

SCOTTISH SUB AQUA CLUB

CHILD PROTECTION POLICIES AND PROCEDURES



10 STEPS IN SAFEGUARDING AND PROTECTING JUNIORS

PARTICIPATING IN SNORKELLING AND DIVING ACTIVITIES WITH

THE SCOTTISH SUB AQUA CLUB (ScotSAC)

CONTENTS

	Foreword	4
	Preface	5
STEP 1	Child Protection Officer	7
	Job Description for ScotSAC Child Protection Lead Officer	8
	Job Description for Branch Child Protection Officer	9
STEP 2	Child Protection Policy	10
STEP 3	Risk Assessment	11
	Dive Slate	13
STEP 4	Code of Conduct	15
STEP 5	Child Protection Training	17
STEP 6	Recruitment and Selection Procedure	18
	Flowchart of Recruitment and Selection Procedure	23
	Job Description for Branch Instructor (BI)	26
	Job Description for Regional Instructor (RI)	27
	Job Description for Branch Diving Officer (BDO)	28
	Application for a Role with Juniors Responsibility	29
	Self-declaration Form	31
	PVG Scheme Guidance Notes	35
STEP 7	Responding to Concerns	37
	Responding to Concerns about the Abuse of a Junior	37
	Significant Report Form	40
	Flowchart - Responding to concerns about a Junior	43
	Responding to Concerns about the Conduct of a Member or Volunteer	44
	Flowchart – Responding to Concerns about the Conduct of a Member or Volunteer	48
STEP 8	Disciplinary Procedure	49
	Misconduct	51
STEP 9	Procedure to Review Concerns	52
	Review of Planning Template	57
Step 10	Good Practice Guidelines	58
	Partnership with Parents / Carers Form	73
	Request for Permission to Use Camera and / or Video Equipment	75
	Notification to Applicant re Use of Camera / Video Equipment	76

ADDITIONAL INFORMATION

What is Child Abuse? Signs and Indicators	77
Relevant Legislation	80
Useful Contacts and Websites	83

FOREWORD

Within The Scottish Sub Aqua Club (ScotSAC), we have opportunities for child participation and every child (that is anyone under 18 years), hereafter referred to as junior(s) in ScotSAC, should have the opportunity to take part in sub aqua activities in the knowledge that he or she will be safe, secure and respected. Above all, taking part in the sport should be enjoyable and fun.

The Scottish Sub Aqua Club has demonstrated its commitment to child protection by developing policies and procedures, and working with partners through the CHILDREN 1ST and **sportscotland** partnership - Safeguarding in Sport and Volunteer Scotland Disclosure Scotland (VSDS) in developing and updating our Child Protection Policies and Procedures to ensure compliance and best practice. **Child Protection is everyone's responsibility.**

This current version of our Child Protection Policies and Procedures – 10 Steps to Safeguard Juniors participating in Snorkelling and Diving activities with ScotSAC - has been developed taking account of the introduction of the Protection of Vulnerable Groups (PVG) Scheme, which went live in February 2011, and the minimum operating requirements which **sportscotland** have requested all Sport Governing Bodies (SGBs) implement.

This consists of 10 steps to safeguard juniors participating in our sport and is adapted from "10 Steps to Safeguard Children in Sport" compiled by the Safeguarding in Sport team which is a partnership between Children 1st and **sportscotland**.

ScotSAC may have relatively small numbers of juniors participating in snorkelling and diving, however it is important that all Branches and all members are aware of their responsibilities to protect Junior Members and most importantly are actually putting ScotSAC's Child Protection Policies and Procedures into action.

Throughout all ScotSAC's policies and procedures a Junior Member is defined as any member under 18 years.

These updated policies and procedures, set out in the following 10 steps, are designed to be easier to use. They also reflect requirements in relation to current child protection legislation and guidance.

WHAT DOES THIS MEAN FOR ScotSAC?

Safeguarding in sport is about protecting children and young people from others who may seek to harm them, either through sport or at home or in the community. It is about instructors or members picking up any concerns about a Junior's wellbeing and responding appropriately.

For children to grow, develop and reach their full potential, they need to be Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included. These 8 indicators are sometimes known as SHANARRI for short. This is at the heart of Safeguarding in Sport's work with children and the aim for all who work / volunteer with Juniors is that they have an understanding of the individual they work with and play their part in safeguarding and promoting the Junior's wellbeing.

Any concerns about a Junior's wellbeing should be passed to the appropriate individual / organisation. Where any doubt exists, get it checked out.

These Steps are designed to clarify procedures which should be followed in any concerns relating to Junior members or any child protection concern.

As a result of these revised guidelines, ScotSAC hope all members, and in the case of Junior members, also their parents/carers, will find it simpler to understand ScotSAC's measures to ensure all Juniors within our sport can participate in a safe and enjoyable environment; where they can learn and develop new skills, gain confidence, build resilience, self-esteem, and maximise their own potential. This is particularly important for those who are affected by adversity or are in any way vulnerable.

Chairman
Scottish Sub Aqua Club
chairman@scotsac.com

Child Protection Lead Officer
Scottish Sub Aqua Club
childprotection@scotsac.com

PREFACE

Protection of Vulnerable Groups (PVG) Scheme

Prior to the introduction of the PVG Scheme ScotSAC introduced **group status** for all Branches.

Branches were given group status 1, 2 or 3 determined by their Junior Membership Policy.

In common with other Sport Governing Bodies (SGBs), ScotSAC considers any member under 18 years to be a Junior. **(ScotSAC uses “junior” as opposed to “child” where relevant throughout this document for all members aged 8 – 18.)**

- **Group 1 branches:** do not accept members under 18 years
- **Group 2 branches:** have links with and regularly gain significant numbers of junior members from schools, or youth groups and / or run regular junior snorkel courses for such groups.
- **Group 3 branches:** accept junior members as they would any other member of the public e.g. after a Try Dive open to members of the public, children of members or a young person interested in diving who asks to join the branch. The fact that a branch may gain a junior member(s) in such a way is considered **“incidental”**. The branch did not recruit them specifically from a group run mainly for under 18s; they are accepted as branch members in the same way as any other person would be accepted as a branch member.

The following notes give a brief explanation of the changes introduced with the implementation of the PVG Scheme in Feb. 2011.

The PVG Membership Scheme is intended for employees, including volunteers, doing **“regulated work”** with children, protected adults or both. Regulated work with children replaces but also differs from the previous “childcare role”.

The aim of the PVG Scheme is to strike a balance between proportionate protecting and robust regulation. The PVG Act provides for the protection of two vulnerable groups: children and protected adults.

Definitions: (PVG Act Section 97)

- **Child – an individual aged under 18 years**
(PVG Act Section 94)
- **Protected Adult – an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service**

It is therefore possible for an individual aged 16 or 17 to overlap both categories. The assessment as to whether they are considered as a protected adult is the same as that undertaken in respect of any adult.

The reason for having two types of regulated work, and two corresponding lists of individuals who are unsuitable to do such work, is to allow for the fact that unsuitability to work with one group does not always go hand in hand with unsuitability to work with the other.

With the introduction of the PVG Scheme all sports organisations were required to assess whether their staff, members or volunteers are engaged in **“regulated work”**.

Within ScotSAC only members engaged in **“regulated work” with children** will become members of the PVG Scheme. **This will apply to BDOs and Instructors in Group 2 Branches.**

The definition of **“regulated work”** replaces but is also different from the previous **“child care”** definition.

“Regulated work” with children is defined by 5 basic principles:

1. It has to be work (paid or unpaid) i.e. not simply an arrangement between friends/family.
2. It has to be with either children/young people (under 18s) or protected adults.
3. It has to be part of normal duties i.e. the activity is reasonably anticipated and could appear on the person’s job description.
4. The work has to include:
 - (i) caring for children/young people
 - (ii) teaching, instructing, training or supervising children/young people
 - (iii) being in sole charge of children /young people
 - (iv) having unsupervised access to children/young people
 - (v) being a host parent`

5. The work has to be targeted at children so where the presence of children/young people participating in the activity is **“incidental”** – for example, a group 3 Branch has a Try Dive event open to the general public and an under 18 attends and then becomes a member, that is incidental to the Branch’s usual activity of training adults.

N.B. If a group 3 Branch then went on to recruit further under 18s, in effect gaining a junior section, the Branch would be required to change to group 2 status and their BDO and Instructors would be required to apply for PVG Scheme membership or a PVG Scheme Record Update as appropriate. Similarly, if a group 1 branch agreed they would allow a junior to become a member the Branch would then become a group 3 Branch and the BDO and Instructors would have to complete an application to ScotSAC for a role with Juniors Responsibility.

All Branches therefore require to review their status on a regular basis.

For fuller details The Scottish Government’s PVG information website is available:

<http://www.infoscotland.com/pvgscheme/>

ScotSAC maintains its commitment to ensure that all members working with juniors are suitable for this role by requiring them to apply for a role with **Juniors Responsibility**. This includes completing a self- declaration application and providing referees who are asked to complete a short form regarding the candidate’s suitability for a role working with Juniors.

Looking after the wellbeing of Junior members in individual Branches, whether group 2 or 3, is the role of the Branch Child Protection Officer (CPO).

All junior members, and their parents or carer should be introduced to the Branch CPO and know that the CPO is the person to approach if they have any worries or problems which may arise during Branch activities; also if the CPO is unavailable, the BDO should be the alternative contact.

The Branch CPO should also make juniors and their parents or carer and Branch members aware of ScotSAC’s Child Protection Policy, Code of Conduct, and procedure for responding to concerns while participating in snorkelling and diving activities with ScotSAC.

These are fully explained in the following 10 Steps in Safeguarding and Protecting Juniors.

ScotSAC’s Child Protection Officer can also be contacted by a junior, their parent or carer or any member, for advice or further information regarding a junior’s welfare or a child protection concern, at any time.

Contact: childprotection@scotsac.com or telephone 0131 625 4404

If it is felt a junior’s welfare is at immediate risk, contact the police or social work services for advice. General number for Police Scotland is 101.

To contact local social work services: <http://withscotland.org/public> and input postcode for the required area.

STEP 1 CHILD PROTECTION OFFICER

The Scottish Sub Aqua Club has an appointed Child Protection Lead Officer (CPLO) to co-ordinate child protection within the Organisation; who has attended the 'Safeguarding & Protecting Children' awareness training and 'In Safe Hands – Club Child Protection Officers' workshop.

ScotSAC's CPLO is the main point of contact for anyone in the organisation needing support, advice or training in relation to the welfare of Junior members.

ScotSAC's CPLO will promote good practice within Branches to ensure consistency in safeguarding Juniors.

You can contact ScotSAC's CPLO at childprotection@scotsac.com or tel. 0131 625 4404

JOB DESCRIPTION FOR THE CHILD PROTECTION LEAD OFFICER

The Scottish Sub Aqua Club will:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of juniors taking part in snorkelling and diving.
- Actively work jointly with parents/carers and Branches through joint planning, training and monitoring of their arrangements for the protection of juniors.
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of juniors.

The Child Protection Officer for ScotSAC will:

Responsibilities

- Lead on the effective implementation of policies and procedures throughout the sport.
- Implement the ScotSAC child protection policies and procedures within ScotSAC.
- Encourage good practice by promoting and championing ScotSAC's child protection policies and procedures through liaising with Branch CPOs.
- Monitor and review the child protection policies and procedures to ensure they remain current and fit for purpose.
- Regularly report to the Board and National Diving Council (NDC).
- Raise awareness of the Code of Conduct for working with juniors to all members of ScotSAC.
- Challenge behaviour which breaches the Code of Conduct.
- Keep abreast of developments in the field of child 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 juniors in the organisation.
- Respond appropriately to disclosures or concerns which relate to the well-being of a junior.
- 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 ScotSAC Branches and their Club Child Protection Officers.

Person Specification

- The ability to build relationships with members of the Board and NDC, Branch CPOs and BDOs, juniors, their parents/carers and members of ScotSAC.
- An interest in the well-being of children and in safeguarding and child protection matters.
- A willingness to challenge opinion, where necessary, and to drive the child protection agenda.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a junior.

Skills/Experience

- Attend relevant training to fulfil the role of ScotSAC's Child Protection Officer.
- Experience of working with the Junior age group.

JOB DESCRIPTION FOR BRANCH CHILD PROTECTION OFFICER

The Branch Child Protection Officer will:

Responsibilities

- Implement ScotSAC's child protection policies and procedures within their Branch.
- Encourage good practice by promoting and championing the child protection policies and procedures.
- Raise awareness of the Club Child Protection Officer role to parents/carers, adults, and juniors involved in the Branch.
- Raise awareness of ScotSAC's Child Protection Policy, Code of Conduct for working with juniors, and procedure to raise any concerns, to the juniors, their parents/carers, and all members of the Branch.
- Challenge behaviour which breaches the Code of Conduct.
- Keep abreast of developments in the field of child protection by liaising with ScotSAC's Child Protection Officer, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.
- Organise/signpost appropriate training for Instructors with Juniors Responsibility in the Branch.
- Respond appropriately to disclosures or concerns which relate to the wellbeing of a junior.
- Maintain confidential records of reported cases and action taken.
- Where required liaise with ScotSAC's Child Protection Officer and/or statutory agencies and ensure they have access to all necessary information.

Person Specification

- The ability to build relationships with juniors, parents/carers, Instructors and Branch members and ScotSAC's Child Protection Officer.
- An interest in the well-being and safeguarding of juniors and child protection matters
- A willingness to challenge opinion, where necessary, and to drive the child protection agenda.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a junior.

