



Glenrothes Gladiators
with Glenrothes Cricket Club
at Glenrothes Community Sports & Health Hub
Pitcoudie Avenue, Glenrothes, Fife KY7 6SU

Safe in Cricket

Practical guidance on how we keep children safe through promoting a safe operating environment

Last reviewed: July 2020



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Policies and Procedures

Sports organisations have a duty of care towards all children involved in activities. This policy is a collection of good practice guidelines that Glenrothes Gladiators use to help promote children's wellbeing and help to keep them safe. It will be regularly reviewed and incorporates any new and updated child wellbeing and protection guidance and legislation.

In order to ensure the Club is a safe environment for children and young people, all sections of the procedures are implemented.

The document provides guidance and support for volunteers working with children at the Club and the Club Child Welfare and Protection Officer (CWPO). It should be read in conjunction with any other relevant policies and procedures.

Throughout this guidance, reference is made to volunteers and this means anyone involved in the delivery or support of cricket, for example coaches, parent helpers, officials etc.

Safeguarding in Sport

Safeguarding in Sport is a partnership between Children 1st and SportScotland (<https://rebrand.ly/SafeguardingOverview>). The aim of Safeguarding in Sport is to help ensure children stay safe and have fun while taking part in sport. They provide advice, consultancy, resources and training for any sports organisation working with children.

The guidelines adopted by Glenrothes Gladiators are derived from the 'Safe in Care' guidelines, and adapted specifically for cricket by Cricket Scotland (<https://rebrand.ly/CricketScotlandPolicies>), our sports governing body in Scotland.

Further Support

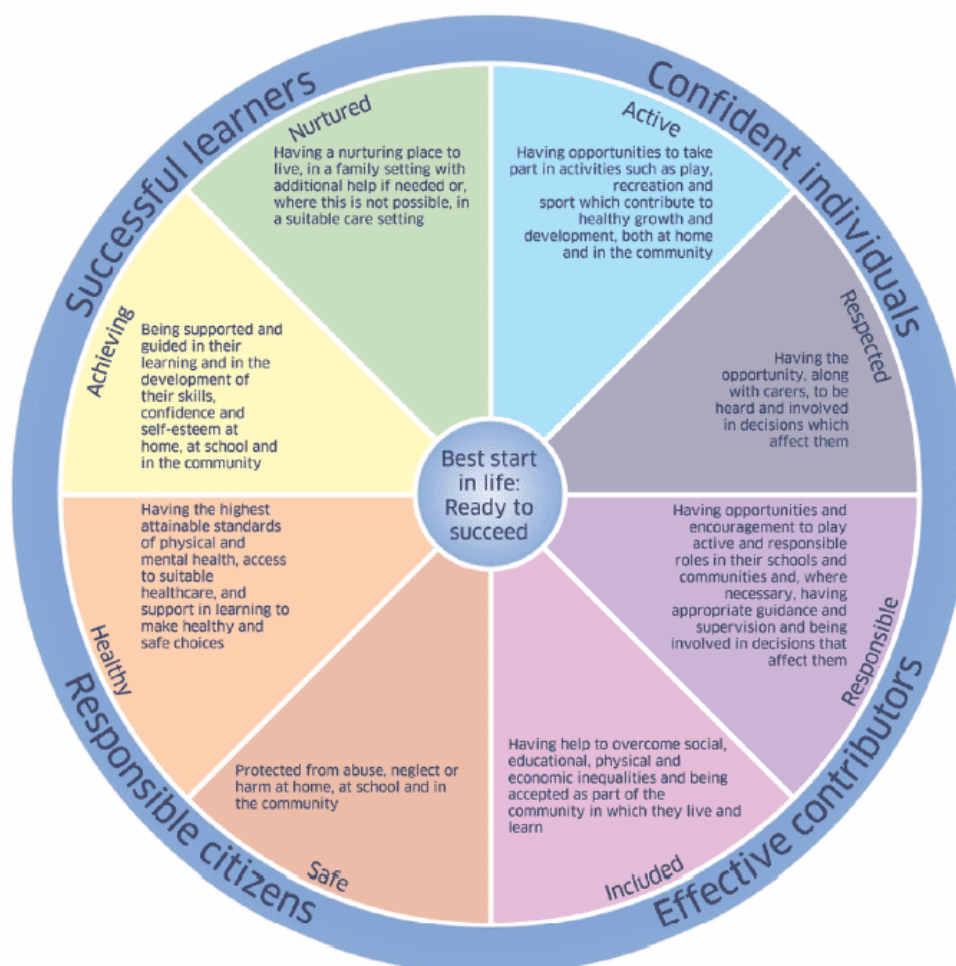
Further guidance and support is available from the CWPO (see [Clear Roles and Responsibilities](#)) and the Safeguarding in Sport service.

