

SCOTTISH VOLLEYBALL ASSOCIATION

CHILD PROTECTION POLICY (and Good Practice Guide)

The Scottish Volleyball Association believes every young person that takes part in volleyball should do so in an environment where they feel safe and protected from harm.

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The Scottish Volleyball Association (SVA) sees children and young people as the future of our sport. Every young person that takes part in volleyball should do so in an environment where they feel safe and protected from harm.

SVA's CHILD PROTECTION STATEMENT

The Child Protection Policy applies to all of Scottish Volleyball's officers, employees and volunteers who come into contact with children at any event organised by or held under the authority of and/or any other body affiliated or representative of Scottish Volleyball Association.

As part of the SVA's commitment to best practise in the care of children, the SVA expects you to comply with the policy and the regulations contained within it.

For the purposes of this Child Protection Policy, a child is any individual under the age of 18.

FOREWORD

The Scottish Volleyball Association works closely with **sportscotland** and CHILDREN 1ST and has responsibility for the development of volleyball across the wide spectrum of ages.

An important client group for volleyball, and indeed for any sport, is the youth market. This is needed in order for the sport to prosper in the future. It is essential that, during their formative years, the children who wish to participate in volleyball activity get an enjoyable experience which they can take into adulthood and in later years impart to future generations of volleyballers.

Not only must the experience be enjoyable but it must also be in a safe and in a non-threatening environment. This is both imperative and beneficial for all parties. It will ensure that parents can be safe in the knowledge that their children are taking part in sport in safe and child friendly volleyball clubs and that the standards of coaching and instruction are of the requisite quality.

It is requested that all participating clubs, regions, district associations and areas in Scottish Volleyball will welcome this document and actively incorporate the policies contained therein to their own handbooks, to sit alongside other policies and practices on coaching, refereeing, development and the like.

Many thanks are due to CHILDREN 1ST for their assistance in the creation of this updated policy and ongoing support.



Ben Pipes
Scottish Volleyball Association
Club & Participation Development Officer

Policy Statement

CHILD PROTECTION POLICY STATEMENT

The Scottish Volleyball Association believes:

- That the safety and welfare of children should always be of paramount importance, whatever the circumstances.
- That everyone with a role in working with children has a moral and a legal responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from harm or the risk of harm.
- That special care is needed in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to harm.

Scottish Volleyball:

- Has therefore adopted this Child Protection Policy to ensure that the welfare and safety of children in the SVA's care or custody is always the primary consideration.
- Is committed to providing an environment where children can learn about, participate in and enjoy volleyball free from actual or the fear of harassment or harm.

The Policy is predicated on the following three principles:

1. A child's welfare is the paramount consideration.
2. A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from harm.
3. The rights, dignity and worth of a child should always be respected.

Young people participate in sport for many reasons including to make friends, have fun and learn new skills. Whilst competing and participating in volleyball activities young people have certain rights that should allow them to get the most from their experiences. The Scottish Volleyball Association believe every young person has the right:

- To participate in volleyball.
- To be treated with respect by all adults and players.
- To compete and train as a child.
- To report any problems to the Club's Child Protection Officer.
- To be considered for every match or competition.
- To train and compete safely and have appropriate medical treatment if required.
- To be coached by an SVA qualified coach.
- To have fun.

CHILD PROTECTION OFFICERS (CPO)

The implementation of the policy and good practice guidance requires increased awareness and active involvement from all those involved in working with young people. The Scottish Volleyball Association have identified Child Protection Officers as key individuals in leading this process at national, regional, district and club level. Such individuals will promote good practice and provide the main contact for issues related to ensuring safe recruitment of volunteers and responding to concerns/allegations or disclosures.

Role descriptions, guidance and training to help in supporting these critical positions have been developed and are available on request from the SVA office



The Children (s) Act 1995 states that anyone who is involved in the care of children should 'do what is reasonable in all circumstances to safeguard the child's health, development and welfare.'

Responding & Reporting

The Scottish Volleyball Association will fully support anyone who, in good faith and where he/ she has reasonable grounds for doing so, reports his or her concern that a colleague is, or may be, abusing a child or young person, even if that concern is proved to be unfounded.

RESPONDING TO AN ALLEGATION

What should you do if you are concerned?

If a child or young person indicates that they have been abused, or you obtain information which gives you concern, you should:

- i React calmly so as not to frighten the child.
- ii Tell the child he/she is not to blame and that it was right to tell.
- iii Remember it is the role of the trained professionals to establish whether abuse has occurred and not the role of the SVA employees or volunteers.
- iv Take the report seriously, recognising the difficulties inherent in interpreting what is said.
- v Keep questions to the absolute minimum to ensure a clear and accurate understanding. Only ask questions if you need to - do not ask the child about explicit detail.
- vi Reassure but do not make promises of confidentiality which might not be possible to keep in the light of subsequent developments.
- vii Make a full record of what has been said, heard and/or seen as soon as possible and fill out a Scottish Volleyball Child Protection Incident Report Form (CPIRF). Which is available on Page 19.
- viii Pass the information, without delay, on to the appropriate person in accordance with the SVA's Child Protection Incident Reporting Procedure.

