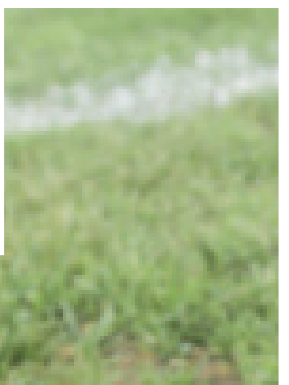


Scottish FA Club Services



CHILD WELLBEING AND PROTECTION IN SCOTTISH FOOTBALL

Your club. Your home. Your community.

YOUR CLUB YOUR HOME YOUR COMMUNITY



www.eastofscotlandfa.co.uk



www.scottishamateurfa.co.uk



www.scottishjuniorfa.com



www.scottishfa.co.uk/ssfa



www.scottishwomensfootball.com



www.scottishfa.co.uk/swfa/



www.scottishyouthfa.co.uk



www.southofscotlandfootballleague.co.uk



www.scottishfa.co.uk

WELCOME

Child Wellbeing and Protection in Scottish Football

A key component of children and young people having a positive experience in our national game is having children's rights and wellbeing embedded in everything we do and we need your help to achieve this goal.

Your club provides opportunities for children and young people to achieve, be active, safe, respected, responsible, nurtured, healthy and included. All of these opportunities combined can influence a child's wellbeing.

The policies, procedures and safeguards outlined in this document will support your club in further adopting a Children's Rights and Wellbeing based approach. Ultimately this will contribute to better experiences for children and young people playing football. Regardless of age, gender, sexuality, ability, ethnicity, location or their ambition to play, the goal is to ensure the consistency of a positive experience for every child.

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Child Wellbeing and Protection at Your Club

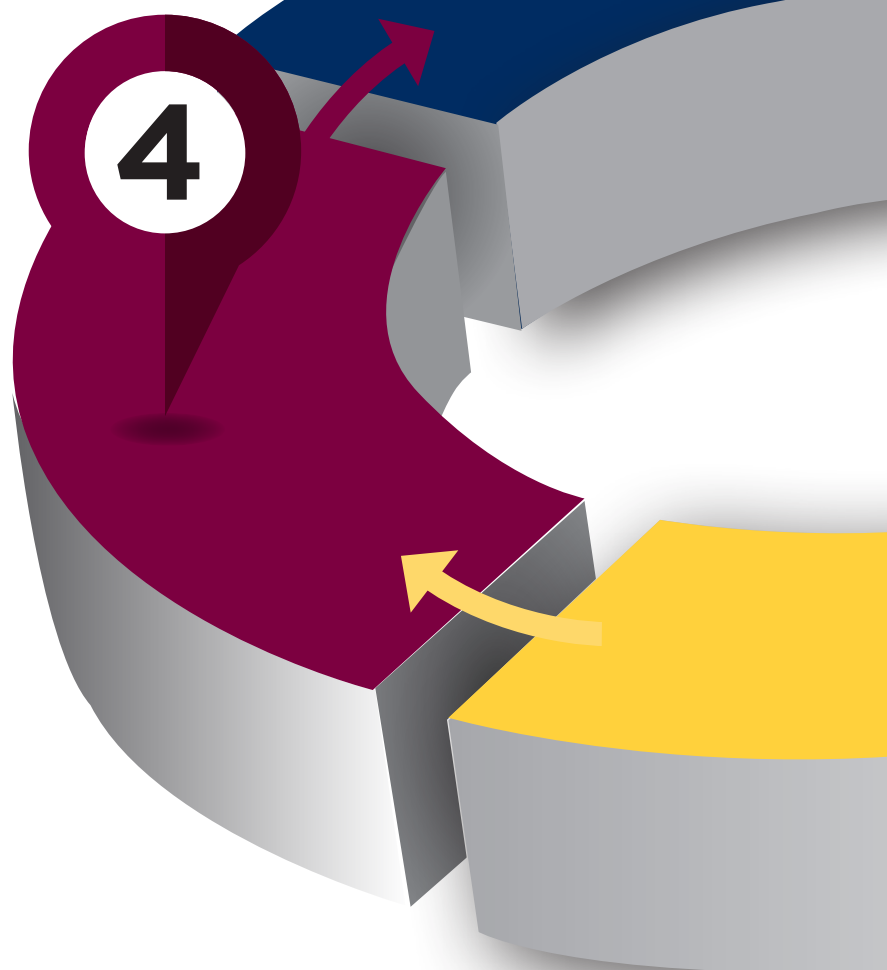
Your Club's journey



***Adopt Child Wellbeing and Protection in Scottish Football policy and procedure documents**



Club officials volunteering or working with children to complete awareness training (every 3 years)



