



## **Child Wellbeing and Protection Policy**

**Creating a Safe Environment in Basketball  
for Children and Young People**

*Policy Approved: 31.07.19*

### **Guidance: 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 (see item 7.1) 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 who 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.

All enquiries regarding this policy and procedures should be directed to:

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## 1. Disclaimer:

Although every care has been taken by **basketballscotland** in the preparation of this publication, no warranty is given by **basketballscotland** as to the accuracy or completeness of the information contained within it and **basketballscotland** shall not be responsible or liable for any loss or damage whatsoever arising by virtue of such information or any instructions or advice contained within this publication or by any of the aforementioned.

## Acknowledgements:

This document was prepared with the very helpful contributions from Children 1st, Dr Susan Hamilton, Child Protection Consultant and Trainer and **sportscotland**.

In addition, we would like to acknowledge the following organisations, whose child protection documents we consulted and/or reproduced in part with their kind permission:

Sports Coach UK  
Scottish Football Association  
Amateur Swimming Association  
The Scouts  
The Scottish Hockey Union Ltd

## 2. Policy Statement:

Sport can and does have a very powerful and positive influence on people - especially children and young people. Not only can sport provide opportunities for enjoyment and achievement, it can also help those who participate to develop valuable qualities and skills such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands - in the hands of those who place the wellbeing of all children and young people first and adopt practices that support, protect and empower them. The reality is that abuse does take place in sport and, in some cases, coaches and other trusted adults in sport have been convicted of abusing children and young people.

Everyone has a duty of care towards children and young people to help to protect them from abuse. **basketballscotland** has developed this policy and these procedures to create a safe environment for basketball, where children, young people and the adults who aid them are protected and supported.

**basketballscotland** is committed to the protection of children and young people through the provision of this policy and these procedures. **basketballscotland's Child Wellbeing and Protection Policy and procedures apply to everyone who works on behalf of basketballscotland**. This includes all professional and non-professional, full and part-time staff, paid and unpaid employees, coaches, officials, Board and Committee/Commission members, volunteers, parents, guardians and the children and young people themselves. For the purposes of this policy, those to whom it is applicable will be termed 'members.' Club and association/group representatives are urged to read and understand the policy and make its existence known to all members. The policy is available to members through their clubs/associations/groups or by contacting **basketballscotland** directly.

**basketballscotland** recognises that it has a responsibility to:

- Safeguard and promote the interests and well-being of children and young people with whom it is working;
- Take all reasonable practical steps to protect them from harm, discrimination, or degrading treatment; and
- Respect their rights, wishes and feelings.

The Child Wellbeing and Protection policy and procedures can:

- Offer safeguards to the children and young people with whom we work, and to our members of staff, volunteers and those in affiliated organisations; and
- Help to maintain high standards of professionalism and practice within **basketballscotland** and affiliated organisations.

### **3. The Rights of Children and Young People who are Basketball Participants**

- The right to enjoy themselves both in practice and in competition with a wide variety of activities which are both fun and instructional;
- The right to play at their own developmental stage and not to be treated like an adult (if inappropriate), either on or off the court;
- The right to take part in competitions with rules adapted to their level of ability at each stage of their psychomotor development;
- The right to play in conditions of the greatest possible safety;
- The right to participate in all aspects of the game;
- The right to be trained by experienced and qualified coaches;
- The right to be able to gain experience for themselves, by resolving themselves the problems which arise both in practice and in official competition;
- The right to be treated with dignity, both by their coach and their opponents and teammates;
- The right to play with children or young people their own age or level who have similar chances of winning; and
- The right not to be a champion.

### **4. Principles**

The wellbeing of children and young people is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and young people have a lot to gain from sport. Their natural sense of fun and spontaneity can blossom in a positive environment created by sports organisations. It provides an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This Policy and these Procedures are based on the following principles:

- The wellbeing of children and young people is the primary concern.
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

**Responsibilities:**

**basketballscotland** will:

- Promote the health and welfare of children and young people by providing opportunities for them to take part in basketball safely.
- Respect and promote the rights, wishes and feelings of children and young people.
- Promote and implement appropriate procedures to safeguard the well-being of children and young people and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and young people from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child Wellbeing and Protection Policy and these Procedures.
- Respond to any allegations of misconduct or abuse of children or young people in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this Policy and these Procedures on a regular basis.

**Review:**

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and young people or any changes within **basketballscotland**.
- Following any issues or concerns raised about the protection of children or young people within **basketballscotland**.
- In all other circumstances, at least every 3 years.

**Documents for Reference**

**Appendix A:** Definition of Terms

**5. Procedures:**

**5.1. Recruitment and Employment**

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people.

For all positions that require regular contact with children or young people, the following recruitment procedures must be completed.

**5.2. Advertising**

All forms of advertising used to recruit members for positions involving regular contact with children or young people will include the following:

- The aims of **basketballscotland** and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of **basketballscotland**'s open and positive stance on child and young people protection.

### 5.3. Pre-application Information

Pre-application information for positions involving regular contact with children or young people will be sent to applicants and will include:

- A job description including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children or young people required).
- An application form and self-declaration form.
- Information on **basketballscotland** and related topics.

### 5.4. Application and Self-Declaration Form

All applicants will be requested to complete an application and self-declaration form. The purpose of the application form is to obtain relevant details from the applicant for the position. The purpose of the self-declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations. The self-declaration form is requested in a separate sealed envelope and is not opened until the applicant is selected for an interview. If the applicant is not selected the form is returned unopened to the applicant.

### 5.5. References

References will be sought as required. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children or young people in any of the following capacities: employee; volunteer; or work experience. If the person has no experience of working with children or young people, specific training requirements will be agreed before appointment.

### 5.6. Checks

**basketballscotland** is registered with the Central Registered Body for Scotland and prior to appointment a Disclosure Scotland check and/or equivalent international check will be completed. This will require the prospective position holder to complete and submit a Disclosure Scotland form, with the results returning to the **basketballscotland** Child Wellbeing and Protection Officer. As recommended by Disclosure Scotland (Protecting the Vulnerable by Safer Recruitment, 2002) the following types of checks are to be requested for positions requiring contact with children and vulnerable adults:

#### 5.6.1. Standard Disclosure

Standard disclosures will be requested from those applying for positions listed in the Rehabilitation of Offenders Act 1974 (ROA) (Exceptions) Order 1975. These categories include occupations with duties that involve regular contact with children and young people under the age of 18.

