



**CRICKET
SCOTLAND**

CHILD WELLBEING AND PROTECTION POLICY

10 STEPS TO SAFEGUARDING
CHILDREN IN CRICKET

March 2022

Acknowledgements

Cricket Scotland would like to thank CHILDREN 1ST and sportscotland for their assistance in the preparation of this publication, which is based closely on the Children 1st 10 Steps to Safeguarding Children in Sport document.

Copies of the 10 steps to Safeguarding Children in Sport document can be made available in other formats and languages. Please contact the Safeguarding in Sport Service for more information.

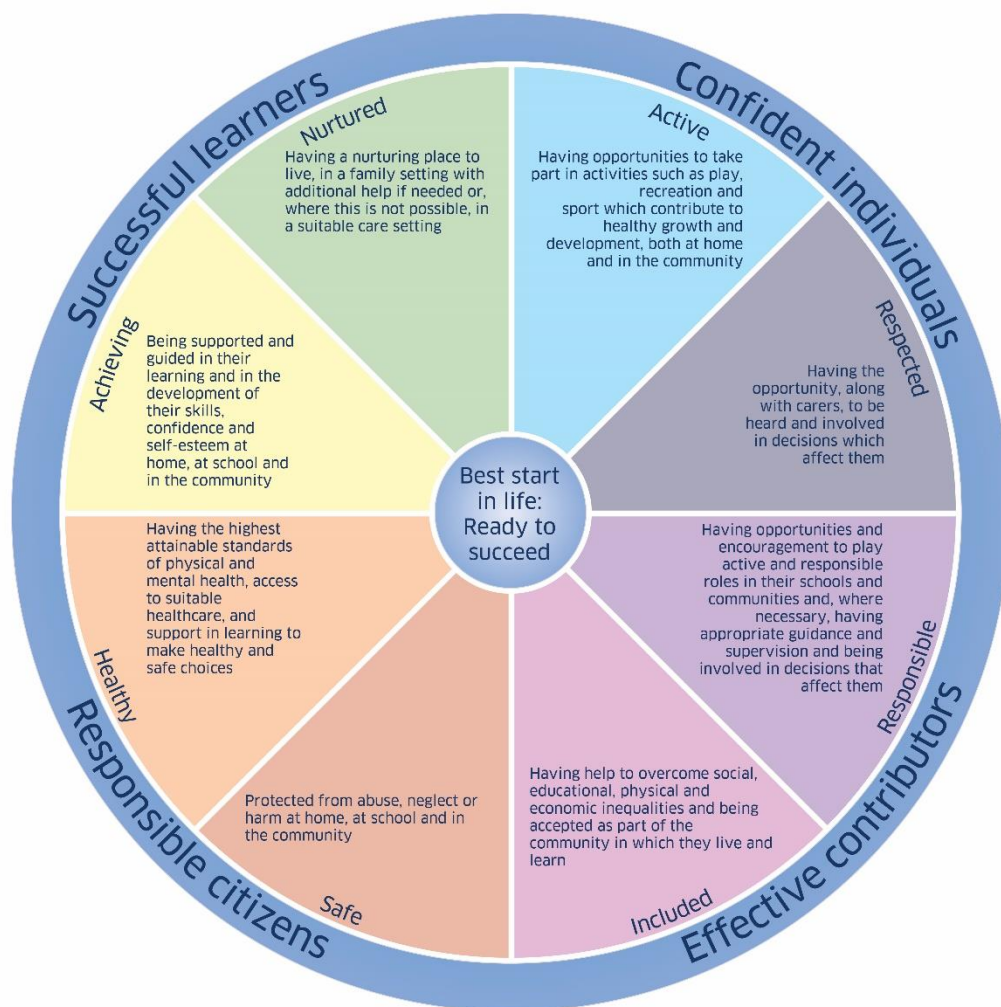
<https://www.children1st.org.uk/help-for-families/child-wellbeing-and-protection-in-sport/>

Email: cwps@children1st.org.uk

Guidance: Children's Wellbeing in Scotland

It is important to recognise what we mean by children's wellbeing. As part of Scotland's national approach to 'Getting it Right for Every Child' (GIRFEC), the wellbeing wheel demonstrates the eight indicators that are believed to be essential for a child's overall wellbeing.

By having a universal language and understanding for all people that work with children, collectively we can contribute to promoting, supporting and safeguarding a child's wellbeing whether they are in an educational, health, community or sports setting. It is essential that in sport we understand not only how participation in sport contributes to these wellbeing indicators, but also what we need to do if we are ever worried that something is impacting a child's wellbeing. As part of the 'Children and Young People (Scotland) Act 2014', the concept of wellbeing and the GIRFEC approach is now enshrined in law.



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1 INTRODUCTION AND SUMMARY

Cricket Scotland has a long-standing commitment to safeguarding the children involved in our sport. We take a proactive approach and are keen to continually improve the safety and wellbeing of children and young people and those working with them in our sport.

This policy is intended to provide guidance and support to those staff and volunteers working with children and young people in cricket at national level. It should be read in conjunction with other relevant Cricket Scotland Policies:

- Performance Management
- Disciplinary
- Appeals
- General Recruitment
- Volunteer recruitment and retention

It sets out the minimum standards and normal procedures that can be expected by children and parents/carers participating in cricket.

Our policies and procedures are reviewed (and adapted where necessary) on an annual basis, or as and when required by the Cricket Scotland Child Wellbeing and Protection Group.

Please note that the policies and procedures contained in this document are those that are applied by Cricket Scotland at national level.

If you have an immediate and serious concern about the safety of a child please contact your local police child protection team and/or your social work child protection team. (see Appendix 3 USEFUL CONTACTS)

HOW CRICKET SCOTLAND SAFEGUARDS CHILDREN

Our policies and procedures are based closely on the 10 Steps to safeguarding children in sport as recommended by Children1st . They are summarised below:

1 Child Protection Policy and procedures adopted at highest level

2 Child Protection Officer appointed with clear job description

3 Risk assessment procedures in place

4. All staff and volunteers sign up to code of conduct

5. Support and training provided for those working with children

6. Safe recruitment procedures followed

7. Responding to concerns procedures in place

8. Disciplinary procedures in place and implemented

9. Procedures reviewed after concerns raised.

10. Safe in Cricket - Good practice guidelines followed

1. POLICY STATEMENT

Cricket Scotland is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years. The term 'young person' may be used to describe a child aged 13-18 years in recognition of their development and relative maturity.

Staff and volunteers will work together in cricket to embrace difference and diversity and respect the rights of children and young people.

We will communicate our policy and procedures to the children and their parents/carers in cricket so that everyone recognises and understands the important safeguards in place to help keep children safe.

This policy is underpinned by the following principles:

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

Cricket Scotland will:

- Promote the health and wellbeing of children through opportunities to take part in cricket safely.
- Respect and promote the rights, wishes and feelings of children.
- Implement appropriate policies and procedures to promote the wellbeing and protection of children taking part in cricket.
- Recruit, train, support 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 its child wellbeing and protection policy and 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 procedures.

- Observe national and local guidelines issued by safeguarding professional organisations for the protection of children.
- Work with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the protection of children.
- Regularly monitor, review and evaluate the implementation of this policy and these procedures.

Review

This policy and these procedures will be regularly reviewed:

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

2 ROLES AND RESPONSIBILITIES IN CHILD WELLBEING AND PROTECTION

Everyone has a responsibility to ensure children are safe from harm. Cricket Scotland has appointed a national Child Wellbeing and Protection Officer (Cricket Scotland CWPO) to be the main point of contact and to make it easy for everyone to know who to go to if they need to report a concern support, or if they need advice or training. The Cricket Scotland CWPO will 'champion' good practice and ensure consistency in safeguarding children in cricket.

The CWPO will be supported by the Head of Development and the PVG Administrator with these officials forming the Cricket Scotland Child Wellbeing and Protection Group.

Child Wellbeing and Protection officer contact details:

Colin McDougall

Child Wellbeing and Protection Officer

Cricket Scotland

Mobile: 07768 716468

Email: childprotection@cricketscotland.com

Protection of Vulnerable Groups (PVG) Scheme Administrator contact details:

Susan Nisbet

Tel: 07590 422646

Email: disclosures@cricketscotland.com

JOB DESCRIPTION FOR CRICKET SCOTLAND CHILD WELLBEING AND PROTECTION OFFICER

Responsibilities

- Lead on the effective implementation of policy and procedures throughout the sport.
- Implement the Cricket Scotland child wellbeing and protection policy and procedures within the national organisation.
- Encourage good practice by promoting and championing the child wellbeing and protection policy and procedures.
- Monitor and review the child wellbeing and protection policy and procedures to ensure they remain current and fit for purpose.
- Regularly report to the Cricket Scotland Board.
- Chair the Cricket Scotland Child Wellbeing and Protection Group
- Raise awareness of the Child Wellbeing and Protection Officer role to parents/carers, adults, and children involved in the organisation.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the organisation.
- Challenge behaviour that breaches the Code of Conduct.
- Ensure that children and parents are briefed in how to keep safe in sport and how to raise concerns
- Keep abreast of developments in the field of child wellbeing and protection by liaising with the Safeguarding in Sport service, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.
- Organise/signpost appropriate training for all adults working/volunteering with children in the organisation.
- Respond appropriately to disclosures or concerns that relate to the well-being of a child.
- Maintain confidential records of reported cases and action taken.
- Where required liaise with statutory agencies and ensure they have access to all necessary information.
- Support member clubs and their Club Child Wellbeing and Protection Officers.

3 RISK ASSESSMENT PROCEDURES

When children are taking part in our activities we have a responsibility to make sure, as far as reasonably possible, they are safe from harm. We fulfil this duty by:

1. Accepting we have this duty.
2. Agreeing policies, procedures and practices that tell us what action we need to take in order to keep children safe from harm.
3. Telling all relevant persons about our policies; for example, through training.
4. Putting policy into PRACTICE.
5. Ensuring the policies are being followed and reviewing them.

We can't be expected to eliminate every possible risk. We don't want to wrap children in cotton wool or have so many procedures and so much paperwork that staff and volunteers are prevented from carrying out their roles, or worse, put off altogether.

Cricket Scotland has conducted a general risk assessment of its activities with respect to child protection. This is carried out and updated annually. This is in addition to the general risk assessments undertaken for any specific event or programme of activity.

To reduce risks to children taking part in our activities Cricket Scotland has in place a coach education programme which ensures that coaches are suitably trained, sign up to the Cricket Code of Conduct and adopt the *Safe in Cricket - good practice guidelines*.

CRICKET SCOTLAND CHILD PROTECTION RISK ASSESSMENT OVERVIEW AND FRAMEWORK FOR RISK MANAGEMENT

POSSIBLE HAZARDS AND RISKS	CRICKET SCOTLAND PRACTICE TO REDUCE RISK	FURTHER INFORMATION
<p>No ownership and accountability for:</p> <ol style="list-style-type: none"> 1. The protection of children and young people taking part in the sport. 2. Ensuring staff/volunteers are not exposed to unnecessary risks or harm through working with children and young people. 	<ul style="list-style-type: none"> ◆ Organisational child wellbeing and protection policy, adopted by the management of the organisation, applicable to all members. ◆ Procedures, guidance and codes of conduct to support staff/volunteers to carry out their role. ◆ Support for staff/volunteers involved in dealing with concerns about children or the behaviour of an adult towards a child. ◆ Training on policy and procedures relevant to roles and responsibilities in the organisation. 	<ul style="list-style-type: none"> ◆ Cricket Scotland Policy and Guidelines. ◆ 10 STEPS TO SAFEGUARD CHILDREN IN SPORT (CHILDREN 1ST).
<p>The appointment of staff/volunteer on the Children's List under the Protection of Vulnerable Groups (Scotland) Act 2007.</p> <p>Staff/volunteers behaving in a way that is potentially or actually harmful towards a child or children.</p>	<ul style="list-style-type: none"> ◆ A procedure for the safe recruitment and selection of those who work/volunteer with children and young people in place. ◆ Membership of the PVG Scheme required for relevant positions. ◆ Clear roles and responsibilities for all positions. ◆ A Code of Conduct that outlines standards of practice for those positions is in place. ◆ Staff/volunteers sign up to Code of Conduct and receive training 	<ul style="list-style-type: none"> ◆ Recruitment and selection procedure ◆ Cricket Scotland Code of Conduct ◆ Child Wellbeing and Protection in Sport training and Child Wellbeing and Protection Officer training
<p>Failing to take appropriate action where there is concern about the wellbeing of a child. outwith sport</p>	<ul style="list-style-type: none"> ◆ Guidance and training for staff and volunteers working with children on how to recognise concerns. ◆ Procedures for responding to and reporting concerns about abuse in place and communicated widely. ◆ Training on procedures through induction and internal workshops. 	<ul style="list-style-type: none"> ◆ Guidance on abuse in sport (see appendices) ◆ Procedure for responding to concerns ◆ Child Wellbeing and Protection in Sport and Child Wellbeing and Protection Officer courses

