel frightened
- Acting in a way which is detrimental to the child's self-esteem

#### Signs which may raise concerns about emotional abuse include:

- Low self-esteem
- Significant decline in concentration
- Running away
- Indiscriminate friendliness and neediness
- Extremes of passivity or aggression
- Self-harm or mutilation

## Appendix 4 Types of Abuse

### Physical Abuse

*“...is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.”*

*Most children sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered. It is possible that some injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.*

### Examples of Physical Abuse in Sport

Bodily harm that may be caused by:

- Over training or dangerous training of athletes
- Over playing an athlete
- Failure to do a risk assessment of physical limits or pre-existing medical conditions
- Administering, condoning or failure to intervene in drug use

### Signs which may raise concerns about physical abuse include:

- Refusal to discuss injuries
- Improbable excuses given to explain injuries
- Running away
- Excessive physical punishment
- Avoiding activities due to injuries or possibility of injuries being discovered
- Aggression towards others
- Fear of parents being approached for an explanation
- Untreated injuries
- Unexplained injuries, particularly recurrent

## Appendix 4 Types of Abuse

### Neglect

*'...is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs.'*

*'Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth of development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.'*

#### Examples of Physical Neglect in Sport

- Exposing a child to extreme weather conditions, e.g. heat and cold
- Failing to seek medical attention for injuries
- Exposing a child to risk of injury through the use of unsafe equipment
- Exposing a child to a hazardous environment without a proper risk assessment
- Failing to provide adequate nutrition and water

#### Signs which may raise concerns about physical neglect include:

- Constant hunger
- Constant tiredness
- Untreated medical problems
- Poor peer relationships
- Poor personal hygiene and/or poor state of clothing
- Frequent lateness or unexplained non-attendance (particularly at school)
- Low self-esteem
- Stealing

## Appendix 4 Types of Abuse

### Sexual Abuse

*'...is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.'*

*Some of the aforementioned activities can occur through the internet. Boys and girls are sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.*

*Some children may never be able to tell someone they have been sexually abused. Changes in a child's behaviour may be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that a child has been sexually abused.*

#### Examples of Sexual Abuse in Sport

- Exposure to sexually explicit inappropriate language or jokes
- Showing a child pornographic material or using a child to produce such material
- Inappropriate touching
- Sexual intercourse and/or sexual activity with a child under 16

#### The following signs may raise concerns about sexual abuse:

- Lack of trust in adults or over familiarity with adults, fear of a particular adult
- Social isolation – being withdrawn or introverted, poor peer relationship
- Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone)
- Running away from home
- Girls taking over the mothering role
- School problems e.g. falling standards, truancy
- Reluctance or refusal to participate in physical activity or to change clothes for games
- Low self-esteem
- Drug, alcohol or solvent abuse
- Display of sexual knowledge beyond the child's age
- Sexual promiscuity, over-sexualised behaviour, compulsive masturbation
- Eating disorders
- Unusual interest in the genitals of adults, children or animals
- Anxiety, depression, self-harm/mutilation, suicide attempts
- Bruises, scratches, bite marks to the thighs or genital areas
- Pregnancy
- Discomfort/difficulty in walking or sitting
- Fear of medical examinations
- Urinary tract problems, vaginal infections or genital damage
- Genital odour, venereal / sexually transmitted diseases
- Stained underwear, soiling or wetting
- Itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Fear of bathrooms, showers, closed doors
- Abnormal sexual drawings
- Having irrational fears
- Developmental regression/ acting younger than their age
- Psychosomatic factors e.g. recurrent abdominal or headache pain
- "Grooming" including over the internet.

## Appendix 5 Guidelines For Identifying & Managing Bullying

### Identifying Bullying

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However you can watch for signs that may indicate the presence of bullying. The following lists common bully victim behaviour.

#### If a child:

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

#### Action to help children and young people on the receiving end of bullying behaviour:

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children and young people.
- Take all signs of bullying very seriously.