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

Children's Wellbeing in Scotland

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

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

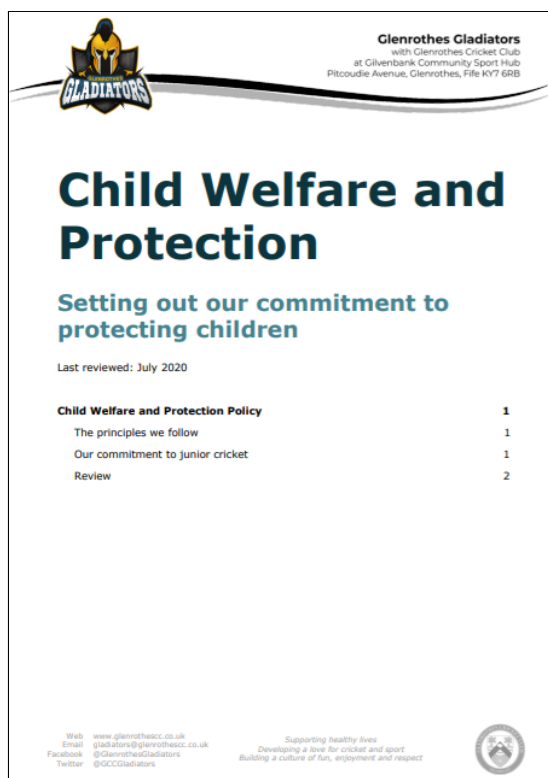


Source: <http://www.gov.scot/Topics/People/Young-People/gettingitright/wellbeing>

Child Welfare and Protection Policy

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

Our 'Child Welfare and Protection' Policy (<https://rebrand.ly/GladiatorsWelfare>) sets out our commitment to protecting children.



Clear Roles and Responsibilities

Our Club Child Wellbeing and Protection Officer (CWPO) is the main point of contact and will assist everyone in knowing who to go to if they need:

- support
- advice
- training
- to report a concern

Our CWPO, with the support of the committee, will 'champion' good practice and make sure club policies and procedures are put in place. The contact details and the role of the CWPO are widely available. During periods when the CWPO is unavailable, any member of the Club Committee should be contacted.

The CWPO Job Description is available on request.

Safe Recruitment

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

- Clearly defining the roles people can take on.
- Clear requirement for Protection of Vulnerable Groups (PVG) Scheme membership for positions of regulated work.
- Self-declaration form to be completed by applicant.
- Informal interview to assess previous knowledge and evidence of qualifications.
- Two verbal references.
- Volunteers to sign up to Club Code of Conduct.

Protection of Vulnerable Groups Scheme

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

Compliance with the PVG Scheme is integral to the process of safeguarding but will not be viewed in isolation. It will be used in conjunction with the robust recruitment and selection procedure, appropriate child protection training and adherence to our Club 'Child Welfare and Protection' Policy (<https://rebrand.ly/GladiatorsWelfare>).

When a Club member applies to join the PVG Scheme, Disclosure Scotland carry out a criminal record check to confirm that they are not on the list of people who have been barred from working with children. It provides the Club with information to assist in making a decision as to suitability for the role. Becoming a member of the PVG Scheme does not automatically mean that the applicant is suitable to work with children but is only part of the recruitment and selection process.

The PVG Scheme makes it clear that it is the Club who is the employer in respect of persons undertaking regulated work (either paid or voluntary) with children at our Club. Regulated work is normally carried out by persons at our Club holding the following positions in relation to working with those under 18 years of age participating in cricket:

- | | |
|----------------------------|-------------------|
| • Coach | • Parent Helper |
| • Assistant Coach | • CWPO |
| • Team Manager / Organiser | • Physiotherapist |

Regulated work has to be part of normal duties i.e. the activity is reasonably anticipated and could appear in the job description. There are some exceptions, such

as where the presence of children in the activity is 'incidental' (e.g., the activity is for adults, and is advertised as an adult club/ activity, but has some U/18's attending).

It is an offence for a person who is barred from working with children, to seek or undertake work from which they are barred. Additionally, it is also an offence for the club to offer regulated work (paid or unpaid) to an individual who is barred from that work.

The PVG Scheme allows us to ensure that this does not happen and safeguard both the children and our Club.

All PVG members are subject to ongoing monitoring by Disclosure Scotland. The PVG Scheme application registers the interest of our club in the person who will be doing regulated work on behalf of the Club. The Club will be informed if that person comes under consideration for listing on the Barred from Working with Children List.

It is a common misunderstanding that the Club will be contacted by Disclosure Scotland in the event of any new information becoming available about a PVG Scheme member. This is not the case. The Club will only be informed by Disclosure Scotland if any relevant new information becomes available about a member of our Club who is a member of the Scheme. This would only apply if the new information leads to the member being considered for listing e.g. they receive a conviction for harming a child.

If a PVG member is no longer undertaking regulated work at the Club, Disclosure Scotland will be notified accordingly.

PVG Process

The process used by the Club to ensure that all persons undertaking regulated work, covering:

- PVG Application Flowchart
- Self Declaration
- PVG, Q & A Guidance
- Confirmation of Identity
- Overseas Players
- Information Sharing
- Secure Handling of Disclosure Information

Can be found at 'Cricket Scotland - Protection of Vulnerable Groups' (<https://rebrand.ly/CricketScotlandPVG>).