Skills/Experience

- Attend relevant training to fulfil the role of Branch Child Protection Officer.
- Experience of working with the junior age group.

STEP 2 CHILD PROTECTION POLICY

ScotSAC's updated Child Protection Policy has been adopted by ScotSAC for implementation across all Branches. Branch committees are advised to ensure they familiarise themselves with the updated document, and ensure their members are made aware of relevant changes.

Changes of note include:

- Branch Status
- Introduction of Instructors with Juniors Responsibility
- Introduction of the Protection of Vulnerable Groups (PVG) Scheme which incorporates a change from "childcare" roles, to doing "regulated work"

The Scottish Sub Aqua Club is fully committed to safeguarding the welfare of all juniors in its care. It recognises the responsibility to promote safe practice and to protect juniors from harm, abuse and exploitation.

Members and volunteers will work together to embrace difference and diversity and respect the rights of junior members.

This document outlines The Scottish Sub Aqua Club's commitment to protecting junior members.

These guidelines are based on the following principles:

- The welfare of juniors is the primary concern.
- All juniors, 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.
- Junior protection is everyone's responsibility.
- Juniors have the right to express views on all matters which affect them, should they wish to do so.
- ScotSAC shall work in partnership together with juniors and parents to promote the welfare, health and development of juniors.

The Scottish Sub Aqua Club will:

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

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within The Scottish Sub Aqua Club.
- Following any issues or concerns raised about the protection of juniors within The Scottish Sub Aqua Club.
- In all other circumstances, at least every three years.

STEP 3 RISK ASSESSMENT

CONDUCTING A RISK ASSESSMENT

1 IDENTIFY WAYS IN WHICH JUNIORS OR ADULTS COULD BE HARMED i.e. HAZARDS

First you need to work out how juniors, instructors or members could be harmed. This could be through:

- The general failure of the organisation to meet its responsibility to keep juniors safe.
- Failure to ensure that those who work / volunteer with juniors are suitable to do so.
- Failure to ensure that all activities and events involving juniors are safe for juniors to participate in.
- Failure to take action to help a junior who discloses they are being harmed or abused outwith their Branch.
- Failure to take action to address the harmful or potentially harmful behaviour of someone within their Branch.
- Failure to provide information or training to instructors and members of ScotSAC.

How will you identify other hazards in *your* Branch or ScotSAC?

- Ask Regional Coaches / Instructors / members. Asking others will give you a broad and objective perspective rather than relying on one person's knowledge and experience.
- Ask parents / carers / juniors.
- Have a look back over any incidents or issues which have arisen or been reported.

2 DECIDE WHO MIGHT BE HARMED AND HOW

Think carefully about the people involved in the activity; e.g. is transport involved? Will parents/carer bring junior members to pool or open water dive sites? Will they remain throughout the activity? At what stage will an instructor or Branch member become responsible for the junior? Are the appropriately checked people in place? Younger juniors are generally more dependent on adults and may require additional assistance during some activities. Aim to ensure a junior fully understands the activity / skill they are going to attempt prior to action.

For each hazard identified; decide *who* might be harmed and *how*. Try to be as specific as you can, for example, if you have no small cylinders a slightly built junior would struggle to carry a full 12 litre cylinder, have difficulty supporting the weight when entering/exiting water, and would also be hampered underwater by its size and weight.

3 EVALUATE THE HAZARDS AND DECIDE ON PRECAUTIONS

When you know what the hazards are you need to consider the risk, i.e. how likely it is that harm could occur and how serious it would be. This is often described as 'rating' risk. For example:

High:	could occur quite easily
Medium:	could occur sometimes
Low:	unlikely, although conceivable

Remember that the law expects you to do what is *reasonable* in all circumstances. Refer to ScotSAC's Risk Assessment procedures for pool and open water training.

The key questions to answer in relation to each hazard are:

1. Can we eliminate the risk altogether?
2. If yes, what do we need to do to achieve this?
3. If no, what can we do that will allow us to manage the risk so that it becomes an acceptable level of risk?

Ask instructors, members, juniors, parents/carers what will be realistic and work in practice.

4 RECORD YOUR FINDINGS AND ACT ON THEM

It is helpful to record the result of your risk assessment using ScotSAC's Dive Slate or similar format. The benefits of recording are:

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

Keep it simple; for example, for medical emergencies: medical information from Partnership with Parents form updated annually, held by the branch Secretary or CPO. Need to know information given to Expedition Organiser.

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

5 REVIEW YOUR RISK ASSESSMENT AND UPDATE IF NECESSARY

A risk assessment may be necessary annually, monthly or for each session, dependent on the activity e.g. theory session or open water dive. In reviewing your risk assessment ask yourself, has anything changed? Are there improvements still to be made? Have you learned anything from problems which have arisen since the last assessment? If anything significant happens between scheduled assessments don't wait to make changes.

These guidelines should be used in conjunction with ScotSAC's Risk Assessment for diving. The use of ScotSAC's Dive Slate (p 14), or similar recording material, is strongly advised.

If additional recording is required e.g. transport arrangements for a junior to and from a dive site, the same procedure should be followed and recorded under these headings:

- Hazard – ways in which the junior or member could be harmed
- Who or How might they be harmed
- Evaluate the risk involved. Decide how it can be reduced.
- Record the decisions made. Put them into practice.
- Review plans and update if required.

Further information on transporting juniors can be found in Step 10 (p68).

The Scottish Sub-Aqua Club

Date: _____ Dive Marshal: _____ Safety Officer: _____ First Aid Officer: _____ Cox: _____ Shore/Boat: _____	Dive Site: _____ GPS Location: _____ Weather: _____ Sea State: _____ High Tide: _____ Spring/Neap: _____
--	---

Risk Assessment

(1) Identify Hazards	(2) Risk	(3) Control Measures
Record any potential hazards that could result in significant harm.	Evaluate & record the level of risk.	Record and implement measures to remove, or lower the risk, and communicate them to the whole group. Review throughout the day.

Safety and Emergency Information

Nearest A & E facility	Phone / Mobile / VHF
------------------------	----------------------

Any diving - related incident call 999 (VHF Channel 16) and ask for the Coastguard.

Suspected Decompression Sickness/Embolism: lay casualty flat, give 100% oxygen continuously as soon as possible, give casualty water/isotonic drinks, contact the Coastguard.

First Aid

Remove from danger | Maintain breathing/circulation | Stem bleeding | Treat for shock | Seek help

DIVER INFORMATION		DIVE PLAN			PRE-DIVE INFORMATION				POST-DIVE INFORMATION			
Name	Grade	Max depth	Max time	Direction	Air in	Cylinder size	O ₂ mix	Time down	Time up	Air out	Depth	Comments
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												



The Scottish Sub-Aqua Club
Dive Slate
www.scotsac.com

Prior to Every Dive :

DIVERS MUST REPORT TO THE DIVE MARSHAL WITH THEIR DIVE AND COMPLETE A BUDDY CHECK

SEEDS : SAFETY : EXERCISE : EQUIPMENT : DISCIPLINE : SIGNALS

STEP 4 CODE OF CONDUCT FOR THE PROTECTION OF JUNIORS IN ScotSAC

Why is this important?

A 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 to whom it applies
- forms the basis for challenging and improving practice
- helps to safeguard members by encouraging them to adhere to agreed standards of practice
- sets out for juniors and parents the standards of practice which they and ScotSAC should expect from those who work/volunteer with juniors

The Scottish Sub Aqua Club supports and requires ***all*** members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with juniors.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with The Scottish Sub Aqua Club Complaints Policy, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse.

GOOD PRACTICE

- Make sport fun, enjoyable and promote fair play.
- Juniors and their parents/carers are **made aware of how to raise any concerns** regarding a junior's welfare.
- Treat all juniors equally, with respect, dignity and fairness.
- Involve parents wherever possible.
- Build balanced relationships based on mutual trust that empower and include juniors in the decision-making process wherever possible and appropriate.
- Always work in an open environment. Avoid private or unobserved situations.
- Put the welfare of each junior first before achieving skill assessments
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the individual developmental needs and capacity of juniors and avoid excessive training, pushing them against their will or putting undue pressure on them.
- Be an excellent role model.

PRACTICE TO BE AVOIDED

In the context of your role within ScotSAC, the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other juniors and could be misinterpreted by others.
- Spending excessive amounts of time alone with a junior(s) away from others.
- Failing to follow ScotSAC's guidelines and recommendations on best practice.
- Getting changed/showered in communal facilities at the same time as juniors.
- Where possible, doing things of a personal nature for a junior(s) that they can do for themselves.
- Arranging to transport a junior alone without prior parental consent.

UNACCEPTABLE PRACTICE - potentially subject to disciplinary action

In the context of your role within ScotSAC, the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact except as necessitated during teaching specific skills e.g. rescue.
- Forming intimate emotional, physical or sexual relationships with juniors.
- Allowing or engaging in touching a junior in a sexually suggestive manner.
- Allowing juniors to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a junior, even in fun.
- Reducing a junior to tears as a form of control.
- Allowing allegations made by a junior to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing a junior(s) to stay with you at your home.

Sign –up

All members of ScotSAC are required to confirm that they have read ScotSAC's Code of Conduct and agree to abide by it prior to joining and annually on membership renewal.

STEP 5 CHILD PROTECTION TRAINING

ScotSAC strongly recommend that all Branch Instructors with Junior Responsibility attend a Safeguarding and Protecting Children - Level 1 course, or similar Child Protection training course. This is mandatory for any Instructor in group 2 Branches.

The Safeguarding and Protecting Children course is a 3 hour workshop. It explores the Code of Conduct for those working with juniors and provides basic information on recognising abuse and responding to concerns.

Branch CPO's –ScotSAC strongly recommend that those who become a Branch CPO attend an "In Safe Hands" workshop which delivers training for child protection officers and is presented by Safeguarding in Sport. This is a 3 hour workshop. The Safeguarding and Protecting Children course (or similar introductory course) is a pre-requisite to attending.

Both workshops are regularly hosted by most local authorities. **Any fee paid for attending these workshops will be reimbursed to members by ScotSAC, by sending a receipt with a claim form to the Treasurer at ScotSAC Headquarters.**

For more information or to book on a course contact Safeguarding in Sport on 0141 418 5674 or email safeguardinginsport@children1st.org.uk or ScotSAC HQ 0131 625 4404 or email childprotection@scotsac.com

Please ensure that you notify the administrator at ScotSAC HQ in order to update your training record when you attend either of these courses.

N.B. Attendance at a Safeguarding and Protecting Children workshop is mandatory for BDOs and all Instructors in group 2 Branches and strongly recommended for group 3 BDOs and Instructors.

STEP 6 RECRUITMENT AND SELECTION

Adopt and use an effective 'recruitment and selection' procedure to make sure any member applying for a role with Juniors Responsibility and those who will be in regulated work has/have been carefully considered and vetted prior to being appointed to the role.

Why is this important?

Organisations have a legal and moral duty to ensure that adults who work with children are 'suitable' to do so. A well-run recruitment process is all part of an organisation's commitment to putting the welfare of children/juniors first. A robust process also prevents those who are barred from regulated work with children from doing so.

Roles with Juniors Responsibility in ScotSAC are Branch Diving Officers and all Instructors, in group 2 and 3 Branches. In addition, Group 2 BDOs and all group 2 Instructors are in regulated work.

Group 1 BDOs and Instructors are not required to apply for a role with Juniors Responsibility as they do not work with Juniors.

(Note: BDOs should already hold the Branch Instructor award before being appointed to that role.)

PROCEDURE FOR THE RECRUITMENT AND SELECTION OF INSTRUCTORS WITH JUNIORS RESPONSIBILITY.

ScotSAC will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with juniors. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with juniors within ScotSAC. This applies to BDOs and all instructors in group 2 Branches.

ScotSAC also has a duty of care to ensure that all juniors within our organisation, including those who are members of group 3 Branches which come under the incidental category, are free to participate in a safe environment. BDOs and Instructors in group 3 Branches are not deemed to be in regulated work, therefore are not required to be members of the PVG Scheme. They are, however, required to apply for a position with Juniors Responsibility, and complete the required checks prior to appointment.

This recruitment and selection procedure has two functions. It:

1. Provides ScotSAC with an opportunity to assess the suitability of the candidate to work with juniors.
2. Provides the instructor candidate with details of what is expected from a person in a role with Juniors Responsibility and in addition for group 2 candidates what being in regulated work means.

The following recommended procedure will be completed for all instructor positions in group 2 and 3 Branches.

1. Advertising

All forms of advertising used to recruit instructors who will have a position with Juniors Responsibility, and for group 2 candidates regulated work, will provide information regarding:

- The aims of ScotSAC and, where appropriate, details of the particular course involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. minimum of Sport Diver qualification, experience of working with junior age group is an advantage).
- Details of ScotSAC's open and positive stance on child protection. A statement that the position applied for is with Juniors Responsibility, and in addition for group 2 candidates, is regulated work with children and will require PVG Scheme membership.

2. Pre-application Information

Pre-application information for these positions will be sent to applicants and will include:

- A job description and person specification e.g. stating qualifications and experience of working with the junior age group.
- A job description which outlines the roles and responsibilities of the position.
- Application form for a role with Juniors Responsibility, self declaration form and for group 2 applicants PVG scheme Q & A guidance notes.
- Group 2 candidates will also be notified of the requirement to attend a Safeguarding and Protecting Children workshop.