- Encourage all children to speak and share their concerns. Help those being bullied to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations seriously and take action to ensure the young person is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the young person that you can be trusted and will help them, although you can't promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of cyberbullying advise young people who are being bullied by text, email etc to retain the communication or to print it out.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

#### Support for children and young people involved in bullying behaviour:

- Talk with the young person (or people), explain the situation and try to get them to understand the consequences of their behaviour.
- 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). Apologies are only of real value however, when they are genuine.
- Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on

others. Put the child at the centre – will telling the parents/carers result in more problems for the young person?

- If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied.
- Impose consequences as necessary, e.g. exclusion from the team until behaviour standards are improved. Sport offers good opportunities for this.
- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

#### What can your organisation do?

Creating an anti-bullying ethos is the best prevention. We should not underestimate the importance of the behaviour of adults as they are role models for children and young people. Strategies and solutions do not come in 'one size fits all'. Each case is unique and requires an individual response to the individual situation. What might work in one situation might not work in another. You might have to adopt different strategies before finding one that is effective. It is also important to ask for help and support if you need it to deal with a bullying incident. The Useful Contacts list has more details but [www.respectme.org.uk](http://www.respectme.org.uk), ChildLine and ParentLine Scotland are useful contacts to know.

## Appendix 6 Policy for use of Photographic & Video Equipment \_\_\_\_\_ Club

**This Policy will only be issued if the club have agreed the process with the facility owner/operator.**

**It is the camera users own responsibility to be aware of the Facility's Normal Operating Procedures. Permission from the club does not necessarily infer permission from the facility owners/operators.**

### Notification

- From time to time, parents/guardians and children will be asked for permission to be photographed or filmed whilst participating in [name of discipline]. This could be for one of the following reasons:
  - (i) Video footage for performance development.
  - (ii) Media coverage of an event or achievement.
  - (iii) Promotional purposes e.g. website or publication.
- In order for photographing / filming to take place the following forms will need to be completed and submitted to the club:
  - a) Photography and Video Consent Form (GEN.05)
  - b) Request for the use of Camera and Video Equipment (GEN.06)
- Materials promoting events will state, where relevant, that photography and filming will take place
- Those who have sought and obtained permission to photograph or film will be

formally identifiable e.g. a badge or sticker will be issued

- Registration of intention to photograph will be required on the day (Request for Permission to Use Camera & Video Equipment). This enables tracking of the equipment and the operator, should concerns arise in the future
- Information about what to do if concerned about photographing and filming will be available at all events

### Use of Images & Information

- All images and accompanying information will comply with Scottish Swimming's Child Protection Policy & Procedures
- No photographing or filming will be permitted in changing areas, toilets or showers
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers
- **[Club name]** will ensure that all negatives, copies of videos and digital photograph files in our control are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken
- All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their guardian(s)
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers

- Athletes' modesty will be protected at all times. To this end:
  - Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context
  - Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume
  - Poolside shots of children should normally be above the waist only in a swimming costume, though full club kit shots are approved
  - Athletes should only be photographed in swimwear during action shots

### Concerns

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the gala convenor.
- Where appropriate the gala convenor should report concerns to the facility manager and/or the police/social work.

### Application forms for permission to photograph or video are available from:

**Name**

---

**Contact phone no.**

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## Appendix 7 Request for permission to use camera / video equipment

The form must be completed by individuals to request permission to use camera and/or video equipment.

### To be completed by Applicant:

**Name**

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**Address**

---

**Postcode**

---

**Club**

---

**Purpose of use**

---

**Venue**

---

**Date(s)**

---

**Equipment type**

---

**Model**

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### **Declaration:**

**I declare that the pictures/film(s) produced by the equipment stated above will not be altered in any way, without prior approval in writing of the person(s) photographed. I understand that the swimmers modesty must be ensured at all times, and that I will only use pictures/ films for the purpose stated above. I agree to follow the guidance for the use of images of young people as detailed within the Child Protection Policy.**

**Signature**

---

**Date**

---

**Completed by Meet Personnel**

**ID checked**

---

**Date**

---

## Appendix 7 Photography & Video Consent Form

\_\_\_\_\_ Club will be photographing / videoing swimmers during training sessions / competitions.

