



# **HS07-G02 Child Wellbeing & Protection in Squash Guidance for Staff & Clubs**

## **Appendix Documents**

### **Version Control**

<b>Version No.</b>	<b>Date Amended</b>	<b>Amended By</b>	<b>Reason</b>
1.0	October 2017	M McKenzie	Issued
2.0	05/10/2020	Risk & Compliance Sub Committee	End of cycle review
3.0	10/10/2023	Risk & Compliance Sub Committee	End of cycle review

## Appendix (1) – Child Protection Policy Statement

### TEMPLATE CHILD PROTECTION & WELLBEING POLICY STATEMENT

INSERT YOUR CLUB LOGO AND INFORMATION HERE

This club is fully committed to safeguarding, promoting and supporting the protection and wellbeing of all children in our care. We recognise our responsibility to promote safe practice and to protect children from harm, abuse and exploitation. We embrace difference and diversity and respect the rights of all children and young people. Everyone at the club will be made aware of the policies and procedures in place to protect children in our care and to promote their wellbeing.

#### Underpinning principles:

1. A child is recognised as someone under the age of 18
2. A child has the right to relax, play and join in a wide range of sporting activities
3. The protection and wellbeing of all children in our care is everyone's responsibility
4. A child, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse
5. A child has the right to express views on all matters that affect them, should they wish to do so
6. A child's rights, wishes and feelings should be respected and promoted
7. The best way to promote the wellbeing, health and development of a child is to work in partnership with the child, parents/carers and other relevant organisations

#### To keep children safe in our club we will:

- Promote the wellbeing of children through opportunities to take part in sport safely
- Put in place policies and procedures to promote the wellbeing and protection of children
- Appoint a club Child Wellbeing and Protection Officer
- Recruit, train and support our sports volunteers/staff to prioritise the wellbeing of children who take part in our activities and protect them from harm
- Require the sports volunteers/staff to adopt and abide by the child protection policy and procedures including the Code of Conduct for working with children
- Respond to any child wellbeing or protection concerns in line with our policy and procedures.
- Monitor, review and evaluate the implementation of the child protection and wellbeing policy and procedures regularly

If you have any concerns about the wellbeing of a child at our club, please do not hesitate to contact the Club Child Wellbeing and Protection Officer (CWPO): INSERT CONTACT DETAILS HERE

And photograph of club CWPOs

Or [child.protection@scottishsquash.org](mailto:child.protection@scottishsquash.org)

**If you have an immediate and serious concern about the safety of a child, contact the police and/or your local social work child protection team. Contact details of social work can be found on the relevant local authority website.**

## Appendix (2)

### TEMPLATE JOB DESCRIPTION CHILD WELLBEING & PROTECTION OFFICER

#### Roles & Responsibilities

- Develop effective child protection and wellbeing policy and procedures and keep them up to date
- Promote and champion child protection and wellbeing at the club and encourage good practice
- Respond appropriately to child protection or wellbeing concerns
- Regularly report to the club's organising committee
- Ensure that members of the sports volunteers/staff who are working with children are recruited safely and in line with legal requirements
- Make sure the sports volunteers/staff, parents/carers, adults, and children are aware of:
  - How to contact the CWPO
  - The Code of Conduct for working with children
  - How to raise concerns
- Deal with breaches of the Code of Conduct
- Keep up with developments in child wellbeing and protection by liaising with the SGB and organisations such as the Safeguarding in Sport Service
- Attend Safeguarding and Protection Children (SPC) and In Safe Hands for Club CWPOs (ISH) training
- Signpost other relevant adults in the club to relevant training such as the Safeguarding and Protecting Children in Sport (SPC) workshop
- Maintain confidential records of reported cases and action taken
- Liaise with national or local Child Wellbeing and Protection Officer and/or statutory agencies if/when required

#### Person Specification

An interest in child protection and wellbeing matters

- Friendly and approachable with the ability to communicate well with adults and children
- A willingness to challenge opinion, where necessary, and to drive the child protection and wellbeing agenda
- Strong listening skills and the ability to deal with sensitive situations with empathy and integrity
- An understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child
- The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child and know when to ask for support

#### Skills & Relevant Experience

- Relevant training to fulfil the role of Club Child Wellbeing and Protection Officer
- Experience of working with children