When a referral is made to the Social Work Services or the police a written report should be sent within 24 hours. A record should be kept of the name and title / number of the social worker or police officer to which the concerns were passed, together with the date and time of the call, in case any follow up is needed.



INCIDENT REPORTING PROCEDURE

This reporting procedure is to be followed if:

- There has been an allegation of abuse made by any person concerning any child who is under the control, custody or supervision of the SVA, its officers, employees or volunteers.
- Any member of the SVA staff, officer, volunteer or accredited person has had any suspicions made known to them about any person or child.
- Any incident that could be deemed as abuse has occurred.

What YOU should do:

1. Ensure the child is safe and receiving any necessary medical attention and is able to talk about their concerns, if they wish.
2. Report the incident to the Club's Child Protection Officer (CCPO), if your club does not have a CCPO, the report must be made to the SVA Lead CPO.
3. Fill in the SVA's **CPIRF** (page 19), giving full details of what occurred.

What the Club's Child Protection Officer should do:

1. Immediately contact the SVA Lead Child Protection Officer and report the incident and actions.
2. Contact the child's parents/guardians (unless they are implicated in the incident). If considered necessary, contact will also be made to the Social Services, Police, etc.

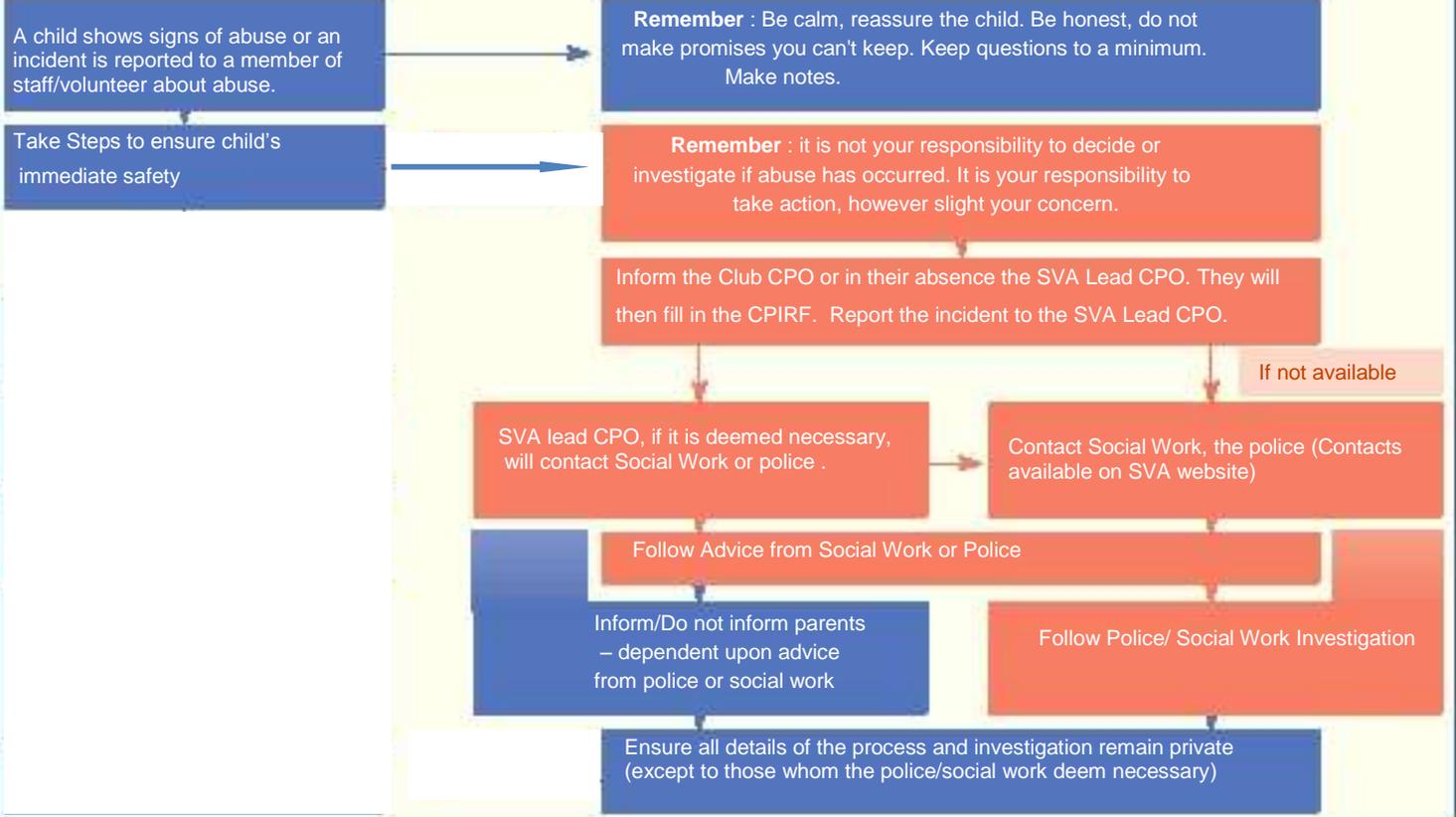
Information passed on to the social work services or the police must be as helpful as possible, it will be necessary to make a detailed record of the following;

- The nature of the allegation.
- A description of the indicators of abuse.
- The account of the young person, if it can be given, of what happened to them.
- Any times, dates or other relevant Information.
- A clear distinction between what is fact and what is hearsay.