\_\_\_\_\_ Club will follow the guidance for the use of images of young people as detailed within the Child Protection Policy and Procedures and will take steps to ensure these images are used solely for the purposes they are intended (indicated below).  
Please tick yes / no and if yes complete and sign below to give your consent for your child to be videoed / photographed.

**Yes, I give consent**

**No, I don't give consent**

**Purpose of use**

\_\_\_\_\_

**Venue**

\_\_\_\_\_

**Date(s)**

\_\_\_\_\_

**Child's Name (please print)**

\_\_\_\_\_

**Parent / Guardian Name (please print)**

\_\_\_\_\_

**Parent / Guardian Name Signature**

\_\_\_\_\_

**Date**

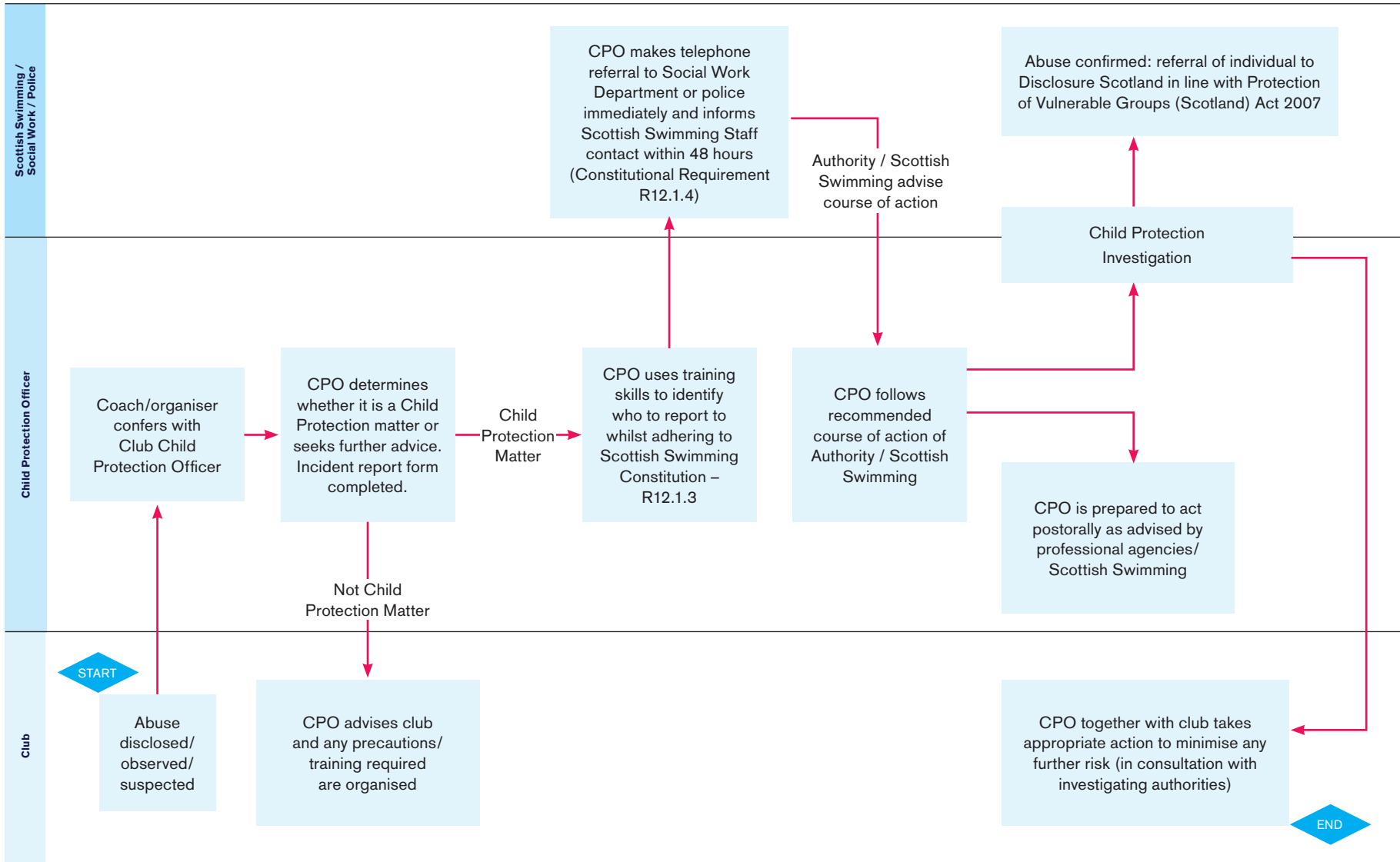
\_\_\_\_\_

If you have any concerns regarding the nature of filming please contact the Club CPO.

**If you have given your consent for the video / photos to be on**

\_\_\_\_\_ **Club website / social media sites and the young person wished the data to be removed, please note 7 days notice must be given to**  
\_\_\_\_\_ **after which the data will be removed.**

Appendix 8 Child protection, dealing with allegations of abuse flowchart



## Appendix 9 Incident Record Form (for issues of a Child Protection nature)

**Your name**

---

**Your position**

---

**Child's name:**

---

**Child's address**

---

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**Parents / carers names and address**

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---

**Child's date of birth**

---

**Any special requirements**

(e.g. learning disability / first language not English)

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**Your observations**

---

---

**Exactly what the child said (write in child's words)  
and what you said:**

(Remember, do not lead the child – record actual details.  
Continue on separate sheet if necessary)

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**Appendix 9 Incident Record Form (for issues of a Child Protection nature)**

**Action taken so far and when:**

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**Local Authority Yes / No**

If **Yes** – Details of:  
 Name and contact number:  
 Details of advice received:

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**External agencies contacted (date and time):**

**Police Yes / No**

If **Yes** – Details of:  
 Name and contact number:  
 Details of advice received:

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**Children 1st Yes / No**

If **Yes** – Details of:  
 Name and contact number:  
 Details of advice received:

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**Social Services Yes / No**

If **Yes** – Details of:  
 Name and contact number:  
 Details of advice received:

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**Signature** \_\_\_\_\_

**Print name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Scottish Swimming Yes / No**

If **Yes** – Details of:  
 Name and contact number:  