#### 5.6.2. Enhanced Disclosure

Enhanced Disclosures will be requested for positions that involve a greater degree of contact with children or young people. For example positions that requires regular contact with, training, supervising or being in sole charge of children and young people.

**Commented [PL1]:** It would be good to add in here a section which details the PVG Scheme and regulated work.



### 5.6.3. PVG

PVG Scheme Membership will be required for positions that involve any interaction with children or young people. **basketballscotland** are the primary body for holding the PVG. If an individual moves club their PVG will still be valid.

**Commented [PL2]:** Add info in here about PVG Scheme Membership and referral to the Children's list

### 5.7. Interview

For positions that require regular contact with children or young people, interviews will be carried out. An interview will include requests for additional information to support the application.

### 5.8. Offer of Position

Once a decision has been made to appoint an individual, an offer letter will be presented to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of the organisation, the probation period and responsibilities of the role. Confirmation of the position being accepted will require the offer letter to be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the organisation.

### 5.9. Induction

The induction process for the newly appointed member will include the following:

- An assessment of training, individual aids and any other needs and aspirations.
- Clarification, agreement and signing up to the Child Wellbeing and Protection Policy and Procedures.
- Clarification of the expectations, roles and responsibilities of the position.

### 5.10. Training

Newly appointed members will complete the following training over an agreed period:

- Protecting children and young people.
- Working effectively with children and young people (including presentation skills, developing child and young people friendly resources and activities).
- Any other identified training needs.

### 5.11. Probation

Newly appointed members will complete an agreed period of probation on commencement of their role.

### 5.12. Monitoring and Performance Appraisal

All members who have contact with children or young people will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

#### Documents for Reference

Appendix B: Application Form

Appendix C: References Form

Appendix D: Self-Declaration Form

Appendix E: Guidance Notes for Completing Self-Declaration Form

## 6. Members with Specific Responsibility for the Protection of Children and Young People

### 6.1. Child Wellbeing and Protection Officer (CWPO)

The CWPO have the main responsibility for managing child and young people wellbeing and protection issues within **basketballscotland**. The role and responsibilities of the CWPO are detailed below. Specific responsibilities in relation to allegations against members are detailed in the Procedure for Managing Suspicions and Allegations of Abuse are detailed below.

### 6.2. Role and Responsibilities of the CWPO

*Within **basketballscotland** the CWPO:*

- Implement and promote **basketballscotland**'s Child Wellbeing and Protection Policy and Procedures.
- Regularly report to the Executive Board.
- Act as the main contact within **basketballscotland** for the protection of children and young people.
- Provide information and advice on the protection of children and young people.
- Support and raise awareness of the protection of children and young people.
- Communicate with members on issues of child wellbeing and protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and young people.
- Encourage good practice and support of procedures to protect children and young people.
- Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Organise training for members.
- Regularly monitor and review **basketballscotland**'s Child Wellbeing and Protection Policy and Procedures.

*Within Member Clubs of **basketballscotland**, the CWPO will:*

- Implement and promote **basketballscotland**'s Child Wellbeing and Protection Policy and procedures.
- Encourage good practice and support of procedures to protect children and young people.
- Act as the main contact within the Club for the protection of children and young people.
- Communicate with **basketballscotland**'s Child Wellbeing and Protection Officer.
- Ensure all persons working with children and young people at the Club are fully aware of what is required of them within the protocols of the Policy/Code of Good Practice.
- Conduct the administration work associated with processing information on new coaches/organisers.
- Advise/circulate details of opportunities for youth coaches to undertake training.

- Take details of any allegation/suspicion/concern and complete a Referral Form for Suspicions or Allegations of Abuse of a Child or Young Person.
- Consult with the appropriate Child Protection professional (i.e. Social Worker or Police) if needed.
- Report cases, concerns and action taken to **basketballscotland's** CWPO within 48 hours of any disclosure.
- Attend training on the protection of children and young people.
- Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
- Monitor and review the Child Wellbeing and Protection Policy and Procedures for their club.

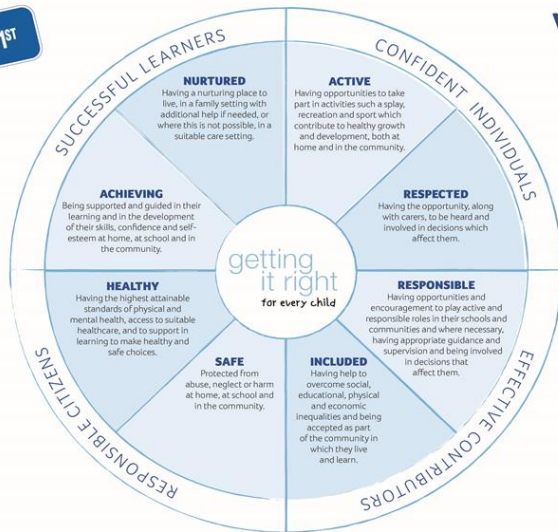
## 7. Good Practice and Wellbeing Approach

This code of conduct details the types of practice required by all members of **basketballscotland** when in contact with children or young people. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the Code by a member will be dealt with through the **basketballscotland's** Disciplinary Procedure for misconduct or through Responding to a Suspicion or Allegation of Abuse against a Member of **basketballscotland** (Section 7.5).

### 7.1. Legislative Environment/Background:

The Children and Young People (Scotland) Act 2014 has provisions for improving the wellbeing of children and young people in Scotland through the Getting It Right For Every Child (GIRFEC) approach. Wellbeing sits at the heart of the GIRFEC approach and reflects the need to tailor the support and help that children, young people and their parents are offered to support their development. A child or young person's wellbeing is influenced by everything around them and the different experiences and needs they have, at different times in their lives. This includes the time they spend involved with the sport of basketball. A child's wellbeing is made up of 8 indicators, shown in the diagram below and are commonly known as 'SHANARRI' (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included).

**CHILDREN 1<sup>ST</sup>**



**Wellbeing wheel**

The full Children and Young Persons (Scotland) Act 2014 can be found at <http://www.legislation.gov.uk/asp/2014/8/contents/enacted>

Further information about the GIRFEC national approach can be found at <http://www.gov.scot/Topics/People/Young-People/gettingitright>

**Important note:**

Each child and young person is unique and there is no set level of wellbeing that they should achieve. Each child should be helped to reach their full potential as an individual. 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. The wellbeing indicators help make it easier for everyone to be consistent in how they consider the quality of a child or young person's life at a particular point in time.