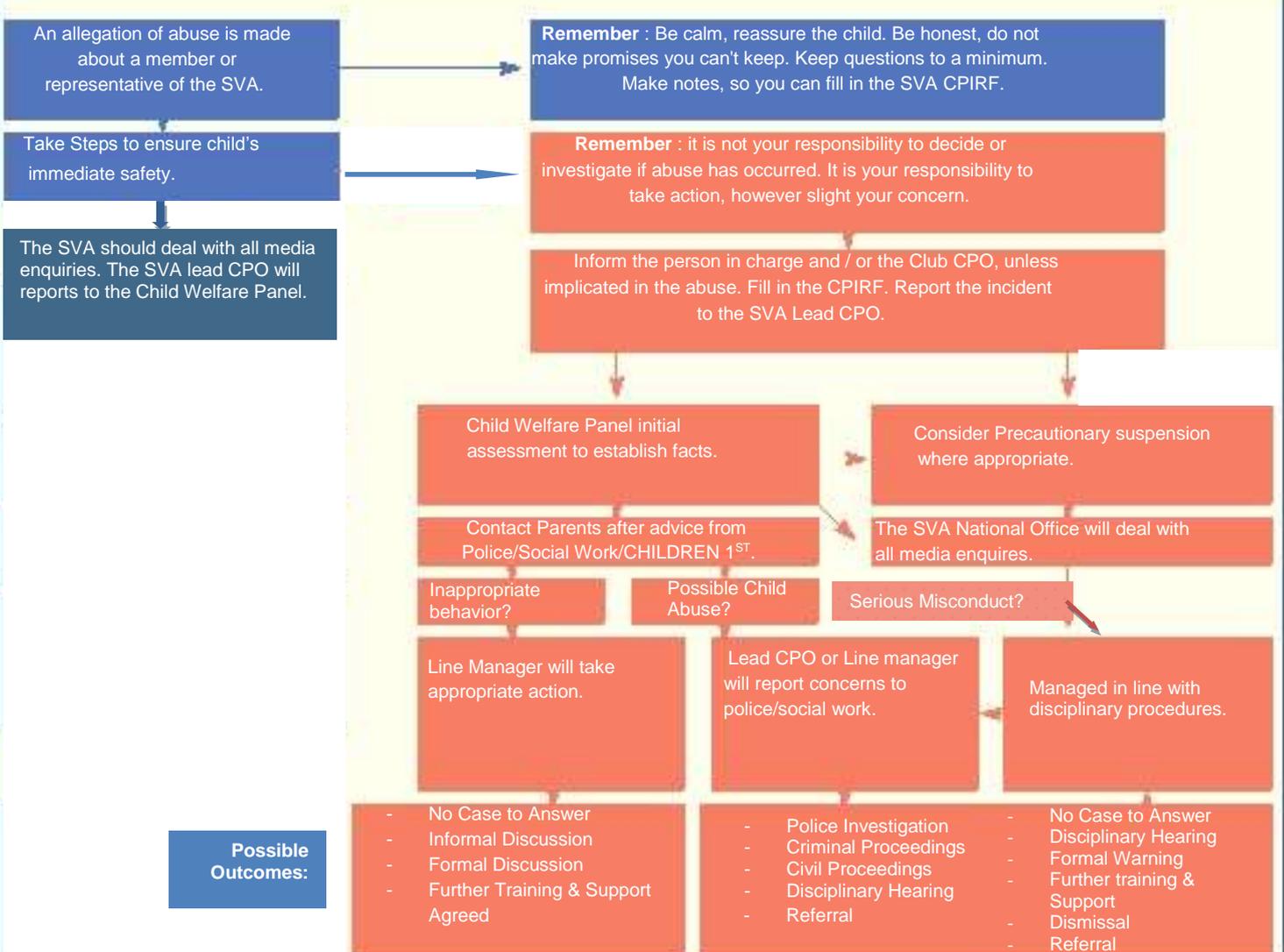
SVA Reporting Procedure

CHILD PROTECTION INCIDENT REPORTING PROCEDURE

Responding to signs or an allegation of abuse.



Responding to an allegation of abuse against someone working on behalf of the Scottish Volleyball Association.*



*includes but not limited to professional staff, registered coaches/ referees, squad personnel and regional officers.

INFORMATION SHARING

Information must be shared on a need to know basis. This includes sharing the information with the Child Protection Officer, the police or social work and relevant people within the Scottish Governing Body. If the matter is one concerning an allegation of abuse, the police or social work will take the lead in advising if others (including parents) can be informed. Remember there is a difference between information sharing and gossip. The latter should be avoided at all costs and could be unlawful (Data Protection Act).