	<ul style="list-style-type: none"> ♦ Support for staff/volunteers from national CWPO and Children 1st 	
Failing to take appropriate action where there is concern about the conduct of a staff member/volunteer that is potentially or actually harmful towards a child or children.	<ul style="list-style-type: none"> ♦ Procedures for responding to concerns about misconduct or abuse by a member of staff/volunteer. ♦ Complaints, Disciplinary and Grievance procedures in place. ♦ Training on guidance and procedures. 	<ul style="list-style-type: none"> ♦ Cricket Scotland policies and procedures ♦ Responding to concerns procedures
Failure to make a referral when the criteria outlined in the Protection of Vulnerable Groups (Scotland) Act 2007 is met within required timescale.	<ul style="list-style-type: none"> ♦ Support or access to support for staff/volunteers. 	<ul style="list-style-type: none"> ♦ www.disclosure-scotland.org.uk for referral forms ♦ Cricket Scotland Responding to Concerns procedures
POSSIBLE HAZARDS AND RISKS	CRICKET SCOTLAND PRACTICE TO REDUCE RISK	FURTHER INFORMATION
<p>Coach-athlete relationships:</p> <ol style="list-style-type: none"> 1. A coach in position of trust and power. 2. Athlete open to exploitation by coach. 3. Coach open to criticism; for example, of favouritism. 	<ul style="list-style-type: none"> ♦ Code of Conduct detailing appropriate standards of practice in this area where staff/volunteer sign up to Code of Conduct. ♦ Training for all coaches and all staff/volunteers who are working with children and young people. 	<ul style="list-style-type: none"> ♦ Cricket Scotland Code of Conduct ♦ Responding to concerns procedures
<p>Trips away and overnight stays:</p> <ol style="list-style-type: none"> 1. Lack of appropriate supervision. 2. Inappropriate accommodation and sleeping arrangements. 3. Personal safety in new environments 	<ul style="list-style-type: none"> ♦ Procedures in place for planning and running trip. ♦ Training on procedures and what is required during the trip. ♦ Children and parents/carers involved in planning and aware of arrangements. ♦ Code of Conduct for the trip. 	<ul style="list-style-type: none"> ♦ Safe in Cricket – Good practice guidelines

Harm resulting through lack of appropriate supervision of activities.	<ul style="list-style-type: none"> ◆ Requirements for all activities thoroughly assessed. ◆ Supervision ratios implemented. 	<ul style="list-style-type: none"> ◆ Safe in Cricket – Good practice guidelines
Transportation of children: 1. Road traffic accidents. 2. Children being abused when isolated. 3. Staff/volunteers open to accusations when alone with a child.	<ul style="list-style-type: none"> ◆ Guidance for transportation of children. ◆ Training on guidance. ◆ Code of Conduct. 	<ul style="list-style-type: none"> ◆ Safe in Cricket – Good practice guidelines ◆ Cricket Scotland Code of Conduct
Serious breach of code of conduct Serious harm or injury to child.	<ul style="list-style-type: none"> ◆ Cricket Scotland guidance on technical coaching practice. ◆ Coaching qualifications/licensing and training courses in place ◆ Code of conduct. ◆ Training on Code of Conduct. 	<ul style="list-style-type: none"> ◆ Cricket Scotland Coaches Code of Conduct ◆ Cricket Scotland Code of Conduct
One-to-one arrangements: 1. Child being exploited when alone. 2. Adult open to accusations.	<ul style="list-style-type: none"> ◆ Cricket Scotland guidance on 1:1 coaching arrangements. ◆ Code of Conduct. ◆ Training on guidance. 	<ul style="list-style-type: none"> ◆ Cricket Scotland Code of Conduct
Being unable to respond appropriately to a medical emergency or inappropriate use of first aid.	<ul style="list-style-type: none"> ◆ Trained first aider and first aid kit at Cricket Scotland activities. ◆ <i>Partnership with Parents/Carers</i> forms completed for all children taking part in activities to record medical conditions/allergies and emergency contact details and made available to staff/volunteers running activities. ◆ Recording of any significant incidents. ◆ Reporting any significant incidents to parents. 	<ul style="list-style-type: none"> ◆ Safe in Cricket – Good practice guidelines

A child's behaviour places the child, other children or property at risk.	<ul style="list-style-type: none"> ♦ Guidance and procedures for managing challenging behaviour. ♦ Training on the guidance and procedures. ♦ Recording any significant incidents. ♦ Reporting any significant incidents to parents/carers. 	<ul style="list-style-type: none"> ♦ Safe in Cricket – Good practice guidelines ♦ Code of Conduct
POSSIBLE HAZARDS AND RISKS	CRICKET SCOTLAND PRACTICE TO REDUCE RISK	FURTHER INFORMATION
<p>Hazards associated with information technology including photos, films, video, mobile phones, websites and internet.</p> <p>1. Child who is considered by social work services to be at risk of harm is identified and vulnerability increased.</p> <p>2. Inappropriate footage or footage being manipulated.</p> <p>3. Opportunity for child to be targeted by those who may wish to harm them as a result of contact information being available.</p> <p>4. Children bullied, groomed, threatened or harassed by text, email or social sites.</p>	<ul style="list-style-type: none"> ♦ Guidance and procedures on the use of information technology. ♦ Training on the guidance and procedures. 	<ul style="list-style-type: none"> ♦ Safe in Cricket – Good practice guidelines

Please note this is not an exhaustive list.

4 CRICKET SCOTLAND NATIONAL CODE OF CONDUCT

The Code of Conduct has a number of important functions. It:

- sets out what behaviour is acceptable and unacceptable
- defines standards of practice expected from those coaches, managers and other adults working directly with children on behalf of Cricket Scotland, whether paid or unpaid.
- forms the basis for challenging and improving practice
- helps to safeguard staff/volunteers by encouraging them to adhere to agreed standards of practice
- sets out for children and parents/carers the standards of practice, which they and the organisation should expect from those who work/volunteer with children.

Cricket Scotland supports and requires all members of staff and volunteers to sign up to and observe the following standards of practice when involved in activities with children.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with ***Cricket Scotland* policies on** complaints, performance management, discipline and/or responding to concerns

The Code of Conduct should be read in conjunction with the *Safe in Cricket - Good Practice Guidelines*.

CODE OF CONDUCT FOR SAFEGUARDING CHILDREN IN CRICKET

GOOD PRACTICE

- Make cricket fun, enjoyable and promote fair play.
- Implement the *Safe in Cricket – Good Practice Guidelines*
- Treat all children equally, with respect, dignity and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in the decision-making process wherever possible.
- Work with children in an open environment, wherever possible.
- Put the welfare of each child first, before winning or achieving performance goals.
- Be an excellent role model, including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Avoid excessive pressure, training or competition and pushing children against their will.

PRACTICE TO BE AVOIDED

- Unequal treatment such as having ‘favourites’ that could lead to resentment, jealousy and misinterpretation.
- Spending avoidable, excessive amounts of time alone with children away from others.
- Entering children’s bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety.
- Where possible and unless otherwise agreed with parents or carers in advance, doing things of a personal nature for children that they can do for themselves, such as assisting with bathing or dressing.

UNACCEPTABLE PRACTICE

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact (unless it is permitted within the rules of the game or competition).
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- A Coach and/or other leader sharing a bedroom alone with a child.

Sign-up:

I have read and agree to abide by this Code of Conduct

I have also read and agree to abide by the Cricket Scotland Child Wellbeing and Protection Policy, Procedures and Guidelines.

Name of staff member/volunteer: _____

Date signed: _____

Witnessed by: _____

(Child Wellbeing and Protection Officer/delegated staff member)

Date signed: _____

5 SUPPORT AND TRAINING FOR ADULTS WORKING WITH CHILDREN IN CRICKET

Cricket Scotland recognises that adults working with children should be suitably trained and supported. To this end we aim to use only properly qualified coaches during our activities.

We also require/support staff and volunteers to attend 'Child Wellbeing and Protection in Sport' or other basic child protection awareness workshop as soon as practically possible after commencing work with children and young players.

Any adult who regularly works with children in sport may be the person that a child chooses to tell about abuse happening in their life. It is vital that adults know how to respond and know how to share information with those who can help. As well as giving adults a basic awareness of what to do if they're concerned about a child, it helps build confidence and knowledge in keeping children safe.

Post	Recommended training
National youth coach (male and female)	Child Wellbeing and Protection in Sport Course Cricket induction UKCC or equivalent
National youth manager (male and female)	Annual internal training session Child Wellbeing and Protection in Sport Course Cricket induction
Team Doctor/Physio	Annual internal training session Professional Child Protection training updates
Regional Academy Director	Child Wellbeing and Protection in Sport Course UKCC or equivalent Cricket induction
Regional Academy / Development Centre Coaches	Child Wellbeing and Protection in Sport Course UKCC or equivalent Cricket induction

Community and Club Coaches	Child Wellbeing and Protection in Sport Course UKCC or equivalent Cricket induction or induction by the host employer
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With the wide ranging availability of safeguarding courses, many forming part of professional qualifications and achieving a higher threshold than the above course, Cricket Scotland acknowledges that there will be exceptions to the above recommendation and mandate. The Cricket Scotland Child Wellbeing and Protection Committee should be consulted to ensure compliance and acceptability of qualification. Documentary evidence may be requested."

6 RECRUITMENT AND SELECTION PROCEDURES

Cricket has a legal and moral duty to ensure that adults who work with children are suitable to do so. A well-run recruitment process is part of our commitment to putting the welfare of children first.

Work, either paid or unpaid, that requires a volunteer or staff member to be vetted is known as 'regulated work' and it is defined in law by The Protection of Vulnerable Groups (Scotland) Act 2007. Cricket is required to use an effective recruitment and selection procedure to ensure that those who are doing 'regulated work' have not been barred from regulated work with children. (see appendices - *Implementation of the PVG scheme*).

This section should be read in conjunction with the Cricket Scotland General Recruitment and Selection policies and procedures.

Advertising

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

- Details of Cricket Scotland's open and positive stance on child wellbeing and protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

Pre-application Information

Pre-application information for these positions will be sent to applicants and will include a [self-declaration form](#) and [PVG Scheme Q&A guidance notes](#).

Evidence of qualifications will always be verified.

Self-Declaration Form

The self-declaration form, which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer an interview candidate, the self-declaration form will be destroyed. Successful applicants will be invited to interview.

Offer and appointment

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of Cricket Scotland, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to Cricket Scotland.

The applicant's appointment will only be confirmed when:

- satisfactory references have been received and checked
- a satisfactory PVG Scheme Record/Scheme Record Update has been received.

References

[References](#) will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

Membership of the PVG Scheme

Cricket Scotland is registered with Central Registered Body in Scotland. Individuals carrying out regulated work with children within Cricket Scotland must be members of the PVG Scheme.

A successful applicant will be required to submit a Scheme Record/Scheme Record Update application that will be returned to and processed by the lead signatory for Cricket Scotland (Head of Development).

Induction & Training

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

- An assessment of training requirements specifically relevant to safeguarding children
- Clarification, agreement and signing up to the Child Wellbeing & Protection Policy and procedures, including the Code of Conduct and the Safe in Cricket guidelines for good practice.
- Clarification of the expectations, roles and responsibilities of the position.

Probation

Newly appointed staff/volunteers will complete an agreed period of probation (e.g. 3 months).

Monitoring and Performance Appraisal

All staff in positions of regulated work with children will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

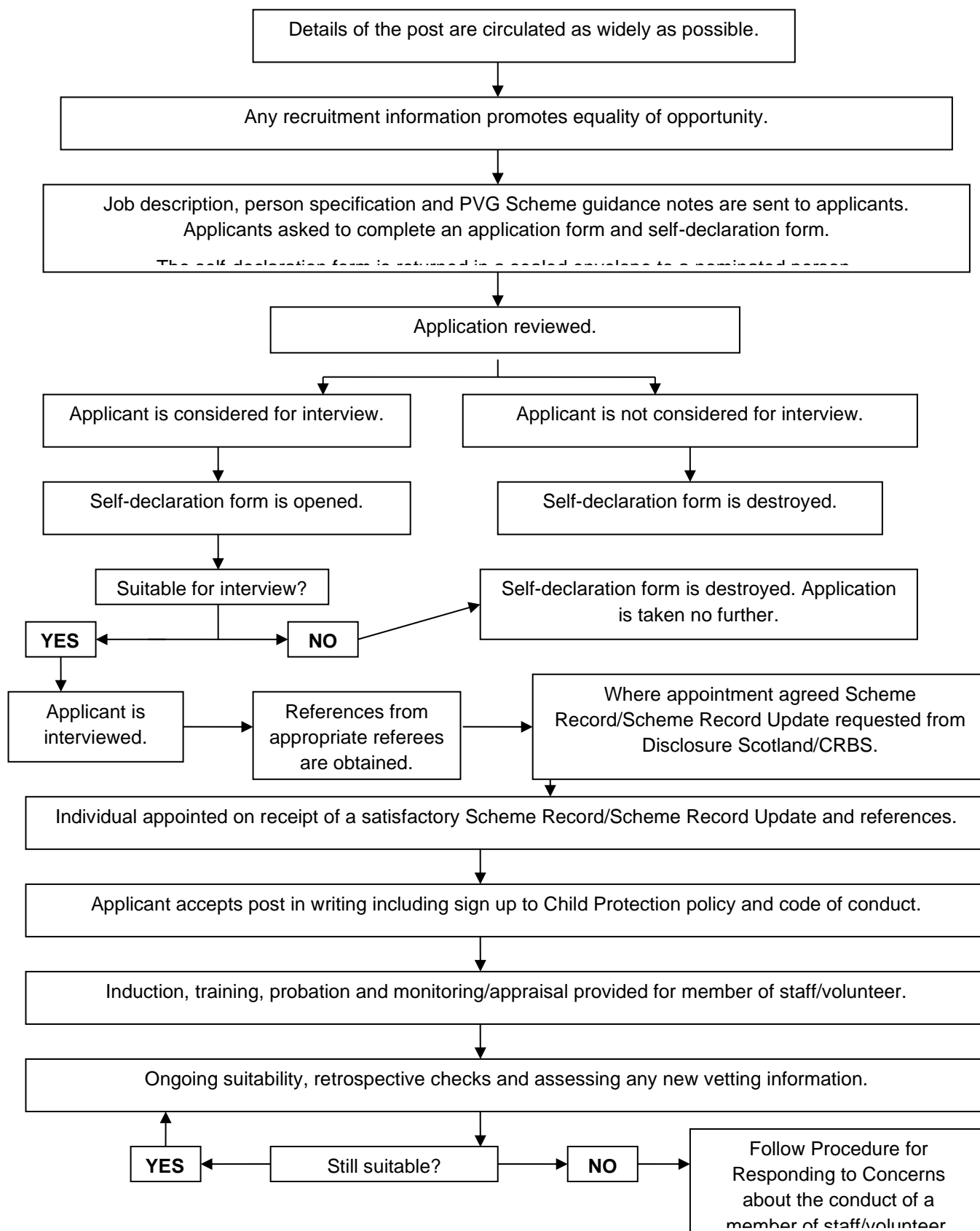
Ongoing suitability

Once an individual is in a position of regulated work, Cricket Scotland will require the individual to complete a self-declaration form to disclose any relevant investigations, arrests, disciplinary action and/or convictions. A Scheme Record Update will be required every 3 years to ensure that the organisation is continually risk-assessing staff/volunteers to keep participating children safe.