Everyone working with children and young people must play their part to promote, support and safeguard children and young people's wellbeing and be mindful of their contribution to the child's wellbeing.

**7.2. Good Practice**

Sport can and does have a positive impact on children and young people and therefore the way we deliver basketball needs to ensure that we are promoting and supporting the wellbeing of all children and young people by understanding wellbeing and the SHANARRI indicators and taking a Good Practice Approach to working with young athletes at all times.

**basketballscotland** supports and requires the following good practice by members when in contact with children and young people.

When working with children or young people:

- Make basketball fun, enjoyable and promote fair play.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and young people equally, with respect and dignity.
- Put the welfare of each child or young person first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children or young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or young person, it is provided openly, the child or young person is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or young person where you are putting your hands and why it is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower children and young people to share in the decision-making process.
- Recognise the developmental needs and capacity of children and young people and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

### **7.3. First Aid and Treatment of Injuries:**

If, in your capacity as a member of **basketballscotland** a child or young person requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

- Where practicable all parents/guardians of children under 16 must complete a **basketballscotland** Medical Consent Form before participating in basketball.
- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child/young person, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or young person's parents/guardians/carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or young person's interests and on professional advice not to do so.

- A Notification of Accident Form must be completed and signed and passed to the organisation as soon as possible.

#### **7.4. Taking and transporting children and young people away from home:**

If it is necessary to provide transport or take children or young people away from home the following good practice must be followed:

- Where practicable request written parental/guardian consent if members are required to transport children or young people.
- Always tell another member that you are transporting a child/young person, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- Ensure, where possible, a male and female accompany mixed groups of children or young people. These adults should be familiar with and agree to abide by **basketballscotland's** Child Wellbeing and Protection Policy and Procedures.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents/guardians.

#### **8. Practice to Be Avoided**

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

- Avoid having 'favourites' - this could lead to resentment and jealousy by other children or young people and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children or young people away from others.
- Ensure that when children or young people are taken away from home adults avoid entering their rooms unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid taking children or young people to your home.
- Avoid sharing a room with a child or young person for sleeping accommodation.
- Avoid, where possible, doing things of a personal nature for children and young people that they can do for themselves.

#### **Important Note:**

**It may sometimes be necessary for members to do things of a personal nature for children or young people, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of the child or young person and where possible their parents/guardians. It is important to respect their views. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible, particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or young person to carry out particular activities. Do not take on the responsibility for tasks for which you are not appropriately trained.**

### 8.1. Practice never to be sanctioned

In the context of your role within **basketballscotland** the following practices should never be sanctioned:

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact except as permitted within the rules of the game or competition.
- Never form intimate emotional or physical relationships with children or young people.
- Never allow or engage in touching a child or young person in a sexually suggestive manner.
- Never allow children or young people to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child or young person, even in fun.
- Never reduce a child or young person to tears as a form of control.
- Never allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Never invite or allow children or young people to stay with you at your home.

#### **Important Note:**

**In special cases sharing may be required for health and safety reasons or if the child is very young or particularly vulnerable. If so, explain why this is necessary to the child/young person and their parent or guardian and seek their consent.**

### 8.2. Reporting

If members have concerns about an incident involving a child or young person that seems untoward or unusual, they must report their concerns as soon as possible to the CWPO. Parents should also be informed of the incident as soon as possible unless it is not in the child's or young person's interests to tell them (refer to Section 13, Sharing Concerns with Parents, Guardians or Carers).

Report, record and inform if the following occur:

- If you accidentally hurt a child or young person.
- If a child or young person seems distressed in any manner.
- If a child or young person misunderstands or misinterprets something you have said or done.
- If a child or young person appears to be sexually aroused by your actions.
- If a child or young person needs to be restrained.

#### **Documents for Reference**

Appendix F: Medical Consent Form

Appendix G: The Law and Medical Consent: Children and Young

Appendix H: Notification of Accident Form

Appendix I: Notification of Incident Form

## 9. Identifying and Managing Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child or young persons self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and at worst cause depression and/or feelings of worthlessness that lead to suicide.

To ensure **basketballscotland** creates an atmosphere where bullying of children and young people is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed (see Appendix J).

Any suspicions or allegations of bullying of a child or young person against a member will be dealt with through the **basketballscotland** Disciplinary Procedures and/or Responding to a Suspicion or Allegation of Abuse against a Member of **basketballscotland** (Section 7.5).

## 10. Photographing, Videoing and Filming of Children and Young People

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs or film footage of children and young people. The following procedures have been developed to protect children and young people.

The following is required for **basketballscotland** activities or events where children or young people are participating:

- Where appropriate all materials promoting **basketballscotland** events or activities shall state that accredited photographers will be present.
- Where possible consent from the parent/guardian for photographing, videoing and/or filming of a child or young person must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of **basketballscotland**.
- An activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.
- No unsupervised access or one-to-one sessions are to be permitted unless the child or young person, parent/guardian and the organisation have approved this in advance, and appropriate vetting has occurred.
- **basketballscotland** 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.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

### 10.1. Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to **basketballscotland's** CWPO and where relevant, the Police.



## 11. Children or Young People in Publications and on the Internet

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of children or young people. In some cases, however, displaying certain information about children and young people could place them at risk. The following procedure must be followed to ensure **basketballscotland** publications and **basketballscotland** information on the Internet do not place children and young people at risk.

**basketballscotland** publications and **basketballscotland** information on the Internet must adhere to the following:

- Publications or information on an Internet site must never include personal information that could identify a child or young person e.g. home address, e-mail address, telephone number of a child or young person. Any contact information must be directed to either **basketballscotland** or another relevant organisation's address, for example another governing body or club.
- Before publishing any information about a child or young person, written consent must be obtained from the child or young person's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or young person in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Where relevant, a tracksuit may be more appropriate attire. Children and young people must never be portrayed in a demeaning or tasteless manner.
- All published events involving children and young people must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child/young people events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken in publishing photographs, film or videos of children and young people who are considered particularly vulnerable e.g. the subject of a child protection issue or a custody dispute.
- Particular care is to be taken in publishing photographs, films or videos of children and young people with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse (Morgan, 1979; Watson, 1984).