There is advice on information sharing in the national guidance to Child Protection in Scotland 2010 which can be found at www.scotland.gov.uk

Where the Panel does not consider that they have the expertise relevant to the field of abuse which the incident relates, the Chairperson will request a person with such expertise to the panel.



THE CHILD PROTECTION PANEL (CPP)

The Child Protection Panel is to comprise of at least three of the following:

- SVA/sportscotland Solicitor (If appropriate.)
- Chief Executive Officer (If appropriate.)
- Club Child Protection Officer (If available.)
- SVA Lead Child Protection Officer.
- Person with expertise in the field of abuse to which the incident may relate (e.g. Social Work or Police.)

The confidential group discussion may take place by telephone, conference call or email.

The Panel should immediately assess whether the child has been harmed or is at risk of harm. If this is the case, ensure Social Work or the Police have been informed. Follow advice from social work/Police, including how to liaise with parents/guardians.

The Panel should then consider the action to be taken, to include but not be limited to the following questions:

Following each Child Protection case the Scottish Volleyball Association will conduct a review of the case and the procedure.

ACTION ON SITE

1. What action is required on site?
2. Is further information needed?
3. Who should obtain this?
4. What third parties at the sight of the incident should be informed (e.g. parents, Social Work, Police) if they have not been informed already?

When a decision has been reached, the CPP should take such action as is required immediately. The Chairperson will keep all other relevant parties informed about the decisions the CPP have reached, on a need to know basis.

Where the incident involves a member of the SVA staff, an officer or volunteer, or anyone representing the SVA (collectively referred to as the SVA Individual) the CPP may, in circumstances which they deem appropriate, arrange for the suspension of the SVA Individual from his/her duties immediately.

Continued consultation should take place between the members of the CPP and all other relevant parties until the situation has been resolved. There should not be any period without communication of more than 28 days with involved parties and case management processes should not normally extend over more than 3 months.

GUIDELINES FOR COMPETITIONS & EVENTS

USE OF PHOTOGRAPHIC EQUIPMENT

Scope

- Scottish Volleyball will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, Scottish Volleyball has no power to prevent individuals photographing or filming in public places.
- Scottish Volleyball reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

Notification

- Parents/carers and children will be informed they may, from time to time, be photographed or filmed whilst participating in Volleyball. This could be for one of the following reasons:
 - (i) Video footage for performance development.
 - (ii) Media coverage of an event or achievement.
 - (iii) Promotional purposes e.g. website or publication.
- Materials promoting events will state, where relevant, that photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification (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

- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the pictures/film would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.
- All actions by Scottish Volleyball will be based on the best interests of the child.

Use of Images and Information

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with Scottish Volleyball Guidelines, where this is within the control of Scottish Volleyball.
- Scottish Volleyball will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.

Concerns

- Anyone behaving in a way 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 Scottish Volleyball Child Protection Officer.
- Where appropriate concerns should also be reported to the police.

There is no intention to prevent club coaches using video as a legitimate coaching aid. Participants and their parents should be aware that this is part of the coaching programme and care should be taken in the storage of such footage. If a club is concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact the facilities manager.



TRAVELLING WITH GROUPS

Working with young people in sport often requires groups to move around in order to take part in competitions and attend events. There are some particular issues related to duty of care in these situations that require specific attention and include; careful planning, communication with parents/carers, transport arrangements, supervision and staffing, insurance, accommodation arrangements and emergency procedures.

The Scottish Volleyball Association have prepared specific guidelines for 'Away Fixtures', 'Day Trips/Overnight Stays' and 'Travel Abroad/Hosting Teams' that are available via the website or on request from the national office.

Recommended wording for use of photography;

IN LINE WITH THE RECOMMENDATIONS IN THE SVA CHILD PROTECTION POLICY, THE EVENT ORGANISER'S REQUEST THAT ANY PERSON WISHING TO ENGAGE IN ANY VIDEO OR CLOSE RANGE PHOTOGRAPHY SHOULD REGISTER THEIR DETAILS WITH THEM AT THE REGISTRATION DESK BEFORE CARRYING OUT ANY SUCH PHOTOGRAPHY.

ORGANISING AN EVENT

Staging a tournament, competition or event can be a rewarding but sometimes a daunting task. For individuals or groups considering any such activities there are certain responsibilities and a duty of care to those involved including; participants, spectators, event staff and the general public.

In addition to the general issues surrounding health and safety, events involving young people have some particular issues that organisers need to be aware of that relate specifically to child protection and include; discipline, injury and illness, changing rooms and drop off/collection by parents/carers.

The Scottish Volleyball Association have prepared specific guidelines for 'Running Junior Events' and 'Running Camps' that are available via the website or on request from the National office.

GOOD PRACTICE GUIDE

The Scottish Volleyball Association has developed specific guidelines for those individuals who are likely to work with young people including; parents, coaches, officials and clubs (available via the website or on request from the national office). In addition to some of the principles related to specific roles, there are a number that can be considered as general good practice and are relevant to all.