***For Scottish Schools FA policies and procedures please go to http://www.scottishfa.co.uk/ssfa/scottish_football.cfm?page=4159**



Club Officials

- a. Existing club officials to complete the following:
 - i. Self-declaration form (annually)
 - ii. Fair Processing Notice form
 - iii. Code of Conduct for Safeguarding Children's Wellbeing (annually)
 - iv. Satisfactory PVG Scheme Update Record
(every 3 years for those carrying out 'regulated' work)

- b. New club officials to complete the above and also:
 - i. Satisfactory PVG Scheme Record or Update Record (every 3 years for those carrying out 'regulated' work)
 - ii. Provide 2 satisfactory references



Appoint Child Wellbeing and Protection Officer (CWPO) or Safeguarding Officer

- a. CWPO/Safeguarding Officer to complete training
- b. Communicate appointment to all club members

**For definition of regulated work please visit
www.legislation.gov.uk/asp/2007/14/schedule/2**

Policies, Procedures and Guidelines

Introduction

By June 2018 all clubs will be required to adopt and implement the same Child Wellbeing and Protection in Scottish Football policy documents, providing a consistent approach across the game. The following section outlines the Child Wellbeing and Protection policy statements and procedures for responding to concerns about a child and concerns about the conduct of an adult.

Policy Statements

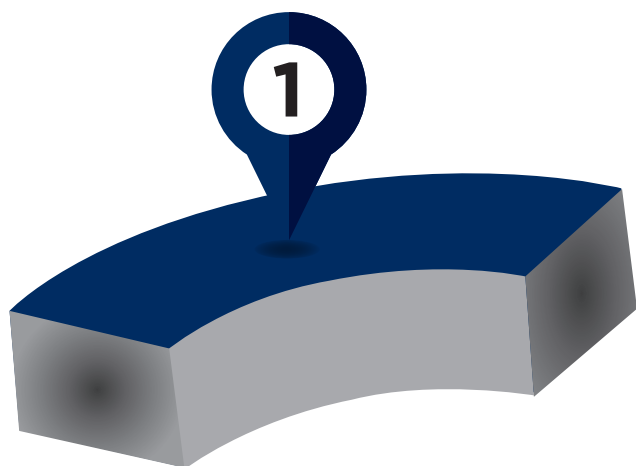
Children's Rights Policy Statement – highlights a commitment to embedding a children's rights-based approach in Scottish football. The policy statement recognises and works within the general principles of the United Nations Convention on the Rights of the Child (UNCRC).

Child Protection Policy Statement – We recognise the child's right to protection from all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse.

Anti-Bullying Policy Statement – Bullying is never acceptable; it doesn't make a child better or stronger to get through it and it should never be seen as a normal part of growing up – respectme, Scotland's Anti-Bullying Service.

All policy statements can be found and adopted by clubs at

<https://www.scottishfa.co.uk/scottish-fa/football-governance/childrens-rights-wellbeing/for-clubs/>



Procedures and Guidelines

Anti-bullying Guidelines – outlines different forms of bullying and how to support children involved in bullying behaviour. Further information on bullying behaviour can be found at www.respectme.org.uk.

Procedure for Responding to Concerns about a Child – includes a flowchart on how to respond, record and report a concern about the conduct of an adult towards a child.

Procedure for 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.

Anti-bullying guidelines and procedures for responding to concerns can be found and adopted at

<https://www.scottishfa.co.uk/scottish-fa/football-governance/childrens-rights-wellbeing/for-clubs/>

Safeguards

Introduction

Safeguards help to minimise risks that have been identified through previous experience and risk assessment. Clubs can find information about good practice at www.scottishfa.co.uk/scottish_football.cfm?page=3449

From the selection and appointment of volunteers and staff to the safe use of changing facilities, safeguards support clubs in creating a positive environment for all involved.