### Important Note:

**Any concerns or enquiries about publications or Internet information should be reported to **basketballscotland**'s CWPO.**

### Documents for Reference

Appendix J: Guidelines for Identifying and Managing Bullying of Children and Young People

For further information about bullying, see:

- [www.kidscape.org.uk](http://www.kidscape.org.uk)
- [www.childline.org.uk](http://www.childline.org.uk)
- [www.children1st.org.uk](http://www.children1st.org.uk)

Appendix K: Consent Form for the Use of Photographs, Film or Video Recordings of Children or Young People

Appendix L: Application Form to Photograph, Film or Video a Sporting Event or Activity involving Children or Young People

## 12. Responding to Disclosures

Information you receive about or from a child or young person may fall into one of the following categories:

1. Suspicion or allegation of misconduct against a member of **basketballscotland**
2. Suspicion or allegation of abuse against a member of **basketballscotland**
3. Suspicion or allegation of inappropriate behaviour against someone who is not a member
4. Suspicion or allegation of abuse against someone who is not a member

If unclear about the nature of the information (and therefore which category the disclosure falls into) advice must be sought from the CWPO or the Police or Social Work Department.

**basketballscotland** is committed to promoting children's wellbeing and keeping them safe by attempting to minimise the risks of poor practice and abuse in the sport and to ensure those working with children within basketball are able to respond to any concerns about children's wellbeing and safety both within and out-with the sport.

Abuse can occur in many situations, including the home, school and the basketball club. It is known that some individuals will actively seek access to children through sport in order to harm them.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.

While it is not necessary to identify a specific category of abuse when responding to a concern, it is helpful to consider and understand the different ways which children can be abused.

There are four categories of abuse (see Appendix A for explanation of types of abuse)

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
  
- Negative Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

The definitions for the types of abuse and signs that may suggest abuse are detailed in Appendix A. It is very important that this appendix is read and understood.

Children and Young People with a Learning or Physical Disability Research, including "It doesn't happen to disabled children" Child Protection and Disabled Children, NSPCC (2003), tells us that children and young people who have a learning or physical disability are more vulnerable to abuse.

This is because:

- They are often dependent on a number of people for care and handling, some of which can be of an intimate nature.
- They may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong.
- Signs of abuse can be misinterpreted as a symptom of the disability.
- Like other children, they are fearful of the consequences of disclosing abuse.
- Attitudes and assumptions that children with disabilities are not abused.
- They may be unable to resist abuse due to physical impairment.
- Of negative attitudes towards children with disabilities.
- Possible failures to recognise the impact of abuse on children with disabilities. Particular care should be taken by all staff and volunteers when working with children affected by disability.

Wellbeing and protection of children is everyone's responsibility!

People involved in sport work closely with children and young people and can often notice that something is having an impact on a child. All concerns should be acted on whether the cause is thought to be within or out-with the sport. The wellbeing of children is the primary concern.

#### **12.1. How to Listen to a Disclosure**

It is important to listen carefully to the information a child or young person discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child or young person.
- Listen to the child or young person.
- Do not show disbelief.
- Tell the child or young person that he/she is not to blame and that he/she was right to tell.
- Take what the child or young person says seriously, recognising the difficulties inherent in interpreting what a child or young person says, especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child or young person.
- If you need to clarify or the statement is ambiguous, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said. Use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children or young people.
- Reassure the child or young person.

#### **12.2. Actions to Avoid**

When receiving a disclosure:

- Avoid panic.
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.

- Avoid making negative comments about the person against whom the allegation has been made.
- Avoid approaching the individual against whom the allegation has been made.
- Avoid giving a guarantee of confidentiality.

### **12.3. Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against Someone who is Not a Member of basketballscotland.**

In the course of your role within **basketballscotland** a child or young person may disclose information to you about a person who is not a member that leads to a suspicion or allegation of inappropriate behaviour or misconduct.

If the disclosure is about an incident that occurred during a **basketballscotland** event or activity:

- Listen to the child as detailed in 12.1.
- Acknowledge the information received.
- Pass the information to both the manager of the event or activity and the CWPO and if appropriate the parents/guardians/carers of the child or young person (refer to Section 13, Sharing Concerns with Parents, Guardians or Carers).
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass it to the CWPO.

### **12.4. Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against a Member of basketballscotland.**

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a member:

- Listen to the child as detailed in 12.1.
- Acknowledge the information received.
- Pass to the CWPO.
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass to the CWPO.

### **12.5. Establishing the Basic Facts**

The CWPO must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the basic facts support a suspicion or allegation of misconduct by a member, the matter will be dealt with in accordance with the **basketballscotland** Disciplinary Procedure.

### **12.6. Responding to a Suspicion or Allegation of Abuse against Someone who is Not a Member of basketballscotland.**

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are less than usual. If a child or young person says or indicates that he/she is being abused or information is obtained which gives concern that a child or young person is being abused, you must react as soon as possible that day in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the CWPO must firstly be consulted for advice on the appropriate

course of action. If the CWPO is unavailable, external agencies such as the Police and Social Work Department must be consulted for advice. This is important because they have an overview of child protection issues and they may well have other information that together causes concern.

On receiving information about a non-member that leads to a suspicion or allegation of abuse:

- Listen to the child or young person as detailed in section. How to Listen to Disclosures.
- Pass your concerns to the Social Work Department or the Police in the area where the abuse is alleged to have occurred immediately (these are available 24 hours a day). Act on any advice given. At the earliest opportunity report the concerns and any action taken to the CWPO (and in all cases within 48 hours of the concern arising).
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/young person's own words. The information must, where known, include the following:
  - Name of child or young person.
  - Age, date of birth of child or young person.
  - Home address and telephone number of the child or young person.
  - The nature of the allegation in the child or young person's own words where possible.
  - Any times, dates or other relevant information.
  - Whether the person making the report is expressing their own concern or the concerns of another person.
  - The child or young person's account, if it can be given, of what has happened and how any injuries occurred.
  - The nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).
  - A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child or young person).
  - Details of any witnesses to the incident.
  - Whether the child or young person's parents/guardians/carers have been contacted.
  - Details of anyone else who has been consulted and the information obtained from them.
  - If it is not the child or young person making the report, whether they have been spoken to, if so, what was said.
- Record, sign and date on the day what you have seen, heard or been told.
- If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Social Work Department or the Police.