1. POSITIONS OF TRUST

Always remember that, whenever you are responsible for the care or supervision of a child, or where you are in a position of power or influence over a child, you are in a relationship of trust. You should never do anything to abuse that trust.

Good Practice

Always remember that the mental and physical welfare and the safety, health and the future of any child is the primary concern.

Remember that particularly where a relationship of trust exists and where that relationship is close or involves frequent contact, it is possible that an individual or the child will develop feelings which are not directly related to the practice of sport. Remember that young children will not have the same awareness or judgement to realise what nature of relationship is appropriate and what is not.

Always be alert to ensure you are setting and maintaining the appropriate boundaries in any relationship you have with a child.

Encourage and foster a child's independence and encourage any children for whom you are responsible to accept responsibility for their own behaviour and performance.

Unacceptable behaviour

You must never:

- Enter into a sexual relationship with any child under your care or supervision
- Use your influence or power over any child for your own interests



2. PHYSICAL CONTACT

Good Practice

Physical contact should be generally for one or more of the following purposes and should be carried out by the individual(s) set out below:

- To develop or demonstrate sport skills/techniques by a suitably and appropriately trained and qualified coach, official or team manager.
- Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable.
- To treat an injury by a suitably and appropriately trained and qualified medical practitioner.
- To give sport massage. Sport massages should only be given where necessary for physiotherapeutic, medical or physiological purposes and should only be performed by trained personnel.
- For any other purpose involving the treatment, diagnosis or examination of the child by a suitably and appropriately trained and qualified individual.

Physical contact is appropriate in other circumstances, such as consoling a child who is upset, or administering first aid. Always ensure that it is necessary and reasonable and takes place in a culture of openness.

If a child is vulnerable due to their physical state or learning or communication difficulties or requires special help, take particular care when proposing to use any kind of physical contact.

If possible, try to obtain the views of the child and their parent/guardian beforehand.

GOOD PRACTICE GUIDE CONTINUED

3. GENERAL SUPERVISION

It is important to always encourage openness, integrity, transparency and honesty in all activities involving children.

Good Practice

You must work in pairs if groups of children have to be supervised in the changing room.

You must ensure that male and female responsible adults always accompany mixed children's teams.

Unacceptable Behaviour

You must not, and must not allow other adults to, spend significant amounts of time alone with a child away from other children.

You must not take a child alone on a journey, however short, without the prior consent of the child's parent(s)/guardian(s)/carer(s).

You must not be present at the home or in the private room or dormitory of a child where the child is on his/her own without the parents or guardian of the child or other responsible adult being present. You must not take a child back to its own home or private room or dormitory.

You must never share a room with a child, or enter a child's room without another adult present. (Unless there is an emergency situation)

You must never enter the room of a child unless at the child's request or unless the door is left open to allow visual access to outsiders.

You must never conduct individual meetings with a child in the child's room or in any other private space without another responsible adult present.

Never allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which you have responsibility.

Where changing or dressing rooms are used, you must not be present whilst children are showering or changing unless accompanied by another responsible adult.

4. SAFETY

Good Practice

Always ensure the safety of any children for whom you are responsible as far as possible.

Ensure that you have taken all reasonable steps to establish a safe working environment. The work done and the manner in which it is done should be in keeping with regular and approved practice within that sport or area.

Where any activity or event is taking place ensure, as far as possible, the location is secure from access by unauthorised third parties. Be vigilant for people who do not appear to be relatives or friends of children who are participating, but nevertheless, seem to spend a substantial amount of time videoing or photographing them.

Ensure that any activity being undertaken should be suitable for the age, experience and ability of the children.

Ensure where it is necessary or appropriate that parents have been kept informed of the activity undertaken and that the parents and the child have given their consent and that the child is made aware of his/her personal responsibilities in terms of his/her own safety.

5. CONFIDENTIALITY

Good Practice

Where there is a close relationship between you and a child, you must realise you may be in a position of confidence and you may gather (often very personal) information about the child.

If it seems that, because of a child's youth or inexperience the child is not able to judge what information it is appropriate to confide, try and make the child aware of the importance and implications of the information he/she is imparting or is proposing to impart.

Where possible reach an agreement with the child as to what is regarded as confidential information.

www.scottishvolleyball.org

Unacceptable Behaviour

You should never:

1. Encourage confidences beyond what is appropriate
2. Intrude into the private life of the child.

Remember that often it will be necessary to divulge confidential information to a responsible third party. Remember that confidentiality does not preclude the disclosure of information to persons who have a right to know or to whom they have a legal duty to disclose, in circumstances where what is involved is:

1. The pursuit of disciplinary or legal action relating to alleged breaches of this Policy, or the enforcement of any applicable laws or any rules or regulations of the SVA.
2. The evaluation of the child's performance in their sport.

6. INTEGRITY

Good Practice

Always remember that a child may not have the same awareness of the importance or implications of what is being said as an adult or of what is acceptable to say about others.

Discourage children from talking offensively about others except where the child seems to be hinting at or talking about an instance of abuse or irregularity.