3. Application and Self-Declaration Form

All applicants from group 2 and 3 Branches will be requested to complete an application form for a position with Juniors Responsibility and a self-declaration form. The purpose of the application form is to obtain relevant details for the position and referee contact details. The self-declaration form, which shall include information on criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected to attend the instructor course. 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.

4. Review Applications

ScotSAC will review application forms and consider applicants for attendance on the instructor course. Self-declaration forms of those deemed suitable for the course will then be opened and considered. If the applicant is no longer suitable the self-declaration form will be destroyed.

5. 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 the junior age group. References from close relatives will not be accepted.

Successful applicants whose references are satisfactory will be invited to the course and unsuccessful applicants notified.

6. ID checks and PVG Scheme Membership

IDs will be checked for all candidates during the Instructor course. This must include 2 forms of personal identification, at least one of which is photographic, and a third piece showing current address within the last 3 months.

ScotSAC is registered with Volunteer Scotland Disclosure Services (VSDS).

Members carrying out regulated work in group 2 Branches within ScotSAC must be members of the Protection of Vulnerable Groups (PVG) Scheme and will be asked to complete an application for a PVG Scheme Record or for a Scheme Record Update if already a member. Where possible this will be done on the day of the course when ID is checked. If the PVG application is not completed on the day of the course it should be forwarded to the CPLO at HQ without delay where it will be checked and delivered on to CRBS.

This ensures that applications for a PVG Scheme Record / Record Update, made by trainee instructors in group 2 Branches are processed by Disclosure Scotland as quickly as possible.

7. Post course attendance

Trainee instructors will work with juniors and members in their own Branch under the supervision of a qualified instructor. When ready they will undergo both pool and open water assessments which will be assessed by the Branch's Regional Coach and the Branch Diving Officer.

8. Completion of Instructor Award

The instructor candidate will have their qualification record signed off and receive their instructor number when :

- pool and open water assessments have been satisfactorily completed
- **in addition, for group 2 candidates only :**
- a satisfactory PVG Scheme Record/Scheme Record Update has been received, and
- he/she has attended a Safeguarding and Protecting Children workshop

Overseas Applicants

Applicants from overseas being appointed to regulated work with juniors within ScotSAC 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.

9. Training

Trainee Instructors in group 2 Branches are required to complete recommended training over an agreed period, normally one year. Recommended training includes sportscoach UK's 'Safeguarding & Protecting Children' (a basic introduction to child protection) or an equivalent child protection training course. This is mandatory for all group 2 trainees.

10. Monitoring and Performance Appraisal

All members with roles with Juniors Responsibility will be monitored and their performance appraised. This provides the opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

11. Ongoing suitability

Where a member is in a position of regulated work, ScotSAC will require them to complete a self-declaration form and apply for a Scheme Record Update every three years. This ensures the organisation is continually risk assessing those doing regulated work.

12. Existing instructors joining PVG Scheme

ScotSAC will require existing Instructors and BDOs in group 2 Branches, who were not previously checked, to apply for a position with Juniors Responsibility, and a PVG Scheme Record/Record Update.

These group 2 Instructors and BDOs will be sent a Retrospective Checks letter detailing information regarding this and requesting they complete an application for a role with Juniors Responsibility, including completing a self-declaration form and providing referees' details. Satisfactory applicants will then apply for membership of the PVG Scheme.

This will ensure that everyone in ScotSAC who is doing regulated work is a member of the PVG Scheme.

13. New vetting information on PVG Scheme Records

If new vetting information becomes available, either through retrospective checks of existing instructors 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 ScotSAC's Responding to Concerns about the Conduct of a Member and/or Disciplinary Procedures.

14. Consideration for Children's List or Barred Individuals

If Disclosure Scotland inform ScotSAC that an individual is barred, that member will be removed from regulated work with juniors immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

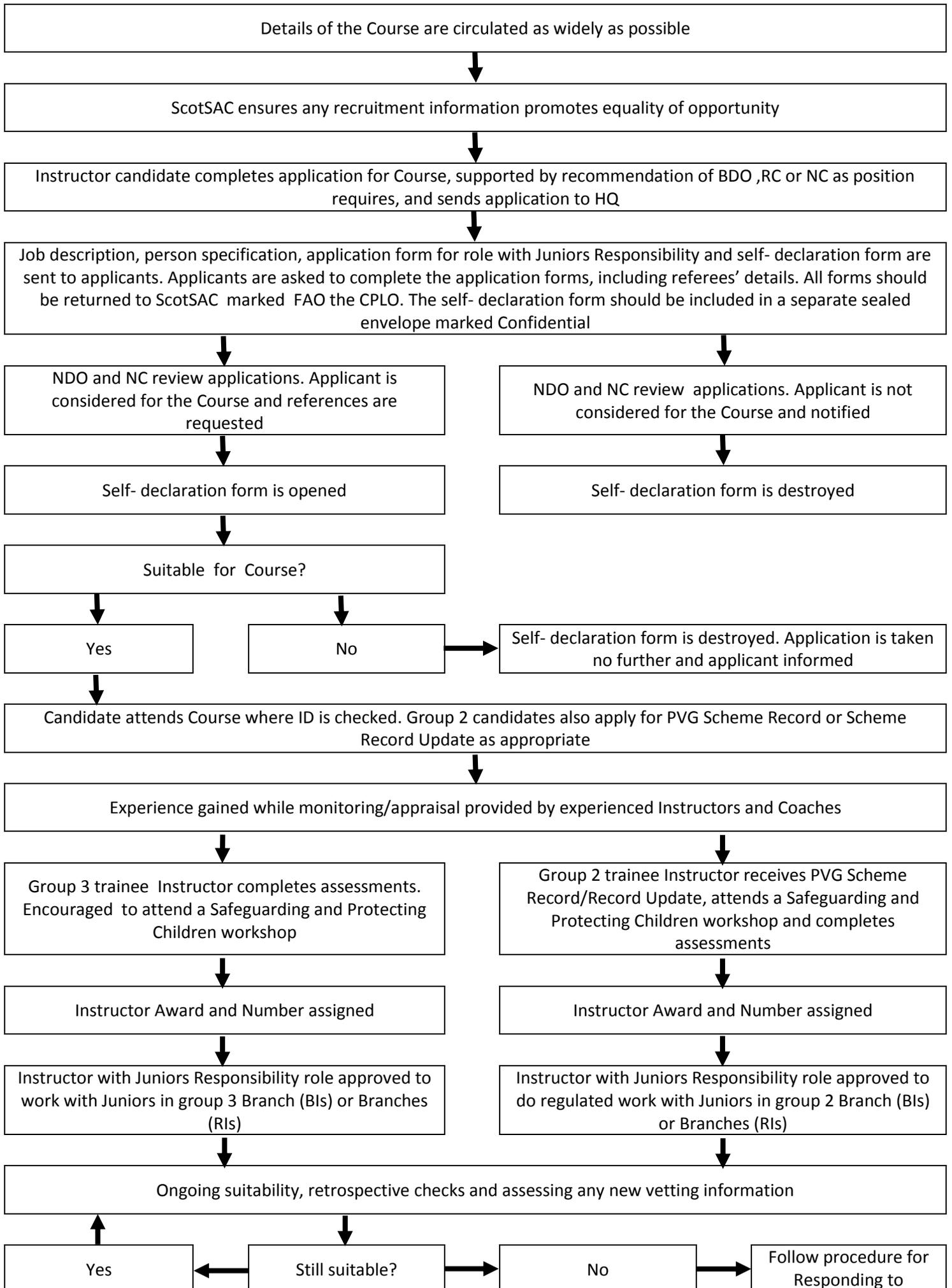
If Disclosure Scotland notify ScotSAC that a member is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of juniors will be the paramount concern.

15. PVG Scheme Member leaves ScotSAC

ScotSAC will update Disclosure Scotland on PVG Scheme members who are no longer in regulated work with juniors on behalf of the organisation. Should a member not be in contact with ScotSAC or their Branch for up to three months, ScotSAC will then inform Disclosure Scotland that the individual is no longer in regulated work with juniors within the organisation.

RECRUITMENT AND SELECTION OF INSTRUCTORS WITH JUNIORS RESPONSIBILITY

(FLOWCHART ON FOLLOWING PAGE)





Dear Branch Instructor/Regional Instructor Candidate,
(Delete as appropriate)

Thank you for your interest in the role of a Branch Instructor (BI)/Regional Instructor (RI) within the Scottish Sub Aqua Club and for your application to attend a BI/RI Course.

Since the introduction of the PVG Scheme Branches have a group status 1, 2 or 3, and BDOs and Instructors in Branches which accept Junior members, which are groups 2 and 3, are required to apply for an Instructor's role with Juniors Responsibility.

In addition, BDOs and Instructors in group 2 Branches are in regulated work and are required to apply for a PVG Scheme Record/Record Update.

Group 1 Branches do not accept Junior members, therefore BIs in group 1 branches are not required to apply for a position with Juniors Responsibility.

As a member of _____ Branch you are in a group ____.

The Scottish Sub Aqua Club has a legal duty to ensure the suitability of any individual who works or volunteers with Junior members.

In accordance with ScotSAC's Child Protection Policy all group 2 and 3 BI/RI candidates are requested to complete an Application Form for a position with Juniors Responsibility, a Self Declaration Form and provide details of 2 referees, all of which require to be checked prior to acceptance on the course.

Course Attendance

Your ID will be checked on the day of the course. **3 pieces of ID have to be shown.** This must be **2 pieces of personal ID – at least 1 showing your photograph.** Passport, Driving Licence, Birth Certificate, Student card, etc **plus 1 piece which shows your address, current within the last 3 months.**

In addition candidates in group 2 Branches will be doing Regulated work and are required to become a member of the PVG Scheme (working with children) or, if already a Scheme member, ScotSAC will require a Scheme Record Update, prior to the appointment being confirmed. Application forms for a PVG Scheme Record/Record Update will be issued when a group 2 candidate's ID is checked at the course. Where possible these will be completed on the day.

Please complete the required Application for a role with Juniors Responsibility, including referees' details, and Self-Declaration forms as quickly as possible.

Note that for applicants in group 2 Branches, where membership of the PVG Scheme is a requirement, your agreement to this check is part of the declaration on the application form. The cost of this will be met by the Scottish Government. Further information, and a copy of the full child protection policy is available at www.scotsac.com

Once you have completed the forms, please insert the Self-Declaration form in a separate envelope marked, "Self-Declaration", and seal it. Forms should be completed and returned promptly, marked FAO Child Protection Lead Officer, to ScotSAC HQ as these checks require to be completed before course attendance.

*All information will be strictly managed in accordance with ScotSAC 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 appointment and selection.** Previous convictions do not automatically mean that you will not be considered for the position applied for. A full assessment of each applicant's suitability will be undertaken based on all available information.*

Instructors in group 2 Branches are also required to attend a Safeguarding and Protecting Children workshop.

Thank you again for your interest in the role of Instructor with Juniors Responsibility.

Yours Sincerely

ScotSAC Child Protection Lead Officer, childprotection@scotsac.com

Enclosed:

- Job Description for Branch Instructor or Regional Instructor
- A blank Application Form
- A blank Self-Declaration Form
- Guidance Notes on the PVG Scheme for Group 2 candidates

JOB DESCRIPTION FOR ScotSAC BRANCH INSTRUCTOR

Responsible to: The BDO of their Branch and National Diving Council

Appointed by: The Board via the National Diving Council

Essential Qualifications:

- Have satisfactorily completed a ScotSAC BI training course and achieved the Branch Instructor Award.
- Have been confirmed as a BI with Juniors Responsibility if in a group 2 or 3 Branch.
- Have provided a PVG Scheme Record/Scheme Record Update if in a group 2 Branch.
- Have attended a Safeguarding and Protecting Children workshop, or equivalent child protection training. This is mandatory for group 2 instructors and highly recommended for group 3.

The following duties are required for this post:

- The BI shall carry out such training that their BDO considers appropriate to their level of skill.
- Training may be carried out in a swimming pool or open water.
- The BI shall deliver lectures that their BDO considers appropriate to their level of skill.
- The BI shall assess the skills levels of trainees.
- Caring for, training or supervising juniors in line with the ScotSAC Child Protection Policy.

Other duties involved in the post:

- Assist the BDO with the development of training within the BIs own Branch.

The rewards or benefits that this post holder can gain are:

- Maintenance of essential skills through repeated demonstration to trainees.
- Putting back into sport.
- Satisfaction.
- Kudos and status attached to post.
- CV Quote.

Time Commitment:

As required by the needs of the Branch to train new junior/ adult members.

Appointment Term:

- Indefinite while continuing to remain an active instructor and carry out the duties required by the post.

JOB DESCRIPTION FOR ScotSAC REGIONAL INSTRUCTOR

Responsible to: The Board via the National Diving Council

Appointed by: The Board via the National Diving Council

Essential Qualifications:

- Have satisfactorily completed a ScotSAC RI training course and achieved the Regional Instructor Award.

The following duties are required for this post:

- The RI shall carry out such training that the NDO considers appropriate to their level of skill.
- Training may be carried out in a swimming pool or open water outwith their own Branch.
- The RI shall deliver lectures that the NDO considers appropriate to their level of skill outwith their Branch.
- The RI shall assess the skills levels of trainees.
- Caring for, training or supervising children, in line with the ScotSAC Child Protection Policy if in a group 2 or 3 Branch.

Other duties involved in the post:

- Assist their Regional Coach with the development of training within the Region.