**Remember: Listen; Respond; Report and Record**

### **12.7. Responding to a Suspicion or Allegation of Abuse against a Member of basketballscotland.**

The feelings caused by the discovery of potential abuse by a member will raise different issues, e.g. disbelief that a member would act in this way. It is not the responsibility of a member to take responsibility or to decide whether or not a child or young person has been abused. However, as with allegations against non-members, it is the responsibility of the individual to act on any concerns.

Any information that raises concern about the behaviour of a member towards a child or young person must be passed on as soon as possible that day, in accordance with these procedures. No member in receipt of such information shall keep that information to himself/herself or attempt to deal with the matter on their own.

These Procedures aim to ensure that all suspicions and/or allegations of abuse against a member are taken seriously and are dealt with in a timely and appropriate manner. They must be read in conjunction with the **basketballscotland** Disciplinary Procedures.

#### **12.7.1. On receiving information about a member that leads to a suspicion or allegation of abuse:**

- Listen to the child or young person as detailed in section 12.1. How to Listen to Disclosures.
- Pass your concerns to the CWPO on the day or, if not available, the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these are available 24 hours a day). Act on any advice given. Ensure concerns are passed to the Child Wellbeing and Protection Officer within 48 hours of them arising.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child or young person's own words.
- Sign and date the record including what you have seen, heard or been told, that day.
- If making an electronic copy do not save to the hard drive or floppy disk. Print the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Child Wellbeing and Protection Officer or the Social Work Department or Police.

#### **Important Note:**

**Where the concern is about the CWPO it must be reported to the basketballscotland Chief Executive Officer.**

#### **12.7.2. Actions for the CWPO when Concerns are Reported.**

Before taking any action the CWPO must always seek advice from the Police or Social Work Department. Thereafter:

- **Establish Basic Facts** - the CWPO must initially clarify the basic facts to establish whether there is reasonable cause to suspect or believe that a member may have abused a child and or young person.
- Inform the **basketballscotland** Chief Executive Officer that concerns have been reported, unless the concerns are about the Chief Executive Officer. In which case, the Chairman should be informed that concerns have been reported.

**Important Note:**

- This may necessitate the child(ren) or young people involved being asked 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 e.g. coaches. After seeking advice from the Police and/or Social Work Department, the parents/guardians may be approached to provide consent to speak to a child or young person.
- Advice must be sought from the Police and/or Social Work Department as to whether the member about whom the allegation has been made may be approached as part of the initial enquiry.
- This process will not form part of the disciplinary investigation.

**12.7.3. Making a Referral in Cases of Suspected and/or Alleged Abuse** – If the basic facts support a suspicion or allegation of abuse:

- The CWPO will refer the suspicion and/or allegation to the Social Work Department and the Police, as soon as possible that day.
- Appropriate steps may be required to ensure the safety of the child(ren) or young people who may be at risk.
- A record should be made of the name and designation of the Social Work Department member of staff or the Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.
- Following advice from the Social Work Department and/or Police, the parent/guardian of the child or young person should be contacted as soon as possible.

**Important Note:**

- **Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information. A Referral for Reporting Suspicions and/or Allegations of Abuse against a member of basketballscotland form must be completed as soon as possible that day. Where possible, a copy of this form must be sent to the Police and Social Work Department within 24 hours.**

**12.7.4. Possible Outcomes following advice from Police**

Where the initial enquiry reveals that there is reasonable cause to suspect or believe that a member has abused a child and/or young person there will be an investigation. There are three types of investigation that can result:

- A disciplinary investigation
- A child protection investigation
- A criminal investigation

Following advice from the Police, disciplinary action may be taken in cases where a criminal investigation is ongoing, provided sufficient information is available to enable a decision to be made and doing so does not jeopardise the criminal investigation.

Procedures 7.5.1 and 7.5.2 are summarised in Flowchart 1.

**12.7.5. Managing the member against whom the allegation has been made**

Following advice from the Police, if the decision is made that the member against whom the allegation has been made is to be informed, the member should be told an allegation has been made which suggests abuse. It is essential to preserve evidence for any criminal proceedings while at the same time safeguarding the rights of the member.

**12.7.6. Suspension**

- Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out.
- Suspension will be carried out by **basketballscotland** in accordance with the **basketballscotland** Judicial, Disciplinary and Appeals Procedures (2003).
- At the suspension interview the member will be informed of the reason suspension is taking place and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons will be conveyed in writing to the member in accordance with the **basketballscotland** Judicial, Disciplinary and Appeals Procedures.

**12.7.7. Managing False or Malicious Allegations**

- Where, after investigation, the allegation is found to be false or malicious, the member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. The member involved may wish to seek legal advice.



- All records pertaining to the circumstances and investigation will be destroyed.
- Where this involves a member of **basketballscotland**, they will be advised of the appropriate counselling services available.

#### **12.7.8. Allegations of Historical Abuse**

- Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by a member who is still currently working with children. Where such an allegation is made the procedures for managing allegations of abuse, detailed in Sections 7.4 and 7.5, must be followed.

### **13. Sharing concerns with Parents, Guardians or Carers**

#### **13.1. Responding to a wellbeing concern**

There is always a commitment to work in partnership with parents/guardians/carers where there are concerns about a child or young person. Therefore, in most situations, not involving the possibility of the abuse of a child or young person, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child or young person 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. However, advice should be sought from the CWPO if there is any uncertainty about the appropriate course of action.

#### **13.2. Allegations of Abuse**

There are circumstances in which a child or young person may be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately. **In all cases of suspected or alleged abuse, advice and guidance must first be sought from the local Social Work Department or the Police as to who contacts the parents.**

### **14. Legal Framework**

The legislation and guidance on which this policy and supporting procedures are based is located in Appendix N.