Encourage children to obey the spirit of the rules and regulations of volleyball and compete in good faith and treat their opponents and officials with all due respect.

Emphasise the spirit of fair play in volleyball and the ideals embodied at the SVA.

Unacceptable Behaviour

Never advocate measures, which could be deemed to constitute seeking to gain an unfair advantage or cheating of any kind.

7. CO-OPERATION

Good Practice

Communicate and co-operate with other sports and allied professions if and when you feel it is in the best interests of the child.

If the child has medical, psychological or other problems you should be prepared to communicate and co-operate with the appropriate medical practitioners in the care and management of such problems.

8. PERSONAL STANDARDS

Good Practice

Always display high personal standards and appropriately attired projecting an image of health, cleanliness and efficiency. (Never smoke or consume alcohol in the presence of children.)

Always project a favourable image of volleyball and of the Scottish Volleyball Association.



10. LANGUAGE

Unacceptable Behaviour

Never use profane, insulting, harassing or otherwise offensive language.

Never use any form of sexually charged verbal intimacies or sexual innuendoes to or about children.

11. SOCIAL MEDIA

Good Practice

Obtain written permission from parents/carers to allow mutual interaction with the organisation profile.

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 relevant questions regarding the organisation or volleyball issues.

A SVA profile should be set-up, where possible to avoid the use of personal profiles/accounts. These accounts should remain private.

The procedure for photography and filming should also be observed in relation to mobile phones. Particular care is required in areas where personal privacy e.g. changing rooms

Unacceptable Behaviour

Informal online chat with members on subjects out with volleyball should be immediately discouraged (including private matters/questions.) Any disclosures should be screenshotted, removed and reported in line with procedure.

Where a situation occurs which is not adequately covered by these guidelines, or they are not suitable for the situation, or you are unsure what is appropriate in the particular circumstance, contact the Club Child Protection Officer, the SVA lead Child Protection Officer or the SVA Chief Executive Officer for guidance.

KINDS AND INDICATIONS OF ABUSE

Main Forms of Abuse

It is generally acknowledged that there are four main forms of abuse:

Neglect

Neglect occurs where adults fail to meet a child's basic needs like the need for food or warm clothing, or where adults fail or refuse to give children love, affection and attention. Children might also be constantly left alone or unsupervised.

Physical Abuse

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning or biting or by giving children alcohol, inappropriate drugs or poison. Attempted suffocation or drowning also comes within this category.

Sexual Abuse

Adults - both male and female - who use children to meet their own sexual needs, abuse girls and boys. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse.

Emotional Abuse

Persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted may make the child nervous and withdrawn. Emotional abuse may also occur when there is constant overprotection (which prevents children from socialising), or there is neglect, physical or sexual abuse.

POTENTIAL SIGNS OF ABUSE

- Constant hunger.
 - Poor personal hygiene.
 - Constant tiredness.
 - Frequent lateness.
 - Untreated medical problems.
 - Poor peer relationships.
 - Low self esteem.
-
- Refusal to discuss injuries.
 - Improbable excuses for injuries.
 - Running away.
 - Excessive physical punishment.
 - Avoiding activities.
 - Aggression.
 - Fear of parents.
 - Untreated Injuries.
-
- Lack of trust in adults/too trusting.
 - Sleep disturbance.
 - Girls taking over the mothering role.
 - Reluctance or refusal to take part.
 - Drug, Alcohol or solvent abuse.
 - Reluctance to change clothes for activity.
 - Sexual promiscuity.
 - Social isolation.
 - School problems.
 - Low self esteem.
 - Display of sexual knowledge beyond child's years.
-
- Low self esteem.
 - Running away.
 - Extremes of passive aggressive.
 - Significant decline in concentration.
 - Indiscriminate friendliness or neediness.
 - Self harm.



Any kind of abuse, harassment or criticism based on racial or ethnic origins which amounts to racial discrimination can also amount to emotional abuse. Bullying of a child, perpetrated either by other children or by an adult with the care or supervision of the child, can also amount to emotional abuse. Abuses of any sort can be perpetrated not only by adults, but may also be caused by other children.

Indications of Abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if untreated, may follow an individual into adulthood.

Recognising child abuse is not always easy - even for experts. The examples listed below are not a complete list and they are only intended to indicate behavioural signs in children which may have been caused by factors possibly including child abuse. They do not in any way confirm that child abuse has occurred.

- The child says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring.
- The child has an injury for which the explanation seems inconsistent.
- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury.
- The child's behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
- The child appears not to trust adults, e.g. a parent or coach with whom she or he would be expected to have, or once had a close relationship, and does not seem to be able to make friends.
- He or she becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason.
- The child shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way.



Bullying

Preventing and responding to bullying behaviour.

Here the abuser may well be another young person. Both girls and boys can demonstrate bullying behavior and they can do both physical and emotional bullying. Bullying usually occurs when there is inadequate supervision, in volleyball this could happen in the changing rooms.

Harassment

The main characteristic of harassment is that it is unwanted by the recipient. Each individual must determine what is and is not acceptable to them. It is the unwanted nature of the conduct that distinguishes harassment from acceptable behaviour.