The rewards or benefits that this post holder can gain are:

- Maintenance of essential skills through repeated demonstration to trainees.
- Putting back into sport.
- Satisfaction.
- Kudos and status attached to post.
- CV Quote.

Time Commitment:

- As required by the needs of the Regional Coach.

Appointment Term:

- Indefinite while continuing to regularly carry out the duties of the post.

JOB DESCRIPTION FOR ScotSAC BRANCH DIVING OFFICER (BDO)

Responsible to: The Branch Committee

The following duties are required for this post as detailed in the ScotSAC Bye-laws:

- 7.3.1 The Branch Diving Officer (BDO) shall be responsible to the Branch Committee for carrying out the rules and regulations laid down by the Company for diving and training.
- 7.3.2 The Branch Diving Officer shall hold at least the Branch Instructor award. Exception to this rule may be made with the approval of the NDC and under the guidance of the Regional Coach. Such persons will be recognised as Acting Branch Diving Officers until such time as they attain Branch Instructor standard.
- 7.3.3 The Branch Diving Officer immediately after his election shall select, from suitably qualified Members of his Branch, his Training Personnel who should hold or be working towards Branch Instructor Qualification. He shall present the list to the Branch Committee for approval. They shall constitute the Branch Diving Committee and shall be responsible for all the Training and Diving activities of the Branch.

Only Qualified Branch Instructors can certify the training schedules of trainees.

Other Duties that are involved in the post are:

- To inform the Members of any changes made by the NDC and the effects this will have on the Branch.
- Responsible for overseeing the proper completion of members log books and training schedules and the agreeing of information therein.
- Responsible along with the allocated Regional Coach for Branch Instructor Training within the Branch.
- To raise awareness of national courses and identify suitable candidates for Branch Instructor/Regional Instructor training.
- Endeavour to attend ScotSAC conferences and AGM.
- To liaise and work alongside Regional Coach.
- To identify undesirable practices and address as appropriate bringing about effective change.
- To promote fairness and equality in all assessments.
- To remain approachable to all members of the Branch.
- To complete incident reports and inform Regional Coach/National Diving Officer of any incident within the Branch irrespective of the nature.

The rewards or benefits that this post holder can gain are:

- Witness development of governing body.
- Kudos and status attached to post.
- Putting back into the sport.
- Giving people opportunities to participate.
- CV Quote.
- Sense of achievement and personal satisfaction of job well done.

Time commitment:

- As required by the Branch committee.

Appointment term:

- Defined by the Branch constitution.



Scottish Sub Aqua Club Application for Role with Juniors Responsibility

The Scottish Sub Aqua Club is committed to ensuring that all staff and volunteers who are appointed to a position with Juniors Responsibility are suitable for the role.

In accordance with The Scottish Sub Aqua Club Child Protection Policy all members seeking appointment to a position with Juniors Responsibility i.e. all Instructors (Branch, Regional and Examiners), and BDOs in group 2 and 3 branches must complete this application form, prior to appointment.

PART A - PERSONAL DETAILS

Branch : _____ Membership No. _____

Full Name: _____

All previous names by which you
have been known: _____

Address: _____

Post Code: _____

Telephone Contact: Day: _____ Evening: _____

Mobile: _____

PART B - QUALIFICATIONS AND PREVIOUS EXPERIENCE OF WORKING WITH JUNIORS

(include name of organisation, responsibilities/ duties, dates)

PART C – REFEREES

Please provide details of 2 referees (not close relatives). At least one should have knowledge of your previous work with children where relevant. One referee may be your Branch Diving Officer or Regional Coach, the second from outwith your Branch/Coach e.g. an employer.

Name: _____

Organisation: _____

Address: _____

Telephone: _____

Relationship to

Applicant: _____

How long have
they known you? _____

Name: _____

Organisation: _____

Address: _____

Telephone: _____

Relationship to

Applicant: _____

How long have
they known you? _____

TO BE COMPLETED BY APPLICANT

I am aware that in accordance with the Data Protection Act 1998, information provided on this application form will be stored for the purposes of processing the data for recruitment and selection and monitoring the recruitment and selection process.

I have completed this form accurately and truthfully and to the best of my knowledge.

I have read the job description and understand my responsibilities.

I consent to the processing of personnel information in the way described.

I have read and agree to abide by ScotSAC's Code of Conduct and Child Protection Policy and Procedures.

I consent to ScotSAC requesting a PVG Scheme Record/Scheme Record Update, as appropriate (Group 2 candidates only).

Signature: _____

Date: _____

TO BE COMPLETED BY ScotSAC's LEAD SIGNATORY / ADDITIONAL ScotSAC NAMED SIGNATORY

I confirm that I have seen the following identification documents, relating to _____
[insert name of applicant]:

- 1.
- 2.
- 3.

Note: at least one form of identification must be photographic, and a second must be a statement (e.g. bank or utility bill) from within the last 3 months showing candidate's current address.

I confirm to the best of my ability that the identification documents are accurate.

Signature: _____

Date: _____

Print Name: _____

Position: _____

SELF-DECLARATION FORM

Please read this form in conjunction with the PVG Scheme Q&A guidance notes.

The role of BI/RI/Examiner at the Scottish Sub Aqua Club is a role with Juniors Responsibility. Before ScotSAC can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. Instructors from Group 2 and 3 branches have to make a self-declaration of any relevant convictions or investigations. Instructors from Group 2 also have to become a Protection of Vulnerable Groups (PVG) Scheme member, or provide a PVG Scheme update if an existing PVG member.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 'Offences which must always be disclosed'. Applicants are not required to disclose spent convictions for offences included in schedule B1 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences can be found at:

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

Details of Schedule B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

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

PERSONAL DETAILS

Title:		Tel No:	
Full Name:		E-mail:	
Address:			
Post Code:			

ROLE DETAILS

Role being applied for/volunteering for:
Branch:

Section 1 – Unspent Convictions and Cautions (must be disclosed)

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

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

Section 2 – Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child, which may have harmed them or put them at risk of harm? YES/NO
If YES, please give details.

Section 3 – Relevant non-conviction information (including any police information)

a)	Please provide details of investigations, and outline the reasons and circumstances and disposal if known.
b)	Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO
If yes, please provide details	

Section 4 - Other relevant information

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

Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007

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

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

Please delete the following statements as appropriate:

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

OR

***I am under 'consideration for listing'**

Section 5 – Declaration

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

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

I understand that deliberately giving false information can result in prosecution.

Signed: _____ **Date:** _____

Please complete and return in a sealed envelope marked '**Private & Confidential - Self Declaration**'.

N.B. If an Instructor transfers from a group 1 Branch to a group 2 or 3 Branch, they will be required to apply for a position with Juniors Responsibility, and apply for a PVG Scheme Record/Record Update for group 2 Branches. When a group 2 Instructor resigns from ScotSAC, they, and ScotSAC, must notify Disclosure Scotland.

PVG SCHEME FAQ & GUIDANCE NOTES

Anyone applying to do regulated work with children in Scotland must become a member of the PVG Scheme. Before ScotSAC can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self declaration of any relevant convictions or investigations.

For the purposes of our organisation and in line with our Procedure for the Recruitment and Selection of Members in regulated work with children, we require group 2 BIs to become a PVG Scheme member. Group 3 Branches are in the "Incidental" category re the PVG Scheme.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'. Applicants are not required to disclose spent convictions for offences included in Schedule B1 '*Offences which are to be disclosed subject to rules*' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences can be found at:

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

Details of Schedule B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

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

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, but it is a legal requirement that ScotSAC does not employ anyone on the Barred for working with Children List. In order to check this, ScotSAC will ask you to complete an application form for a position with Juniors Responsibility, and complete the self declaration forms as appropriate. In group 2 Branches, you are also required to become a PVG Scheme Member.

2. How do I become a PVG Scheme member?

If we have identified that the role you are applying for (group 2 BIs) is regulated work with children, in order 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 by one of the ScotSAC signatories. A copy of your Scheme Record, with your own unique identification number, is then issued to you and to ScotSAC. You will remain a Scheme member for life or until you are no longer involved in regulated work with children. If/when you resign from this position you must notify the Scheme. However, in line with best practice ScotSAC may request regular scheme record updates every 3 years.

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

Having a criminal record will not necessarily prevent you from working or volunteering in ScotSAC. Please give details of any relevant information in the self-declaration form. We may invite you to discuss this further to make sure we have as much of an understanding as possible about your situation before deciding whether or not offences are relevant to your post. 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'm already a PVG Scheme member?

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

5. How much will it cost?

There will be no charge for members of ScotSAC for a PVG Scheme record or record update.

6. What is a self-declaration?

This is your opportunity to provide information and comment on your own record of convictions and/or investigations. It will be considered alongside your PVG Scheme Record and references when the decision about appointments is made by those responsible for safe appointments at ScotSAC.

“Incidental” category re Protecting Vulnerable Groups

A group which accepts children/Junior members (all under 18), simply because the group is willing to accept them as members, and who are recruited the same way as any other members of the public, i.e. not specifically targeted as potential members, is considered to be in an incidental category for the Protection of Vulnerably Groups Scotland) Act 2007. It is incidental that a member of the group may be under 18. This means that trainers in these groups are not doing regulated work in terms of the PVG Scheme, and therefore are not required to become Scheme members.

This applies to group 3 Branches.

ScotSAC recognises their duty of care to Junior members in these Branches by maintaining rigorous recruitment procedures for all who hold a position with Juniors Responsibility.

For more information and details on the PVG Scheme, visit www.disclosurescotland.org.uk

STEP 7 RESPONDING TO CONCERNS

The Scottish Sub Aqua Club will adopt the following 'responding to concerns' procedures to ensure that instructors, members and volunteers get the appropriate help for a junior or challenge the inappropriate conduct of any adults within ScotSAC.

Why is this important?

It can be very difficult to know what to do if faced with a concern about a junior, 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 instructors, members and volunteers clear, important steps to follow; ensuring action is taken quickly and in the best interests of the junior.

Initial contact regarding any worry or concern in relation to a junior, whether coming from the junior or reported from any person within the Branch, should be with the Branch CPO; if they are unavailable speak to the Branch BDO. If neither person is available or further advice is wanted, contact ScotSAC's CPLO: childprotection@scotsac.com or Tel.0131 625 4404

Procedures:

[Responding to Concerns about a junior.](#)

[Responding to Concerns about the conduct of a ScotSAC member or volunteer.](#)

Template:

[Significant Incident Report Form.](#)

PROCEDURE FOR RESPONDING TO CONCERNS ABOUT A JUNIOR

These procedures apply to all working/volunteering, in any capacity, with ScotSAC; BDOs, all Instructors and Examiners, members and volunteers.

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

ScotSAC is committed to working in partnership with parents/carers whenever there are concerns about a junior. Parents/carers have the primary responsibility for the safety and well-being of the junior. However, it is quite possible that a concern may arise within a junior's Branch and the Branch CPO would be the initial contact.

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

Any significant, untoward or unusual incidents which cause concern about the welfare of a junior should be reported to the Branch CPO/BDO and recorded using the [Significant Incident Form](#) and where appropriate, reported to ScotSAC's Child Protection Lead Officer (CPLO) as soon as possible. Parents/carers should also be informed of the circumstances as soon as possible.

Advice should be sought from ScotSAC's CPLO 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 Abuse of a Junior

What to Do if a Junior Tells You about Abuse

No member of ScotSAC shall investigate allegations of abuse or decide whether or not a junior has been abused.

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

2a. Respond

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

Avoid:

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

Observation/Information from an individual or agency

A concern or possible abuse of a junior may be observed by another junior or adult and information can come from an individual or another agency/organisation.

Where there is uncertainty about what to do with the information, directly from a junior's disclosure or from someone else, the Branch CPO must firstly be made aware of the facts and consulted for advice on the appropriate course of action. If further advice is required contact the CPLO.

If ScotSAC's CPLO is unavailable or an immediate response is required, the police and /or social work services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the junior.

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

Take whatever action is required to ensure the junior's immediate safety.

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

Record any advice given.

2b. Record

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

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

N.B. If completing the form electronically, do not save copies to the hard drive, disk or pen drive. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to ScotSAC's Child Protection Officer that day.

2c Sharing Concerns with Parents/Carers

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

SIGNIFICANT INCIDENT FORM

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a junior. The form must be passed to the Branch CPO or BDO as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

Complete Part A of this form if the concerns relate to the general welfare of a junior.

Complete Parts A and B if the concerns relate to possible abuse of a Junior member.

