

Stenhousemuir Football Club



Child Protection Policy



Policy Statement

Stenhousemuir Football Club “(hereafter referred to as SFC)” has a duty of care to safeguard all children involved with SFC from harm. SFC will ensure the safety and protection of all children involved with SFC through adherence to the Child Protection guidelines adopted by SFC.

These guidelines are:

- 1 SFC will ensure that our recruitment procedure for betting all staff and volunteers are properly adhered to at all times.
- 2 SFC will promote our Child Protection Policy by liaison with parents, Children and all staff.
- 3 SFC will ensure our coaching and volunteer staff are given proper training and guidelines for working with children.
- 4 SFC will liaise with the appropriate external agencies and authorities whenever possible.
- 5 SFC will monitor our procedures and practices on a regular basis.
- 6 SFC will ensure that our Child Protection Policy is carried out.



Guidelines

Guideline 1 – Recruitment of Staff, Volunteers and Coaches

Pre-selection checks will include the following:

- All volunteers, staff and coaches will complete an application form. The application will elicit information about the applicants past and self-disclosure regarding any criminal record.
- All volunteers, staff and coaches will complete a Disclosure Scotland application form. SFC will process the application form and submit same to Disclosure Scotland for approval.
- All volunteers, staff and coaches will be required to provide a confidential reference, which will be taken up and confirmed through telephone contact by SFC's Child Protection Officer to the referee.
- SFC will confirm applicant's identity by either passport or photographic driving licence
- All volunteers, staff and coaches will undertake a three month probationary period.

Guideline 2 – Promote our Child Protection Policy

- SFC will hold progress meetings inviting the participation of parents, children and coaching staff. SFC child protection policy will be an ongoing agenda item at these meetings. (Any issues around our child protection policy can of course be discussed at any time with SFC's Child Protection Officer).
- SFC will ensure all staff members, management and directors are aware of and have access to, our Child Protection Policy.
- SFC will ensure that volunteers and coaches will be given a copy of SFC Code of Good Practice for adults in football coaching and our Child Protection Policy. SFC will ensure that volunteers and coaches sign up to the SFC's Child Protection Policy and Code of Good Practice.



Guideline 3 – Training and Guidelines

When staff, volunteers and coaches have completed the pre-selection forms and have been accepted in their respective roles, an induction meeting will be held covering the following:

- A check will be made that all the appropriate application forms have been completed and processed.
- Qualifications will be substantiated.
- Requirements and responsibilities of the job will be clarified.
- SFC Code of Good Practice and Child Protection Policy will be discussed and a copy provided for use by staff member, volunteer and coach.
- Individual training needs will be identified.

Stenhousemuir Football Club will also:

- Carry out an annual review of our Code of Good Practice.
- Carry out an annual review of our Child Protection Policy.
 - All staff, volunteers and coaches will be invited to participate in these reviews.
- All coaching staff will be encouraged to attend SFA in-service coaching days.
- Promote positive progression of coaching qualifications through attendance at SFA coaching courses.

Guideline 4 – Liaison with external agencies

- As part of SFC's existing Child Protection Policy, all staff, volunteers and coaches are vetted by Disclosure Scotland.
- SFC will endeavour to ensure that the Code of Practice and Child Protection Policy continues to be reviewed and kept up to date with changes in legislation pertaining to child protection.
- Channel of communication with the following bodies will be maintained and encouraged:
 - Scottish Football Association
 - Police
 - Disclosure Scotland
 - Falkirk Council



Guideline 5 – Procedures and Practices

- SFC will have regular meeting with staff, volunteers and coaches in order to ensure that our Code of Good Practice and Child Protection Policy is understood and being adhered to.
- SFC will carry out an annual review of our Code of Good Practice and Child Protection Policy.
- In addition to general monitoring, unannounced visits will be made to coaching sessions/matches by SFC Youth Initiative Director and/or Head of Youth Development in order to ensure that the Code of Practice and Child Protection Policy is being put into practice.

Guideline 6 – Ensuring our Policy is carried out

SFC will ensure our policy is carried out by undertaking the following:

- Concerns about poor practice:
 - If an allegation is clearly poor practice related, the SFC Child Protection Officer would deal with the matter as a misconduct issue.
 - If an allegation is clearly about poor practice by the SFC Child Protection Officer, or if any concerns remain regarding inadequate handling of an allegation, this allegation will be reported to the Scottish Football Association.
- Concerns regarding use of photographic/filming equipment:
 - SFC staff, volunteers and coaches will be vigilant 'against the taking of inappropriate photographs or films'. Any concerns should be reported to the Child Protection Officer.
- Concerns regarding suspected abuse:
 - Any suggestion that a member of staff or volunteer has abused a child or coach will be reported to the Child Protection Officer who will then take immediate steps to ensure the safety of the child/coach in question and any other child/coach who may be considered to be at risk. The Child Protection Officer will seek independent professional guidance i.e. Club Doctor regarding contact with the parents or carers and the involvement of the Police.
- **No member of staff, volunteer or coach are qualified to handle such a sensitive issue, however SFC have a responsibility to act on any concerns through close liaison with the appropriate authorities.**
- Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled on a need to know basis only.
- SFC Child Protection Officer will make an immediate decision whether the person/persons accused of abuse be temporarily suspended – pending further inquiries.
- Following the findings of any inquiry, SFC will decide after consultation with the appropriate authorities whether the person/persons involved should be reinstated.
- **The welfare of the child/children/young person will remain of paramount importance throughout.**