In volleyball the bullying behavior could come from the parent/carer who pushes too hard or the coach or teammates who adopts a win-at-all costs philosophy.

RECRUITMENT GUIDELINES

These guidelines must be followed by all SVA staff and affiliated groups recruiting new staff or volunteers who are or will become involved with working or interacting with children.

1. All individuals working or seeking to work or be involved with children, as an SVA officer, employee or volunteer, must complete the **CP1 Form** (page 14). This form should be sent to the SVA lead CPO.
2. All individuals must complete the self-declaration **CP2 Form** (page 15). This will show that the individual has not been convicted of any offence involving child abuse or the neglect or mistreatment of children.
3. As standard practice, where the SVA considers it necessary, a reference will be sought from a reputable person on the **CP3 Form** (page 16).
4. All individuals working or seeking to work with children must undergo a thorough interview conducted by an SVA representative.
5. When an individual has been selected to work in a role or position that may involve working with children the responsible body must conduct an induction process that ensures that the individual:
 - i) Is fully aware of the duties and responsibilities of the post;
 - ii) Is aware of who their direct supervisor is and whom they are to report to;
 - iii) Has fully read and understood the SVA's Child Protection Policy and understands their responsibilities and obligations;
 - iv) Is encouraged to attend a safeguarding and protecting children course such as Sports Coach UK's 'Safeguarding and Protecting Children: a guide for sportspeople' or a similar course and that Club Child Protection Officers also attend the In Safe Hands course.

Details of dates and locations of these courses can be found at sportscotland.org.uk

Individuals must be told clearly in writing that the positions which they are working or seeking to work in, as they involve work or contact with children, are therefore exempt from the provisions of the Rehabilitation and Offenders Act 1974.

As such all convictions however old must be declared.

Protection of Vulnerable Groups (PVG)

The Protecting Vulnerable Groups Scheme (PVG Scheme) will:

- Help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
- Be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required.
- Strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

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

Scottish Volleyball will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by the lead Child Protection Officer.

All Junior Volleyball clubs & Team affiliated to Scottish Volleyball will be required to ensure that all their coaches are PVG checked before entering any Scottish Volleyball competitions.



REFERRALS TO THE CHILDREN'S LIST

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

In line with The Protection of Vulnerable Groups (Scotland) Act 2007, SVA must refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has;

- (a) Placed a child at risk of harm
- (b) Harmed a Child
- (c) Engaged in inappropriate conduct involving pornography
- (d) Engaged in inappropriate conduct of a sexual nature involving a child, or
- (e) Given inappropriate medical treatment to a child.

This referral will take place if the member of staff/volunteer has;

- (a) Been dismissed
- (b) Would have been dismissed had they not resigned, retired, expiry of a contract or been made redundant.
- (c) Been transferred to a position of non-regulated work with children by the SVA

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

- (a) Been dismissed
- (b) Resigned, retired, left after expiry of contract or been made redundant.
- (c) Been transferred to a position of non-regulated work with children by the SVA

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



SPEAKING TO CHILDREN DURING THE INVESTIGATIVE PROCESS OR AS PART OF A DISCIPLINARY HEARING

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

To minimise distress or anxiety for the child it is a good idea to give some thought as to how to approach them. The interviewer should consider the following:

- (a) The age, gender and background of the child i.e. will they require an interpreter?
- (b) Whether the child has any learning or physical disability which might affect their ability to communicate with others
- (c) The child's emotional state
- (d) Timing and location of interview, bearing in mind the child's daily routines
- (e) What you will do if the child becomes upset
- (f) Obtaining consent from the parents/ carer

The association in agreement with other parties' involved should decide whether it is absolutely necessary for the child to be involved in a disciplinary hearing. If the child is to be involved consideration should be given to the following:

- (a) Allowing the child to be accompanied by a relative or other responsible adult (preferably someone who is not involved in the case)
- (b) The environment or room layout - how intimidating it could appear to a child
- (c) The number of people present - try to ensure only those who need to be there are present whilst the child gives evidence
- (d) The age of the child
- (e) The nature of the evidence the child may be giving
- (f) The nature of the relationship between the child and the subject of the hearing
- (g) The tone and style of questioning i.e. clear, non-threatening with sufficient opportunity for the child to consider the questions and answer them.

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

The following procedures for referrals and Special Considerations are in line with the Scottish Volleyball Association's Disciplinary procedure.

APPLICATION FORM FOR SCOTTISH VOLLEYBALL STAFF / VOLUNTEERS in Regulated Work with Children

Title	First Name (s)	Surname
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Previous names by which you might have been known:

Address :

Daytime Telephone Number :	Mobile Number:
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Any Previous Addresses you have lived at in the last 3 years:

Email Address:	Gender (<i>tick</i>) <input type="checkbox"/> Male <input type="checkbox"/> Female
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Current Occupation:

Have you any previous experience of working with children (voluntary or paid)? If yes, please detail below:

<u>Dates</u>	<u>Position</u>	<u>Organisation</u>	<u>Brief Description of Duties and Responsibilities</u>

Please provide details of two references with experience of your work or contact with children

Reference 1.	Reference 2.
Name	Name
Address	Address

If you have no previous experience of working with children, Please detail below any situations where regular contact has been outside your home with children.