PART A WHERE THERE ARE CONCERNS ABOUT GENERAL WELFARE OF A JUNIOR

1. Junior's Details

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

2. Details of Person Recording Concerns

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

3. Details of Incident giving rise to Concerns

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

--

4. Details of any witnesses

(including names, addresses and telephone contacts)

--

5. Details of injuries

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

--

PART B WHERE THERE ARE CONCERNS ABOUT POSSIBLE ABUSE OF A JUNIOR

6. Details of person about whom there is a concern

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

7. Details of concerns

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

--

8. Details of any action taken

--

9. Details of agencies contacted

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

--

10. Have the junior's parents/carers been informed? YES/NO (delete as appropriate)

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

11. Junior's views on situation (if expressed). Where possible, please use the junior's own words.

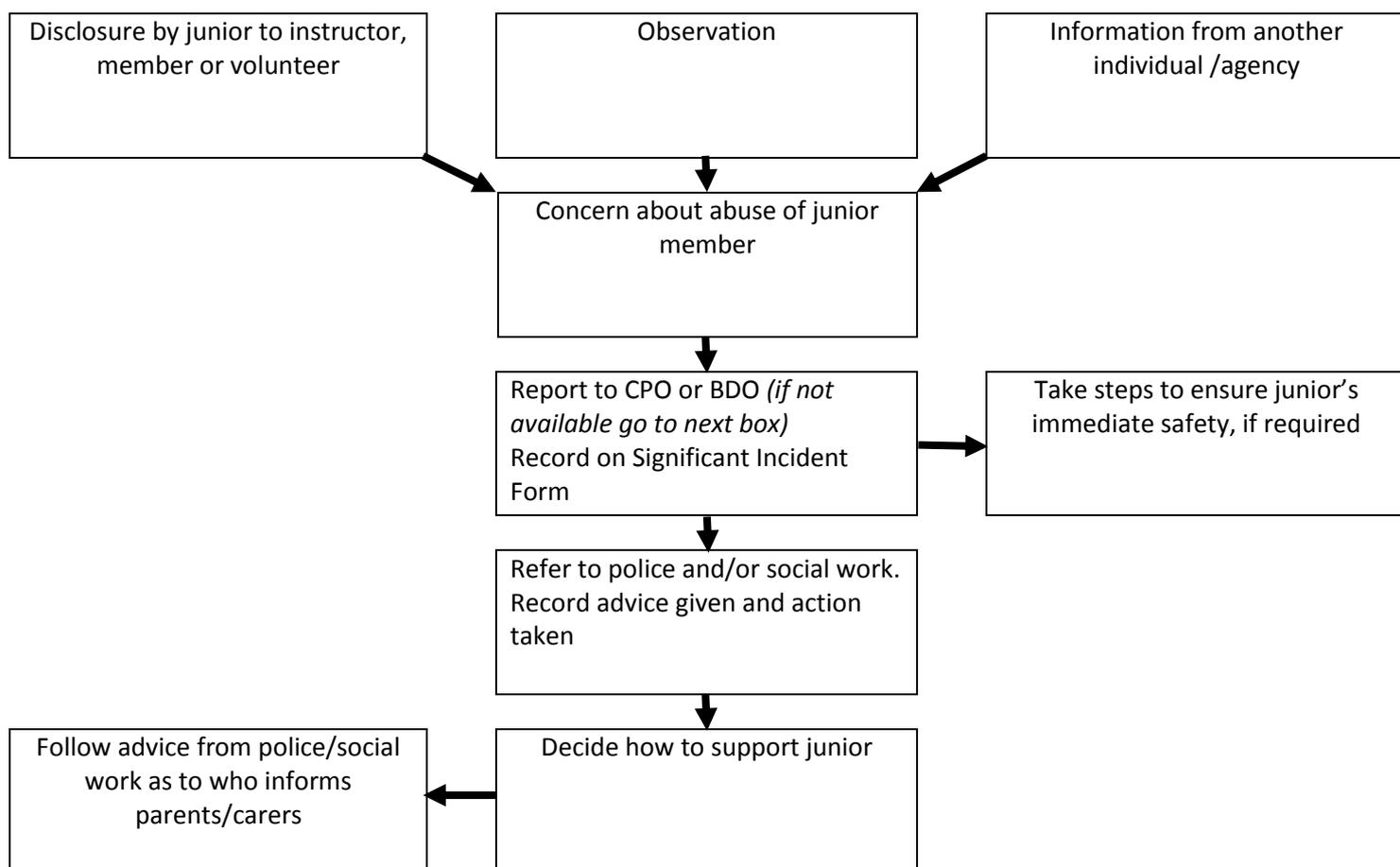
Signed: _____

Date: _____

Print Name: _____

Position: _____

RESPONDING TO CONCERNS ABOUT A JUNIOR - FLOWCHART



PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A ScotSAC MEMBER OR VOLUNTEER

Concerns about the Conduct of a Member or volunteer of ScotSAC

This section of the procedure should be read in conjunction with ScotSAC's Disciplinary Procedure. The following section details the procedure to be followed where the concern is about a member's conduct in relation to a junior member.

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

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

- The member 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 member.
- The member will be given an opportunity to put forward their case.
- The member's Branch and ScotSAC will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.
- Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, ScotSAC has a duty to make a referral to Disclosure Scotland (*see section 11*).

In all cases where there are concerns about the conduct of a member towards a junior(s), the welfare of the junior(s) will be the paramount consideration.

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

1. Initial Reporting of Concerns

Any concerns for the welfare of a junior arising from the conduct of a member must be reported to the Branch Child Protection Officer (CPO) or Branch Diving Officer (BDO). If they are unavailable contact ScotSAC's Child Protection Lead Officer (CPLO) for advice, on the day the concern arises, as soon as practically possible.

Where the concern is about the Branch Diving Officer or the Branch Child Protection Officer it must be reported to ScotSAC's CPLO or the Chairman of the Board.

2. Recording

Concerns must be recorded using the [Significant Incident Form](#) as soon as possible. Reporting the concerns to the Branch CPO or BDO 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 Branch CPO or BDO or the person appointed to manage the response to the concerns. Where Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

3. Establishing the Basic Facts

Once the concerns have been reported, the Branch CPO or BDO will:

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

4. Conducting the Initial Assessment

The Branch CPO or BDO 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 junior 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 *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 is approached.*
- An initial assessment of the basic facts may require the need to ask a junior(s) 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 juniors, or other appropriate individuals.
- Interviewing juniors about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of juniors by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the junior 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 ScotSAC's Disciplinary Procedures.
- (iii) Child protection investigation (jointly by police and social work services).
- (iv) Criminal investigation (by the police).
The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- (v) Civil proceedings (by the junior/family who alleged abuse).

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

The Branch CPO or BDO will deal with the situation in line with ScotSAC's Disciplinary Procedures.

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

6. Initial assessment supports concerns about possible child abuse

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

The Branch CPO or BDO 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 Branch CPO or BDO 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 junior(s) who may be at risk. The parents/carers of the junior(s) 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 member involved in the concerns. If the advice is to inform the member, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be *sub judice* (i.e. under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the member.

ScotSAC will take all reasonable steps to support a member against whom an allegation of abuse has been made.

7. Precautionary Suspension

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

Suspension will be carried out by the Board's Disciplinary Committee in accordance with ScotSAC's Disciplinary Procedures. At the suspension interview the member will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the member in accordance with ScotSAC's Disciplinary Procedures.

8. Disciplinary Investigation

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

9. False or Malicious Allegations

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

- The member 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 ScotSAC's Policy on the Secure Storage of Information.
- The Branch CPO or BDO or ScotSAC's CPLO will take all reasonable steps to support the individual in this situation.
- In these circumstances ScotSAC will review the junior's participation in diving activities. It may be appropriate to have a discussion with the junior (with parental/carer permission).
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

10. Historical Allegations of Abuse

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

11. Protection of Vulnerable Groups (Scotland) Act 2007

- a) ScotSAC will refer to Disclosure Scotland the case of any member who (whether or not in the course of their role within the organisation) has:

- harmed a junior / child
- placed a junior / child at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a junior/ child, or
- given inappropriate medical treatment to a junior / child.

AND as a result:

1. ScotSAC has dismissed the member.
2. The member would have been dismissed as a result of the incident had they not resigned or retired.
3. ScotSAC has transferred the member to a position in ScotSAC which is not regulated work with children and is not a role with Juniors Responsibility
4. The member would have been dismissed or considered for dismissal where they remained active in their role with Juniors Responsibility.

ScotSAC will also refer the case of a member where information becomes available after the member has:

- resigned or retired,
 - been transferred to another position in ScotSAC which is not regulated work with children or a role with Juniors Responsibility; and,
 - where ScotSAC receives information that a member who holds a position of regulated work has been listed on the Children's List, the member will be removed from regulated work with children or in a role with Juniors Responsibility
- b)** If Disclosure Scotland notify ScotSAC that a member 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 juniors will be the paramount concern.
- c)** If Disclosure Scotland inform ScotSAC that an individual is barred, that member will be removed from regulated work with children or a role with Juniors Responsibility immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

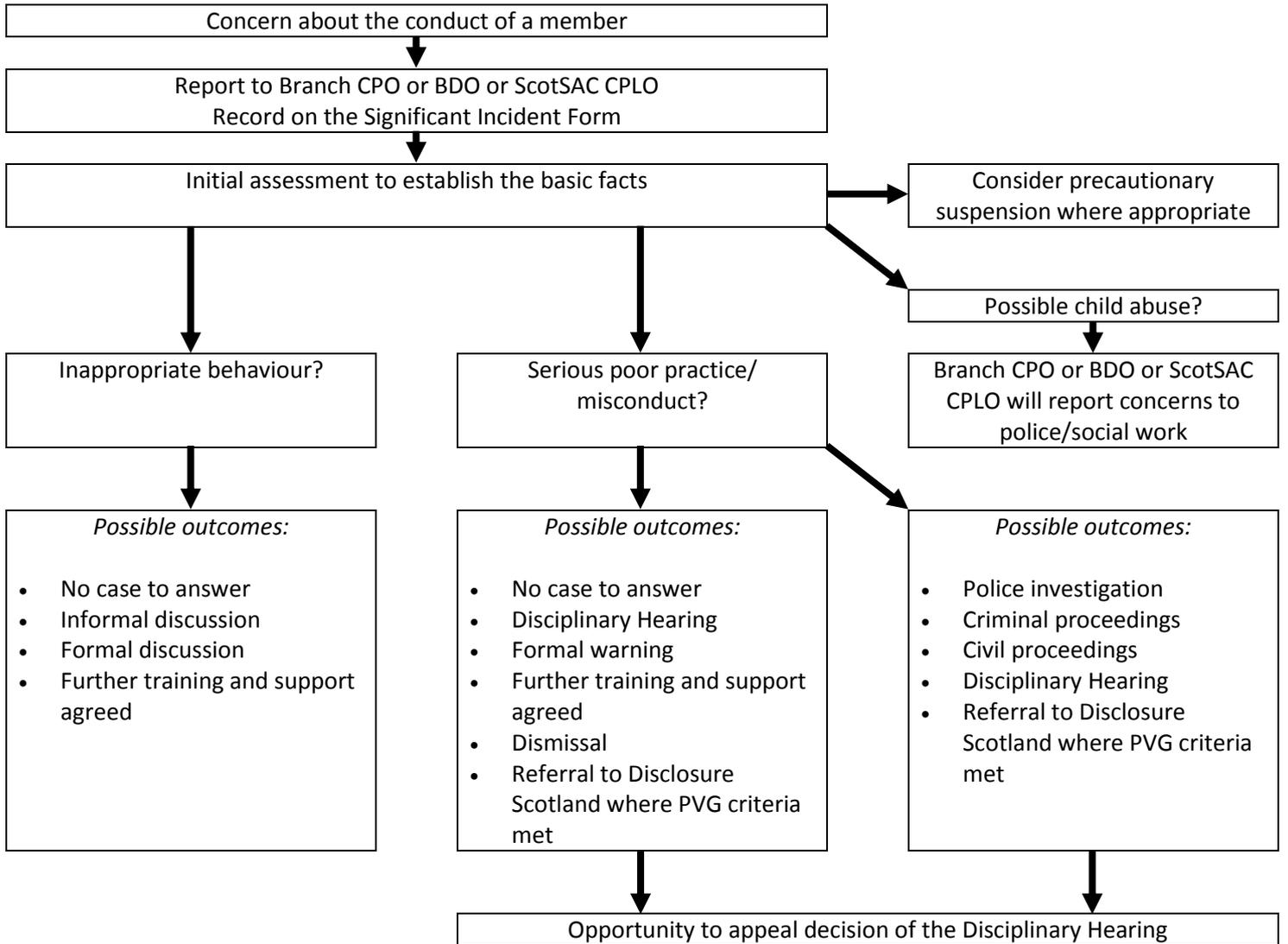
12. Media

All media enquiries relating to the conduct of a member will be referred to ScotSAC's Chairman.

Should you require to contact the police for advice the general number for Police Scotland is 101.

Social Work Services for your local area can be found from the website <http://withscotland.org/public> and input the area postcode required.

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OR VOLUNTEER



STEP 8 DISCIPLINARY PROCEDURE

ScotSAC will follow the disciplinary procedure laid down in the company bye-laws to deal with any inappropriate conduct or child abuse and if necessary refer any individual to Disclosure Scotland for consideration on the Children's List.

Why is this important?

Sports organisations should encourage high standards of behaviour and action should be taken when members/volunteers breach the code of conduct. A disciplinary procedure allows inappropriate behaviour to be addressed fairly and consistently. Child protection within an organisation is greatly enhanced by having a good disciplinary procedure.

N.B. Where a concern regarding the conduct of a ScotSAC member or volunteer involves alleged mistreatment of a junior refer for guidance to Step 7 " Responding to Concerns".

If the nature of the concern suggests a criminal offence has occurred, or that a child has been abused, the police must be contacted for advice before instigating any disciplinary procedure.

SPECIAL CONSIDERATIONS - SPEAKING TO A JUNIOR(S) DURING THE INVESTIGATIVE PROCESS OR AS PART OF A DISCIPLINARY HEARING

In establishing the facts of any concern or complaint, it may be necessary to speak to a junior(s) who was involved in the alleged incident.

In some circumstances, it would not be appropriate for the person conducting the investigation to speak to a junior involved in the incident. In particular, if the nature of the concerns suggests a criminal offence has occurred or that a junior may have been abused, then it is the job of specially trained and competent police officers and social workers to interview the junior.

If there is any doubt as to whether it is okay to speak to a junior, advice should firstly always be sought from the police or social work services.