#### **Documents for Reference**

Appendix M: Referral Form for Suspicions or Allegations of Abuse of a Child or Young Person

Appendix N: Policy and Procedures Legal Framework

**Bibliography**

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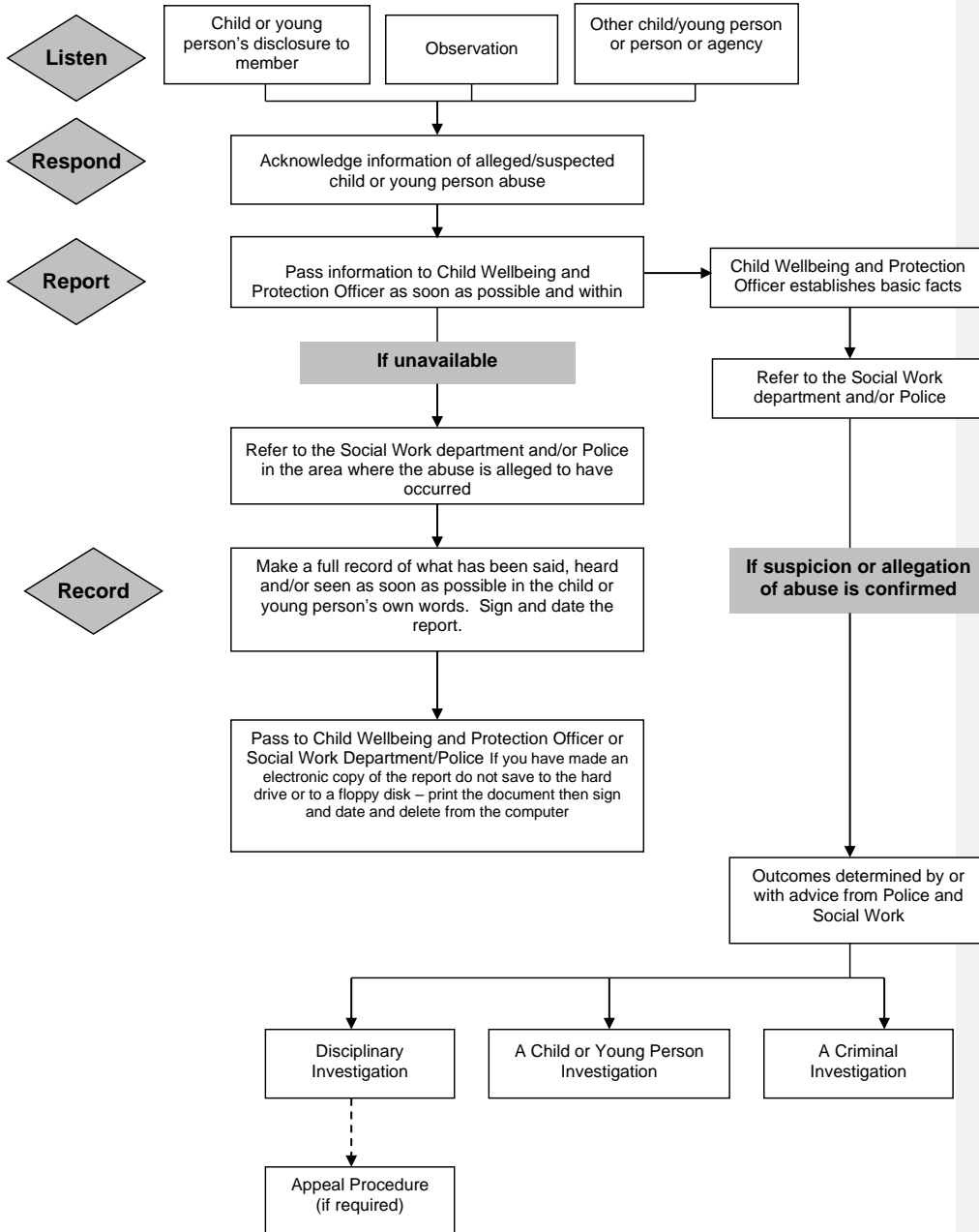
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**Flowchart 1: Procedure for Responding to Suspicions and/or Allegations of Abuse of a Child or Young Person against a Member:**



## Appendix A

### Definition of Terms

#### Child:

A child is defined as anyone under 16 years of age.

#### 16 to 18 year olds:

Young people aged 16 to 18 years are sometimes classified as children in Scotland. In terms of the Children (Scotland) Act 1995, a 16 to 18 year old will be regarded as a child if they are subject to a supervision requirement through a Children's Hearing.

For the purposes of Part V of the Police Act 1997 a child is defined as anyone under the age of 18 years.

#### Types of Abuse

It is generally accepted that there are four forms of abuse. However, in some cases negative discrimination and bullying can have severe and adverse effects on a child or young person. **basketballscotland** is committed to protecting children and young people from all forms of abuse.

Recognising child abuse is not easy and it is not a member's responsibility to decide whether or not a child or young person has been abused. It is a member's responsibility to pass on any concerns and for the Police and/or Social Work Department to investigate.

The signs of abuse listed are not definitive or exhaustive. The list is designed to help **basketballscotland** members to be more alert to the signs of possible abuse.

Children and young people may display some of the indicators at some time; the presence of one or more should not be taken as proof that abuse is occurring. Any of these signs or behaviours must be seen in the context of the child/young person's whole situation and in combination with other information related to the child/young person and his/her circumstances. There can also be overlap between different forms of abuse.

#### Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child or young person such as to cause severe and adverse effects on their emotional development. It may involve conveying that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or young person. It may also involve causing a child or young person to frequently feel frightened or in danger, or the corruption or exploitation of a child or young person.

#### Emotional Abuse in Sport

This may include the persistent failure to show self-respect, build self-esteem and confidence by children or young people that may be caused by:

- Exposure to humiliating or aggressive behaviour or tone
- Failure to intervene where self-confidence and worth are challenged or undermined

Signs of possible emotional abuse:

- Low self esteem
- Continual self deprecation
- Sudden speech disorder
- Significant decline in concentration
- Immaturity
- 'Neurotic' behaviour e.g. rocking
- Self-mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- Indiscriminate friendliness

### **Neglect**

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing and cleanliness. It may also include leaving a child home alone, exposure in a manner likely to cause unnecessary suffering or injury or the failure to ensure that appropriate medical care or treatment is received.

### **Neglect in sport**

This could include the lack of care, guidance, supervision or protection that may be caused by:

- Exposure to unnecessary cold or heat
- Exposure to unhygienic conditions, lack of food, water or medical care
- Non-intervention in bullying or taunting

Neglect, as well as being the result of a deliberate act, can also be caused through the omission or the failure to act or protect.

Signs of possible neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness or unexplained non-attendance at school
- Untreated medical problems
- Low self esteem
- Poor peer relationships
- Stealing

### **Physical Abuse**

Physical Abuse may involve the actual or attempted physical injury to a child or young person including hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming them.

Physical Abuse may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This situation is described as Munchausen Syndrome by Proxy. A person may do this because they need or enjoy the attention they receive through having a sick child. Physical abuse may also be a deliberate act, omission or failure to protect.