Please provide details of two References

Reference 1.	Reference 2.
Name	Name
Address	Address

THE SCOTTISH VOLLEYBALL ASSOCIATION'S STANDARD REFERENCE LETTER INCORPORATING REFERENCE FOR WORKING WITH CHILDREN

Dear

Name

has applied for the position of

at the Scottish Volleyball Association and

has given your name as a referee. A copy of the relevant job description is enclosed for your information.

I should be grateful if you would confirm how long you have known

and in what capacity. It would also be helpful if you could give your opinion of the applicant's

ability, personality and suitability for the post for which (s)he has applied, together

with any other general information that you feel is relevant to this application.

The post may involve access to children and as an organisation committed to the welfare and protection of children, I should be grateful if you would also complete the attached document and return this to me with your reply.

Your comments will of course be treated in the strictest confidence and an early reply would be greatly appreciated. A pre-paid envelope is enclosed for your convenience.

I am grateful for your assistance in this matter and I look forward to hearing from you.

Yours sincerely

CONFIDENTIAL

Form CP3

THE SCOTTISH VOLLEYBALL ASSOCIATION'S CHILD PROTECTION POLICY

Name of Applicant:

Name of Post:

This post may involve substantial access to children. As an organisation committed to the welfare and protection of children, we should be grateful if you would indicate below whether or not you have any reason at all to be concerned about this applicant being in contact with children or young people.

Please place a tick in the appropriate box

Yes*

**If you have answered "yes " you will be contacted in confidence*

No

Signed

Full Name (Please print)

Address

Telephone

Email

ABBREVIATIONS LIST

CCPO Club Child Protection Officer
CPIRF Child Protection Incident Report Form
CP1 Child Protection Application form for staff

CP2 Child Protection -Reference letter
CP3 Child Protection -Reference return
CPP Child Protection Panel
SVA Scottish Volleyball Association

The Scottish Volleyball Association

48 The Pleasance
 Edinburgh
 EH8 9TJ
 Tel: 0131 556 4633 Fax: 0131 557 4314
 E-mail: info@scottishvolleyball.org
 Website: www.scottishvolleyball.org

Sportscotland

Doges
 Templeton on the Green
 26 Templeton Street

Glasgow, G40 1DA
 Scotland
 Tel 0131 317 7200 Fax 0131 317 7202
 Email: library@sportscotland.org.uk
 website: www.sportscotland.org.uk

CHILDREN 1ST

83 Whitehouse Loan
 Edinburgh EH9 1AT
 Tel: 0131 446 2300 Fax: 0131 446 2339
 Website: <http://www.children1st.org.uk>

Childline UK

Tel: 0800 1111
 Website: www.childline.org.uk

Central Registering Body in Scotland (CRBS)

Unit 55, Stirling Enterprise Park
 Stirling FK7 7RP
 Tel: 01786849777 Fax: 01786 849767
 Website: www.crbs.gov.uk

Sports Coach UK

114 Cardigan Road, Headingley
 Leeds LS6 3BJ
 Tel: 0113 274 4802 Fax: 0113 275 5019
 Website: www.sportscoachuk.org

www.there4me.com

www.bullying.co.uk

www.safeguardingsport.org.uk

The by-laws for Scottish Volleyball Association which contain the information on referrals and dealing with complaints procedure, can be found at www.scottishvolleyball.org/governance

USEFUL LOCAL CONTACTS Club Child Protection Officer

Name	
Address	
Tel	Mobile
E-mail	

Regional/ Area Child Protection Officer

Name	
Address	
Tel	Mobile
E-mail	

Scottish Volleyball Association Lead Child Protection Officer

Tel	0131 556 4633	07809247877
E-mail: please send email to cpdo@scottishvolleyball.org to obtain details		

LOCAL SAFEGUARDING CONTACTS

Local Social Service Contact	Tel
E-mail	

Other Contact Local Police Station	Tel
E-mail	

The Scottish Volleyball Association

www.scottishvolleyball.org

Photographs courtesy of Graeme Spowart, Michael McConville and Lynne Marshall.

NAME:	POSITION:
DATE:	LOCATION:

NOTE: Please write only facts and avoid interpretation.
Include times, dates and locations wherever possible.
Include names and details of all individuals involved.

CONCERNS: Describe your concerns and who they are about. (Child or Adult)

Where and when did the above take place?

Does anyone else know about the incident? Did anyone else see, hear or make comment?

Are these your concerns or a third party's? (if the latter, please provide name and details of third party)

ACTIONS: Have you informed the Club CPO/person with responsibility to the child? YES NO

- If YES, please state what they said. If NO, please state why not.

NOTE: If you have any written statements from the child involved/third party, please attach these to this document, clearly labeled with name, contact, position and relationship to child.

Signed:	Date:
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Please return this form to the SVA 's Lead Child Protection Officer.