In cases where the nature of the complaint or concern is such that the police or social work services are not involved, careful consideration should still be given before approaching juniors to give information as part of the initial investigation process or as part of a disciplinary hearing.

- To minimise distress or anxiety for a junior it is a good idea to give some thought as to how to approach them. Some things to consider are:
 - Obtaining consent from the parents/carer.
 - The age, gender and background of the junior e.g. will they require an interpreter?
 - Whether the junior has any learning or physical disability which might affect their ability to communicate with others.
 - The junior's emotional state.
 - Timing and location of interview, bearing in mind the junior's daily routines.
 - What you will do if the junior becomes upset.
 - Any other information which may be relevant .

- Parties should decide whether it is absolutely necessary for the junior to be involved in a disciplinary hearing. If the junior is to be involved consideration should be given to the following:
 - Allowing the junior to be accompanied by a relative or other responsible adult (preferably someone who is not involved in the case).
 - The number of people present - try to ensure only those who need to be there are present whilst the junior gives evidence.
 - The age of the junior.
 - The nature of the evidence the junior may be giving.

- The nature of the relationship between the junior and the subject of the hearing.
- The tone and style of questioning i.e. clear, non-threatening with sufficient opportunity for the junior to consider the questions and answer them.
- The environment or room layout - how intimidating it could appear to a junior.

These considerations should be balanced against the need to ensure the member/volunteer has a fair hearing.

Any misconduct by a member or volunteer regarding inappropriate behaviour or abuse of a junior may result in that individual being referred to Disclosure Scotland for consideration on the Children's List.

SCOTTISH SUB AQUA CLUB DISCIPLINARY PROCEDURE

(as set down in The Scottish Sub Aqua Club's Byelaws)

Throughout these disciplinary procedures the words 'his', 'him' or 'he' shall be equally taken to read 'hers', 'her' or 'she' wherever they appear.

10. DISCIPLINE

10.1. Preliminary

- 10.1.1 All disciplinary matters raised in relation to a Member, Person or Branch shall be dealt with at Branch level in accordance with the rules of the appropriate Branch unless it is otherwise determined by the Board or any Disciplinary Committee appointed by the Board;
- 10.1.2 For the avoidance of doubt the Board or any Disciplinary Committee appointed by the Board shall not be obliged to investigate or deal with any disciplinary matter raised at Branch level or by a Member, Person or Branch unless it is otherwise determined by the Board or the Disciplinary Committee;
- 10.1.3 The Board shall have the power to prohibit any act or practice by Members, Persons, Branches or other individuals or organisations under its jurisdiction which in the opinion of the Board is or was detrimental to the interests of the Sport and to inflict penalties whether by way of suspension, expulsion or otherwise for any infringement of the Rules and, in particular, shall have powers to delegate to a disciplinary subcommittee the powers of the Board to deal with discipline.

10.2. Disciplinary Procedure

10.2.1 Action

- 10.2.2 If the Board is asked or determines to investigate the conduct of any Member, Person, Branch or organisation involved in the Sport, the Chairman after consultation with the Board and after an appropriate independent investigation (if it is determined by the Board that such investigation is required) shall, within 14 days of such receipt or determination of an investigation appoint a disciplinary committee (unless such committee is already appointed) (the "Disciplinary Committee"). The Disciplinary Committee shall consist of three appropriately qualified individuals who are independent and impartial and who need not be Members of the Company and who may not be members of the Board.

10.2.3 Proceedings

The proceedings of the Disciplinary Committee may be dealt with in writing and information may be exchanged between the parties through all media including fax or email. The Disciplinary Committee shall, subject to the terms of the Articles and the Rules, conduct the proceedings of any disciplinary matter in such a manner as it considers fit provided that it shall at all times act fairly and impartially. The Company Secretary of the Company on behalf of the Disciplinary Committee shall within a further 21 days of the 14 day period referred to in Clause 10.2.2, correspond with the Member, Person or Branch concerned or, if it is deemed necessary by the disciplinary Committee within such 21 day period invite the Member, Person or Branch concerned to attend a

hearing by sending a recorded delivery letter to the last known address of the Member, Person or Branch to arrive at least Seven clear days prior to the date fixed for the hearing. The Disciplinary Committee shall make such procedural provisions as shall be necessary for the just and efficient disposal of the hearing according to the rules of natural justice. Each member of the Disciplinary Committee shall have one vote and decisions in all cases shall be determined by a majority vote. Within Seven days of the hearing or determination of the matter by the Disciplinary Committee (if being dealt with in writing) the Disciplinary Committee shall notify the Member, Person or Branch in question of its decision in writing. The Disciplinary Committee may dismiss the complaint, suspend, expel or disqualify the Member, Person or Branch or impose such other penalty or sanction as it considers fit.

10.2.4 Appeal

- (a) Any Member, Person or Branch disciplined by the Disciplinary Committee under the terms described above shall have the right of appeal against such action only if the provisions of the Rules or the Articles have not been adhered to. Any appeal must be made in writing within twenty one days of receipt of the decision of the Disciplinary Committee and must be made to the Board. Within fourteen days of receipt of an appeal under the terms of this Clause 10.2.4, the Board shall (unless such a committee is already appointed) appoint an appeals committee (the "Appeals Committee") or refer the matter to Sport Resolutions in accordance with Clause 10.2.4 (e) below. The Appeals Committee shall consist of three appropriately qualified individuals who are independent and impartial and who need not be Members of the Company and who shall not be members of the Board or the Disciplinary Committee.
- (b) The proceedings of the Appeals Committee shall be conducted in such manner as such Committee deems necessary for the just and efficient disposal of the matter according to the rules of natural justice. Each member of the Appeals Committee shall have one vote and decisions in all cases shall be determined by a majority vote. The Appeals Committee shall determine the appeal within twenty one days of the matter being referred to such Committee by the Board and shall notify the Member, Person or Branch in question of its decision in writing within fourteen days of such determination. The decision of the Appeals Committee shall be final and binding on all concerned in the matter.
- (c) Any sanctions of the Disciplinary Committee imposed on a Member shall, in the event of an appeal, continue to apply until determination of the appeal.
- (d) For the avoidance of doubt an appeal can only be made in respect of a decision of the Disciplinary Committee and not in respect of a decision made at Branch level.
- (e) The Board, the Disciplinary Committee or the Appeals Committee may, at any time, refer a disciplinary matter to a tribunal of arbitrators appointed in accordance with the Rules (as amended from time to time) of the Sport Dispute Resolution Panel Limited (Company Number: 3351039) ("Sport Resolutions") and the decision of those arbitrators shall be final and binding on all concerned. Any application to Sport Resolutions under these Byelaws shall be governed by the law of Scotland.

11. MISCONDUCT

11.1.1 In connection with the affairs of the Company and Branches, the Members should be aware that the following may amount to 'misconduct' and may give rise to disciplinary action in terms of Bye-Law 10:-

- (a) A breach of the Training and Diving Rules;
- (b) A breach of these Articles or any Byelaws or regulations made hereunder and in particular a breach of any Policy or Code of Conduct or Ethics adopted by the Company and published as such;
- (c) Any conduct, act or omission which in the view of the Directors is or was detrimental to the interests of the Company or the Sport of Sub-Aqua.

STEP 9 PROCEDURE TO REVIEW CONCERNS

Adopt a procedure to review any child protection concerns which have arisen; to ensure procedures are followed and appropriate action taken in the best interests of the junior(s).

Why is this important?

If ScotSAC has had to deal with a child protection issue it is important to review how it was handled. This ensures that ScotSAC considers what was done well and what could be done better in future. There will be something to learn from every incident. This is good practice and helps make sure that the organisation is doing its utmost to protect juniors.

WHY REVIEW THE MANAGEMENT OF CONCERNS?

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

1. Explore if 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 ScotSAC.
6. Increase the confidence of those involved in ScotSAC by demonstrating an open and transparent approach.

Having to deal with concerns about child abuse, poor practice or misconduct is often difficult for those involved. In these situations, ScotSAC 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. This feedback is essential to develop confident and competent Branch and governing body child protection officers.

In a wider sense, reviewing the management of cases also provides an opportunity to identify specific areas of risk, trends or patterns within an organisation and across a sport. 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.

PLANNING A REVIEW

1. WHY?

Be clear from the outset about the remit and aim(s) of the review, or why you are reviewing. This will make it much easier to decide who should be involved, how to go about it and what information you need to gather.

There may be more than one reason for reviewing a case or cases, e.g.

- To examine the role of all members or volunteers in responding to concerns identified about a junior or member.
- To establish whether ScotSAC's procedures were followed and how effective they were in safeguarding the junior(s).
- To establish how well the junior(s) and the member(s) or volunteer(s) involved in the case were supported by ScotSAC.
- 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.

Setting out the remit for the review will keep the reviewer focused and also provide clarity to others about the process or intended outcomes.

2. WHO?

ScotSAC's Chairman in conjunction with the Child Protection Lead Officer will determine who should conduct the review e.g.

- An ex-officio member of the Board.
- In some cases it may be appropriate for an independent person to conduct the review; e.g. where individuals from ScotSAC have been very closely involved or there are concerns around the conduct of individuals or the processes they have applied.

Having someone independent carry out the review can be beneficial, particularly where the case has had a significant impact on the individuals involved and/or ScotSAC. This 'independent person' should have the necessary skills, knowledge and understanding of child protection, from either within or out with the sport; e.g. a child protection officer from another sports organisation or an existing volunteer who works professionally in child protection.

Where someone independent is involved, it is important to ensure there is agreement about confidentiality.

Other points to consider are:

- Who else, if anyone, should be involved in the review?
- Will other organisations involved in the case be invited to contribute? This may include police and social work.
- Will the junior(s) and parents/carers be involved? If so, how? If the junior(s) and parents/carers are involved, it is important to keep them informed of the progress of the review and to share findings with them.

3. WHEN?

Here are some examples of WHEN a review may be appropriate:

- At the conclusion of any case dealt with through ScotSAC's procedures for Responding to Concerns about a Child or Responding to Concerns about the Conduct of a Member or Volunteer.
- At the conclusion of legal proceedings.
- At the conclusion of disciplinary proceedings including an appeal.

Clearly a full review of a case subject to criminal investigation by the police, a child protection investigation by police and social work, or legal proceedings will only be possible at the conclusion of the investigation or legal proceedings. However a review should be held as soon as possible to ensure that any lessons learned are acted upon timeously.

4. HOW?

- Firstly, agree a timescale for carrying out the review.
- Secondly, **ensure that police and/or social workers have completed any investigations and that there are no outstanding legal proceedings.**

The review process will be informed by the reasons for reviewing, which will probably reflect the complexity of the incident.

The main source of information is likely to be the [Significant Incident Form](#). This form may provide all the information required. In cases where these forms have not been completed or the quality of the information is poor, it may be necessary to speak to the people involved to get more details.

It is important to consider and acknowledge how people might be feeling about the incident itself and the possible impact of a review. People may feel their actions are being called into question or scrutinised, which could leave them feeling anxious or threatened. Where the reviewer intends to speak to those involved, they should plan how they will introduce the review, explain the purpose of it and how they will deal with any reactions or questions from those involved, e.g.

"I've been asked by ScotSAC to review how the organisation dealt with the concerns about X. This review will consider how procedures were followed and whether appropriate action was taken to protect those involved. I understand that

you were involved in this case and would like to talk to you about it. This will give you an opportunity to tell me about your experience and make any suggestions for improving things in the future.”

5. RECORDING AND REPORTING THE FINDINGS

The reviewer should make a record of the review and its findings. This doesn't necessarily need to be a lengthy report, although a full report may be appropriate in certain circumstances.

Generally, any record of a review should contain the following information:

- The source of the concern.
- The nature of the concern.
- A chronology of events, individuals and organisations involved.
- Action taken.
- An analysis of the key issues or matters linked to the aims of the review.
- Any other relevant points or observations.
- Lessons to be learned and changes to be made.
- Recommendations.

PROCEDURE: REVIEW OF THE MANAGEMENT OF CONCERNS

1. **Establish the facts of the case, a chronology of events and the roles of individuals and organisations involved.**
2. **Identify any issues or key questions relating to the aims of the review.**

If the reviewer considers that a junior(s) may still be at risk despite action taken during the case or as a result of ScotSAC's failure to take appropriate action, they should be prepared to act. Any urgent issues should be addressed immediately without waiting for the conclusion of the review.

3. **Identify any other relevant points or observations.**

The reviewer may identify issues which are worth exploring further.

These may include:

PROCEDURES	PEOPLE
<ul style="list-style-type: none"> ◆ Were the relevant procedures followed? ◆ If not, is there a reasonable explanation for this? ◆ Were the timescales appropriate? ◆ Do the current procedures provide adequate information about what to do in such a situation? ◆ If appropriate, was a referral made to Disclosure Scotland as required by the Protection of Vulnerable Groups (Scotland) Act 2007? 	<ul style="list-style-type: none"> ◆ Were the right people involved? ◆ Were the views of the junior/family obtained? ◆ Were those involved aware of the procedures? ◆ Had the people involved been trained on the procedures? ◆ Where appropriate, were external organisations involved; for example, the police?
OUTCOMES	RECORDING
<ul style="list-style-type: none"> ◆ Was the outcome appropriate in the case? ◆ If not, why not? ◆ Is there a need to take further action in this case; for example, referring the case to police/social work? 	<ul style="list-style-type: none"> ◆ Were records kept? ◆ Is the quality of the information recorded satisfactory? ◆ Can the forms be improved?