Selection and Appointment

All new volunteers and staff carrying out regulated work with children must:

- Provide 2 referees that will be checked and accepted by the club
- Complete a Self-declaration form
- Sign the Fair Processing Notice form
- Complete a satisfactory PVG Scheme Record or Scheme Record Update
- Sign up to the Code of Conduct for Safeguarding Children's Wellbeing annually
- Complete Child Wellbeing and Protection training

All existing volunteers and staff carrying out regulated work with children must:

- Complete a Self-declaration form annually
- Complete a satisfactory PVG Scheme Record Update every 3 years
- Sign the Fair Processing Notice form
- Sign up to the Code of Conduct for Safeguarding Children's Wellbeing annually
- Complete Child Wellbeing and Protection training



The role of the Child Wellbeing and Protection Officer/Safeguarding Officer

The Child Wellbeing and Protection Officer (CWPO)/Safeguarding Officer plays a key role in safeguarding children at your club.

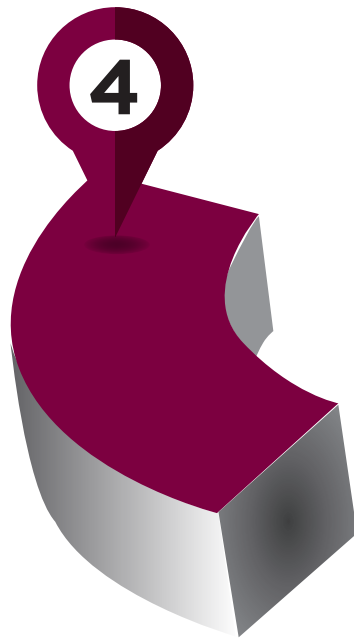
All clubs must appoint a Child Wellbeing and Protection Officer or Safeguarding Officer who will be the point of contact for any concerns about the wellbeing or protection of children at the club. You may want to consider appointing more than 1 Officer depending on the size, structure and set up of your club.

The CWPO/Safeguarding Officer will support bringing the Child Wellbeing and Protection policies and procedures to life at the club.

The Scottish FA's Managing Children's Wellbeing in Scottish Football workshop supports CWPOs in understanding their role in managing concerns and implementing safeguards at their club.



Increasing awareness and Education - Training



Training

Increasing awareness and education through training is a key child wellbeing and protection safeguard:

All adults volunteering or working with children must complete:

- Scottish FA's Children's Wellbeing in Scottish Football - online module* **or**;
- **sportscoach UK** Safeguarding and Protecting Children

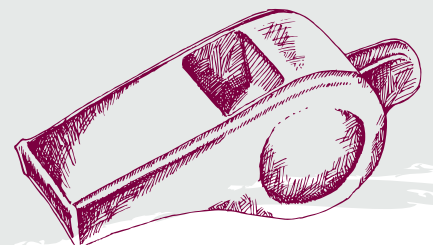
The child wellbeing and protection officer must complete:

- One of the courses above and then;
- Scottish FA's Managing Children's Wellbeing in Scottish Football** **or**;
- Children 1st In Safe Hands

To book on to the online module log in or create a new account at

www.scottishfalive.co.uk/scottishfa/coaches/

Managing Children's Wellbeing dates can be found at <https://www.scottishfa.co.uk/football-development/coaching/find-a-course/>



Child Wellbeing and Protection Checklist

Policy Statements & Procedures to be adopted: (templates can be found at www)	✓
• Children's Rights policy statement	
• Child Protection policy statement	
• Anti-Bullying policy statement	
• Code of Conduct for Safeguarding Children's Wellbeing	
• Anti-Bullying guidelines	
• Responding to concerns about a child procedure	
• Responding to concerns about the conduct of an adult procedure	
Existing Club Officials to complete:	✓
• Fair Processing Notice Form	
• PVG Scheme Record or PVG Scheme Update (every 3 years)	
• Self-declaration (annually)	
• Code of Conduct for Safeguarding Children's Wellbeing (annually)	
New Club Officials to complete:	✓
• All parts completed by existing club officials	
• 2 references (template found at www .)	
Child Wellbeing and Protection Officer/Safeguarding Officer	✓
• Appoint CWPO/Safeguarding Officer	
• CWPO/Safeguarding Officer to attend training	
Education	✓
• Club Officials working or volunteering with children to attend training	

Contacts



EAST OF SCOTLAND LEAGUE

The East of Scotland League fosters an all inclusive and enjoyable environment for players, coaches, administrators and spectators to participate in football. The League strives for continual improvement and leads with integrity.