 Details of advice received:

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**N.B. a copy of this form should be sent to Social Services after the telephone report.**

**A copy should also be sent to The Chief Executive Officer at Scottish Swimming within 48 hours of incident.**

**Remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than those who need to know.**

## Appendix 10 Procedures for Responding to Concerns about the Conduct of a Member of Staff / Volunteer

### 1 Initial Reporting of Concerns

Any concerns for the welfare of a child arising from the conduct of a member of staff/volunteer must be reported to the line manager / Child Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the line manager or the Child Protection Officer it must be reported to the Chief Executive or President / Chair of the Club.

### 2 Recording

Concerns must be recorded using the Incident Record Form as soon as possible. Reporting the concerns to the line manager / Child Protection Officer should **not** be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened) on the Incident Record Form. This should be signed and dated by the line manager / Child Protection Officer or the person appointed to manage the response to the concerns. Where Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

### 3 Establishing the Basic Facts

Once the concerns have been reported, the line manager / Child Protection Officer will:

- Establish the basic facts.
- 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 line manager/ Child Protection 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 whether there is reasonable cause to suspect or believe that a child has been abused/ harmed or is at risk of abuse or harm.

Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern about possible abuse, 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 member of staff/volunteer 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 committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff/ volunteer is approached.

- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint).
- (ii) Situation is dealt with under Scottish Swimming's Disciplinary Procedures.
- (iii) Child protection 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 child/family who alleged abuse).

### 5 Initial assessment supports concerns about poor practice and/or misconduct (but not possible child abuse)

The line manager/ Child Protection Officer will deal with the situation in line with Scottish Swimming's Disciplinary Procedures.

## Appendix 10 Procedures for Responding to Concerns about the Conduct of a Member of Staff / Volunteer

Pending the outcome of any investigation conducted under Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff/ volunteer towards children (see section 7). The welfare of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, Scottish Swimming has a duty to make a referral to Disclosure Scotland (see section 11).