4. Identify any lessons to be learned and what changes need to be made.

5. Make recommendations.

Recommendations may include things like changes to procedures, forms and / or the provision of training. It may be helpful for the reviewer to prioritise the recommendations as appropriate; for example, essential, desirable or helpful.

POST REVIEW

Responding to the Findings and Recommendations

Having invested the time and effort in conducting a review, ScotSAC should carefully consider how to respond to the findings and any recommendations. It must also consider how to advise/support any others on whose behalf it has conducted the review. Decisions on how to react to the recommendations should be taken by the Board.

Where recommendations are to be followed, the Board should identify the priorities, what action is required, who will take action and timescales for completion. This information must be clearly communicated to those involved. The Board should follow up to check that action has in fact been taken.

If it is decided not to follow the recommendations, this decision and the reasons should be clearly recorded in the minutes of the Board's meeting.

Applying the Learning in Practice

Lessons learned and/or changes made to procedures or practice must be communicated to those who need to know so they can be put into practice. This can be achieved in a number of ways:

- a briefing note
- training session
- newsletter (email)
- article in Scottish Diver and/or on ScotSAC's website.

The best method will often be determined by the significance or nature of the information to be passed on. Like all other policies and procedures, these changes in practice should be subject to regular monitoring and review to ensure compliance.

Sharing the Findings and Recommendations Internally and Externally

There are benefits to sharing the outcomes of a review with others:

- It demonstrates that ScotSAC is committed to continuous improvement.
- Other individuals and organisations may benefit from the lessons learned from ScotSAC's experience.
- It can contribute to the wider understanding of child protection in sport and the ways in which practice and guidance can be enhanced.

Remember that many of the details of the case will be confidential, so any information shared must be presented in a way that protects the anonymity and privacy of those involved.

Internally

Identify those within ScotSAC who should get feedback on the outcomes of the review. This will include the Board, the individuals involved in the case, and where appropriate, the Branches.

Externally

ScotSAC should also consider whether there are other organisations or partners who would benefit from the review and its recommendations.

Depending on the circumstances of the case, there may be media interest in the outcome of the review.

Any such enquiries should be directed to the Chairman.

REVIEW PLANNING

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

STEP 10 GOOD PRACTICE GUIDELINES

Adopt Good Practice guidelines appropriate to ScotSAC's activities, e.g. dive trips, physical contact, adult to junior ratios, ICT and social media.

Why is this important?

ScotSAC has a **duty of care** towards all juniors involved in snorkelling and diving activities. These good practice guidelines help people take a common sense approach, setting out how instructors, members and volunteers can keep juniors safe whilst ensuring best practice.

Good Practice Guidelines:

- [Adult to Junior Ratios](#)
- [Physical Contact](#)
- [First Aid & Treatment of Injuries](#)
- [Sexual Activity](#)
- [Managing Challenging Behaviour](#)
- [Transporting Juniors](#)
- [Collection by Parents/Carers](#)
- [Trips Away from Home](#)
- [ICT and Social Media](#)
- [Clubhouses and Changing Rooms](#)
- [Volunteers aged 18 or under](#)
- [Preventing and Responding to Bullying Behaviour](#)

Templates:

- [Good Practice Guidelines Partnership with Parents/Carers Form](#)
- [Request for Permission to use Camera and Video Equipment](#)
- [Notification of Permission / Refusal to Applicant](#)

GOOD PRACTICE GUIDELINES

These guidelines provide practical guidance for those working and/or volunteering directly with juniors on practices to keep juniors safe and to promote a safe operating environment for members and volunteers. These guidelines compliment and should be read in conjunction with ScotSAC's Code of Conduct. Breach of these guidelines may be dealt with under ScotSAC's Disciplinary Procedure and/or Procedure for Responding to Concerns About a Junior /Concerns About the Conduct of a Member or Volunteer.

Sports organisations have a *duty of care* towards all juniors involved in activities. Juniors under the age of 16 years should not be placed in positions of sole responsibility in relation to other juniors. These guidelines apply to all juniors and young people under the age of 18 years. Common sense should be applied when considering the circumstances of older juniors and all juniors should have the opportunity to express their views on matters which affect them, should they wish to do so.

As ScotSAC activities take 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.

ADULT TO JUNIOR RATIOS

As a guide, the following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005):

If all children are over 8 years 1:10

All activities with juniors 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 juniors:

- The number of juniors involved in the activity.
- The age, maturity and experience of the juniors.
- Whether any of the members or juniors has a learning or physical disability or special requirements.
- Whether any of the juniors 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 instructors and members.
- The programme of activities.

Other considerations which are specific to diving activities include the underwater environment in which the sport takes place. The Scottish weather brings a lot of spontaneously changing weather conditions. The safety of juniors in adverse conditions relies on heavy planning and preparation, including checking weather forecasts and making sure the juniors are equipped with appropriate clothing to survive the worst case scenario of becoming injured in a remote area, during severe weather conditions*.

(*Adapted from guidelines issued by the Scottish Orienteering Association and Sportscotland)

PHYSICAL CONTACT

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

In the first instance, skills should be demonstrated (either by the instructor or another who can display the technique being taught). Skills instruction should be clearly explained with a description of how there may / will be contact with the junior before doing so. This should be accompanied by asking if the junior understands and is comfortable with this procedure before proceeding.

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

FIRST AID AND THE TREATMENT OF INJURIES

All Branch Diving Officers must ensure:

- Where practicable all parents/carers of juniors under the age of 18 have completed a **Good Practice [Partnership with Parents/Carers Form](#)** before a junior member participates in snorkelling/scuba training.
- There is an accessible and well-resourced first aid kit at the venue.
- They are 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 **[Significant Incident Form](#)** is completed if a junior 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 is available.
- A junior's parents/carers are informed of any injury, and action taken, as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

SEXUAL ACTIVITY*

Sexual activity between juniors or young people involved in sport should be prohibited during training and diving activities, in sports facilities and social activities organised by ScotSAC. Inappropriate or criminal sexual behaviour committed by a young person may/will lead to disciplinary action in accordance with ScotSAC's 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 member or other adult in a position of authority may have significant power or influence over a young person's involvement in Branch or ScotSAC activities.

Sexual activity between adults and young people (16+) involved in the same sport should be prohibited when the adult is in a position of trust or authority (all Instructors, BDOs, CPOs). Inappropriate or criminal sexual behaviour committed by any adult will lead to suspension and disciplinary action in accordance with ScotSAC's Disciplinary Procedures, which in the case of criminal action must include contacting the police.

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

*Adapted from NSPCC Child Protection in Sport Unit's Club Guidelines

http://www.nspcc.org.uk/Inform/cpsu/helpandadvice/organisations/clubguidelines/ClubGuidelines_wda60689.html

MANAGING CHALLENGING BEHAVIOUR

Instructors or volunteers delivering activities to juniors may, from time to time, require to deal with a junior's challenging behaviour.

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

These guidelines are based on the following principles:

- The welfare of the junior is the paramount consideration.
- A risk assessment should be completed for all activities which take into consideration the needs of all juniors involved in the activity.
- Juniors 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 should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

Planning Activities

Good instruction requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual trainee within that group. As part of a risk assessment, instructors 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 instructors, members or volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session 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 instructors, members or volunteers involved.

All those delivering activities to juniors should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

Agreeing Acceptable and Unacceptable Behaviours

Instructors, members and volunteers, juniors 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. missing the next planned dive). This can be done in advance of a dive trip or as part of an introductory session at a training weekend.

Issues of behaviour and control should regularly be discussed with instructors, members, volunteers, parents/carers and juniors in the context of rights and responsibilities. It is beneficial to ask juniors as a group to set out what behaviour they find acceptable and unacceptable within their group. 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 juniors who display risk-taking or challenging behaviours, instructors, members and volunteers might consider the following options:

- Time out - from the activity, group or individual training.
- 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 junior.
- Increased supervision by instructors, members and volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences e.g. missing an outing.

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

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

Instructors, members and volunteers should review the needs of any junior on whom consequences are frequently imposed. This review should involve the junior and their parents/carers to ensure an informed decision is made about the junior's future or continued participation in the Branch. Whilst it would always be against the wishes of everyone involved in ScotSAC, ultimately, if a junior 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 junior injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of 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 instructor, member or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

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

Any physical intervention used should be recorded as soon as possible after the incident by the BDO, instructors, members or volunteers involved using the [Significant Incident Form](#) and passed to the Child Protection Officer as soon as possible.

A timely debrief for the BDO, instructors, members or volunteers, the junior(s) and their parents/carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of all those involved has been addressed and ongoing support offered where necessary. The BDO, instructors, members or volunteers, junior(s) and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the junior(s) and parents/carers about the junior(s)' needs and continued safe participation in the group or activity.

TRANSPORTING JUNIORS

Where it is necessary to transport juniors, the following good practice is required:

- Where parents/carers make arrangements for the transportation of juniors to and from the activity, *out with* the knowledge of ScotSAC, it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
- Where a ScotSAC Branch makes arrangements for the transportation of juniors the members or 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.
 - An appropriate ratio of adults per junior.
 - Ensuring drivers have adequate breaks.
- When transporting juniors, wherever possible they should be in the back seat of the car for health and safety reasons.
- Where practicable and planned, written parent/carer consent will be requested if members or volunteers are required to transport juniors.

To safeguard the members or volunteers the following good practice is required:

- Agree a collection policy with parents/carers which will include a clear and shared understanding of arrangements for collection at the end of a session.

- Always tell another member or volunteer that you are transporting a junior, give details of the route and the anticipated length of the journey.
- Take all reasonable safety measures e.g. juniors in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.
- Call ahead to inform the junior's parents/carers that you are giving them a lift and inform them when you expect to arrive.

COLLECTION BY PARENTS/CARERS

On some occasions, parents/carers can be late when picking a junior up at the end of a session. It is not the responsibility of a ScotSAC Branch 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 Branch's training is running then the BDO, instructors, members or volunteers have a duty of care to the junior(s) that are in their charge. This is a principle of good practice and one, which we all should 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 junior in the absence of a parent/carer or other responsible adult.

- To help avoid this situation occurring in the first place, here are some points to consider:

- Make sure that the ScotSAC Branch 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 juniors off too early and collect juniors promptly when sessions finish.
- Ask parents/carers whether they give consent for juniors to go home unaccompanied (according to their age).
- Have a late collection telephone contact and number on the **Good Practice Partnership with Parents Form**.
- Where possible make sure that there is more than one adult member to lock up at the end of a session.
- Discuss and rehearse with Branch committee how to deal with being left alone with a child. Put preventative measures in place (points 1 and 2) and draw up simple guidelines about how the situation should be dealt with if it arises. Although as a general rule we should not put ourselves in the position of being alone with a junior there are exceptions and this situation is one of them. Remember the welfare of the junior has to take precedence, so leaving a junior(s) alone is not an option.
- That you have access to a record of the junior's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the junior and ask them to collect the junior. If you are unable to contact anyone then you have to make a decision of whether to take the junior home yourself (see point 5) or call the police (point 6)
- If you are left alone with a junior then transparency is the key. Keep a record of your actions (use the guidelines above in Transporting Juniors re; good practice to safeguard members or volunteers) and make sure that you inform the Branch BDO/CPO and parents/carers as soon as possible.
- When all else fails call the police.

TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

1. Designate a Child Protection Officer for the Trip

Those in charge of the group will be responsible for the safety and well being of juniors in their care. It is recommended that one of the group leaders co-ordinates the arrangements to safeguard the safety and welfare of juniors during the trip. The Branch CPO should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of juniors whilst away from home. A detailed itinerary will be prepared and copies provided to the Branch BDO and parents/carers.

2. Risk Assessment

Potential areas of risk should be identified at the planning stage through a risk assessment, which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

3. Travel Arrangements

Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of juniors and are familiar with the details of the emergency services in the location of the visit. Juniors should be informed of any local customs.

4. Adult to Junior Ratios

All trips away should be planned to involve **at least** two adults, preferably one male and one female where possible. The guidelines on adult to junior ratios above, will inform an assessment of the numbers of adults required to safely supervise the group.

In group 2 Branches those supervising should be members of the PVG Scheme.

Group leaders should be familiar with and agree to abide by ScotSAC's Child Protection Policy and Procedures and Code of Conduct.

5. Accommodation

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. *Where possible*, an initial visit to the venue/accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with juniors and parents/carers where appropriate.

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

- Location: central and remote locations both present different challenges.
- Accommodation facility: health & safety of building confirmed by owners/providers.
- Sleeping arrangements. These will enable suitable sharing in terms of age and gender and appropriately located members' bedrooms for both supervision and ease of access in case of emergency. Parents/carers and juniors should be consulted in advance about arrangements for sharing where possible and appropriate.
- Appropriate safeguards where others have access to the sleeping quarters.
- Special access or adaptive aids required by group leaders or juniors.
- Environmental factors.
- Personal safety issues.

Residential at a Facility/Centre

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of juniors must be appropriately qualified and trained.

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

6. Involving Parents/Carers

Where possible, a meeting should be held with parents/carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with juniors and parents/carers in advance of the trip along with sanctions for unacceptable behaviour.

Parents/carers must complete a **Good Practice [Partnership with Parents/Carers Form](#)** for under 18s and provide emergency contact details.

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

7. During the Trip

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Younger juniors shall not be allowed to wander alone in unfamiliar places.

Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with juniors during the trip and remember that they are in a position of trust at all times. The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

Group leaders should maintain an overview of the well being of all juniors during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Juniors can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.