References

The Club will request and check two references. References from relatives are not acceptable. These can be verbal or written. Record verbal references - who the reference was from and what was said. Often within the cricket environment, verbal references will be through personal knowledge of the applicant or by contacting clubs that he/she has been at.

Induction and Training

When a new post holder starts at the Club, the Child Wellbeing and Protection Officer will:

- agree what training they need (e.g. safeguarding and protecting children) and when it should be done by
- explain the child protection policy and procedures, including the code of conduct
- get written agreement to abide by Child Wellbeing and Protection policies and the Code of Conduct for working with children

Trial Period

The Club and anyone undertaking regulated work with children will agree a trial period to make sure that the role is a good fit for both.

Monitoring and Performance Review

The Club will monitor the performance of the individual doing regulated work. This gives an opportunity to check on progress and address any problems or concerns.

Codes of Conduct

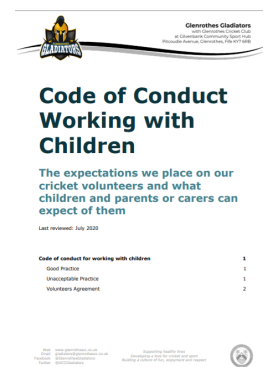
A code of conduct for working with children is used to make clear:

- what behaviour is acceptable and unacceptable
- the standards of practise expected when working on behalf of the club
- the basis for challenging and improving practise

Code of conduct for working with children

Everyone working with children on behalf of our Club will sign up to the relevant code of conduct. The cricket volunteers/staff will be clear about the expectations on them when involved in activities with children. Children and the parents/carers involved in activities should also be clear about what they can expect from the adults working with them. The Club's code of conduct is most useful when shared publicly and widely.

View our 'Code of Conduct - Working with Children'
(<https://rebrand.ly/GladiatorsConductVolunteers>)



Code of conduct for children

Children should also be clear about the expectations placed upon them. The children will be told what is acceptable/unacceptable behaviour whilst participating in cricket and club activities. The Club will publish and display a player code of conduct.

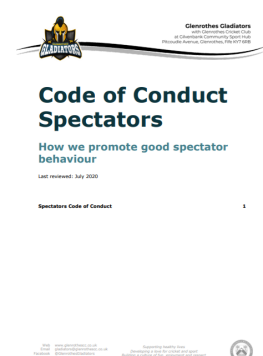
View our 'Code of Conduct - Players'
(<https://rebrand.ly/GladiatorsConductPlayers>)



Code of conduct for spectators

The Club acknowledges that pressure on children and the bad behaviour of adults watching games or training can make children drop out of cricket. We will promote good spectator behaviour and make it clear that if children or officials are abused, action will be taken. Our spectator code of conduct will be published and displayed.

View our 'Code of Conduct - Spectators'
(<https://rebrand.ly/GladiatorsConductSpectators>)



Cricket volunteers, children and parents/carers support and understand codes of conduct best when they are involved in drawing them up and have the opportunity to discuss regularly what is acceptable and unacceptable behaviour.

It can be beneficial to ask children as a group to discuss this in their group/team and to agree what the consequences of breaking these rules should be. This will be done at the start of a season, before a trip away from home, or as part of a welcome session at a residential camp.

Concerns about a breach of the code of conduct will be taken seriously and responded to in line with the disciplinary procedure and/or procedures for responding to concerns.

Good Practice Guidelines

This club has a duty of care towards all children involved in its activities.

Although it is not possible to give guidance for all possible circumstances, the Good Practice Guidelines are based on best practice and cover some of the most common situations in cricket. They apply to all young people under the age of 18, but common sense should be applied when considering the circumstances of older children.

Ultimately, most situations will require a judgement to be made about what is practical and reasonable in the circumstances.

Further guidance and support is available from:

Club Child Wellbeing and Protection Officer cpo@glenrothescc.co.uk

Cricket Scotland Child Wellbeing and Protection Officer 0131 313 7420

Children 1st Safeguarding in Sport Service 0141 419 1156
safeguardinginsport@children1st.org.uk

Adult to Child Ratios

The following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005). They are a relevant minimum for daytime activities, but should be modified for overnight stays, trips away from home and to take into account other risk factors:

AGE	RATIO
3 and over	1:8
All children over 8yrs	1:10

Activities should be planned to involve at least two adults, preferably one male and one female but the mix of male and female supervisors will often be influenced by the gender mix of the participants. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity
- The age, maturity and experience of the children
- Whether any of the group leaders or children has a disability or special requirements
- Whether any of the children have challenging behaviour
- The particular hazards associated with the activity
- The particular hazards associated with the environment
- The level of qualification and experience of the leaders
- The programme of activities
- Whether there are volunteers under the age 18

First Aid and the Treatment of Injuries

Parents/carers must complete a 'Partnership with Parents/Carers Form (our 'Gladiators Registration Form', <https://rebrand.ly/GladiatorsRegistration>) before their child participates in cricket. This ensures that cricket volunteers/staff running a game or activity are made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required.

We will ensure that we have the following procedures in place for all of our cricket activities.