☎ 07740 680904 ✉ secretary@eastofscotlandfa.co.uk
 @ www.eastofscotlandfa.co.uk



SCOTTISH FA

To lead the national game with integrity and innovation to breed a culture of performance, unity and trust.

☎ 0141 616 6000 ✉ info@scottishfa.co.uk
 @ www.scottishfa.co.uk 🐦 @ScottishFA



SCOTTISH SCHOOLS FA

The object of the Association shall be to foster the mental, moral and physical development and improvement of pupils through the medium of association football and to help charitable funds and purposes.

☎ 0141 620 4570 ✉ jcwatson@scottish-football.com
 @ www.scottishfa.co.uk/ssfa



SCOTTISH WELFARE FA

To benefit present and future members of the community served by the Association promoting, encouraging and furthering the game of welfare football as a recreational facility, sporting activity and focus for community involvement.

☎ 07815 103973 ✉ johncampbell@scottishwelfarefa.co.uk
 ✉ registrations@scottishwelfarefa.co.uk
 @ www.scottishfa.co.uk/swfa/



SOUTH OF SCOTLAND LEAGUE

To Develop, Foster, Co-Ordinate and Sustain Association Football. At the Club and League level throughout South West Scotland.

☎ 01556 504369 ✉ colinbluebell@btinternet.com
 @ www.southofscotlandfootballleague.co.uk



SCOTTISH AMATEUR FA

To promote, foster and develop, throughout its membership without discrimination against any organisation or person for reason of race, religion or politics, the game of Association Football, and to take all such steps as may be deemed necessary or advisable for preventing infringements of the rules of the game or other improper methods or practices in the game and for protecting it from abuses.

☎ 0141 620 4550 ✉ safa@scottish-football.com
 @ www.scottishamateurfa.co.uk
 🐦 @ScotAmFA 📘 facebook.co/scotamfa



SCOTTISH JUNIOR FA

The Junior FA aims to ensure that everyone, regardless of age, gender, ability or background, has the opportunity to enjoy the game of Junior football and to maximise their potential whether as a player, coach, administrator or volunteer.

☎ 0141 620 4560 ✉ scottishjuniorfa@scottish-football.com
 @ www.scottishjuniorfa.com



SCOTTISH WOMEN'S FOOTBALL

To foster, promote and develop the game to produce more and better female footballers participating within a strong and sustainable club environment.

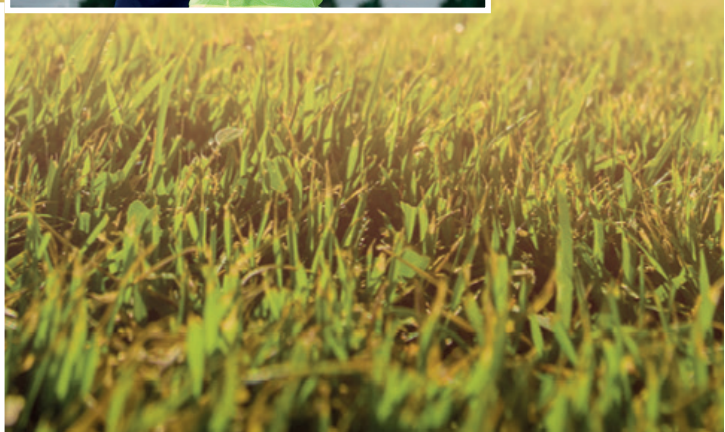
☎ 0141 620 4580 ✉ swf@scottish-football.com
 @ www.scottishwomensfootball.com
 🐦 @ScotWFootball



SCOTTISH YOUTH FA

Provide football for children of all ages throughout Scotland to enable them to develop and flourish in the game of association football. Support every volunteer to enable them to develop within SYFA. Lead the way in modernising approaches to the provision of football ensuring the continued growth of grassroots football throughout Scotland.

☎ 0141 620 4590 ✉ syfamedia@scottish-football.com
 @ www.scottishyouthfa.co.uk
 🐦 @ScottishYouthFA 📘 facebook.com/ScottishYouthFA



SCOTTISH FA
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IN SCOTTISH FOOTBALL**

Your club. Your home. Your community.