### Appendix (3) CHECKLIST FOR APPOINTMENT

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Role fully explained. Include a clear statement of the requirement for PVG membership for positions of regulated work. For guidance on what positions are defined as regulated work see 'PVG Explained' below.	Advertisement with a statement that PVG membership is required for positions of regulated work. Written job description provided.
PVG scheme explained and signpost to Disclosure Scotland website.	Written PVG scheme information provided
	Application form completed and returned
Informal interview & evidence of qualifications	Interview & evidence of qualifications
2 X verbal references (1 involving work with children)	2 X Written references (1 involving work with children)
PVG scheme membership application	
PVG membership received by Club Child Wellbeing and Protection Officer	PVG membership received by Club Child Wellbeing and Protection Officer
Sign up to code of conduct & Fair Processing Notice	Induction and trial period completed
Supervision and monitoring of performance	Performance review and on-going suitability

### **TEMPLATE PVG FREQUENTLY ASKED QUESTIONS FOR SPORTS VOLUNTEERS/STAFF**

The role of [INSERT ROLE TITLE HERE] at the club is 'regulated work' with children. Before the club can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member.

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

No. It is not a legal requirement for you to be a PVG Scheme Member to work with children. However, it is an offence for a club to recruit someone into 'regulated' work with children if they are barred from working with children. In order to establish this, the club will ask you to become a PVG Scheme Member. If you are already a PVG Scheme Member they will ask you to complete a PVG Scheme Update.

**2. How do I become a PVG Scheme member?**

- Complete a form applying for a Scheme Record.
- Have your identification verified by showing the Club Child Wellbeing and Protection Officer your passport or driving license and 2 recent official letters to your home address. For example: a bank statement or utility bill.

A copy of your Scheme Record is then issued to you, with your own unique identification number. The club will also receive a copy. You will then remain a PVG 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?**

A criminal record will not necessarily prevent you from working or volunteering in the club. We may invite you to discuss this further to make sure we have as much of an understanding as possible about your situation. Vetting information on your PVG Scheme Record will also be considered in relation to the position you are being considered for.

**4. What if I am already a PVG scheme member?**

If you are already a PVG scheme member, you will be asked to complete a Scheme Record Update before taking a role. The Scheme Record Update provides any new information on your Scheme Record since it was issued. The club may also request further scheme record updates as part of the process of continuous risk assessment of the sports volunteers/staff.

For more information and details on the PVG Scheme, visit [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk)

**TEMPLATE CODE OF CONDUCT FOR WORKING WITH CHILDREN**

**Good Practice**

- Remember you are a role model – be welcoming, positive, encouraging and respectful
- Make sport fun, enjoyable and promote fair play
- Implement [Name of Club] 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 whenever possible
- Work with children in a public place, wherever possible
- Put the wellbeing of each child first before winning or achieving performance goals
- Give enthusiastic and constructive feedback
- Recognise the developmental needs and capacity of children
- Challenge instances of poor practise, abuse or bullying

**Unacceptable Practice**

- Putting excessive pressure on children, pushing children against their will
- Giving only negative feedback
- Unequal treatment that could lead to resentment, jealousy or misinterpretation
- Spending a lot of time alone with children away from others
- Assisting with bathing or dressing tasks that children can do for themselves
- Smoking, drinking alcohol, misuse of illegal substances or the use of foul or offensive language
- Taking photographs without the appropriate consent
- Unofficial communication with a child through telephone or social media
- Allowing allegations or observations of bullying or abuse to go unchallenged, unrecorded or not acted on
- Failing to pass on a disclosure from a child about potential abuse
- Rough physical contact or games between adults and children
- Forming intimate emotional, physical or sexual relationships with children
- Touching a child in a sexually suggestive way, playing sexually provocative games or making sexually suggestive comments to a child, even in fun
- Allowing the use of swearing, sexualised, racist or homophobic language by staff/volunteers or children
- Threatening, coercing or bullying a child or deliberately reducing a child to tears as a form of control
- Inviting or allowing children to stay with you at your home or sharing a bedroom alone with a child

**I have read and agree to abide by this Code of Conduct. I have also read and agree to abide by the Child Wellbeing & Protection Policy, Procedures and Guidelines.**

**Name of staff member/volunteers:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_

**(Club Child Wellbeing and Protection Officer/delegated staff member)**

**Date signed:** \_\_\_\_\_

## Appendix (6) Template for Player Code of Conduct

### TEMPLATE PLAYER CODE OF CONDUCT

The adults at your club should help to make sport safe and fun. This is your job too. This means respecting other players and the people who are there to help you to learn. You should do this by:

- Accepting what the coach or match officials ask you to do in the rules of the game
- Being prepared and on time for training and competition
- Playing to the best of your ability
- Respecting the coach and other helpers
- Never swearing at or insulting anyone, including other players
- Telling your parents or carers where you are, or if you are going to be late
- Following advice from sport doctors or physios to keep you safe and injury free
- Never bullying other players either yourself or in a group

Bullying can happen between children, peers or adults and children. It means things like:

- name calling
- belittling
- giving only negative feedback
- hitting
- shoving
- stealing
- damaging belongings
- spreading rumours
- making threats
- sending/posting nasty messages
- intentionally leaving people out

If you are worried about something don't keep it to yourself. Speak to an adult who you know and trust such as a parent, teacher, the Child Wellbeing and Protection Officer at your club, a guidance teacher, doctor or school nurse.

If there isn't anyone you can talk to, you can contact ChildLine in Scotland on 08001111 or [www.childline.org.uk](http://www.childline.org.uk).

## Appendix 7 - TEMPLATE PARTNERSHIP WITH PARENTS/CARERS FORM

[Name of Club] values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in sport. To help us fulfil our joint responsibilities for keeping children safe has a code of conduct and follows [Name of Club] Good practice Guidelines. These tell you what you can expect from us when your child participates in sport and details the information we need from you to help us keep your child safe.

We need you to complete this form [frequency – e.g. 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:

<b>Child's Name:</b>	<b>Date of Birth:</b>
<b>Address:</b>	<b>Tel No:</b>
<b>Postcode:</b>	
<b>Emergency Contact Name 1:</b>	<b>Contact Tel No:</b>
<b>Relationship to Child:</b>	<b>Email:</b>
<b>Emergency Contact Name 2:</b>	<b>Contact Tel No:</b>
<b>Relationship to Child:</b>	<b>Email:</b>
<b>Name of School:</b>	<b>Tel No of School:</b>
<b>Name of GP:</b>	<b>Tel No of GP:</b>
<b>Address of GP:</b>	
<b>Postcode:</b>	

### 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 **[Sport]** individual members or affiliated clubs for the purposes of taking part in **sport**.

I understand **[Sport]** 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 **[sport]**.

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 in accordance with the Safe in Sport – Good Practice Guidelines.

**E. CONSENT – CONTACT INFORMATION**

**[Sport]** 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 in accordance with the purposes stated in Safe in Sport – Good Practice Guidelines.

I do / do not (delete as appropriate) wish to be copied in to these messages. If you do wish to be copied in to these messages please ensure your email details are in the Contact section of this form.

**F. CONSENT – SIGNATURE**

1. I am aware of the Safe in Sport – Good Practice Guidelines and agree to work in partnership with **[Sport]** to promote my child’s safe participation in **sport**.

2. I am aware of **[Sport ‘s]** Code of Conduct and Child Protection and Wellbeing Policy and Procedures.

3. I undertake to inform **[Sport]** 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: \_\_\_\_\_

Child’s Signature

(If 8 years or older): \_\_\_\_\_ Date: \_\_\_\_\_

Appendix 8 **TEMPLATE 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 Scottish Governing Body Lead 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**

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

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

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

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

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

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

**6. Details of person about whom there is a concern**

<b>Name:</b>	<b>Relationship to Child:</b>
<b>Address:</b>	<b>Tel No:</b>
<b>Postcode:</b>	

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

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**8. Details of any action taken**