- Have an accessible and well-resourced first aid kit and have telephone access at the venue.
- Where possible, access to medical advice and/or assistance should be made available.
- Only those with a current, recognised First Aid qualification should treat injuries.
- Inform parents/carers as soon as possible of any injury and action taken.
- A Concern Recording Form should be completed if a child sustains a significant injury and the details of any treatment given recorded. Good sense should be used to determine which injuries are significant.
- The circumstances of any accidents that occur should be recorded and reviewed to avoid it happening again.

Volunteers aged 17 and under

While some children under the age of 16 may be in 'regulated work' with children, they should not be placed in positions of sole responsibility for other children. They should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted.

Volunteers aged 17 and under should be assessed for their suitability to work with children. There is no lower age limit for Protection for Vulnerable Groups (PVG) membership. Where the post meets the 'regulated work' criteria, membership of the PVG Scheme should be considered.

Young volunteers may come under different pressures (e.g. lack of respect from peers) and closeness in age could lead to the development of friendships or romantic/sexual relationships. Regular supervision, training and extra support is recommended. Supervision ratios should also be reassessed, as a young volunteer may not be as capable of overseeing a group of children and young people as an adult in the same position.

The Club Child Wellbeing and Protection Officer (CWPO) administers all issues related to the PVG Scheme - see [Clear Roles and Responsibilities](#).

Physical Contact

Any necessary physical contact during sport sessions should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect. Children should be encouraged to speak out if they feel uncomfortable.

Demonstrating a Technique

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

Supporting a Child with Personal Care

If it is necessary to help a child with personal care e.g. toileting or changing, this should be agreed in advance with the child and parents/carers and guidance taken. Cricket volunteers should work with parents/carers and children to develop practised routines for personal care, such as help with getting changed or putting protective equipment on, so that parents/carers and children know what to expect.

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

Administering First Aid

Parents/carers must complete a Partnership with Parents/Carers Form (our 'Gladiators Registration Form', <https://rebrand.ly/GladiatorsRegistration>) to ensure that cricket volunteers are made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.

When administering First Aid the child should be told what action is being taken and why. Only those with a current, recognised First Aid qualification should treat injuries and parents/carers should be informed as soon as possible of any injury and action taken. Treatment should be administered in an open environment wherever appropriate, avoiding private or unobserved situations.

Sexual Activity and Grooming

Within sport intimate relationships can occur. This section looks at both sexual activity among young people and that between adults and young people.

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person may be committing a criminal offence known as 'abuse of trust'. Sports coaching is not currently defined in law as a 'position of trust', but the principle of the law should be followed.

The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

Young people

Sexual activity between children/young people at team events, in sports facilities and at social activities organised by the club will be discouraged.

Criminal sexual behaviour committed by a young person will be referred to the police or social services. This may also lead to disciplinary action in accordance with the club's disciplinary procedure.

For more information see the National Guidance on 'Under-age Sexual Activity: Meeting the Needs of Children and Young People and Identifying Child Protection Concerns': <http://www.gov.scot/resource/doc/333495/0108880.pdf>

Adults

Sexual activity between adults and children under the age of 16 is illegal and will be reported to the police immediately.

Sexual activity between adults and young people (aged 16+) involved in cricket raises serious issues given the power imbalance in the relationship. Even if 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. For example, a coach may have significant power or influence over a young person's sporting career.

Sexual activity between adults and young people (16+) involved in cricket at this Club is therefore prohibited when the adult is in a position of trust or authority (coach, trainer, official). This will be communicated clearly to adults in such positions at the outset and clear procedures drawn up to deal with such a situation promptly, fairly and consistently.

Grooming

Most adults involved in cricket with children participate with the aim of providing a fun and positive experience for the children taking part. However, some may use cricket as a way of gaining access to children with the purpose of developing inappropriate intimate relationships.

People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends and those involved in sport. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming will be reported to the police.

Managing Challenging Behaviour

Planning

Sessions should be planned around the group and take into consideration the needs of each child. Sports volunteers should consider previous and likely behaviour. There should be strategies to manage risks agreed in advance. This should identify the appropriate number of adults required to manage and support the session safely, including being able to respond adequately to safeguard the group.

From time to time sports volunteers delivering sport to children may have to deal with challenging behaviour.

The following principles should be applied:

- The wellbeing of all children is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

None of the following should be used as a means of managing a child's behaviour:

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

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

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

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

Physical Interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring his or herself, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of challenging behaviour. Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. The following must always be considered:

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

Any physical intervention used should be recorded as soon as possible after the incident by the volunteers involved using the 'Concern Recording Form' ([LINK]) and passed to the Club CWPO as soon as possible. We recognise that such an intervention is only ever likely to become necessary in cases of great urgency and this will be taken into account when reviewing the actions taken by a member of staff or a volunteer.

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

Transporting Children

The Club does not generally take responsibility for the transport of players to and from venues, however if the Club does expressly accept responsibility for travel arrangements, it will undertake a risk assessment including the following areas:

- All vehicles and drivers are correctly insured.
- The driver has a valid and appropriate license.
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats.
- There is an appropriate ratio of adults per child.
- Drivers take adequate breaks.
- If an adult is regularly transporting children on behalf of the Club this may be regulated work with children and as such, it should be assessed whether or not this person requires a PVG check. If such transportation is a private agreement between parents/carers, then PVG checks are not applicable.