Existing staff/volunteers joining PVG Scheme

Existing members of staff/volunteers, who were not previously checked or who were previously enhanced disclosure checked for a childcare position under the Protection of Children (Scotland) Act 2003 will be required to become PVG Scheme members if they are carrying out regulated work with children.

PROCEDURE FOR RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS
IN REGULATED WORK WITH CHILDREN FLOWCHART



7 PROCEDURE FOR RESPONDING TO CONCERNS ABOUT A CHILD

It can be very difficult to know what to do if faced with a concern about a child, especially if the concern involves someone you know. A set procedure ensures that everyone is clear on what action to take in the event of suspected abuse or inappropriate behaviour. It gives staff and volunteers clear, important steps to follow; ensuring action is taken quickly and in the best interests of the child. Cricket Scotland is committed to working in partnership with parents/carers where possible when there are concerns about a child. Parents/carers have the primary responsibility for the safety and wellbeing of their children.

Basic principles are that the welfare of the child is the paramount consideration. Concerns should be passed on without delay to those with the authority, expertise and skills to deal with them. Information should be shared with those immediately concerned with the issue in hand and remain confidential in order to ensure any investigations are not prejudiced and to protect those involved.

These procedures apply to all staff/volunteers involved in Cricket Scotland

If the concern involves a complaint about the conduct of a member of staff and/or volunteer working on behalf of Cricket Scotland please see also section 8.

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

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers.

Any significant, untoward or unusual incidents that cause concern about the welfare of a child should be recorded on the *Responding to Concerns Form* and reported to Cricket Scotland CWPO as soon as possible. Parents/carers should also be informed of the circumstances as soon as possible.

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

2. Concerns about the possible abuse of a child

If you have concerns about the immediate safety of a child, take whatever action is required to ensure his/her safety and contact the police immediately. No member of Cricket Scotland shall investigate allegations of abuse or decide whether a child has been abused.

Information about the possible abuse of a child may be presented from various sources - the child themselves, another child, an adult, an agency or an organisation.

Allegations of abuse will 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.

1. Respond

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously.
- 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.
- 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?

Avoid:

- Panicking.
- Showing any feelings of disbelief
- 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
- Introducing personal information from either your own experiences or those of other children
- Projecting your own reactions onto the child.
- Asking questions.

Pass on the information to the Cricket Scotland CWPO and/or social work services or the police without delay.

2. Record

Make a written record of the information as soon as possible using the *Responding to Concerns Form*. If completing the form electronically, do not save copies anywhere. Print a copy, sign and date and then delete immediately.

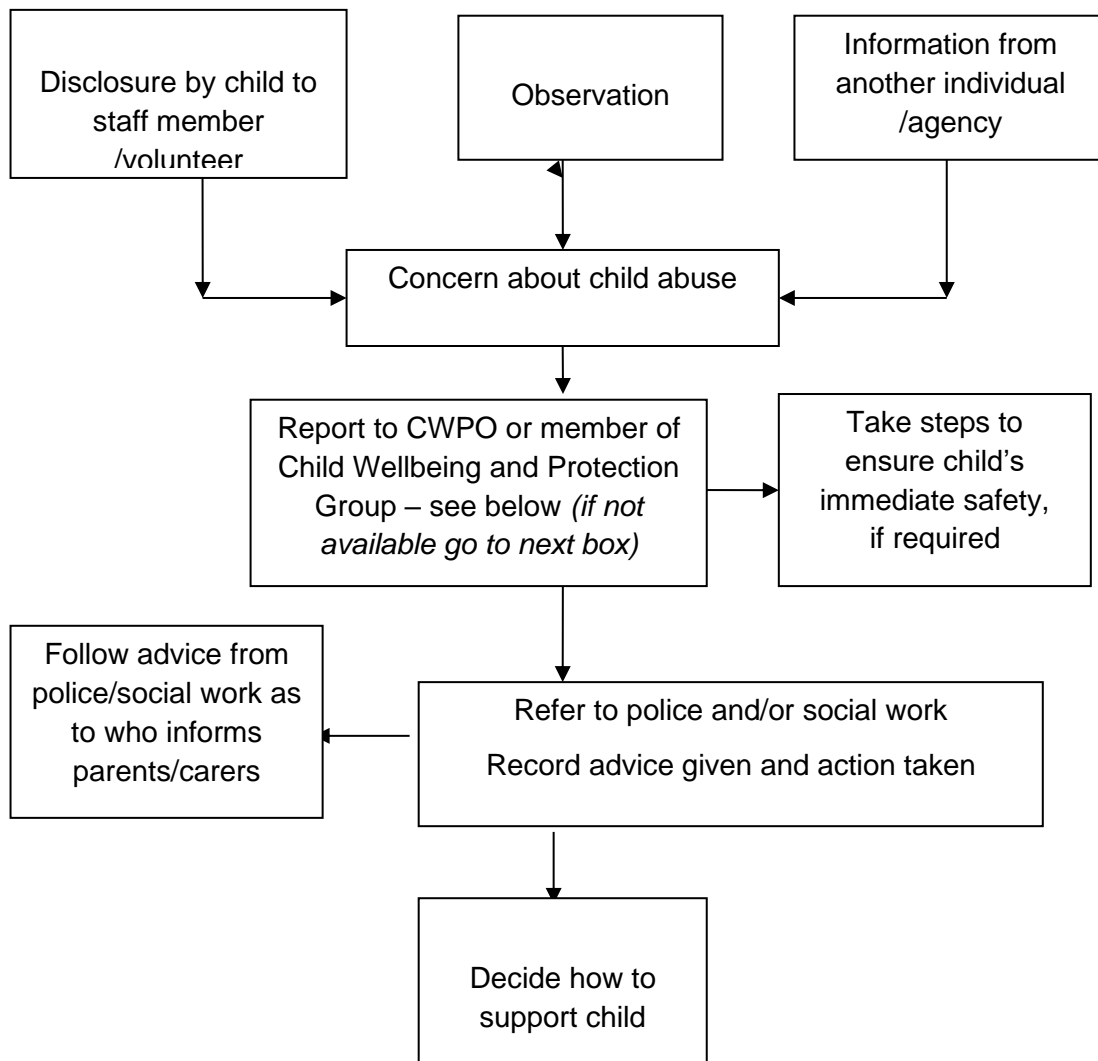
Reporting the concerns to the Cricket Scotland CWPO should **not** be delayed by gathering information to complete the form or until a written record has been made. The information in the *Responding to Concerns Form* will help the CWPO, police and social workers decide what action to take next.

For advice and guidance when/if the Cricket Scotland CWPO or a member of Child Wellbeing and Protection Group is unavailable, or when an immediate response is required, contact the police and social work services. Record any advice.

3. Sharing Concerns with Parents/Carers

Advice must always firstly be sought from the police or social work services as to who informs the parents/carer where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse and that sharing concerns with the parents/carers may place the child at further risk.

RESPONDING TO CONCERNS ABOUT A CHILD



Cricket Scotland Child Wellbeing and Protection Committee Members

Child Wellbeing and Protection Officer

Head of Development

PVG Administrator

8 PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/VOLUNTEER

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.

This section should be read in conjunction with the Cricket Scotland Performance Management and Disciplinary procedures.

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.

Any inappropriate conduct or child abuse will be dealt with under the organisation's disciplinary procedure. Action will be taken when members of staff/volunteers breach the Code of Conduct.

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.
- Cricket Scotland will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

In all cases the welfare of the child/children involved will be the paramount consideration.

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/ Cricket Scotland CWPO on the day the concern arises, as soon as practically possible.

Where the concern is about the line manager or the Child Wellbeing and Protection Officer it must be reported to the Chief Executive Officer (interim) John Lunn at johnlunn@cricketscotland.com or 07817 288521

Recording

Concerns must be recorded using the *Responding to Concerns Form* as soon as possible. Reporting the concerns to the line manager/Cricket Scotland CWPO 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 *Responding to Concerns Form*. This should be signed and dated by the line manager/Cricket Scotland Child protection officer or the person appointed to manage the response to the concerns. Where performance management procedures/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.

Establishing the Basic Facts

Once the concerns have been reported, the line manager/ Cricket Scotland CWPO 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.

Conducting the Initial Assessment

The line manager/ Cricket Scotland CWPO 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 Cricket Scotland 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).

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

The line manager/Cricket Scotland CWPO will deal with the situation in line with Cricket Scotland performance management procedures/disciplinary procedures.

Pending the outcome of any investigation conducted under performance management procedures or 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. The welfare of children will be the paramount concern in such circumstances.

Where it is necessary to involve specific children in the investigation and/or disciplinary process, the Children 1st guidelines on speaking to children in disciplinary procedures will be followed.

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

Initial assessment supports concerns about possible child abuse

The line manager/ Cricket Scotland CWPO 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/ Cricket Scotland CWPO 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/ Cricket Scotland CWPO within 24 hours. A copy of the [*Responding to Concerns 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 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.

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

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 in line with Cricket Scotland disciplinary procedures.

Disciplinary Investigation

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice will be taken from the police on this. Disciplinary investigation and action will be carried out in line with Cricket Scotland disciplinary procedures.

Referral to Disclosure Scotland

Where Cricket Scotland takes disciplinary action to remove a member of staff/volunteer from regulated work as a result of harmful behaviour towards a child, then they have a duty to refer the member of staff/volunteer to Disclosure Scotland so that consideration can be given to whether that individual should be barred from any kind of regulated work with children.

The Protection of Vulnerable Groups (Scotland) Act 2007 stipulates that organisations must 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. Cricket Scotland has dismissed the member of staff/volunteer.
2. The member of staff/volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. Cricket Scotland has transferred the member of staff/volunteer to a position in Cricket Scotland that is not regulated work with children.
4. The member of staff/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/volunteer would have been dismissed or considered for dismissal had the contract not expired.

Cricket Scotland will also refer the case of a member of staff/volunteer where information becomes available after the member of staff/volunteer has:

- been dismissed by Cricket Scotland
- resigned, retired or been made redundant
- been transferred to another position in Cricket Scotland which is not regulated work with children; and,
- where Cricket Scotland receives information that a member of staff/volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff/volunteer will be removed from the regulated work with children post.

If Disclosure Scotland notify Cricket Scotland 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.

If Disclosure Scotland inform Cricket Scotland 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.

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 Cricket Scotland Policy on the secure storage of information.
- The line manager/Cricket Scotland CWPO will take all reasonable steps to support an individual in this situation.
- In these circumstances Cricket Scotland will review the child's participation in cricket. It may be appropriate to have a discussion with the child and parent/carer permission.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

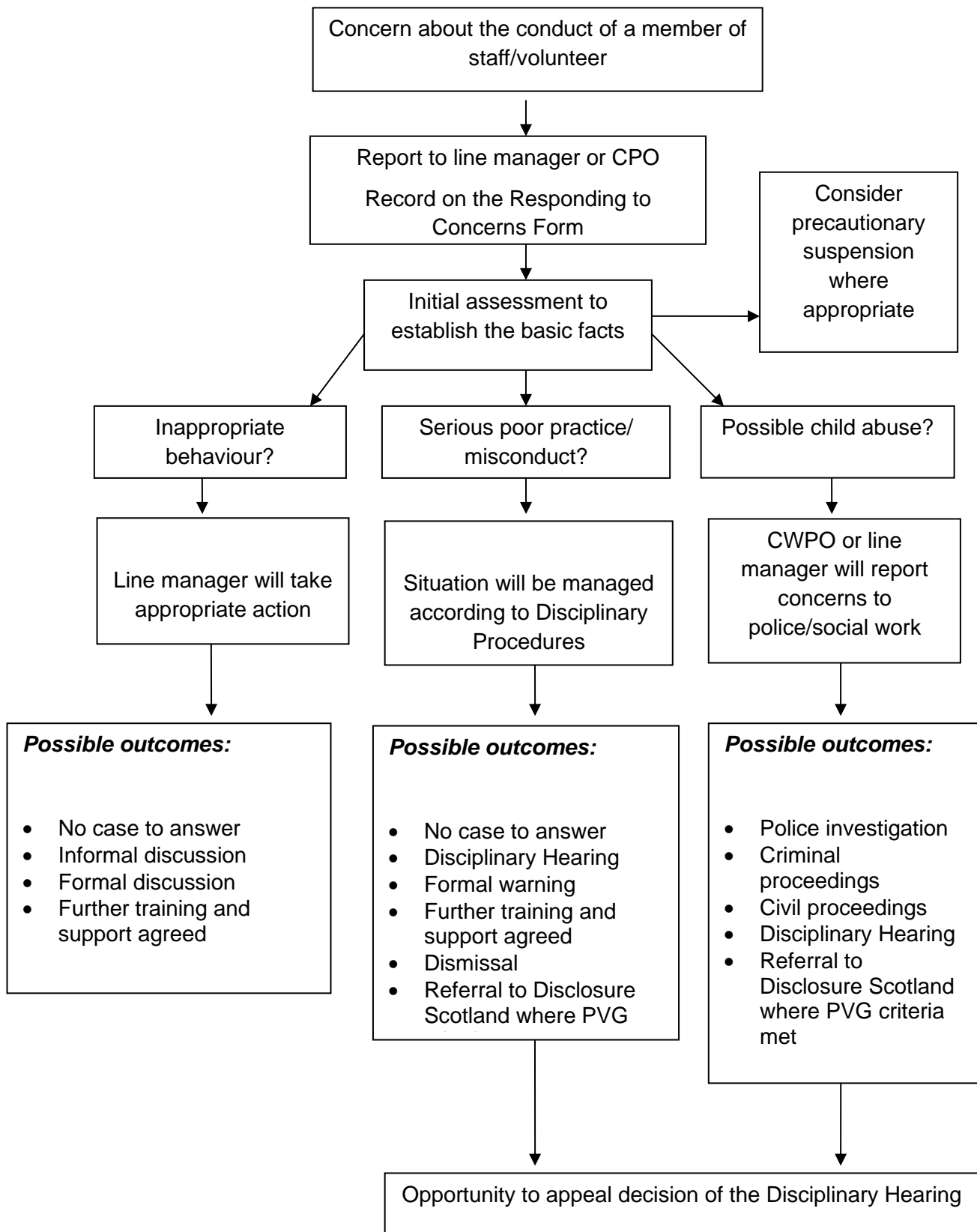
Historical Allegations of Abuse

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

Media

All media enquiries relating to the conduct of a member of staff or volunteer will be referred to Cricket Scotland Chief Executive

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/VOLUNTEER



9 REVIEWING THE MANAGEMENT OF CONCERNS

Reviewing how concerns have been managed is an important part of good practice. It provides an opportunity to:

1. Explore whether policies and procedures were followed.
2. Establish whether appropriate action was taken.
3. Identify if any changes are required to improve procedures.
4. Identify whether individuals may require support in the aftermath of an incident.
5. Identify any training needs within the organisation.
6. Increase the confidence of those involved in the organisation by demonstrating an open and transparent approach.