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

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

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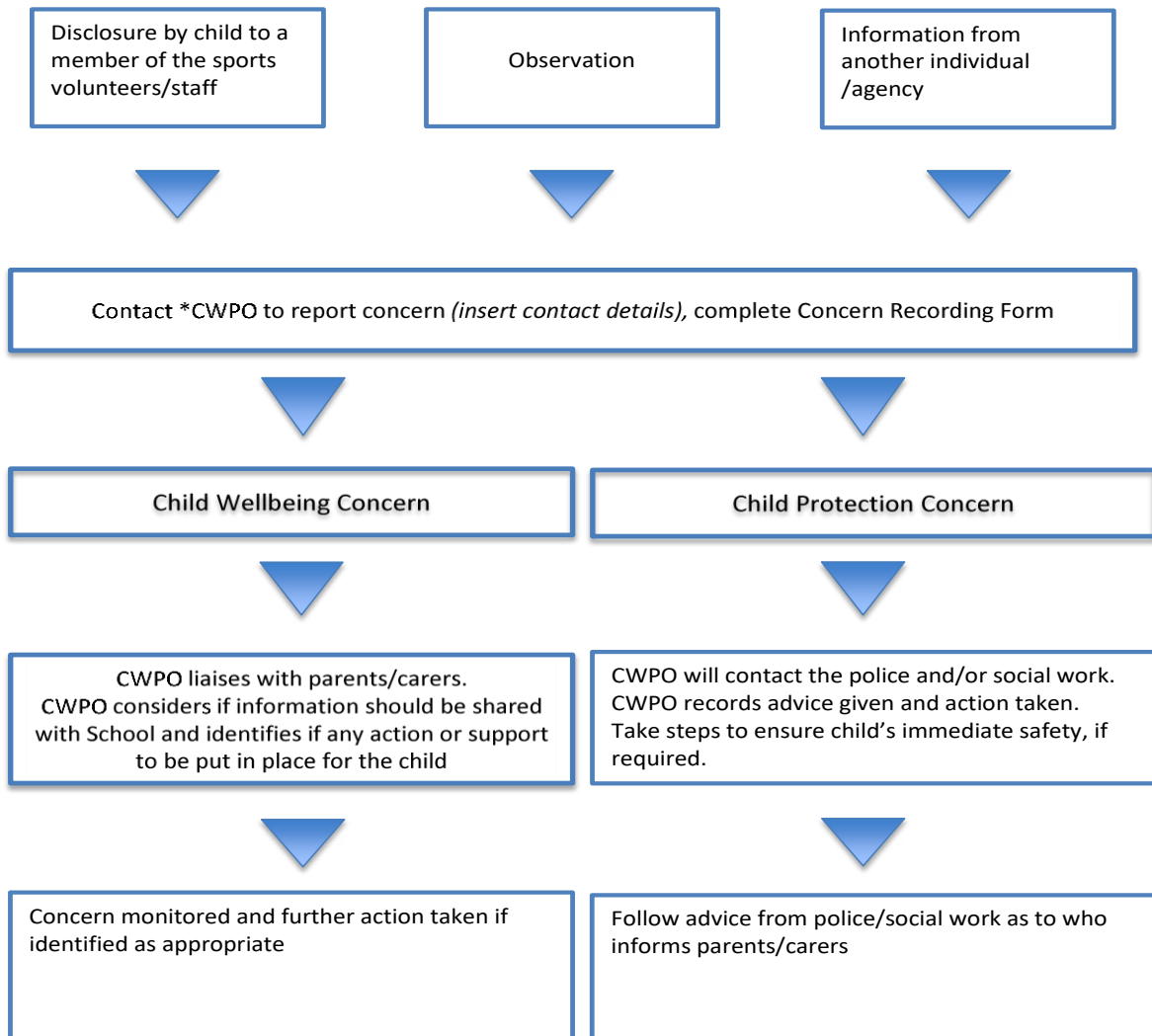
**Part C – YOUR CONTACT INFORMATION**

**11. Details of Person Recording Concerns**

<b>Name:</b>	<b>Position/Role:</b>
<b>Address:</b>	<b>Tel No:</b>
<b>Postcode:</b>	