### **Physical Abuse in Sport**

This may include bodily harm caused by lack of care, attention or knowledge that may be caused by:

- Over training or dangerous training of athletes
- Over playing an athlete
- Failure to do a risk assessment of physical limits or pre-existing medical conditions
- Administering, condoning or failure to intervene in drug use

Signs of possible physical abuse:

Most children will sustain cuts and bruises throughout childhood. These are likely to occur in bony parts of the body like elbows, shins and knees. In most cases injuries or bruising will be genuinely accidental. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered.

Signs of possible physical abuse include:

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Fear of parents being approached for an explanation
- Untreated injuries, or delays in reporting them
- Excessive physical punishment to themselves
- Arms and legs kept covered in hot weather
- Avoidance of swimming, physical education etc
- Fear of returning home
- Aggression towards others
- Running away

When considering the possibility of non-accidental injury it is important to remember that injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not they are aware of or consent to what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. This may include non-contact activities such as forcing children or young people to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, including persons to whom they are not related and by other young people. This includes people from all walks of life.

### **Sexual Abuse in Sport**

This could include contact and non-contact activities and may be caused by:

- Exposure to sexually explicit inappropriate language, jokes or pornographic material
- Inappropriate touching
- Having any sexual activity or relationship
- Creating opportunities to access children's or young person's bodies

Not all children or young people are able to tell that they have been sexually assaulted. Changes in their behaviour may be a signal that something has happened. It is important to note that there may be no physical or behavioural signs to suggest that a child or young person has been sexually assaulted.

A child or young person who is distressed may display some of the following physical, behavioural or medical signs that should alert you to a problem. It is the combination and frequency of these that may indicate sexual abuse. Always seek advice.

Signs of possible sexual abuse:

Behavioural -

- Lack of trust in adults or over familiarity with adults
- Fear of a particular adult
- Social isolation -withdrawn or introversion
- Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone, needing a night light)
- Running away from home
- Girls taking over the mothering role
- Sudden school problems e.g. falling standards, truancy
- Reluctance or refusal to participate in physical activity or to change clothes for games
- Low self-esteem
- Drug, alcohol or solvent abuse
- Display of sexual knowledge beyond child's age e.g. French kissing
- Unusual interest in the genitals of adults, children or animals
- Fear of bathrooms, showers, closed doors
- Abnormal sexual drawings
- Fear of medical examinations
- Developmental regression
- Poor peer relationships
- Over sexualised behaviour
- Compulsive masturbation
- Stealing
- Irrational fears
- Psychosomatic factors e.g. recurrent abdominal or headache pain
- Sexual promiscuity
- Eating disorders

Physical or Medical signs -

- Sleeping problems, nightmares, fear of the dark
- Bruises, scratches, bite marks to the thighs or genital areas
- Anxiety, depression
- Eating disorder e.g. anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy -particularly when reluctant to name the father
- Pain on passing urine, recurring urinary tract problem, vaginal infections or genital damage
- Venereal disease/sexually transmitted diseases
- Soiling or wetting in children who have been trained
- Self-mutilation, suicide attempts
- Itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Stained underwear
- Unusual genital odour

**Negative Discrimination (including racism)**

Children and young people may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, it may be necessary for the purposes of the Child Wellbeing and Protection Policy and Procedures, for negative discriminatory behaviour to be categorised as emotional abuse.

Important Note: All organisations working with children and young people, including those operating where black and ethnic communities are numerically small, should address institutional racism, defined in the MacPherson Inquiry report on Stephen Lawrence as:

‘The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion’.

**Bullying**

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a child or young person. It can occur that the abuser may be a young person, for example in the case of bullying. See Appendix J Guidelines for Identifying and Managing Bullying.



## Appendix B

### **basketballscotland Application Form for Positions Involving Contact with Children and Young People**

You have a right of access to information held on you and other rights under the Data Protection Act 1988.

**basketballscotland** are committed to ensuring that all members in positions that require contact with children or young people are suitable to do so. In accordance with **basketballscotland's** Child Wellbeing and Protection Policy, all members whose position requires contact with children and/or young people must complete this application form, prior to appointment.

#### **Personal Details**

Title:	
Name:	
Surname:	
All previous names by which you have been known:	
Address:	
Post Code (must be completed):	
Telephone	Day: Evening: Mobile:

#### **Current/Previous Clubs**

Club Name	Position/Responsibilities	Start and Leaving Date

#### **Present or Most Recent Employment/Role/Responsibilities**

Name of Employer/Managing Organisation:
Job Title:
Dates of Employment (month and year):
Principal Responsibilities:
Reasons for Leaving:

**Qualifications and Previous Experience of Working with Children or Young People**

(include name of organisation, responsibilities/duties, length of time involved and reasons for leaving)

--

**Referees**

Please provide details of 2 referees who have known you for at least 2 years. At least one should have knowledge of your previous work with children and/or young people and neither can be relatives of the applicant. These individuals may be contacted for the purposes of verifying the information contained in this form.

Name:	Name:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
Relationship to Applicant:	Relationship to Applicant:

**Additional Information**

Please provide details of relevant experience, principal achievements, personal skills and qualities, voluntary work and explain how you might use them in this post. (Use a separate sheet if necessary).

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration of Designated Person**

I confirm that I have seen the following identification documents relating to:

\_\_\_\_\_

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

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix C**

**basketballscotland Reference Form**

**basketballscotland** are committed to ensuring that all members in positions that require contact with children or young people are suitable to do so. In accordance with **basketballscotland's** Child Wellbeing and Protection Policy, references are sought for all members whose position requires contact with children and/or young people.

**Details of Referee**

Name:
Address:
Organisation:
Telephone:
Relationship to Applicant:

\_\_\_\_\_ has expressed an interest in working with **basketballscotland** and has given your name as a referee. This post involves substantial access to children and/or young people. As an organisation committed to the welfare and protection of children and young people we are anxious to know if you are aware of any reason at all to be concerned about this applicant being in contact with children and young people?

**YES/NO** Delete as appropriate

If you have answered yes, we will contact you in confidence.

All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance.

Information will only be shared with the person conducting the assessment of the applicant's suitability for the position and the immediate supervisor should they be offered a position.

We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?
In what capacity?
What attributes does this person have that would make them suited to work with children or young people?