Additionally, the following guidelines should be followed:

- Request parent/carers consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.

It is good practice to have two adults accompany children in a vehicle but this will often not be practical.

Collection by Parents or Carers

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

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

- It is clear that while the club game/session is running then organisers/coaches have a duty of care to the children that are in their charge.
- When the session has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.
- To help avoid this situation occurring in the first place, the Club:
 - Are clear about starting and finishing times of sessions.
 - Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish.
 - Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage).
 - Will ensure organisers/coaches have access to a late collection telephone contact and number through the relevant 'Partnership with Parents/Carers Form' (the Gladiators Registration Form)

Where possible there should be more than one adult supervisor at the end of a session.

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

- The child's address, contact telephone number and/or alternative phone number(s) on Partnership with Parents/Carers will be used to contact the adult responsible for the child and ask them to collect the child.
- If a staff member/volunteer is left alone with a child then a record of their actions should be kept (Concern Recording Form) and the Club WCPO and parents/carers should be informed as soon as possible.
- When all else fails, call the police or Social Work.

Trips Away From Home (Involving Overnight Stays)

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

The Glenrothes Gladiators do not anticipate undertaking trips involving overnight stays. Where these are subsequently planned, we will follow all relevant 'Safeguarding in Sport' guidelines.

Procedure for the use of Photographs, Film, Video

Children must be protected from those who would seek to use photos and videos to place them at risk of harm.

Written consent must be obtained from the child's parents/carers (Partnership with Parents/Carers Form - our 'Gladiators Registration Form', <https://rebrand.ly/GladiatorsRegistration>) before any photography or filming takes place.

Management of Photography

Reasonable steps will be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but the club does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.

Where photography or filming is permitted, (with consent granted from parents/carers and consent obtained from the child if age appropriate), the following guidelines will be followed:

- Put a system in place to allow easy tracking of photographers and their equipment. For example, use a badge or sticker to identify those with permission to photograph or film.
- Do not use children's names or personal details in photograph captions. If a child is named, avoid using the photograph – if the child is photographed, avoid using their name.
- In instances where consent to photograph a child has been refused, if the child is playing against another team, then the opposition must be informed that the child must not be photographed.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be shown in a state of partial undress.
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- Decisions about publishing images should reflect the best interests of the child and should consider whether they might place the child at risk. Special care must be taken in relation to vulnerable children such as those in care, fleeing domestic violence or a child with a disability. The Club may withdraw consent for photographs to be taken in circumstances where there are perceived dangers to the children
- Indecent images of young people under 18 years of age are classified as child abuse imagery and must be reported immediately to the police.

- All participants and parents should be informed that on occasion, general images of events may be taken and for what purpose they will be used.

Mobile Phone Cameras

A number of children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming should ever be permitted in such areas.

Concerns

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Club Child Wellbeing and Protection Officer, or the police.

Communication Technology and Social Media

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

Adults who seek to harm children have been known to use technology and social media to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005. It is also widely acknowledged that children can be harmed by the behaviours and actions of their peers for example, on-line bullying and sexting.

The following guidelines should be met in order to safeguard all parties when communicating using texting/social media:

- All communications from the club with children will be open, transparent and appropriate
- Messages will only be sent to communicate details of meeting points, training, match details, competition results etc. The same message will be sent to every member of the group/team
- It will always be clear that it is the club who is communicating information – one-to-one messaging arrangements between volunteers/staff should be strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening
- Messages must never contain any offensive, abusive or inappropriate language and not be open to misinterpretation
- Written permission must be sought from parents/carers to communicate with children under 16 years via technology/social media
- Parents should be offered the option to be copied in to any messages their child will be sent
- Consent to communicate via technology/social media should be sought directly from young people aged 16 to 18. Though consent from parents/carers is not required for this age group, we recommend that parents/carers are informed of the intention to communicate with their children
- Children and young people will be informed about the means of communication at the club. They will be told to report any concerns to the Club CWPO
- All concerns about the inappropriate use of technology and social media will be dealt with in line with the Procedure for Responding to Concerns about a Child. This may include the concerns being reported to police

- All phone numbers/email addresses of children and young people should be kept securely.
- The number of people with access to children and young people's details will be kept to a practical minimum.

Club Websites/Social Media Sites

Websites/Social Media sites provide an opportunity for the Club to extend their community profile, advertise and communicate easily with members. Thought will be given to consent, tone and how sites and pages will be monitored. In terms of publishing information and pictures, the following good practice will be noted:

Permission

- Where practical written parent/carer consent will be obtained for all children aged under 16 before publishing any information or pictures of a child.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young cricketers who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites/social networking sites will never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to the Club.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children must never be portrayed in a state of partial undress.

Forums

If our Club decides to use social media with two-way communication, close monitoring will be utilised as forums can be used to target individuals or to engage contributors in debates that can cause upset and embarrassment to children and young people.

Coaches, members of staff or volunteers will refrain from being drawn into debates concerning selection, performance or personalities – even where the subject of discussion is anonymous.