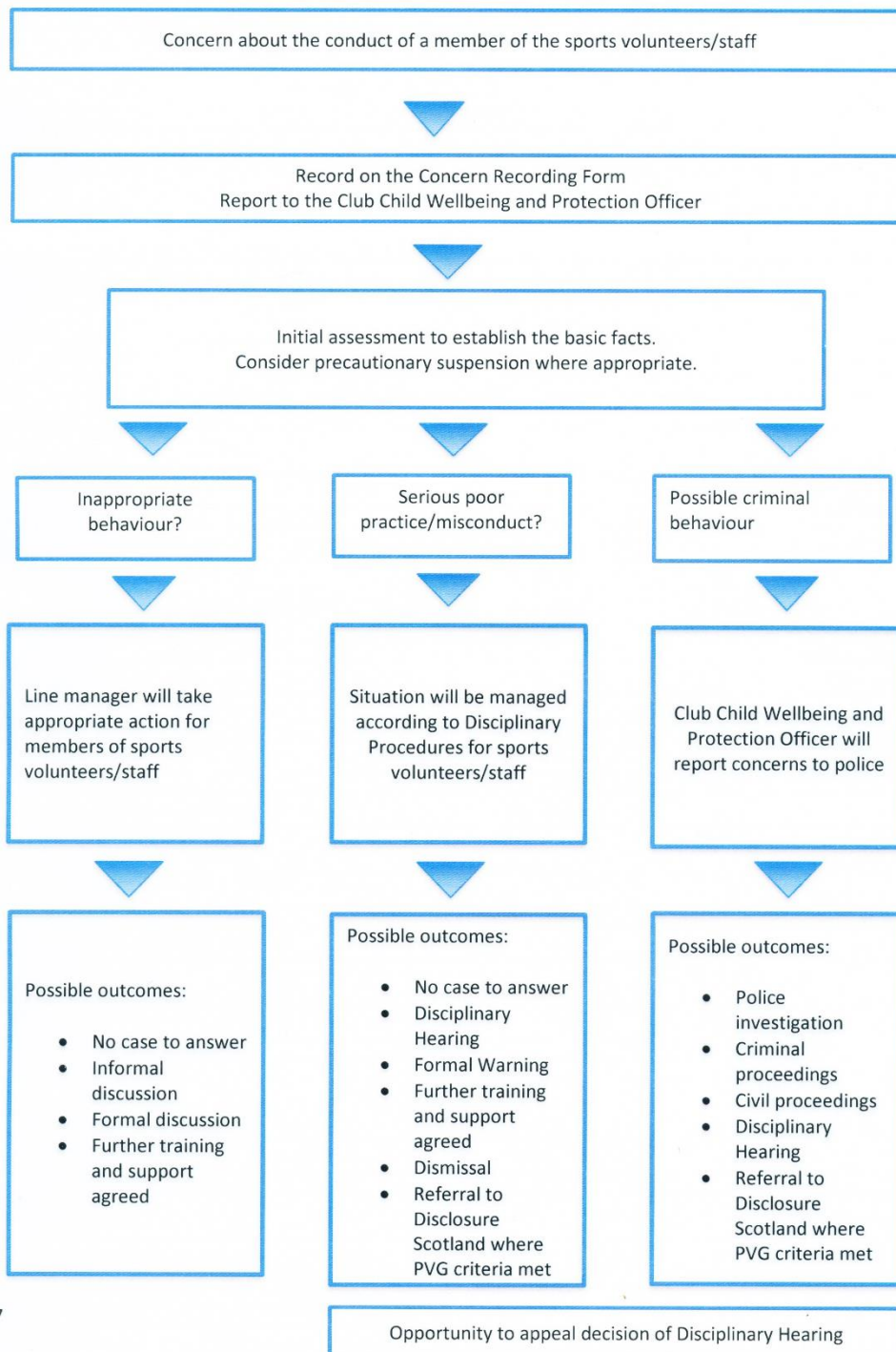
Appendix 10

**TEMPLATE FLOWCHART FOR RESPONDING TO A CHILD WELLBEING OR PROTECTION CONCERN**



**Appendix 11 TEMPLATE FLOWCHART FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT**

TEMPLATE FLOWCHART FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT



## Appendix 12 - Case Review Matrix & Planning Template

### CASE REVIEW MATRIX

<p style="text-align: center;"><b>PROCEDURES</b></p> <ul style="list-style-type: none"><li>◆ Were the relevant procedures followed?</li><li>◆ If not, is there a reasonable explanation for this?</li><li>◆ Were the timescales appropriate?</li><li>◆ Do the procedures give adequate information about what to do?</li><li>◆ If appropriate, was a referral made to Disclosure Scotland as required in law?</li></ul>	<p style="text-align: center;"><b>PEOPLE</b></p> <ul style="list-style-type: none"><li>◆ Were the right people involved?</li><li>◆ Were the views of the child/family obtained?</li><li>◆ Were those involved aware of the procedures?</li><li>◆ Had the people involved been trained?</li><li>◆ Where appropriate, were external organisations involved; for example, the police or governing body of sport?</li></ul>
<p style="text-align: center;"><b>OUTCOMES</b></p> <ul style="list-style-type: none"><li>◆ Was the outcome appropriate in the case?</li><li>◆ If not, why not?</li><li>◆ Is there a need to take further action in this case?</li></ul>	<p style="text-align: center;"><b>RECORDING</b></p> <ul style="list-style-type: none"><li>◆ Were records kept?</li><li>◆ Is the quality of the information recorded satisfactory?</li><li>◆ Can the forms be improved?</li></ul>