### 6 Initial assessment supports concerns about possible child abuse

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse the line manager / Child Protection Officer will refer the concerns to the police and/or social work services as soon as possible on the day the information is received.

The line manager/ Child Protection Officer will make a written record of the name and designation of the social worker or the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the police/social work services will be confirmed in writing by the line manager / Child Protection Officer within 24 hours. A copy of the Incident Record Form should be provided to the police/ social work services on request.

Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents/carers of the child(ren) involved

will be informed as soon as possible following advice from the police/social work services.

Advice will firstly be obtained from the police/ social work services about informing the staff member or volunteer involved in the concerns. If the advice is to inform the staff member or volunteer, they will be told that information has been received which may suggest an allegation of abuse. 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 employee or volunteer.

Scottish Swimming will take all reasonable steps to support a member of staff/volunteer against whom an allegation of abuse has been made.

### 7 Precautionary Suspension

Suspension is not a form of disciplinary action. The member of staff/volunteer involved may be suspended whilst an investigation is carried out.

Suspension will be carried out by the Chief Executive Officer in accordance with the Company Rule 12.4.1. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines of 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 staff member or volunteer in accordance with Scottish Swimming's 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 line manager / Child Protection Officer to make a decision whether to go ahead with disciplinary action.

### 9 False or Malicious Allegations

In exceptional circumstances where an investigation establishes an allegation is false, unfounded or malicious:

- The staff member or volunteer 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 circumstances and investigation should be kept in accordance with Scottish Swimming's Policy on the Secure Storage of Information.
- The line manager / Child Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances Scottish Swimming will review the child's participation in aquatics. It may be appropriate to have a discussion with the child (with parental/carer permission).
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

## Appendix 10 Procedures for Responding to Concerns about the Conduct of a Member of Staff / Volunteer

### 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 child by someone who was (or still is) involved in Swimming.

- If somebody raises a child protection concern in relation to a coach/volunteer who is currently practicing then you should follow the 'Responding to Concerns' procedure (**Appendix 10**).
- If it is a historical allegation then you should follow the same 'Responding to Concerns' procedure (**Appendix 10**), record the information using the Incident Record Form (**Appendix 9**), and signpost the individual to Police Scotland on '101'.
- If you have a concern about a child's immediate safety then this should be passed on to Police or Social Work and after the child has been secured record and report as normal to Scottish Swimming.

### 11 Protection of Vulnerable Groups (Scotland) Act 2007

- a) Scottish Swimming will refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:
- harmed a child
  - placed a child at risk of harm
  - engaged in inappropriate conduct

- involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child, or
- given inappropriate medical treatment to a child.

#### AND as a result:

1. Scottish Swimming 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. Scottish Swimming has transferred the member of staff/volunteer to a position in Scottish Swimming which is not regulated work with children.
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.

Scottish Swimming will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

- Been dismissed by Scottish Swimming, resigned, retired or been made redundant,
- Been transferred to another position in Scottish Swimming which is not regulated work with children; and,

- Where Scottish Swimming receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post.

- b) If Disclosure Scotland notify Scottish Swimming that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.
- c) If Disclosure Scotland informs Scottish Swimming that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

### 12 Media

All media enquiries relating to the conduct of a member of staff or volunteer will be referred to Scottish Swimming Chief Executive Officer.



## Appendix 11 Athlete Code of Conduct

**Name of Athlete** \_\_\_\_\_

### Aim:

To ensure that all athletes involved within the sport participate within an agreed philosophy and set of standards.

### Principal Statement on Ethics:

Sporting integrity is based on the acceptance of rules, fairness equality, respect for others, moral conduct and a sense of what is right. Scottish sport's goal is to create a sporting environment where violence, breaking the rules, the abuse of drugs, the lack of fair play and other unethical behaviour are automatically rejected as being irrelevant to the true purpose of sport.

### I agree to:

1. Abide by the principal statement on Ethics above.
2. Practice and play within the spirit of the game/sport.
3. Behave with respect to others including coaches, officials, other players, athletes, team manager, spectators.
4. Treat all others how I would like to be treated, with integrity.

5. Refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of social media platforms.

6. Set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others.

### Sanctions:

Breaches of the athlete's code of conduct will be dealt with in accordance with the clubs disciplinary procedures.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Appendix 11 Official & Volunteer Code of Conduct

**Name of Official or Volunteer** \_\_\_\_\_

### I agree to:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Consider the well-being and safety of athletes before the development of performance.</li> <li>2. Develop an appropriate working relationship with athletes, based on mutual trust and respect.</li> <li>3. Always promote the positive aspects of the sport (e.g. fair play)</li> <li>4. Make sure all activities are appropriate to the age, ability and experience of those taking part.</li> <li>5. Encourage athletes to value the performance and not just results.</li> <li>6. Hold the appropriate valid qualifications and insurance cover.</li> <li>7. Never consume alcohol immediately before or during training or events.</li> <li>8. Never condone rule violations or use of prohibited substances.</li> <li>9. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in club activities.</li> </ol> | <ol style="list-style-type: none"> <li>10. Follow all guidelines laid down by the national governing body and the club.</li> <li>11. Never exert undue influence over athletes to obtain personal benefit or reward.</li> <li>12. Encourage and guide athletes to accept responsibility for their own performance and behaviour.</li> <li>13. Abide by Scottish Swimming social media guidelines.</li> </ol> |
|---|--|

### Sanctions:

Breaches of the Officials & Volunteer code of conduct will be dealt with in accordance with the clubs disciplinary procedures.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Appendix 11 Coach & Teacher Code of Conduct

**Name of Coach or Teacher** \_\_\_\_\_

### I agree to:

1. Consider the well-being and safety of athletes/participants before the development of performance.
2. Develop an appropriate working relationship with athletes/ participants, based on mutual trust and respect and promote respect for the ability of opponents as well as for officials and fellow coaches/teachers.
3. Always promote the positive aspects of the sport (e.g. fair play)
4. Make sure all activities are appropriate to the age, ability and experience of those taking part.
5. Encourage athletes to value the performance and not just results.
6. Hold the appropriate, valid qualifications and insurance cover.
7. Never consume alcohol immediately before or during training or events.
8. Never condone rule violations, rough play or use of prohibited substances.
9. Display consistently high standards of behaviour and appearance, dressing suitably and using appropriate language at all times whilst involved in coaching/teaching activities.
10. Follow all guidelines laid down by the governing body and the club.
11. Never exert undue influence over athletes/participants to obtain personal benefit or reward.
12. Encourage and guide athletes/participants to accept responsibility for their own performance and behaviour.
13. Follow the advice of a physician (doctor, physio, psychologist etc.) when a performer is injured.
14. Make a personal commitment to keep yourself informed of sound coaching/teaching principles and the principles of growth, development and learning of children.
15. Ensure that the equipment and facilities meet safety standards and are suitable for training.
16. Abide by Scottish Swimming's Social Media Guidelines.

### Sanctions:

Breaches of the coach & teacher code of conduct will be dealt with in accordance with the clubs disciplinary procedures.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Appendix 11 Parent & Spectators Code of Conduct

### I agree to:

1. Always promote the positive aspects of the sport (e.g. fair play).
2. Encourage athletes to value the performance and not just results.
3. Do not ridicule or shout at a child for making mistakes or losing a race.
4. Never condone rule violations or use of prohibited substances.
5. Behave responsibly and do not use inappropriate language whilst involved in or spectating at club activities, and treat athletes, coaches, club volunteers, officials and parents of yours and other clubs with due respect.
6. Follow all guidelines laid down by the national governing body and the club.
7. Encourage and guide athletes to accept responsibility for their own performance and behaviour.
8. Always remember that the involvement in the sport is for the child not you.
9. Support all efforts to remove verbal and physical abuse from sporting activities.
10. Abide by Scottish Swimming Social Media Guidelines.

### Sanctions:

Where parent / spectator is a member of the Club / Scottish Swimming any breaches of the parent / spectator code of conduct will be dealt with in accordance with the clubs disciplinary procedures.