The Club will make every possible effort to remove any offending comments and appropriate procedures will be used to address poor practice or Code of Conduct breaches.

Concerns

Any concerns or enquiries should be reported to the Club Child Wellbeing and Protection Officer.

For more information on the use of social media please access Safeguarding in Sports 'Social Media Guidelines for Sport Coaches, Volunteers and Athletes' available from Children 1st: <https://rebrand.ly/SafeguardingResources>

Clubhouses and Changing Rooms

Children are particularly vulnerable in the changing area of sports facilities

Bullying can occur where children are left unsupervised in changing areas. It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms.

Adults should avoid changing or showering at the same time as children. If limited changing facilities mean that adults and children must share, adults must take care to protect the modesty and privacy of themselves and the children. Parents/carers should be made aware if this is likely to be the case.

An adult should not be alone with a child in the changing areas. If possible, more than one adult should supervise changing areas. Extra vigilance may also be required if there is public access to the venue.

If children are uncomfortable changing or showering in public, do not pressure them to do so.

If you need to use a changing room for another purpose, such as a team talk, wait until all children are fully dressed.

No photography or filming will be allowed in changing areas.

Missing Child Guidelines

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

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

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

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

1:1 Coaching

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

Good Practice means:

- Gain parental consent and contact details for any 1:1 coaching session
- Agree time and venue with player and ensure parent/carer is aware of the arrangements
- Coach to ensure venue and equipment is safe and appropriate for use
- Invite parent/carer to sit in on the session if they wish
- Follow the Club 'Code of Conduct For Working With Children' (<https://rebrand.ly/GladiatorsConductVolunteers>)

Anti-Bullying Policy

Policy Statement

Glenrothes Gladiators is committed to providing a caring, friendly and safe environment for all our children so that they can train, and play, in a relaxed and secure place.

Bullying of any kind is unacceptable at our Club.

All children at the Club have the right to play cricket in an atmosphere that is free from victimisation and fear. Children have the right to protection from all forms of violence and must be kept safe from harm whilst being given proper care by those looking after them at our Club.

This Club is committed to this intent and seeks to ensure, as far as is reasonably practical, the prevention of all forms of bullying among members. The prevention of bullying is everyone's responsibility.

Bullying Explained

Bullying is behaviour that makes someone feel upset, frightened and isolated.

The behaviour does not need to be intentional or persistent, to be bullying.

Bullying can take many forms:

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

Responding to Bullying

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

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

Expectations

All adults and children at our Club should have an understanding of what bullying is

All officials, coaching and non-coaching staff should know what the Club policy is on bullying and follow the stated procedures if bullying is reported

All children and parents/carers should know what the Club policy is on bullying and what they should do if bullying arises

The Club will strive to highlight our policy on bullying to all members and children involved in cricket by publicising it through: Club website/Welcome Pack/Club Noticeboard/Club Meetings/Inclusion in discussion with children on acceptable behaviour (Code of Conduct)

As a Club, we take bullying seriously. Children and parents/carers can be assured they will be supported if bullying is reported.

Signs and Symptoms

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

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

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

Procedures

- Children and parents/carers made aware that bullying should be reported to any Club official or coach
- Club officials and coaches made aware to report incidents of bullying to the Club Child Wellbeing and Protection Officer

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

Prevention

The Club will attempt to prevent bullying by:

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

Consequences

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

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

Safeguarding Training

Everyone has a responsibility to ensure children are safe from harm. To ensure that all persons undertaking regulated work within the Club are appropriately trained to recognise and respond to safeguarding concerns, the below noted training requirements for coaches and the Club CWPO have been agreed with Cricket Scotland.

In addition, it is recommended that everyone undertaking other roles involving regulated work with children should be suitably trained, qualified and supported. They should:

- Know the contact name and details of the Club Child Wellbeing and Protection Officer (CWPO)
- Have signed the code of conduct for working with children
- Know and understand the good practice guidelines
- Know and understand the responding to concerns procedures
- Be aware of other relevant policies
- Attend Safeguarding & Protecting Children Course

Course attendance by persons undertaking regulated work with children should be recorded by the club.

Safeguarding courses are valid for three years.

Position	Qualification
Kwik Cricket Game Manager	Child Wellbeing and Protection in Sport [R]
ECB Coach Support Worker	ECB Safeguarding on-line module [M] Child Wellbeing and Protection in Sport [R]
All Stars Activators	ECB Safeguarding on-line module [M] Child Wellbeing and Protection in Sport [R]
Level 2 Coach	ECB Safeguarding on-line module [M] Child Wellbeing and Protection in Sport [R]
Club Lead Junior Coach	Child Wellbeing and Protection in Sport [M*] Unless
Club Child Wellbeing and Protection Officer	ECB Safeguarding on-line module [M*] Child Wellbeing and Protection in Sport [M*]

[M] = Mandatory [R] = Recommended

* With the wide ranging availability of safeguarding courses, many forming part of professional qualifications and achieving a higher threshold than the above courses, Cricket Scotland acknowledges that there will be exceptions to the above recommendations and mandates. Clubs should check with the Cricket Scotland Child Wellbeing and Protection Committee to ensure compliance and should be aware that documentary evidence may be requested.