Cricket Scotland will conduct a review

- At the conclusion of any case dealt with through the Cricket Scotland procedures for Responding to Concerns about a Child or the Conduct of a Staff Member or Volunteer.
- At the conclusion of legal proceedings.
- At the conclusion of disciplinary proceedings, including an appeal.
- As part of the annual review of all child protection cases.

Having to deal with concerns about child abuse, poor practice or misconduct is often difficult for those involved. While procedures and guidelines provide a structure of support and the organisation has a responsibility to offer support to those involved. Taking time to review how concerns were managed will, in most cases, provide reassurance about judgements made and action taken.

In a wider sense, reviewing the management of cases also provides an opportunity to identify specific areas of risk, trends or patterns within cricket. Identifying and sharing this information will help ensure that emerging policy is based on needs identified in practice and allow resources to be targeted more effectively.

From the outset about the remit and aim(s) of the review, will be set out along with the timescale. There may be more than one reason for reviewing a case or cases; for example:

- ♦ To examine the role of all staff/volunteers in responding to concerns identified about a child or coach.
- ♦ To establish whether the organisation's procedures were followed and how effective they were in safeguarding the child.
- ♦ To establish how well the child and the staff/volunteers involved in the case were supported by the organisation.
- ♦ To explore how well all of the organisations involved in the case worked together.

- ♦ To establish whether there are lessons to be learned, what those lessons are and to make recommendations for future action.

WHO?

The Cricket Scotland CWPO will determine who should conduct the review. In some cases it may be appropriate for an independent person to conduct the review. As a norm the review will be conducted by the Cricket Scotland Child Wellbeing and Protection Group.

10 SAFE IN CRICKET - GOOD PRACTICE GUIDELINES

Sports organisations have a *duty of care* towards all children involved in their activities. These good practice guidelines help people take a common sense approach, setting out how staff/volunteers can keep children safe whilst ensuring best practice.

These guidelines for those working and/or volunteering directly with children in cricket, provide practical guidance on practices to keep children safe and to promote a safe operating environment for the member of staff/volunteer. These guidelines compliment and should be read in conjunction with the Cricket Scotland Code of Conduct. Breach of these guidelines may be dealt with under Cricket Scotland's policies for dealing with complaints, performance management, discipline or responding to concerns.

These guidelines apply to all children and young people under the age of 18 years. Common sense should be applied when considering the circumstances of older children and all children should have the opportunity to express their views on matters which affect them, should they wish to do so. Children under the age of 16 years should not be placed in positions of sole responsibility in relation to other children.

Cricket takes place in many different structures, locations, environments and formats, it is impossible to provide specific guidance on many of the issues covered. The following guidelines are therefore based on generally recognised good practice and common sense. Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances.

- | | |
|-----------------------------------|----------------------------------|
| A. Adult to child ratios | H. Trips away from home |
| B. Physical contact | I. Communication technology |
| C. First aid | J. Procedures for film and |
| photography | |
| D. Sexual activity | K. Clubhouses and changing rooms |
| E. Managing challenging behaviour | L. 1:1 Coaching |
| F. Transporting children | M. Whistle Blowing |
| G. Collection by parents | N. Missing Child Guidelines |
| | O. Anti-Bullying Policy |

A. ADULT TO CHILD RATIOS

Cricket Scotland adheres to the following ratios which are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005):

Age: 3 and over	1:8
If all children are over 8	1:10

All activities should be planned to involve at least two adults, preferably one male and one female. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity.
- The age, maturity and experience of the children.
- Whether any of the group leaders or children has a learning or physical disability or special requirements.
- Whether any of the children have challenging behaviour.
- The particular hazards associated with the activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the leaders.
- The programme of activities.

There may be other considerations that are specific to the environment. The Scottish weather conditions are subject to rapid change and children should be suitably prepared.

B. PHYSICAL CONTACT

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a participant who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. Contact must be restricted to the head, shoulders, arms, hands, legs below the knees, and feet. Instruction should be accompanied by asking if the child is comfortable with this contact. Such contact should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Staff/volunteers should work with parents/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect.

Helpers should not take on the responsibility for tasks for which they are not appropriately trained e.g. manual assistance for a child with a physical disability.

C. FIRST AID AND THE TREATMENT OF INJURIES

- Where practicable all parents/carers of children must complete a *Partnership with parents/carers form*, before their child participates in cricket.
- There must always be an accessible and well-resourced first aid kit at the venue.
- The staff/volunteer running the event or activity must be made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A *Responding to Concerns form* is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant.
- Where possible, access to medical advice and/or assistance will be made available.
- A child's parents/carers will be informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur will be reviewed to avoid future repetitions.

D. SEXUAL ACTIVITY

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

Sexual activity between children/young people involved in cricket is prohibited during team events, in sports facilities and at social activities organised by Cricket Scotland. Inappropriate or criminal sexual behaviour committed by a young person may/will lead to disciplinary action in accordance with the Cricket Scotland Disciplinary Procedure and reports being made to external agencies such as the police or social services.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career. Sexual activity

between adults and young people (16+) involved in cricket are therefore prohibited when the adult is in a position of trust or authority (coach, trainer, official).

Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance with Cricket Scotland Disciplinary Procedures, which in the case of criminal action will include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action will be taken to report it to the police.

E. MANAGING CHALLENGING BEHAVIOUR

Staff/volunteers delivering cricket to children may, from time to time be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice that can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions that must *never* be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities that take into consideration the needs of all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have been challenging in the past or are likely to present any difficulties in relation to either the tasks involved, the other participants or the environment.

Where staff/volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc). This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents/carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group/team. It is also helpful to ask them what the consequences of breaking these rules should be. Experience shows that they will tend to come up with a sensible and working set of 'rules'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'rules' visible for reference during the activity.

Managing Challenging Behaviour

In dealing with children who display risk-taking or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Making up - the act or process of making amends.
- Payback - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- Calming the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences e.g. missing an outing.

Adults and children shall never be permitted to use any of the following as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child on whom consequences are frequently imposed. This review should involve the child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or activity. Whilst it would always be against the wishes of everyone involved in Cricket Scotland, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be barred from activity in the sport.

Physical Interventions

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

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask his or herself, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

- ◆ All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.
- ◆ Staff/volunteers should never employ physical interventions that are deemed to present an unreasonable risk to children or staff/volunteers.
- ◆ Staff/volunteers shall never use physical intervention as a form of punishment.
- ◆ The scale and nature of the physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/damage they might cause.
- ◆ The circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- ◆ Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- ◆ Staff/volunteers should never behave in a way that could be interpreted as sexual.
- ◆ Contact should be avoided with buttocks, genitals and breasts.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Significant Incident Form and passed to the Cricket Scotland CWPO as soon as possible. We recognise that such an intervention is only ever likely to become necessary in cases of great urgency and this will be taken into account when reviewing the actions taken by a member of staff or a volunteer.

A timely debrief for staff/volunteers, the child and parents/carers should always take place following an incident where physical intervention has been used, this process will involve the line manager, **Child Wellbeing and Protection Officer** and the Chief Executive.. This should include ensuring that the physical and emotional wellbeing of those involved has been addressed and on-going support offered where necessary. Staff/volunteers, children and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment. This discussion will include a discussion about continued safe participation.

F. TRANSPORTING CHILDREN

In general Cricket Scotland does not take responsibility for the transport of players to and from venues for events. Cricket Scotland will only take such responsibility where it expressly accepts it. Where it is necessary for Cricket Scotland to transport children, the following good practice is required:

- It will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the transport arrangements unless responsibility for those arrangements has been undertaken by Cricket Scotland.
- Where Cricket Scotland makes arrangements for the transportation of children the members of staff/volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
 - Ensuring that all vehicles and drivers are correctly insured for the purpose.
 - Ensuring the driver has a valid and appropriate license for the vehicle being used.
 - All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate.
 - An appropriate ratio of adults per child.
 - Ensuring drivers have adequate breaks.

In general Cricket Scotland does not encourage volunteers/staff members to transport children to activities by car. However, when this situation cannot be avoided the following good practice is required:

- Where practicable and planned, parent/carer consent with regard to the journey to be undertaken will be provided.
- Always tell another member of staff/volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.
- Call ahead to inform the child's parents/carers that you are giving them a lift and inform them when you expect to arrive.

G. COLLECTION BY PARENTS/CARERS

A collection policy will be agreed with parents/carers that will include a clear and shared understanding of arrangements for collection at the end of a session.

On some occasions, parents/carers can be late when picking their child up at the end of a session. It is not the responsibility of Cricket Scotland to transport children home on behalf of parents/carers who have been delayed. It is therefore important for the guidelines below to be followed:

- It is clear that while the club/session/training is running then leaders and coaches have a duty of care to the children that are in their charge. This is a principle of good practice and one, which we sign up to.

- When the session has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.

- To help avoid this situation occurring in the first place:

1. Cricket Scotland will make sure that literature, application forms and consent forms;
 - ⇒ Are clear about starting and finishing times of sessions.
 - ⇒ Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish.
 - ⇒ Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage).
 - ⇒ Have a late collection telephone contact and number on [Partnership with Parents/Carers Form](#).
2. Where possible there should be more than one adult/leader to lock up at the end of a session.

Staff/volunteers will be trained/briefed on how to deal with being left alone with a child. Though as a general rule we should not put ourselves in the position of being alone with a child, there are exceptions and this situation is one of them. The welfare of the child will take precedence, and he/she will not be left alone. The following principles should be adhered to:

- The child's address, contact telephone number and an alternative phone number will be used to contact the adult responsible for the child and ask them to collect the child.
- If a staff member/volunteer is left alone with a child then a record of their actions should be kept and the Cricket Scotland CWPO and parents/carers should be informed as soon as possible.
- When all else fails, call the police.

H. TRIPS AWAY FROM HOME (Including overnight stays)

These guidelines cover children being taken away to play or train away from their normal base location and are aimed primarily at games out with the normal local agenda e.g. league matches.

Section A covers guidance on managing children at games away from their home including all trips involving an overnight stay.

Section B covers additional guidance particular to trips that include an overnight stay.

These guidelines identify the need to:

- Follow the Club's Child Wellbeing & Protection Policy
- Undertake risk assessments of venues and facilities
- Ensure coaches have signed up to the Coaches Code of Conduct

Section A – Guidance for managing children away from their home club including trips involving an overnight stay

A team manager should be appointed with clear roles and responsibilities including:

- Establish and communicate the following information to parents:
 - Why the trip is planned
 - When the trip will take place – date, time of departure and estimated return
 - Where the trip is to, including venues
 - Where the meeting points will be
 - Staffing arrangements
 - Name and contact details of the appointed Team Manager
 - Kit and equipment requirements
 - Details of cost and suggested spending money
 - Name and contact number of the Club Home Contact
- Be in possession of a written copy of relevant emergency contact details and any medical information for the children taking part:
 - Determine appropriate staffing and staff training arrangements
 - A Head Coach and Team Manager should be appointed
 - The Head Coach and Assistant Coaches (if available) will take responsibility for training and game management
 - The Team Manager will undertake the role of Child Wellbeing and Protection Officer
 - The Team Manager (and any other staff) will be responsible for any other necessary support roles such as chaperones
- Ensure there is a Club Home Contact. A Club member who is not travelling away, who will act as a contact point in an emergency. The Home Contact should have the following information:
 - Names of players and staff on the trip
 - Emergency contact names and phone numbers for each of the above
 - Details of any medical needs
 - Contact numbers for staff on the trip

- Detailed trip planning includes the need to:
 - Identify suitable venues and facilities for both the cricket and accommodation
 - Where possible visit the tour facilities, venues and accommodation
 - Undertake risk assessments
 - Where a prior visit is not possible, risk assessments should be sought from the facilities management of the locations being visited
 - Analyse insurance cover required
- When planning a trip, it is important to allow sufficient time for all the requirements to be completed.