If the parent / spectator is not a member of the Club / Scottish Swimming any breaches of the parent / spectator code of conduct will result in a ban from poolside.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Appendix 12 Acceptable Use of Mobile Phone Policy

### Aim

The aim of the Mobile Phone Policy to promote safe and appropriate practice through establishing clear acceptable use through guidelines.

### Scope

This policy applies to all members of the club, and relates directly to the appropriate codes of conduct.

### Responsibility

It is the responsibility of the athletes / coaches / volunteers to adhere to the guidelines outlined in this document.

It is the parent's responsibility to allow their child to have a mobile phone, and should be aware if their child takes a mobile phone to club sessions. Permission to have a mobile phone during the club sessions/events will be contingent on the parent/guardian permission in the form of a signed copy of this policy.

### Policy Statement

It is recognised that smartphones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying. Misuse of smartphones can cause distress to individuals, impact on self-confidence and mental well-being, as well as impact on privacy and right to confidentiality. Such concerns are not exclusive to children and young people. It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions.

The use of all mobile phones is therefore limited, regardless of their capabilities.

There are 'mobile phone free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- Changing Rooms
- Toilets
- Showers

There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.

### Inappropriate Use

Members using vulgar, derogatory or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Club. Members using their mobile phone to engage in personal attacks, harass other people, post private information about others using SMS messages, taking/sending photos or objectionable images, and phone calls will face disciplinary actions as sanctioned by the Club, and may be subject to criminal proceedings.

### Parent / Guardian Permission

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events.

I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to have a phone at club sessions and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

**Parent Name (print):**

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**Parent Signature:**

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**Date:**

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**Athlete Name (print):**

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**Athlete signature:**

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**Date:**

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**Please note:** Subject to the Data Protection Act any information supplied will be stored securely and not used for any other purpose than stated in the policy.

## Useful Contacts

### Safeguarding in Sport

CHILDREN 1ST  
Unit 8000  
Academy Park  
Gower Street  
Glasgow  
G51 1PR  
0141 419 1156  
[www.safeguardingsport.org.uk](http://www.safeguardingsport.org.uk)

### sportscotland

Doges, Templeton on the Green  
62 Templeton Street  
Glasgow, G40 1SA  
0141 534 6500  
[www.sportscotland.org.uk](http://www.sportscotland.org.uk)

### Help For Clubs

[www.helpforclubs.org.uk](http://www.helpforclubs.org.uk)

### CHILDREN 1ST

83 Whitehouse Loan  
Edinburgh  
EH9 1AT  
0131 446 2300  
[www.children1st.org.uk](http://www.children1st.org.uk)

### ChildLine in Scotland

0800 1111  
[www.childline.org.uk](http://www.childline.org.uk)

### ParentLine Scotland

0800 028 2233  
[www.parentlinescotland.org.uk](http://www.parentlinescotland.org.uk)

### Child Protection in Sport Unit

(NSPCC – covers England,  
Wales and Northern Ireland)  
0116 234 7278  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### Scottish Disability Sport

0131 317 1130  
[www.scottishdisabilitysport.com](http://www.scottishdisabilitysport.com)

### Volunteer Scotland Disclosure Services

General Helpline: 01786 849 777  
[www.volunteerscotland.net/disclosure-services/](http://www.volunteerscotland.net/disclosure-services/)

### Disclosure Scotland

03000 2000 40  
[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

### Scottish Government

[www.scotland.gov.uk/childprotection](http://www.scotland.gov.uk/childprotection)

### Commissioner for Children and Young People

[www.sccyp.org.uk](http://www.sccyp.org.uk)

### Legislation

[www.opsi.gov.uk/index.htm](http://www.opsi.gov.uk/index.htm)

### Child Exploitation Online Protection (CEOP)

[www.ceop.police.uk](http://www.ceop.police.uk)

### Thinkuknow

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

### Respect Me

[www.respectme.org.uk](http://www.respectme.org.uk)  
Anti Bullying Network  
[www.antibullying.net](http://www.antibullying.net)

### UK Safer Internet Centre

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)