Responding to Concerns about a Child

A set procedure for responding to a wellbeing or protection concern about a child makes sure that everyone is clear on what action to take in the event of a concern being raised. The procedure is based on three steps: Respond, Record, Report.

The following principles underpin the procedure:

- The wellbeing of the child is the paramount consideration.
- Parents/carers have the primary responsibility for the safety and wellbeing of their children and where possible the Club will work in partnership with parents/carers when there are concerns about a child.
- Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). It is important therefore to seek the views of the child, where relevant and appropriate, and to seek their consent for further reporting of the concern.
- Where the concern about a child's wellbeing suggests that they are in need of protection, the information must be passed on to police/social work with or without the child's consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of the club shall investigate allegations of abuse or decide whether or not a child has been abused.

What to do if there is a wellbeing concern about a child

Club volunteers/staff may be informed in different ways with regards to details of a concern about a child. This may be:

- a direct disclosure by a child
- through observation of a child, demonstrated by a change in their behaviour, appearance or nature
- information that is shared from another individual or organisation

Respond

Any wellbeing concern about a child should be considered in line with the GIRFEC wellbeing indicators and may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked whom they feel is suitable to be informed and when relevant, consent should be gained from the child.

Record

Make a written record of the wellbeing concern as soon as possible using the Concern Recording Form, completing as much of the form as possible.

Report

All wellbeing concerns should be reported to the Club Child Wellbeing and Protection Officer as soon as possible. The CWPO may escalate the concern to the child's school or to police/social work if this is considered appropriate.

What to do if a child discloses abuse

Respond

Good practice:

- React calmly so as not to frighten the child.
- Consider what requirements a child may need to communicate effectively (e.g. do they have an additional support needs, is English their first language etc.).
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- 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? What? Where? When?
- It's important to explain to the child who you may need to share information with and why. Don't promise to keep information to yourself.
- Do not introduce personal information from either your own experiences or those of other children.
- Pass on the information to the Club Wellbeing and Protection Officer/or social work services or the police without delay

Avoid

- Panicking
- Showing shock or distaste
- Probing for more information than is offered
- Speculating or making assumptions
- Approach the individual against whom the allegation has been made
- Making negative comments about the person against whom the allegation has been made

Record

- Make a written record of the information as soon as possible using the Concern Recording Form, completing as much of the form as possible

Report

Advise the Club Child Wellbeing and Protection Officer as quickly as possible. This should not be delayed by gathering information to complete all sections of the form. The information in the form will help the Club CWPO, police and social workers to decide what action to take next.

For advice and guidance when/if, the Club CWPO is unavailable, or when an immediate response is required, contact the police and social work services directly. Record any advice.

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 child at further risk. In such cases, advice must always firstly be sought from the police or social work services as to when and who should inform the parents/carers.

Further guidance and support is available from the Cricket Scotland Lead Child Wellbeing and Protection Officer and the Children 1st Safeguarding in Sport Service: T - 0141 419 1156 E – safeguardingsport@children1st.org.uk

Responding to Concerns about the Conduct of an Adult

in all cases where there are concerns about the conduct of an adult towards a child, the best interests and wellbeing of the child will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult are dealt with in a timely, appropriate and proportionate manner. No member of the Club in receipt of information that causes concern about the conduct of an adult towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

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

If the Club is notified that a member of staff is under consideration for listing by Disclosure Scotland, a precautionary suspension should be put in place pending the outcome. A suspension is not a form of disciplinary action.

Initial Reporting of Concerns

Any concerns for the wellbeing of a child arising from the conduct of an adult must be reported to the Club Child Wellbeing and Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the Club Child Wellbeing and Protection Officer, concerns should be reported to the Club Chair/President.

Record

Make a written record of the information as soon as possible using the Concern Recording Form completing as much of the form as possible.

Report

Advise the Club Child Wellbeing and Protection Officer as quickly as possible. This should not be delayed by gathering information to complete all sections of the form. The information in the form will help the Club CWPO to decide what action to take next.

For advice and guidance if the Club CWPO is unavailable, or when an immediate response is required, contact the Cricket Scotland CWPO or police/social work.

Actions taken and reasons for decisions shall be recorded (in the order in which they happen) on the Concern Recording Form. This should be signed and dated by the Club Child Wellbeing and Protection Officer or the person appointed to manage the response process.

1. Establish the Basic Facts

Once the concerns have been reported, the Club Child Wellbeing and Protection Officer, or the person appointed to manage the response process 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.

2. Conduct an Initial Assessment

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine if the adult's conduct was inappropriate behaviour, serious poor practice/misconduct or whether there is reasonable cause to suspect an adult's behaviour and conduct has been criminal. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern of criminal behaviour, the initial assessment will not form part of the disciplinary investigation
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff/volunteer may be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the adult is approached.
- An initial assessment of the basic facts may require the need to ask a child some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent is obtained from a parent/carer.