Section B – Additional guidance particular to trips that include an overnight stay

The team manager's duties will include:

- Staff at the chosen accommodation must be contacted in advance to ensure:
 - All accommodation is clean and has access to sufficient toilet and bathing facilities
 - Players do not have to share beds
 - Male and female players do not have to share rooms
 - Staff do not have to share a room with players
 - Players of vastly differing ages do not share rooms
 - That rooms with satellite TV do not have access to inappropriate programmes
 - That the accommodation policy on bills, breakages and lost keys is checked
 - Where possible, players rooms to be grouped together
 - All dietary requirements are catered for
- Arranging a meeting with parents/carers and players to provide details of the trip. The following information should be given to parents/carers in writing:
 - An itinerary giving as much detail as possible
 - The duration of the trip
 - Details of all accommodation with addresses and contact numbers
 - Names of all cricket staff
 - The Club Coaches Code of Conduct
 - Emergency telephone contacts
 - Child safeguarding procedures
 - How to report concerns about a child
 - Team Manager, the Club Child Wellbeing and Protection Officer should be informed
 - Contact details of the Club Child Wellbeing and Protection Officer
 - Details of insurance
 - Date for payments
 - Details of transport arrangements
- Prepare players for touring:

- The Team Manager and coaches should meet with players prior to the trip
- Agree, expectations, Code of Conduct and sanctions
- Explain staff roles and responsibilities
- Confirm players responsibility for their own property
- Outline support available if homesick or if need to speak to staff in confidence
- The Club Home Contact is provided with:
 - Copies of the players Partnership with Parents/Carers forms
 - Contact numbers for venues and accommodation
 - Contact telephone numbers for all staff
- In the event of an emergency:
 - Establish the nature of the emergency and the names of any casualties
 - Ensure the rest of the team are safe and supervised
 - Ensure all members of the party are aware of the situation and follow emergency procedures
 - Organise a member of staff to accompany any casualties to hospital
 - Notify the police if necessary
 - Complete the Club Significant Incident Form
 - Take responsibility for dealing with the media
 - Brief the Club Home Contact to keep parents/carers informed
 - Liaise with Club management
 - Report the incident to insurers if appropriate

The following guidance and protocols should be applied as needed during the tour:

- The team manager must ensure players are safe throughout the trip
- Players must know how to contact staff at all times including which rooms they are occupying
- Staff must know they have a duty of care for the players
- Medical information and emergency contacts must be available at all times
- Staff must have access to a first aid kit

I. INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) AND SOCIAL MEDIA

Technology advances extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for organisations to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

Whether a social networking page, email or a website is used to inform young people about match details, the following guidelines should be met:

- Where possible, try to ensure that no one is excluded, e.g. young people who may not have access to a mobile phone/internet etc;
- written permission is sought from parents/carers via the *Partnership with Parents/Carers* form;
- the need for the technology will be clearly identified and its use specified;
- it will be Cricket Scotland as an organisation who is communicating information – one-to-one interaction is strongly discouraged
- All concerns about the inappropriate use of technology will be dealt with in line with Cricket Scotland performance management, disciplinary and/or responding to concerns procedures. This may include the concerns being reported to the police.

Further advice is available from the Child Exploitation and Online Protection Centre (CEOP) See appendices – useful contacts.

1. COMMUNICATIONS TECHNOLOGY

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;
- 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.

1.2 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. 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 (preferably by Cricket Scotland Child Wellbeing and Protection Officer);
- 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 details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team. One-to-one messaging arrangements between coaches/volunteers and children should be strongly discouraged.

1.3 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 sites such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking sites 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 16 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 Cricket Scotland. 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. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- 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 Cricket Scotland CWPO.

1.4 SOCIAL NETWORKING SITES

The following is recommended if the organisation 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 Cricket Scotland Rules or Code of Conduct.
- Set up a Cricket Scotland profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles.
- Keep the Cricket Scotland profile on "private" - allowing only members access to it (the organisation can monitor this and accept or decline requests to join). Cricket Scotland urges caution regarding interactions between staff / key volunteers from their social media sites and children in their care. This caution also applies to squads where adults and children are team mates.

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.

1.5 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.

1.6 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 transmit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

The procedures for use of photographs, film and video should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

J. PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM AND VIDEO

Photos and video clips can be used to celebrate achievements, promote your activities and let people know that bit more about your team, club or sport. Footage is also recorded for performance development reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

Some sports take place in areas where organisers have little or no control over the environment 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.

1. PHOTOGRAPHS, FILM and VIDEO

Scope

- Cricket Scotland 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, Cricket Scotland has no power to prevent individuals photographing or filming in public places.
- Cricket Scotland 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.

Notification

- Parents/carers and children will be informed they may, from time to time, be photographed or filmed whilst participating in cricket. 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.
- 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, after production of the letter of approval and identification
- Information about what to do if concerned about photographing and filming will be available at all events.
- 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.

Permission

- Parents may withhold their permission to photography and filming. Anyone wishing to withhold such consent should make that wish known to the designated Event Child Wellbeing and Protection Officer. However, in the absence of any expressed objection, parental agreement will be assumed.
- 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 or use of the pictures/film 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.
- All actions by Cricket Scotland will be based on the best interests of the child.
- If the event is a promotional event for Cricket Scotland, which requires photography or filming, then Cricket Scotland reserves the right to remove the player on whose behalf consent has been withheld to enable the promotional images to be taken.

Use of Images and Information

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with Cricket Scotland Safe in Care Guidelines, where this is within the control of Cricket Scotland.

- Cricket Scotland will ensure that all negatives, copies of videos and digital photograph files 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.
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.

Concerns

- Anyone behaving in a way that could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or Cricket Scotland Child Wellbeing and Protection Officer.
- Where appropriate concerns should also be reported to the police.

K. CLUBHOUSES AND CHANGING ROOMS

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

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised in locker rooms, and a balance should be struck depending on the situation. In general it is better if one adult is not alone to supervise in a locker room, and extra vigilance may also be required if there is public access to the venue. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

The following advice may be useful:

- Wherever possible, adults should avoid changing or showering at the same time as children.
- Parents/carers need to be aware that on occasions, adults and children may need to share a changing facility.
- It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.
- If at all possible changing rooms should not be used for team talks. If there are no other options, it is best practice to wait until all children are fully dressed.

L. 1:1 Coaching

Child abuse and harassment can take place in many situations, and in a 1:1 situation, children are most vulnerable. As a coach you should adopt the highest standards of practice and be responsible for safeguarding yourself and the child you are coaching. The guidance below is intended for all those involved in coaching, whether they hold a coaching qualification or not

Good Practice means:

- Gain parental consent and contact details for any 1:1 coaching session
- Agree time and venue with player and parent/guardian is aware of the arrangements
- Coach to ensure venue and equipment is safe and appropriate for use
- Invite parent/guardian to sit in on the session
- Follow the Code of Conduct for Safeguarding Children in Cricket
-

M. Whistle Blowing Policy

Cricket Scotland is committed to maintaining a culture where it is safe, and acceptable, for all those involved in cricket to raise concerns about unacceptable practice and misconduct.

You may be the first to recognise something is wrong but you may not feel able to express your concerns out of a belief that this would be disloyal to colleagues, or you may fear harassment, victimisation or disadvantage.

These feelings, however natural, must never result in a child continuing to be unnecessarily at risk. Remember it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare. Those involved in sport must acknowledge their individual responsibilities to bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult, it is particularly important where the welfare of children may be at risk.

Cricket Scotland assures all those involved in cricket that they will be treated fairly and that all concerns will be properly considered. In cases where the suspicions prove to be unfounded, no action will be taken against those who report their suspicions/allegations, provided they acted in good faith and without malicious intent.

Reasons for Whistle Blowing

Each individual has a responsibility for raising concerns about unacceptable behaviour or practice:

- To prevent the problem worsening or widening
- To protect or reduce risk to others
- To prevent becoming implicated yourself

What stops people from whistle blowing?

- Starting a chain of events which spirals
- Disrupting work or training
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

What happens next?

- You should be given information on the nature and progress of any enquiry
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to the minimum number of individuals practicable
- Your **Club Child Wellbeing and Protection Officer** and Cricket Scotland have a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered a disciplinary offence

Whistle Blowing Procedures

Should suspicions be raised via a “tip off”, the person receiving the tip off should attempt to obtain the following information from the informant:

- Name, address and telephone number
- Names of individuals involved
- The manner of the alleged incident/s or circumstances
- How they became aware of the nature of the allegation
- You should not attempt to deal with any allegation or suspicion yourself, rather inform your Club Child Wellbeing and Protection Officer or the Cricket Scotland Child Wellbeing and Protection Officer

Specifically do not:

- Inform the person about whom the concern was raised
- Inform any other members, participants or employees
- Commence your own investigation
- Annotate or remove evidence
- Delay in reporting the suspicion

Also, do not assume:

- “All is well, otherwise it would have been spotted earlier”

- “It doesn’t matter” or “no harm will arise”
- “Ignore it as it isn’t my responsibility”
- “Someone else must have reported it”

Who do I tell?

The first person you should report your suspicion or allegation to is your Club Child Wellbeing and Protection Officer. If for any reason you cannot, or do not wish to report the matter to your Club Child Wellbeing and Protection Officer, please contact the Cricket Scotland Child Wellbeing and Protection Officer

N. Missing Child Guidelines

A child going missing can be extremely traumatic – for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised and more critically, the missing child can be found in an organised and efficient way.

If a child goes missing, the following guidelines have been devised to clarify the actions to be taken the staff member/volunteer who has responsibility for the care of the child.

- Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
- Inform the child’s parents/carers, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them that you are doing all you can to locate their child. Remember the child may contact the parents/carers direct, so this action is extremely important
- Organise all available responsible adults by areas to be searched. It is advisable to take a short time to organise the search properly so that all areas are searched fully
- Send searchers immediately to any exits to the venue to ensure the child has not left
- Searchers should also be sent to any areas of potential danger such as nearby rivers
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club’s grounds
- Request that all persons searching, report back to a nominated adult at a specific location
- This nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should cover approximate height, build, hair and eye colour, what clothing the child was wearing, together with where and when they were last seen
- If the search is unsuccessful, you should contact the police
- A report should go to the police no later than 20 minutes after the child’s disappearance is noted, even if the search is not complete
- If the police recommend further action before they get involved, follow their guidance
- If the police act upon the concern, always be guided by them in any further actions to take
- At any stage when the child is located, ensure you inform all adults involved including parents/carers, searchers and the police, if by then, they are involved

- All missing children incidents MUST BE reported to the Club Child Wellbeing & Protection Officer, in order that a review of the incident can be conducted

Policy Statement

[Insert Club Name] is committed to providing a caring, friendly and safe environment for all our children so that they can train, and play, in a relaxed and secure place. Bullying of any kind is unacceptable at our Club. All children at the Club have the right to play cricket in an atmosphere that is free from victimisation and fear. Children have the right to protection from all forms of violence and must be kept safe from harm whilst being given proper care by those looking after them at our Club. This Club is committed to this intent and seeks to ensure, as far as is reasonably practical, the prevention of all forms of bullying among members.

Bullying Explained

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain or distress to the victim.

Bullying can take many forms:

- Emotional: being unfriendly, excluding people, tormenting (e.g. hiding kit)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, gestures or graffiti
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on, the issue of sexuality
- Verbal: name calling, sarcasm, spreading rumours and teasing
- Cyber: bullying behaviour online or via electronic communication (email, text, social media). Misuse of associated technology, such as camera and video facilities

Responding to Bullying

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also need to learn different ways of behaving.

As a Club, we have a responsibility to respond promptly and effectively, to issues of bullying.

Expectations

- All adults and children at our Club should have an understanding of what bullying is
- All officials, coaching and non-coaching staff should know what the Club policy is on bullying and follow the stated procedures if bullying is reported
- All children and parents/carers should know what the Club policy is on bullying and what they should do if bullying arises
- The Club will strive to highlight our policy on bullying to all members and children involved in cricket by publicising it through: Club website/Welcome Pack/Club Noticeboard/Club Meetings/Inclusion in discussion with children on acceptable behaviour (Code of Conduct)
- As a Club, we take bullying seriously. Children and parents/carers can be assured they will be supported if bullying is reported

Signs and Symptoms

A child may indicate by signs or behaviour, that they are being bullied. Adults should be aware of signs and investigate if a child:

- Has unexplained injuries
- Changes their usual routine
- Is unwilling to go to the Club
- Becomes withdrawn, anxious or lacking in confidence
- Comes home with clothes torn or belongings damaged
- Has possessions which are damaged or go missing
- Feigns injury
- Is frightened to say what's wrong
- Sudden loss of friends
- Has difficulty sleeping or has nightmares
- Stops eating
- Displays self-destructive behaviours such as running away from home, harming themselves or talking about suicide

These signs and behaviours could indicate other problems but bullying is a possibility and should be investigated.

Procedures

- Children and parents/carers made aware that bullying should be reported to any Club official or coach
- Club officials and coaches made aware to report incidents of bullying to the Club Child Wellbeing and Protection Officer
- Record details on the Club "Responding to Concerns" form
- In cases of serious bullying, advice can be sought from the Cricket Scotland Child Wellbeing and Protection Officer
- Parents/carers should be informed and invited to a meeting to discuss the problem
- If necessary, and appropriate, the police can be consulted
- Bullying behaviour will be investigated timeously to ensure that the bullying is stopped as quickly as possible
- An attempt will be made to help those responsible for the bullying, to change their behaviour

Prevention

The Club will attempt to prevent bullying by:

- Ensuring that children are aware of the Players Code of Conduct (contained within the Club Child Wellbeing and Protection Policy)
- Considering the use of behaviour contracts
- Having open discussions about bullying and why it matters
- Having appropriate staff/ coaching levels
- Role modelling by coaches
- Using a Restorative Practice approach, where "How can we put it right?", is the priority

Consequences

Where bullying becomes persistent or violent and interventions are not successful, firmer action may have to be taken. This can take the form of formal exclusion or be time limited e.g. missing a number of games or training.

Further advice can be obtained from respectme, Scotland's Anti-Bullying Service, www.respectme.org.uk

APPENDIX 1 : CHILD ABUSE SIGNS AND INDICATORS

The following examples are ways in which children may be abused or harmed, either within or outwith sport.

What is child abuse and child neglect?

“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.”

While it is not necessary to identify a specific category of abuse when adding a child's name to the Child Protection Register, it is still helpful to consider and understand the different ways in which children can be abused.

- | | |
|---------------------|---------------------|
| (i) Emotional Abuse | (ii) Physical Abuse |
| (iii) Neglect | (iv) Sexual Abuse |

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The following 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 2010').

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.