8. After the Trip

Where appropriate, a de-brief will take place with all those involved in the trip, including juniors. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

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 juniors and young people at considerable risk, which is why safeguards must be put in place.

Whether your Branch is considering setting up a social networking page or using email to inform members, including juniors, about training or dive details, be aware that the following guidelines should be met:

- Where possible, try to ensure that no one is excluded, e.g. any who may not have access to a mobile phone or internet, etc;
- That written permission is sought from parents/carers for all juniors under 18 years;
- That the need for the technology is clearly identified and its use is specific;
- That it is ScotSAC or the Branch who is communicating information – one-to-one interaction is strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening;
- Juniors should be briefed about the introduction of the technology. They should also be given information on how to keep themselves safe and to report any concerns to the Branch BDO or CPO;
- All concerns about the inappropriate use of technology will be dealt with in line with ScotSAC's Disciplinary Procedure and/or Procedure for Responding to Concerns about a Junior/Concerns About the Conduct of a Member or Volunteer. This may include the concerns being reported to the police.

Further advice is available from the Child Exploitation and Online Protection Centre (CEOP) (see [useful contacts](#)).

1. COMMUNICATIONS TECHNOLOGY²

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/young people have been known to use messaging to "groom" children/ young people. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

For juniors the safeguarding risks of these technologies include:

- inappropriate access to, use or sharing of personal details (e.g. names, email addresses);
- unwanted contact with juniors 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 juniors being misinterpreted;
- potential investigation (internal or by statutory agencies);
- potential disciplinary action.

1.2 TEXT/EMAIL

The Branch must consider whether it is necessary to communicate with juniors via text and email. The general principle is that all communications with juniors should be open, transparent and appropriate.

Good practice would include agreeing with juniors and parents/carers what kind of information will be communicated directly to juniors 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 should be obtained for all juniors under 18 years. Contact should always be made at the phone number/email address the parent has provided on the junior's behalf. Parents/carers should be offered the option to be copied in to any messages their junior 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 junior(s) emails or texts. In the case of any junior under 18, living independently, judgement will have to be used in relation as to when a Partnership With Parents form is required. It is always required for a junior under 16 years.

The following good practice is also required:

- All phone numbers/email addresses of juniors should be recorded and kept securely in a locked cabinet or password-protected electronic file or database;
- The number of people with access to juniors' details should be kept to a practical minimum. A record should be kept of their numbers/addresses (preferably by the Branch CPO or BDO);

²Adapted from the NSPCC's Child Protection in Sport Unit: Text and Email Messaging-Safeguarding Guidelines

- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation;
- The Branch should be clear that messages should be sent only to communicate details of meeting points, training, dive details, or similar. The same message should be sent to every Branch member involved. One-to-one messaging arrangements between members or volunteers and juniors should be strongly discouraged.

1.3 INTERNET

The internet brings with it an opportunity for ScotSAC and Branches 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 juniors aged under 16 before publishing any information or pictures of a junior. 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 juniors e.g. junior fleeing domestic violence or a junior with a disability, and consideration given to whether publication would place the junior at risk.

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a junior e.g. home address, email address, telephone number of a junior. All contact must be directed to ScotSAC or the junior's Branch as appropriate. Credit for achievements by a junior e.g. Branch websites should be restricted to first names e.g. Jack completed his Sport Diver Award.
- Juniors must never be portrayed in a demeaning, tasteless or a provocative manner. Juniors should never be portrayed in a state of partial undress. During pool sessions attire such as one piece suits worn with a t-shirt or lightweight wetsuit may be more appropriate.
- Information about specific events or meetings e.g. training sessions should not be distributed to any individuals other than to those directly concerned.

Concerns

- Any concerns or enquiries about publications or the internet should be reported to the Branch CPO or ScotSAC's CPLO, as appropriate.

1.4 SOCIAL NETWORKING SITES

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

Permission

- Obtain written permission from parents/carers of under 18s to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the junior 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 sub aqua issues. This agreement should also be incorporated into the Branch's Rules or Code of Conduct.

- Set up a Branch profile rather than member's or volunteer's profiles. This avoids access from members to individual's profiles.
- Keep the Branch's profile on "private" - allowing only members access to it (the Branch can monitor this and accept or decline requests to join).

Concerns

- Informal online “chat” with members around subjects outside sub aqua activities 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 Junior / Concerns About the Conduct of a Member of Staff or 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 juniors and young people. Sites should be well monitored and any offending comments removed. An instructor, member 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 juniors 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; however their use should be banned within the swimming pool area and in all changing areas.

PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM AND VIDEO

The [Procedure for the use of Photographs, Film and Video](#) should be observed in relation to the use of mobile phones as well 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.

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

Diving takes place in areas where organisers have little or no control over the environment such as open water areas to which the public have general rights of access e.g. the shore. 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

- ScotSAC 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, ScotSAC has no power to prevent individuals photographing or filming in public places.
- ScotSAC 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 juniors will be informed they may, from time to time, be photographed or filmed whilst participating in sub aqua activities. This could be for one of the following reasons:
 - (i) Video footage for performance development.
 - (ii) Media coverage of an event e.g. dive conference.
 - (iii) Promotional purposes e.g. website or Scottish Diver

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. ([Request for Permission to Use Camera and Video Equipment](#) and [Notification to Applicant](#))
- 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

- Written consent must be obtained from the junior's parents/carers before any photography or filming takes place (a current **Good Practice Guidelines Partnership with Parents/Carers form**).
- Special care must be taken in relation to a vulnerable junior e.g. junior fleeing domestic violence or a junior with a disability, and consideration given to whether publication or use of the pictures/film would place the junior at risk.
- All actions by ScotSAC will be based on the best interests of the junior.

Use of Images and Information

- No unsupervised access or one-to-one sessions alone will be allowed.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with ScotSAC's Good Practice Guidelines, where this is within the control of ScotSAC.
- ScotSAC 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 junior and their parents/carers.

Concerns

- Anyone behaving in a way which 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 to ScotSAC's Child Protection Officer.
- Where appropriate, concerns should also be reported to the police.

SWIMMING POOLS, CHANGING ROOMS, DIVE SITES

One of the areas where juniors are particularly vulnerable at many sports facilities is the 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 juniors. However, bullying can be an issue where juniors are left unsupervised in changing 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 changing 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 juniors.
- Parents/carers need to be aware that on occasions, adults and juniors may need to share a changing facility.
- It is recommended that particular attention is given to the supervision of juniors aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.
- Any training information/debriefing should be carried out poolside or prior to entering or after leaving changing areas when the junior(s) is/are fully dressed.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.

VOLUNTEERS AGED 18 OR UNDER

There is no legal barrier to anyone aged 18 or under becoming an instructor or volunteer with children or young people. If their remit falls into that of regulated work as per the Protection of Vulnerable Groups (Scotland) Act 2007 then they should be subject to the same recruitment and selection procedures as other volunteers, including Scheme Record/Scheme Record Update (note that there is no lower age limit with regards to PVG Scheme Membership).

Anyone under 16 is defined as a child (under the Children (Scotland) Act 1995), and it is not recommended that they take up regulated work with children.

ScotSAC require all Instructor candidates to be 18 years or over.

Older juniors can, however, be encouraged to help out and should be supervised by a more senior qualified instructor, member or volunteer who has been appropriately vetted. In turn, the organisation has a responsibility to support the supervising instructor, member or volunteer.

Juniors volunteering may come under different pressures (e.g. lack of respect from peers, closeness in age could lead to possible relationship problems) so close supervision, training and extra support should be provided.

A junior volunteering in the Branch should never be the person in charge of overseeing any other junior(s) or any training, snorkelling or diving activity.

PREVENTING AND RESPONDING TO BULLYING BEHAVIOUR

Bullying may be seen as particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. It can be a 'one-off' occurrence or repeated over a period of time, and can take many forms including juniors being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate.

Examples of Bullying

- Physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault).
- Verbal (including teasing) e.g. spreading rumours, threats or name-calling, ridicule or humiliation.
- Emotional e.g. isolating a junior from the activities or social acceptance of the peer group.
- Cyberbullying e.g. sending insulting messages via text or emails; posting images or upsetting information on social networking sites or forums etc.
- Using abusive or insulting behaviour in a manner which causes alarm or distress.

- Prejudiced based – singling out a junior(s) who are perceived as different due to, e.g. race, gender, sexual orientation, disability, juniors who are asylum seekers, looked after juniors, young carers and so on.
- Having belongings stolen or damaged.
- Being targeted because of who the junior is or who they are perceived to be.

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

- hesitation or reluctance to attend training or activity
- reluctance to go to certain places or work with a certain individual
- bruising or other injuries
- becoming nervous and withdrawn
- being picked on when they think your back is turned
- clothing or possessions go missing or get damaged
- 'losing' pocket money repeatedly
- suddenly prone to lashing out at people, either physically or verbally, when normally quiet

When talking about bullying, it's never helpful to label juniors and young people as 'bullies' or 'victims'. Labels can stick for life and can isolate a junior rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

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

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for juniors and young people.
- Take all signs of bullying very seriously.
- Encourage all juniors to speak and share their concerns. Help those being bullied to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations seriously and take action to ensure the young person is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the young person that you can be trusted and will help them, although you can't promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of cyberbullying advise young people who are being bullied by text, email etc to retain the communication or to print it out.
- Report any concerns to the person in charge e.g. the Branch BDO or CPO where the bullying is occurring.

Support for a junior(s) involved in bullying behaviour:

- Talk with the junior(s), explain the situation and try to get them to understand the consequences of their behaviour.
- In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine.
- Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the junior at the centre – will telling the parents/carers result in more problems for them?
- If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied.
- Impose consequences as necessary, e.g. exclusion from attendance until behaviour standards are improved. Sport offers good opportunities for this.
- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

What can ScotSAC and individual Branches do?

Creating an anti-bullying ethos is the best prevention. We should not underestimate the importance of the behaviour of adults as they are role models for juniors and young people.

Strategies and solutions do not come in 'one size fits all'. Each case is unique and requires an individual response to the individual situation. What might work in one situation might not work in another. You might have to adopt different strategies before finding one that is effective.

It is also important to ask for help and support if you need it to deal with a bullying incident. The [Useful Contacts](#) list has more details but www.respectme.org.uk, ChildLine and ParentLine Scotland are useful contacts to know.

GOOD PRACTICE PARTNERSHIP WITH PARENTS / CARERS FORM

ScotSAC values the involvement of juniors (**all under 18s**) in our sport. We are committed to ensuring that all juniors have fun and stay safe whilst participating in snorkelling and diving. To help us fulfil our joint responsibilities for keeping juniors safe ScotSAC have Good Practice Guidelines. These Guidelines tell you what you can expect from us when a junior participates in snorkelling and/or diving and details the information we need from you to help us keep your child/junior 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.

Junior's Name:	Date of Birth:
Junior's Branch:	Membership Number:
Address:	Tel No Home: Mobile:
Postcode:	
Emergency Contact Name:	Emergency Contact Tel No:
Relationship to Junior:	
Late Collection Contact:	Contact Tel No:
Relationship to Junior:	
Name of GP:	Tel No of GP:
Address of GP:	
Postcode:	

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 snorkelling/diving activities? 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)

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 ScotSAC, individual members or affiliated Branches for the purposes of taking part in snorkelling or diving.

I understand ScotSAC or the individual Branch, as appropriate, 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 juniors.

D. CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in snorkelling or diving activities.

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 ScotSAC’s Good Practice Guidelines.

E. CONSENT – CONTACT INFORMATION

ScotSAC or the _____Branch 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 ScotSAC’s Good Practice 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 Good Practice Guidelines for snorkelling and diving activities and agree to work in partnership with ScotSAC and the _____Branch to promote my child’s safe participation in snorkelling and diving activities.

2. I am aware of ScotSAC’s Code of Conduct and Child Protection Policy and Procedures.

3. I undertake to inform my child’s Branch : _____should any of the information contained in this form change.

Parent/Carer’s Signature: _____ **Date:** _____

(Please state relationship to child/junior if not parent): _____

Print Name: _____

REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT

This form must be completed by individuals seeking permission to use camera or video equipment.

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 The Scottish Sub Aqua Club's (ScotSAC's) Good Practice 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 FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT

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: If application is accepted, proof of identity and this letter of approval must be produced on request at the event or activity to which it relates.

ADDITIONAL INFORMATION

WHAT IS 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 | • significant decline in concentration |
| • running away | • 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 peer relationships
- poor personal hygiene and/or poor state of clothing
- frequent lateness or unexplained non-attendance (particularly at school)
- low self-esteem
- 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
- sleep disturbance (nightmares, bed-wetting, fear of sleeping alone)
- girls taking over the mothering role
- reluctance or refusal to participate in physical activity or to change clothes for games
- drug, alcohol or solvent abuse
- 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
- social isolation – being withdrawn or introverted, poor peer relationship
- running away from home
- school problems e.g. falling standards, truancy
- low self-esteem
- display of sexual knowledge beyond the child's age
- 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 working with children affected by disability.

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 into 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.infoscotland.com/pvgscheme/>

USEFUL CONTACTS AND WEBSITES

Safeguarding in Sport	CHILDREN 1 ST 61 Sussex Street Glasgow G41 1DY 0141 418 5674 www.safeguardingsport.org.uk
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 1ST	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 0282233 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
Volunteer Scotland Disclosure Services	General Helpline: 01786 849 777 www.vsd.net/disclosure-services
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/