### CASE REVIEW TEMPLATE

<b>Name of reviewer:</b>	
<b>Case reference:</b>	If this record is going to be shared with others, the case should be anonymous - use a unique reference number or identifier.
<b>Outstanding investigations and proceedings:</b>	<p><b><i>If relevant to this case, have the following been concluded:</i></b></p> <ol style="list-style-type: none"> <li>1. Police and social work child protection investigation? Y/N</li> <li>2. A criminal investigation by the police? Y/N</li> <li>3. Any related legal proceedings? Y/N</li> </ol> <p><b>If the answer to any of these questions is no, the review cannot proceed.</b></p>
<b>Remit of review:</b>	<p>List here in bullet point form the reasons for the review</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Timescales for completion:</b>	This should be the dates when the review will begin and end with the reported findings.
<b>How will the review be conducted?</b>	<p>List here the methods to be used to conduct the review; for example:</p> <ul style="list-style-type: none"> <li>• a review of all paper records</li> <li>• telephone/face to face interviews with relevant individuals</li> <li>• contact with other organisations involved as necessary.</li> </ul>
<b>Are there any special considerations or features in this case?</b>	For example, the child involved has a learning disability.
<b>How will the findings and recommendations be reported?</b>	
<b>Who will the outcomes of the review be shared with?</b>	List internal and external parties with whom information will be shared.
<b>Is a media strategy required?</b>	

Appendix 13 - USEFUL CONTACTS AND WEBSITES

Scottish Squash 0131 374 2020

[info@scottishsquash.org](mailto:info@scottishsquash.org) and

[child.protection@scottishsquash.org](mailto:child.protection@scottishsquash.org)

Safeguarding in Sport	Children 1st Unit 8000 Academy Park Gower Street Glasgow G51 1PR <a href="http://www.safeguardingsport.org.uk">www.safeguardingsport.org.uk</a>
Children 1 <sup>ST</sup>	83 Whitehouse Loan, Edinburgh EH9 1AT 0131 446 2300 <a href="http://www.children1st.org.uk">www.children1st.org.uk</a>
<b>sportscotland</b>  Help For Clubs	Doges, Templeton on the Green 62 Templeton Street, Glasgow, G40 1SA 0141 534 6500 <a href="http://www.sportscotland.org.uk">www.sportscotland.org.uk</a> <a href="http://www.helpforclubs.org.uk">www.helpforclubs.org.uk</a>
ChildLine	0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>
ParentLine Scotland	0800 0282233 <a href="http://www.parentlinescotland.org.uk">www.parentlinescotland.org.uk</a>
NSPCC Child Protection in Sport Unit	0116 234 7278 <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>
Scottish Disability Sport	0131 317 1130 <a href="http://www.scottishdisabilitysport.com">www.scottishdisabilitysport.com</a>
Volunteer Scotland Disclosure Services	General Helpline: 01786 849 777 <a href="http://www.volunteerscotland.net/disclosure-services">www.volunteerscotland.net/disclosure-services</a>
Disclosure Scotland	0870 609 6006 <a href="http://www.disclosurescotland.org.uk">www.disclosurescotland.org.uk</a>
For regulations on prescribed information	<a href="http://www.legislation.gov.uk/ssi/2010/181/pdfs/ssi_20100181_en.pdf">www.legislation.gov.uk/ssi/2010/181/pdfs/ssi_20100181_en.pdf</a>
Commissioner for Children and Young People	<a href="http://www.sccyp.org.uk">www.sccyp.org.uk</a>
Volunteer Development Scotland: information about disclosure for organisations and individuals	01786 479 593 <a href="http://www.vds.org.uk">www.vds.org.uk</a>
Legislation	<a href="http://www.opsi.gov.uk/index.htm">www.opsi.gov.uk/index.htm</a>
UK Safer Internet Centre:	<a href="http://www.saferinternet.org.uk">www.saferinternet.org.uk</a>
Child Exploitation Online Protection (CEOP)	<a href="http://www.ceop.police.uk">www.ceop.police.uk</a>
Respect Me: Scotland's anti-bullying service	<a href="http://www.respectme.org.uk">www.respectme.org.uk</a>
Police Scotland	To report a crime: 101
Young Minds: The voice for young people's mental health and wellbeing	<a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>
Internet Watch Foundation: UK hotline for reporting criminal online content	<a href="http://www.iwf.org.uk">www.iwf.org.uk</a>



The Mix: Free confidential help for young people under 25yrs	<a href="http://www.themix.org.uk">www.themix.org.uk</a>
Papyrus: prevention of young suicide	<a href="http://www.papyrus-uk.org">www.papyrus-uk.org</a>
Crimestoppers: Crimes can be reported anonymously	<a href="http://www.crimestoppers-uk.org">www.crimestoppers-uk.org</a>
Rape Crisis Scotland	<a href="http://www.rapecrisisscotland.org.uk">www.rapecrisisscotland.org.uk</a>