(i) 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
- running away
- significant decline in concentration
- indiscriminate friendliness and neediness
- extremes of passivity or aggression
- self-harm or mutilation

(ii) 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 if recurrent
- wearing long or extra clothing to hide injuries

(iii) 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 of the activity.
- Failing to provide adequate nutrition and water.

Signs which may raise concerns about neglect include:

- constant hunger
- constant tiredness
- untreated medical problems
- poor personal hygiene and/or poor state of clothing
- frequent lateness or unexplained non-attendance (particularly at school)
- low self-esteem

- poor peer relationships
- stealing

(iv) 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. 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
- unusual interest in the genitals of adults, children or animals
- bruises, scratches, bite marks to the thighs or genital areas
- discomfort/difficulty in walking or sitting
- urinary tract problems, vaginal infections or genital damage
- stained underwear, soiling or wetting
- fear of bathrooms, showers, closed doors
- having irrational fears
- psychosomatic factors e.g. recurrent abdominal or headache pain
- eating disorders
- anxiety, depression, self-harm/mutilation, suicide attempts
- pregnancy
- fear of medical examinations
- genital odour, venereal /sexually transmitted diseases
- itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- abnormal sexual drawings
- developmental regression/acting younger than their age
- “Grooming” including over the internet
- wearing extra clothing / clothing tied tight (e.g. tracksuit trousers); reluctance to wear sports kit

Children and 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 with working with children affected by disability.

APPENDIX 2: RELEVANT LEGISLATION

This is intended as a brief guide to the legislation relevant to the care and protection of children in Scotland. Sports organisations should obtain advice from a solicitor in relation to specific legal issues.

INTERNATIONAL CONVENTIONS

United Nations Convention on the Rights of the Child (1989) UNCRC

An international agreement which prescribes the rights of all children and young people under the age of 18. The rights in the Convention generally cover three areas: participation (e.g. a child's right to have a say in decisions which affect them), provision (e.g. provision of services to promote health and education) and protection (e.g. the right to be protected from all forms of abuse, harm and exploitation at all times).

The UK is a signatory to UNCRC and must report to a UN Committee on steps taken to promote and respect these rights. Whilst not legally binding, the Convention is highly influential on decisions made by courts and public authorities about the lives of children.

European Convention on Human Rights (1950)

This convention is legally binding on the UK because its provisions were introduced in to the law of Scotland by the Human Rights Act 1998 and the Scotland Act 1998. The rights prescribed apply to children and adults. The main articles of relevance are:

Article 8: right to respect for private and family life, home and correspondence

Article 3: the right not to be tortured or experience inhuman or degrading treatment

Courts and public authorities must act in a manner which is consistent with these rights and can only interfere (in some cases) where there is a legitimate reason to do so. The protection of children is one such reason. For a copy of the Convention see http://www.hrcr.org/docs/Eur_Convention/euroconv.html

UK and SCOTTISH LEGISLATION

Rehabilitation of Offenders Act 1974

Generally, criminal convictions become spent after a period of time (which depends on the sentence imposed by the court at the time of conviction). As a result of this Act spent convictions, generally, do not have to be disclosed to potential employers.

Exclusions and Exceptions (Scotland) Amendment Order 2010

There are certain jobs and voluntary positions for which prospective employers need to know about a person's criminal record to decide whether they are suitable for the position e.g. regulated work with children and protected adults. This Order lists the positions and professions where there is an exception to the general rule on non-disclosure of convictions.

Police Act 1997

Part V of this legislation made it possible for local authorities, third sector organisations (e.g. sports organisations) as well as other organisations to seek to obtain criminal record certificates on individuals likely to undertake direct work with children and other vulnerable groups.

Age of Legal Capacity (Scotland) Act 1991

Children under 16 do not generally have legal capacity. This act sets out the circumstances in which children are regarded as having legal capacity including the ability to consent to medical treatment.

Criminal Procedure (Scotland) Act 1995

Schedule 1 to this Act contains a list of offences against children e.g. abandonment or wilful neglect. Someone who has committed an offence which is listed in this Schedule is often referred to by professionals as a "Schedule 1 offender".

Children (Scotland) Act 1995

The main piece of legislation covering child welfare and protection. Covers the rights and responsibilities of parents, the role of the local authority, the Children's Hearing System and introduced a number of measures for taking action to protect children in an emergency. This Act clearly states that the best interests of the child must always be considered and children should be given an opportunity to have a say on matters which affect them, should they wish to do so.

Data Protection Act 1998

Applies to any information, however obtained and used, which relates to living persons. Covers how such information is to be gathered, stored, processed and protected. All organisations that hold or process personal data must comply.

Sexual Offences (Amendments) Act 2000 – Sexual Offences (Scotland) Act 2009

Introduced a new offence of abuse of trust applicable to "positions of trust" which involve looking after children and young people who are in full time education, detained under a court order, looked after in a hospital/ children's home or other establishment providing social care or in foster care.

Section 55 also allows for a Scottish resident to be convicted of an offence committed abroad if it would be deemed a criminal offence in Scotland. It is no longer necessary for the behaviour to be illegal in the country where it occurs. Unlawful sexual intercourse with a 12-year-old somewhere in Asia, for example would be able to be prosecuted in Scotland.

Protection from Abuse (Scotland) Act 2001

While the primary focus of this legislation is women subjected to domestic abuse and the potential legal remedies available to them, parts of this Act can be applied to attempts to safeguard the interests of children, particularly given what is now known about the impact of abuse on children. The primary remedy offered by the Act is that of the powers of arrest being attached to an interdict, regardless of the relationship between the abused and the abuser.

Criminal Justice (Scotland) Act 2003

Amended the law in Scotland in relation to the physical punishment of children by parents. This Act makes it illegal for parents to hit a child on the head, hit a child with an implement and to shake a child.

Commissioner for Children and Young People (Scotland) Act 2003

This Act created the role of Scotland's Commissioner for Children and Young People. The Commissioner promotes and safeguards the rights of children living in Scotland as set out in UNCRC.

Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005

Addresses the predatory behaviour of those who "groom" children with the aim of abusing them by introducing a new offence of "grooming". Enables the police to take preventative action before the child meets the perpetrator. Provides the police and courts with additional powers to apply for and grant, a Risk of Sexual Harm Order on those who are considered to pose a risk to children.

Protection of Vulnerable Groups (Scotland) Act 2007

All organisations have a legal responsibility to ensure that any individual who will be in regulated work with children or protected adults is not listed on the Children's List and/or Adult's List, which bars them from working with children and/or protected adults. Regulated work with children includes:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent.

The PVG Scheme is a membership scheme for people doing regulated work with children and/or protected adults in Scotland. For an organisation to check an individual against a list, they can request an individual becomes a PVG Scheme member by applying for a Scheme Record. A Scheme Record disclosure will provide the organisation and individual with any vetting information, criminal conviction information, if they are on the Sex Offender's Register, relevant non-conviction information from police forces and any prescribed civil orders. This information may then help employers to make safer recruitment decisions. Short scheme records and statements of scheme membership are other forms of disclosure available to organisations and individuals.

Organisations also have a legal duty to refer individuals who meet the referral criteria to Disclosure Scotland to be considered for listing. The PVG Scheme is managed and delivered by Disclosure Scotland. Organisations can register directly with Disclosure Scotland to access this vetting information.

For more information and details on PVG: <http://www.scotland.gov.uk/Topics/People/Young-People/children-families/pvglegislation/>

APPENDIX 3: USEFUL CONTACTS AND WEBSITES

<p>Cricket Scotland Child Wellbeing and Protection Officer</p>	<p>Colin McDougall Cricket Scotland National Cricket Academy MES Sports Centre Ravelston Edinburgh EH4 3NT Phone: 07768 716468 Email: childprotection@cricketscotland.com</p> <p>or if CWPO cannot be reached Nicola Wilson Head of Development Cricket Scotland 07891 408915 nicolawilson@cricketscotland.com</p> <p>or Susan Nisbet PVG Administrator Cricket Scotland 07590 422646 disclosures@cricketscotland.com</p>
<p>Child Wellbeing & Protection in Sport</p>	<p>CHILDREN 1ST Child Wellbeing & Protection in Sport, Unit 70, Pollok Civic Realm, 27 Cowglen Road, Glasgow G53 6EN 0141 419 1156 cwps@children1st.org.uk</p>

Local Area Child Protection Committees and Social Work	See Children 1 st website: www.children1st.org.uk or www.withscotland.org
Police	Telephone 101 but if a child is at immediate risk of harm telephone 999
sportscotland	Doges, Templeton on the Green 62 Templeton Street Glasgow, G40 1SA 0141 534 6500 www.sportscotland.org.uk
Help For Clubs	www.helpforclubs.org.uk
CHILDREN 1 ST	83 Whitehouse Loan Edinburgh EH9 1AT 0131 446 2300 www.children1st.org.uk
ChildLine in Scotland	0800 1111 www.childline.org.uk
ParentLine Scotland	0800 028 2233 www.parentlinescotland.org.uk
Child Protection in Sport Unit (NSPCC- covers England, Wales and Northern Ireland)	0116 234 7278 www.thecpsu.org.uk
Scottish Disability Sport	0131 317 1130 www.scottishdisabilitysport.com
Central Registered Body in Scotland	General Helpline: 01786 849 777 www.crbs.org.uk
Disclosure Scotland	0870 609 6006 www.disclosure-scotland.org.uk

Scottish Government	www.scotland.gov.uk/childprotection
Commissioner for Children and Young People	www.sccyp.org.uk
Volunteer Development Scotland	01786 479 593 www.vds.org.uk
Legislation	www.opsi.gov.uk/index.htm
Child Exploitation Online Protection (CEOP)	www.ceop.police.uk
Respect Me	www.respectme.org.uk
Anti Bullying Network	www.antibullying.net/
WithScotland (Child Protection contacts and resources)	www.withscotland.org

APPENDIX 4: PVG Guidance

a. How to assess if someone is doing regulated work:

1. *Is it work?*

It has to be work, (paid or unpaid) i.e. not simply an arrangement between friends/family.

2. *Who are they working with?*

It has to be with children under the age of 18 years.

3. *What do they do?*

The work has to include:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent.

4. *Is it their normal duties?*

It has to be part of normal duties i.e. the activity is reasonably anticipated and could appear in the job description.

5. *Are there any exceptions?*

Where the presence of children in the activity is 'incidental' (e.g. the activity is targeted at adults but has a couple of U18s attending).

See also : www.disclosure-scotland.org.uk/pvg_training

B. New vetting information on PVG Scheme Records

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow Cricket Scotland Responding to Concerns about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

C. Consideration for Children's List or Barred Individuals

If Disclosure Scotland inform **Cricket Scotland** 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 duties for organisations.

If Disclosure Scotland notify *Cricket Scotland* 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.

D. PVG Scheme Member leaves *Cricket Scotland*

Cricket Scotland will update Disclosure Scotland on PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with *Cricket Scotland* for up to three months, *Cricket Scotland* will then inform Disclosure Scotland that the individual is no longer in regulated work with children within the organisation.

E. Overseas Applicants Applicants from overseas being appointed to regulated work with children within Cricket Scotland are required to join the PVG Scheme.

Applicants from overseas must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

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

LETTER TO APPLICANTS FOR REGULATED WORK WITH CHILDREN - TEMPLATE

Dear

Your interest in the position of _____ (e.g. coach) within the activity of *cricket*

We thank you for your interest in taking up this post within *cricket* and have pleasure in enclosing forms that are relevant to this. Please contact *[insert name and details]* if you have any questions or need help completing the forms.

Cricket Scotland has a legal duty to ensure the suitability of any individual who works or volunteers with children and young people. In accordance with the *Cricket Scotland* Child Wellbeing and Protection Policy and Procedures, everyone seeking appointment in such a position must complete an application form and a self-declaration form prior to appointment. *[Cricket Scotland]* deems this post to be 'regulated work with children'. To comply with the Protection of Vulnerable Groups (Scotland) 2007, *Cricket Scotland* will require the person it wishes to appoint to this post to be a member of the PVG Scheme. If you are considered suitable for this role you will be asked to complete a Scheme Record/Scheme Record Update.

We would ask, therefore, that you complete the enclosed application and self-declaration forms. Please insert the self-declaration form in the enclosed envelope marked, '**Private and Confidential – Self Declaration**', seal it and return it, with the application form.

All information will be strictly managed in accordance with *Cricket Scotland* Policy on the Secure Storage of Information, Policy on the Rehabilitation of Offenders and **will only be shared with those who are involved in decisions about recruitment and selection**. Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and nature of the position. A full assessment of each applicant's suitability will be undertaken based on all available information.

Thank you, again, for your interest in promoting *cricket* to children and young people. We look forward to receiving your application.

Yours

Enclosed:

- Job description for regulated work with children.
- Application form for regulated work with children.
- Self-declaration form for regulated work with children.
- An envelope marked "**Private and Confidential – Self Declaration**".
- PVG Scheme Q&A guidance notes.

JOB DESCRIPTION FOR REGULATED WORK WITH CHILDREN – TEMPLATE

A job description outlines the responsibilities of a role. Anyone interested in taking on that role is clear about what is expected of them as well as who they report to and other practicalities. The following can help act as a 'prompt' when putting together a job description.

POST:

LOCATION:

RESPONSIBLE TO:

SALARY:

APPROXIMATE WEEKLY TIME COMMITMENT:

Responsibilities	
<p>General Role:</p> <ul style="list-style-type: none">▪▪▪ <p>Key Focus Areas:</p> <ul style="list-style-type: none">▪▪▪ <p>Additional Responsibilities:</p> <ul style="list-style-type: none">▪ To proactively involve the children with whom you work in the development of their club/section/team.▪ To observe all relevant health and safety requirements.▪ To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices. <p>To undertake any additional and appropriate functions as agreed with line manager/supervisor.</p>	
Person Specification	
<p>Essential:</p> <p>Qualifications:</p> <p>Knowledge:</p> <p>Other Areas:</p> <ul style="list-style-type: none">• An understanding that the welfare of children is paramount.	<p>Desirable:</p>

<ul style="list-style-type: none"> • A commitment to safeguard the children they are responsible for or come into contact with. • A commitment to and understanding of the principles of participation. • Commitment to the principle of Equal Opportunities and opposing/challenging discriminatory practice. ▪ An awareness of personal responsibility in relation to health and safety. 	
Skills/Experience	
<ul style="list-style-type: none"> ▪ Experience of working with children. 	