Possible outcomes of initial assessment:

- A. No further action (facts do not substantiate complaint)
- B. Situation is dealt with under Club Disciplinary Procedures
- C. Child Protection investigation (jointly by police and social work services)
- D. Criminal investigation (by the police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases
- E. Civil proceedings (by the child/family who raised the concern)

Initial assessment supports concerns about poor practice and/or misconduct

In the event of an investigation into the conduct of a member of the Club's volunteers/staff, all actions will be informed by the principles of natural justice:

- They will be made aware of the nature of the concern
- They will be given an opportunity to put forward their case
- The club will act in good faith, ensuring the matter is dealt with impartially and as quickly as possible in the circumstances

Any impact on a child's wellbeing caused by an adult's poor practice/or misconduct will be managed under the club's disciplinary policy. Pending the outcome of an investigation, precautionary suspension will be considered in all cases where there is a significant concern about the conduct of an adult towards a child.

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

Initial assessment supports concerns about possible criminal behaviour

If the initial assessment gives reasonable cause to suspect an adult's behaviour has been a criminal offence, the Club Child Wellbeing and Protection Officer (CWPO) will report the concerns to the police as soon as possible on the day the information is received.

Referrals to the police will be confirmed in writing by the Club CWPO within 24 hours. A copy of the Concern Recording Form will be provided to the police on request.

Appropriate steps will be taken to ensure the safety of the child(ren) who may be at risk. The parents/carers of the child(ren) involved will be informed as soon as possible following advice from the police.

Advice will firstly be obtained from the police about informing the adult involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. 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 adult.

Precautionary Suspension

In line with the club's disciplinary policy the adult involved may be suspended whilst an investigation is carried out. The adult will be informed in writing of the reason for the suspension. Suspension is not a form of disciplinary action.

Any disciplinary action taken must not jeopardise an ongoing criminal investigation. The police should be asked for advice. The initial assessment will not form part of the disciplinary investigation.

Non-recent 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. The same

procedures will be followed in the event of an allegation of non-recent abuse. For further guidance, please refer to the 'Responding to Adult Disclosures of Childhood Sexual Abuse' briefing paper through Children 1st resources:

<https://rebrand.ly/SafeguardingResources>

Media

All media enquiries relating to the conduct of a member the Club's volunteers should be referred to the Club's nominated representative – Child Wellbeing and Protection Officer (see [Clear Roles and Responsibilities](#)). It is advisable to seek support from Cricket Scotland or sportscotland.

Disciplinary Procedures

Any serious breach of the code of conduct will be dealt with under the Club's disciplinary procedure. Where child abuse is alleged or suspected the matter will be handed over to the police for investigation.

Special considerations – the involvement of children in disciplinary procedures

In establishing the facts of any concern or complaint, it may be necessary to speak to a child who was involved in the alleged incident. Consideration will be given to the following:

- consent from the parents/ carer
- age, gender and background of the child
- support required from a relative or other responsible adult (not involved in the case)
- any assistance needed to communicate
- emotional state
- timing and location to accommodate the child's daily routines
- what will happen if the child becomes upset
- other information that may be relevant
- creating a setting that is not intimidating
- only those who need to be there should be present whilst speaking to the child
- questions should be clear and non-threatening

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.

Making a referral to the children's list

When disciplinary action is taken against someone in regulated work as a result of harmful behaviour towards a child, the Club has a legal 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.

A referral will be made if the member of staff/volunteer:

- has been dismissed.
- would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.

- has been transferred to a position that is not regulated work with children.
- would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,
- would have been dismissed or considered for dismissal had the contract not expired.

It is an offence NOT to refer an individual when the criteria have been met. For detailed guidance on this, see

<https://www.disclosurescotland.co.uk/protectionservices/referralprocess.htm>

Case Reviews

Reviewing how child wellbeing and protection concerns have been managed is an important part of good practice and risk management. It provides an opportunity to identify specific areas of risk, trends or patterns and to:

- Explore if policies and procedures were followed and were effective
- Establish whether appropriate action was taken
- Examine the role of individuals involved in responding to and managing the case to establish whether further support or training is required
- Review how well the club worked with other organisations involved in the case
- Identify if any changes are required or recommendations for the future
- Identify specific areas of risk, trends or patterns
- Increase the confidence of those involved in the Club by demonstrating an open and transparent approach

The Club will conduct a review

- At the conclusion of any case dealt with through the procedures for responding to concerns
- At the conclusion of legal proceedings where the club has been involved in the investigation
- At the conclusion of disciplinary proceedings, including an appeal
- As part of the regular review of all child wellbeing and protection cases

The Case Review Matrix and Review Planning Form assist in the case review process.

Case Review Matrix

<p>Procedures</p> <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 procedures give adequate information about what to do • If appropriate, was a referral made to DisclosureScotland as required in law? 	<p>People</p> <ul style="list-style-type: none"> • Were the right people involved? • Were the views of the child/family obtained? • Were those involved aware of the procedures? • Had the people involved been trained? • Where appropriate, were external organisations involved, for example, the police or Cricket Scotland?
<p>Outcomes</p> <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? 	<p>Procedures</p> <ul style="list-style-type: none"> • Were records kept? • Is the quality of the information recorded satisfactory? • Can the forms be improved?