SELF-DECLARATION

REGULATED WORK WITH CHILDREN

It is the policy of Cricket Scotland that anyone applying to do regulated work with children is required to complete a self-declaration form as part of the recruitment process.

Please note that any information given in this form will be managed according to the Cricket Scotland Data Protection Policy and the Secure Handling, Use, Storage and Retention of Disclosure Information Policy.

Fair Processing Notice

The Data Protection Act 1998 and GDPR require that you are informed about how your personal information will be used. For the purposes of child wellbeing/protection matters, the Club/Organisation may share information about you with Cricket Scotland where it has been alerted to circumstances that might affect your status as a member of the PVG Scheme for regulated work with children or your suitability to carry out the regulated work role for which you have applied/been appointed or are already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the designated Child Wellbeing and Protection Officers of your Club/Organisation and Cricket Scotland, together with the Cricket Scotland PVG Administrator.

Forename(s):		Home Tel. No.	
Surname:		Mobile Tel. No.	
Address:		Email Address:	
Post Code:		Date of Birth:	

Name of Club/Organisation:			
Position within Club/Organisation applied for: (Tick Box)			
Coach		<input type="checkbox"/>	Child Protection Officer
		<input type="checkbox"/>	

Assistant Coach		Parent Helper	
Team Manager/Organiser		Physiotherapist	

The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) (as amended)

The post that you have applied for requires a PVG disclosure in accordance with at least one of the following pieces of legislation:

- Rehabilitation of Offenders Act 1974 (as amended)
- Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended)
- Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)
- Police Act 1997 (as amended)

You are therefore required to disclose certain convictions below (guidance on such convictions can be obtained through the link at the bottom of this form) but you should not tell us about any convictions which were gained before the age of 12. Having a criminal record will not necessarily be a bar to working or volunteering with us. We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974.

This guidance relates to recruitment in Scotland.

Unspent Convictions

You must complete this section.

Do you have any unspent convictions?

Yes	
No	

All unspent convictions must be disclosed. Please provide details of any unspent convictions here:

Date	Court	Offence	Disposal

Spent Convictions

This section should only be completed following the guidance below and [the link to the Appendices](#) at the bottom of this form.

The 2020 amendment order gives 2 lists of offences that may be disclosed for an extended period.

Convictions detailed in Appendix 3 should only be detailed if 15 years (if 18 or over at the time of conviction) or 7½ years (if under 18 at the time of conviction) from the date of conviction have not passed, unless you received a custodial sentence exceeding 48 months in which case you must always disclose this information. Those in appendix 4 should only be disclosed above if they are unspent.

If you have any convictions for offences detailed in these lists which are now considered to be spent in normal circumstances, you should not disclose these on this form, however, please be aware that in a PVG disclosure, this information can be released on your certificate for longer than the normal rehabilitation period (see Conviction Disclosure Guidelines in Appendix 2). Disclosure Scotland will notify you if you have any convictions which fall under this extended disclosure period as you can (if you wish) apply to have this information removed from your disclosure. Where such information is released, we will discuss this with you when we receive our copy of your disclosure. Please note that applying to have this information removed does not guarantee its removal, the final decision on this will be made by a Sheriff or using the review mechanism when it becomes available.

If you have any convictions detailed in Appendix 3 and the extended disclosure period has not passed, please provide the information here

Date	Court	Offence	Disposal

Conviction Disclosure Guidelines

Minor conviction	Conviction detailed in Appendix 3	Conviction detailed in Appendix 4	A custodial sentence of more than 48 months
Will be detailed for the rehabilitation period as detailed in Appendix 2 and Appendix 5. The conviction will not be detailed after it becomes spent.	Will be detailed for a minimum of 15 years (7½ years if under 18 at the time of conviction) and then, if spent, the individual can apply to have the information removed.	Will be detailed for a minimum of the rehabilitation period and then potentially for up to 15 (or 7½ years if under 18 at the time of conviction) from the date of conviction. After the initial rehabilitation period and if spent, the individual can apply to have the information removed. The conviction will not be	Never spent

		detailed after this period.	
--	--	-----------------------------	--

Are you currently a member of the PVG Scheme? (Tick box)	<input type="checkbox"/>	No	Yes
--	--------------------------	----	-----

Declaration

- I understand that it is an offence to seek or agree to carry out any regulated work (paid or unpaid) with children whilst barred or considered for listing through the Protection of Vulnerable Groups Act 2007.
- I confirm that I am not barred or being considered for listing.
- I agree to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act).
- I agree to inform my Club/Organisation Child Wellbeing and Protection Officer if I am convicted of an offence whilst a member of staff/volunteer with the Club/Organisation. I understand that failure to do may lead to the immediate suspension of my work (paid or unpaid) for the Club/Organisation and/or termination of my services.
- I agree to abide by the Club/Cricket Scotland Child Wellbeing and Protection Policy.
- I agree to the terms of information sharing as detailed within the above Fair Processing Notice
- I confirm that the information contained in this form is true and correct to the best of my knowledge. I realise that the provision of false information may lead to immediate suspension and/or termination of my services.

Signed:

Date:

BELOW SECTION TO BE COMPLETED BY CLUB CWPO

REFERENCES

	Supplied By	Written Reference	Verbal Reference	
1.	Name: Address:	Yes/No	Yes/No	PROVIDED TO:
2.	Name: Address:	Yes/No	Yes/No	PROVIDED TO:

Return the completed form to your Club/Organisation's Child Wellbeing and Protection Officer.

Click [HERE](#) for link to Appendices document, which can be found on the Cricket Scotland website PVG page

PVG SCHEME Q&A GUIDANCE NOTES - TEMPLATE

The Protection of Vulnerable Groups (Scotland) Act 2007 introduced the PVG Scheme for those in regulated work with children and protected adults. Disclosure Scotland holds a Children's List and an Adult's List of individuals barred from regulated work with children and/or protected adults.

For the purposes of our organisation and in line with our Procedure for the Recruitment and Selection of Members of Staff/Volunteers in regulated work with children, we require you to become a PVG Scheme member.

Regulated work with children includes:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent.

1. Does the legislation state I need to be a PVG Scheme member to work with children?

No. It is not a legal requirement for you. However, it is a legal requirement of our organisation to ensure that we do not employ an individual (paid or unpaid) who is on the Children's List and therefore barred from working with children. That is why we are asking you to become a PVG Scheme Member. This is the only way we can check you are not barred. We want to ensure that we are safeguarding children in our organisation to the best of our ability.

2. What do I need to do to become a PVG Scheme member?

We have identified that the role you are applying for is regulated work with children. If we wish to appoint you to this post you will have to be a PVG Scheme member. To join the PVG Scheme, it is necessary to complete a form applying for a Scheme Record and have your identification verified. A copy of your Scheme Record, with your own unique identification number, is then issued to you and to this organisation. You will remain a Scheme member for life or until you are no longer involved in regulated work with children.

3. What if I have previous convictions/non-conviction information?

Having a criminal record will not necessarily prevent you from working in our organisation. Any relevant vetting information disclosed on your Scheme Record will be considered in relation to the position you have applied for. By disclosing this information in the self-declaration form, you will have had the opportunity already to make us aware of this information and provide some details. If required, we will invite you to a meeting to discuss this further (if this did not happen at interview) to ensure we have as much of an understanding as possible with regards to your situation.

4. What are Scheme Record Updates?

As part of our ongoing commitment to safeguard children, we will require those in regulated work with children to complete self-declaration forms every two/three* years as well as complete a Scheme Record Update. This provides both you and our organisation with any updated information on your Scheme Record.

5. How much will it cost?

Insert here the costs your organisation will charge for a Scheme Record and a Scheme Record Update or state that there is no charge.

For more information and details on PVG: <http://www.scotland.gov.uk/Topics/People/Young-People/children-families/pvglegislation/>

* delete as appropriate to your organisation

LETTER TO REFEREES FOR REGULATED WORK WITH CHILDREN - TEMPLATE

Dear *[insert name]*,

[name of applicant] has applied to volunteer with *cricket* in a role as *[insert role]* and has given your name as a referee. The position is regulated work with children. As an organisation committed to the welfare and protection of children we would like to know if there is any reason at all to be concerned about this applicant being in contact with children?

YES/NO Delete as appropriate. If you have answered yes we will contact you in confidence.

We would appreciate your honesty in providing us with some information which will allow us to consider their application. All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position.

How do you know the applicant and how long have you known them?

What qualities does this person have that would make them suitable to work with children?

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

	Unsatisfactory	Satisfactory	Good	Excellent
Attendance				
Responsibility				
Maturity				
Self motivation				
Can motivate others				
Ability to work as a team				
Willingness to follow instructions				
Commitment				
Communication skills				

Trustworthiness				
Reliability				

- If you have ticked unsatisfactory for any of the above, please provide more details.
- Please also use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary).

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

Signature: _____

Date: _____

Print Name: _____

Please return this in an envelope marked **PRIVATE and CONFIDENTIAL** to: Steve Paige, Cricket Scotland CPO , National Cricket Academy, Ravelston, Edinburgh EH43NT or email to stevepaige@cricketScotland.com.

SAMPLE INTERVIEW/DISCUSSION QUESTIONS FOR REGULATED WORK WITH CHILDREN

Question	Answers should demonstrate:
An adult volunteer is shouting repeatedly at a child they are training. How would you respond?	<i>Adult could be venting their frustration. Failing to understand the child's perspective. Failing to recognise that they are an adult and dealing with a child (using adult orientated language etc). Challenge adult's behaviour.</i>
Give an example of a time when you had a difficult day at work and had to go straight to a coaching session with children. Tell us about how you	<i>Asking another adult to assist at the session. Being aware that that was work, this is now sport. Focusing on the session and the young people.</i>

approached that session. Did you do anything differently?	
A young child is lingering in the showers after a game. He says he can't dry himself properly and asks you to do it. What do you do?	<i>Interviewers should refer to Code of Conduct and compare applicant's response. Ask child why. Get another adult to view (unobtrusively) actions.</i>
Would you be willing to undertake training sessions as and when required?	<i>If the answer is 'No' then you do not have a successful candidate.</i>
Will you undertake to read and abide by Cricket Scotland's Child Protection Policy and Procedures?	<i>If the answer is 'No' then you do not have a successful candidate.</i>
Have you done anything which would preclude you from working with children and young people?	<i>If answer is 'Yes' ask for details. If the answer is 'No' advise that their self-declaration form will be compared to their Scheme Record/Scheme Record Update.</i>

RETROSPECTIVE CHECKS LETTER FOR REGULATED WORK WITH CHILDREN - TEMPLATE

Private & Confidential

Name

Address

Address

Address

Post Code

Date

Dear *[insert name]*,

Retrospective Checks

[Cricket Scotland] has an ongoing commitment to keep children safe in our organisation. Therefore we require all members of staff/volunteers to undertake a Scheme Record/Scheme Record Update in line with our Recruitment and Selection Procedure for regulated work with children.

Before we undertake these retrospective checks we are issuing all affected staff/volunteers a self-declaration form (for regulated work with children) for completion and return. This is to ensure you have had the opportunity to declare any conviction or non-conviction information to us prior to our request for a Scheme Record/Scheme Record Update. Once this information has been received you will be asked to complete the relevant application form.

Please complete the enclosed self-declaration form, insert it into the enclosed envelope marked, '**Private and Confidential – Self Declaration**', seal it and return it to *[insert contact name and address]*.

Any relevant conviction or non-conviction information declared on a self-declaration form, or which subsequently appears on a Scheme Record/Scheme Record Update, will be discussed with you at a formal meeting.

If you have any questions regarding this process please speak to *[insert role]* in the first instance.

Yours

Enclosed:

- Self-declaration form for regulated work with children.
- An envelope marked **"Private and Confidential – Self Declaration"**.

APPENDIX 5: RESPONDING TO CONCERNS FORM

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to ***Cricket Scotland Child Wellbeing and Protection Officer*** as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

CONCERN RECORDING FORM

- Complete Part A of this form if the concerns relate to the general wellbeing of a child.
- Complete Parts A and B if the concerns relate to possible child abuse.

PART A WHERE THERE ARE CONCERNS ABOUT GENERAL WELLBEING OF A CHILD

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers.

Any significant incidents that cause concern about the wellbeing of a child should be recorded and reported to the Club Child Wellbeing and Protection Officer and parents/carers as soon as possible. Seek advice from the CWPO, the Cricket Scotland CWPO or the Safeguarding in Sport service if you are not sure what to do if there are concerns about the general wellbeing of a child.

1. Child's Details

Name:	Date of Birth:
Address:	School:
Postcode:	
Tel No:	
Preferred Language:	Is an interpreter required? YES / NO
Any Additional Needs?	

2. Details of situation giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why)

--

3. Details of any witnesses/other people involved (including names, addresses and telephone contacts)

4. Details of any injuries (including all injuries sustained, location of injury and action taken.

5. Child's views on situation (if expressed). Where possible, please use the child's own words.

PART B WHERE THERE ARE *CONCERNS ABOUT THE CONDUCT OF AN ADULT*

6. Details of person about whom there is a concern

Name:	Relationship to Child:
Address:	Tel No:
Postcode:	

7. Details of concerns: (date, time, location, nature of concern, who, what, where, when, why, continue on a separate sheet if necessary)

--

8. Details of any action taken

--

9. Details of other persons/agencies contacted: (including date, time, name of person contacted and advice received)

--

10. Have the child's parents/carers informed? YES/NO If yes, record details / If no please state why not:

--

Part C – YOUR CONTACT INFORMATION

11. Details of Person Recording Concerns

Name:	Position/Role:
Address:	Tel No:
Postcode:	

APPENDIX 6: PARTNERSHIP WITH PARENTS/CARERS FORM - TEMPLATE

Cricket Scotland values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in cricket. To help us fulfil our joint responsibilities for keeping children safe Cricket Scotland has Safe in Cricket Guidelines. These Guidelines tell you what you can expect from us when your child participates in cricket and details the information we need from you to help us keep your child safe.

We need you to complete this form at the start of every season and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know.

Child's Name:	Date of Birth:
Address:	Tel No:
Postcode:	
Emergency Contact Name:	Emergency Contact Tel No:
Relationship to Child:	
Late Collection Contact:	Contact Tel No:
Relationship to Child:	
Name of GP:	Tel No of GP:
Address of GP:	
Postcode:	
School Attended:	
School Telephone Number:	

A. GENERAL & MEDICAL INFORMATION

Please complete the following details. If none, please state “none”.

1. Does your child have a disability/medical condition that will affect their ability to take part in sport? If yes, please give details:
2. Does your child take any medication? If yes, please give details:
3. Does your child have any existing injuries (include when injury sustained and treatment received)? If yes, please give details:
4. Does your child have any allergies, including allergies to medication? If yes, please give details:
5. Is there any other relevant information which you would like us to know about your child? (e.g. access rights, disabilities, etc)

B. CONSENT – MEDICAL TREATMENT

I consent / I do not consent (delete as appropriate) to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

C. CONSENT – TRANSPORTATION OF CHILDREN

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing ***Cricket Scotland***, individual members or affiliated clubs for the purposes of taking part in ***cricket***.

I understand ***Cricket Scotland*** will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport children.

D. CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in *cricket*.

I consent / I do not consent (delete as appropriate) for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in *Cricket Scotland* Safe in Cricket Guidelines.

E. CONSENT – CONTACT INFORMATION

[Cricket Scotland] may contact your child from time to time via email, text or social networking site.

I consent / I do not consent (delete as appropriate) for my child to be contacted via email, text or social networking site for the purposes stated in *Cricket Scotland* Safe in Cricket Guidelines.
I do / do not (delete as appropriate) wish to be copied in to these messages.

F. CONSENT – SIGNATURE

1. I am aware of the Safe in Care Guidelines for *cricket* and agree to work in partnership with *Cricket Scotland* to promote my child's safe participation in *cricket*.
2. I am aware of *Cricket Scotland* Code of Conduct and Child Protection Policy and Procedures.
3. I undertake to inform *Cricket Scotland* should any of the information contained in this form change.

Parent/Carer's Signature: _____

Date: _____

(Please state relationship to child if not parent)

Print Name: _____

APPENDIX 7: PHOTOGRAPHIC FORMS

1. REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT - TEMPLATE

Section A To be Completed by the Applicant

Name:	Designation:
Address:	Postcode:
Venue/event:	Date:
Purpose:	

I declare that the pictures/film(s) produced will not be altered in any way without prior written permission of the person(s) concerned. I understand that I may only use the pictures/film(s) for the purpose stated above. I have read and agree to abide by *Cricket Scotland* Safe in Cricket Guidelines and Child Protection Policy.

Signature: _____ Date: _____

Section B For Official Use Only

Application APPROVED / REFUSED (delete as appropriate)

Signed: _____ Date: _____

Print Name: _____ Designation: _____

Reason for refusal

Now complete “Notification to Applicant” form, and keep a copy of this form.

NOTIFICATION TO APPLICANT - TEMPLATE

Your application has been **ACCEPTED / REFUSED** (delete as appropriate) for use as follows:

Name:	Designation:
Venue/event:	Date:
Purpose:	
Permission granted by:	Designation:
Signature:	Date:

NOTE: Proof of identity and this letter of approval must be produced on request at the event or activity to which it relates.



**CRICKET
SCOTLAND**

National Cricket Academy, Ravelston, Edinburgh EH4 3NT

e. general@cricketscotland.com t. +44 (0) 131 313 7420

Company Registration: SC 211761
VAT Registration No: 774 6658 77

PROCEDURE FOR RESPONDING TO CONCERNS ABOUT A CHILD

It can be very difficult to know what to do if faced with a concern about a child, especially if the concern involves someone you know. A set procedure ensures that everyone is clear on what action to take in the event of suspected abuse or inappropriate behaviour. It gives staff and volunteers clear, important steps to follow; ensuring action is taken quickly and in the best interests of the child. Cricket Scotland is committed to working in partnership with parents/carers where possible when there are concerns about a child. Parents/carers have the primary responsibility for the safety and wellbeing of their children.

Basic principles are that the welfare of the child is the paramount consideration. Concerns should be passed on without delay to those with the authority, expertise and skills to deal with them. Information should be shared with those immediately concerned with the issue in hand and remain confidential in order to ensure any investigations are not prejudiced and to protect those involved.

These procedures apply to all staff/volunteers involved in Cricket Scotland

If the concern involves a complaint about the conduct of a member of staff and/or volunteer working on behalf of Cricket Scotland please see also section 8.

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

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers.

Any significant, untoward or unusual incidents that cause concern about the welfare of a child should be recorded on the *Significant Incident Form* and reported to Cricket Scotland CPO as soon as possible. Parents/carers should also be informed of the circumstances as soon as possible.

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

2. Concerns about the possible abuse of a child

If you have concerns about the immediate safety of a child, take whatever action is required to ensure his/her safety and contact the police immediately. No member of Cricket Scotland shall investigate allegations of abuse or decide whether a child has been abused.

Information about the possible abuse of a child may be presented from various sources - the child themselves, another child, an adult, an agency or an organisation.

Allegations of abuse will 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.

1. Respond

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously.
- 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.
- 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?

Avoid:

- Panicking.
- Showing any feelings of disbelief
- 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
- Introducing personal information from either your own experiences or those of other children
- Projecting your own reactions onto the child.
- Asking questions.

Pass on the information to the Cricket Scotland CPO and/or social work services or the police without delay.

2. Record

Make a written record of the information as soon as possible using the *Significant Incident Form*. If completing the form electronically, do not save copies anywhere. Print a copy, sign and date and then delete immediately.

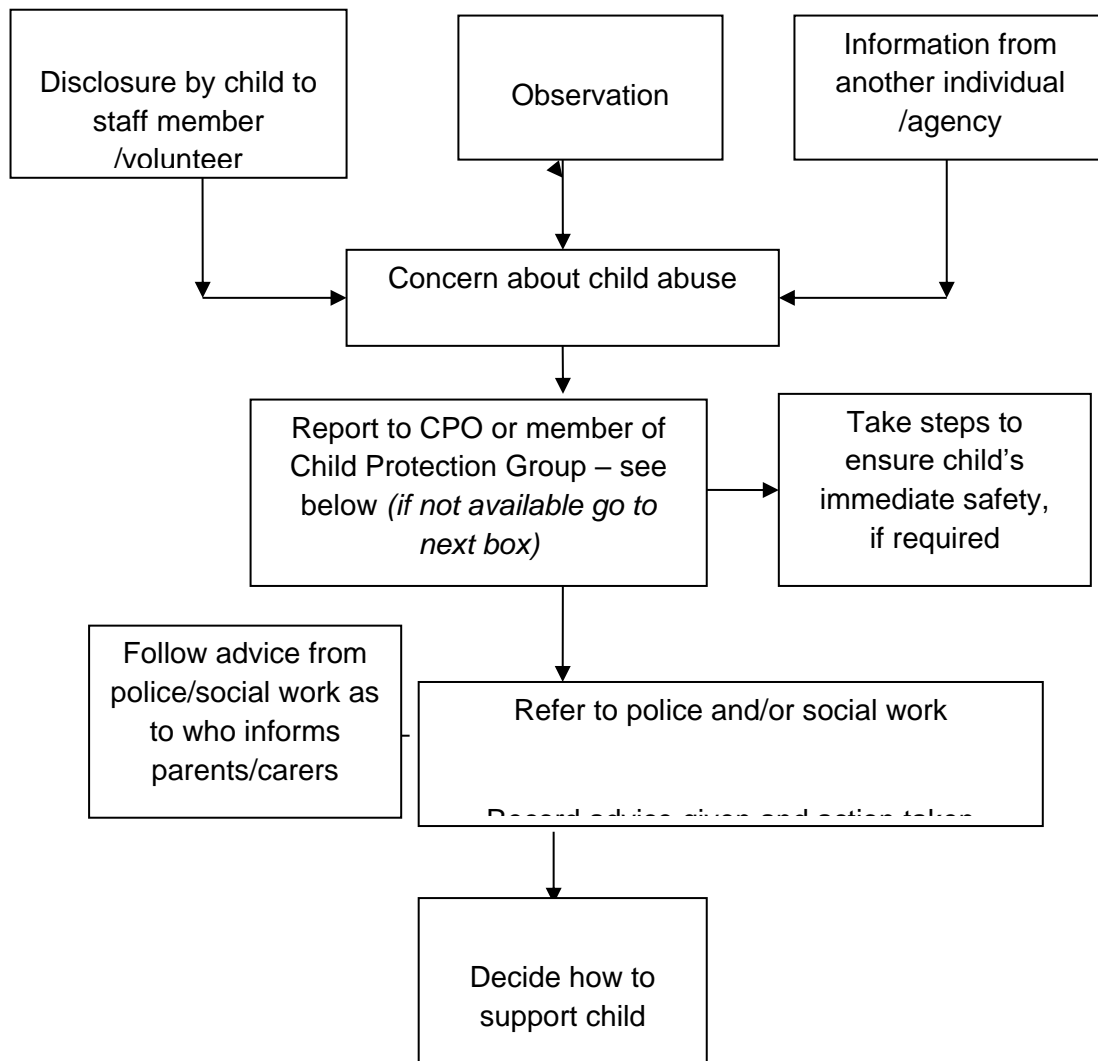
Reporting the concerns to the Cricket Scotland CPO should **not** be delayed by gathering information to complete the form or until a written record has been made. The information in the *Significant Incident Form* will help the CPO, police and social workers decide what action to take next.

For advice and guidance when/if the Cricket Scotland CPO or a member of Child Protection Group is unavailable, or when an immediate response is required, contact the police and social work services. Record any advice.

3. Sharing Concerns with Parents/Carers

Advice must always firstly be sought from the police or social work services as to who informs the parents/carer where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse and that sharing concerns with the parents/carers may place the child at further risk.

RESPONDING TO CONCERNS ABOUT A CHILD



Cricket Scotland Child Protection Committee Members

Head of Participation

Child Protection Officer

PVG Administrator

PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/VOLUNTEER

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.

This section should be read in conjunction with the Cricket Scotland Performance Management and Disciplinary procedures.

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.

Any inappropriate conduct or child abuse will be dealt with under the organisation's disciplinary procedure. Action will be taken when members of staff/volunteers breach the Code of Conduct.

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.
- Cricket Scotland will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

In all cases the welfare of the child/children involved will be the paramount consideration.

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/ Cricket Scotland CPO 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 Officer, Malcolm Cannon – malcolmcannon@cricketscotland.com or 0131 313 7420

Recording

Concerns must be recorded using the *Significant Incident Form* as soon as possible. Reporting the concerns to the line manager/ Cricket Scotland CPO 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 [*Significant Incident Form*](#). This should be signed and dated by the line manager/Cricket Scotland Child protection officer or the person appointed to manage the response to the concerns. Where performance management procedures/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.

Establishing the Basic Facts

Once the concerns have been reported, the line manager/ Cricket Scotland CPO 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.

Conducting the Initial Assessment

The line manager/ Cricket Scotland CPO 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 q
- 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 Cricket Scotland 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).

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

The line manager/Cricket Scotland CPO will deal with the situation in line with Cricket Scotland performance management procedures/disciplinary procedures.

Pending the outcome of any investigation conducted under performance management procedures or 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. The welfare of children will be the paramount concern in such circumstances.

Where it is necessary to involve specific children in the investigation and/or disciplinary process, the Children 1st guidelines on speaking to children in disciplinary procedures will be followed.

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

Initial assessment supports concerns about possible child abuse

The line manager/ Cricket Scotland CPO 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/ Cricket Scotland CPO 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/ Cricket Scotland CPO within 24 hours. A copy of the [*Significant Incident 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 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.

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

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 in line with Cricket Scotland disciplinary procedures.

Disciplinary Investigation

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice will be taken from the police on this. Disciplinary investigation and action will be carried out in line with Cricket Scotland disciplinary procedures.

Referral to Disclosure Scotland

Where Cricket Scotland takes disciplinary action to remove a member of staff/volunteer from regulated work as a result of harmful behaviour towards a child, then they have a duty to refer the member of staff/volunteer to Disclosure Scotland so that consideration can be given to whether that individual should be barred from any kind of regulated work with children.

The Protection of Vulnerable Groups (Scotland) Act 2007 stipulates that organisations must 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. Cricket Scotland has dismissed the member of staff/volunteer.
2. The member of staff/volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. Cricket Scotland has transferred the member of staff/volunteer to a position in Cricket Scotland that is not regulated work with children.
4. The member of staff/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/volunteer would have been dismissed or considered for dismissal had the contract not expired.

Cricket Scotland will also refer the case of a member of staff/volunteer where information becomes available after the member of staff/volunteer has:

- been dismissed by Cricket Scotland
- resigned, retired or been made redundant
- been transferred to another position in Cricket Scotland which is not regulated work with children; and,
- where Cricket Scotland receives information that a member of staff/volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff/volunteer will be removed from the regulated work with children post.

If Disclosure Scotland notify Cricket Scotland 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.

If Disclosure Scotland inform Cricket Scotland 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.

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 Cricket Scotland Policy on the secure storage of information.
- The line manager/Cricket Scotland CPO will take all reasonable steps to support an individual in this situation.
- In these circumstances Cricket Scotland will review the child's participation in cricket. It may be appropriate to have a discussion with the child and parent/carer permission.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

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 is still currently working with children. These procedures will be followed in the event of an allegation of historical abuse.



Media

All media enquiries relating to the conduct of a member of staff or volunteer will be referred to Cricket Scotland Chief Executive

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/VOLUNTEER