Please rate this person on the following (please tick one)

	Not Good	Good	Very Good	Excellent
Responsibility				
Maturity				
Self Motivation				
Can motivate others				
Commitment				
Energy				
Trustworthiness				
Reliability				

Please comment on the performance of the individual in the following areas:

Honesty/trustworthiness; Reliability; Relationships and communication with internal and external colleagues; Team working; Sickness absence; Adherence to organisation procedures.

Please provide any other details about the person that are relevant to the position they have applied for (please use a separate sheet if required):

I am aware that the information given will be processed in accordance with the Data Protection Act 1998, for the purposes of recruitment of the named individual.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you in advance for the information provided and the time spent in compiling the report. Please return this form in an envelope marked **PRIVATE and CONFIDENTIAL** to:  
The Child Wellbeing and Protection Officer, **basketballscotland**, Caledonia House, South Gyle, Edinburgh, EH12 9DQ

## Appendix D

### **basketballscotland Self-Declaration Form**

As required in **basketballscotland's** Child Wellbeing and Protection Policy and Procedures this form must be completed by all members for positions that require contact with children and/or young people.

**basketballscotland** is committed to the protection of children and young people involved in sport and have a duty to ensure the suitability of any individual who works with children and/or young people. **To fulfil this responsibility, we ask that you complete this form having read the guidance notes attached.**

**Note:** You are advised, under the provisions of the Rehabilitation of Offenders act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, to declare all convictions including 'spent' convictions.

Should you be appointed for the position applied you will also be required to provide a Standard/Enhanced disclosure under the terms of the Police Act 1997 (Part V).

- For positions that require a Standard check: if selected for an interview you will be required to disclose all convictions (spent and unspent).
- For positions that require an Enhanced check: if selected for an interview you will be required to disclose all convictions (spent and unspent), cautions, warnings and any other non-conviction relevant information.

**basketballscotland** undertakes to treat all applicants for positions within **basketballscotland** equally and to process and make decisions on disclosed information in a fair manner.

Please complete Sections 1 and 2 fully including all relevant details regarding convictions, investigations (if applicable), social work or social department investigations and disciplinary action.

### **SECTION 1**

#### **PART A**

#### **Previous Convictions (to be completed for positions requiring Standard or Enhanced checks)**

(continue on a separate form if necessary)

<b>Date:</b>
<b>Court:</b>
<b>Offence(s) originally charged with:</b>
<b>Sentence:</b>
<b>Please give details of the reasons and circumstances that lead to your offence(s):</b>

Please give details of how you completed the sentence imposed (e.g. did you pay your fine as required, what conditions were attached to your probation/community service order, did you comply with the requirements of your order/custodial sentence):

What have you learned from the experience?

**PART B**

You must complete this section if the position applied for requires an Enhanced check.

**Previous Police Investigation**

(continue on a separate form if necessary)

Date of investigation:

Police Division involved:

Investigation(s) details:

Please give details of the reasons and circumstances that led to your investigation:

Disposal (if known):

Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children: **YES/NO**

If yes, please provide details:

**PART C**

Have you ever had a disciplinary sanction (from a sports or other organisation's governing body) relating to inappropriate behaviour with children/young people or child abuse? **YES/NO**

If yes, please provide details:

## SECTION 2

I hereby declare and represent that, save as disclosed above I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

I give my consent to **basketballscotland** carrying out a check with Disclosure Scotland (if deemed necessary) and to take up references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I **agree** to advise **basketballscotland** should I be convicted of an offence after the commencement of my employment with **basketballscotland** and that failure to do so may lead to the immediate suspension of my work with children in **basketballscotland** and the termination of my services and in certain cases, membership.

I **agree** to abide by **basketballscotland**'s Code of Practice for the Protection of Children and Young People.

I **agree** to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or omissions may lead to the immediate suspension of my work with children/young people in **basketballscotland** or the termination of my services.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** the information contained in this form will be managed in accordance with the terms of the Data Protection Act 1998



## Appendix E

### **basketballscotland Guidance Notes for Completing Self-Declaration Form**

**basketballscotland** is committed to the protection of children and young people involved in sport and have a duty to ensure the suitability of any individual who works with children and/or young people. The information provided in the Self-Declaration Form, in addition to the other recruitment and selection procedures detailed in **basketballscotland's** Child Wellbeing and Protection Policy and Procedures, will enable an informed decision to be made about an individual's suitability to work with children and/or young people.

#### **Who must complete the Self-Declaration Form?**

This form must be completed by all applicants for positions:

- Listed in the rehabilitation of Offenders Act 1974 (ROA)(Exceptions) Order 1975 i.e. positions by which an employer is entitled to ask an 'exempted question'. These positions include occupations with duties that involve regular contact with children and young people (under the age of 18).
- Which involve regular contact with and caring for, training, supervising or being in sole charge of children or young people.

#### **What happens if I do not wish to complete a Self-Declaration Form?**

In accordance with **basketballscotland's** Child Wellbeing and Protection Policy and Procedures, all applicants for the above types of post must complete a Self-Declaration Form. Anyone unwilling to do so must not be employed in a position that requires regular or unsupervised contact with children or vulnerable adults.

#### **Why must I give information about previous convictions?**

The law states that for certain types of employment applicants are required to disclose information about their background to help determine whether they are suitable for the post. Jobs that involve working with children and young people fall into this category.

#### **What information do I have to put on the Self-Declaration Form?**

This depends on the type of post you are applying for. The Job Description (including information on roles and responsibilities) provided with the Application Form tells you what kind of post this is.

If the post involves regular contact with children or young people:

- Complete Part A and C only and sign the form at Section 2.
- Give details of all offences of which you have been convicted by a court both in the UK and abroad regardless of when the conviction(s) occurred (this means you should include both 'spent' and 'unspent' convictions).

If you are applying for a post that requires regularly caring for, training, supervising or being in sole charge of children or young people:

- Complete Part A, Part B and Part C and sign the form at Section 2.
- Give details of all offences of which you have been convicted both in the UK and abroad, regardless of when the conviction(s) occurred.
- Give details of any cautions, charges or warnings issued by the police (this is called 'non-conviction relevant information').

You must also provide identification so that the personal details you provide can be verified.

**Who gets to read the Self-Declaration Form?**

The Self-Declaration Form should be sent to **basketballscotland** in a sealed envelope. If you are not chosen for interview, the envelope will be returned to you, unopened, for you to dispose of.

The envelope will be opened if you are being considered for interview. If you are selected for interview and you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at the interview.

**What happens to the Self-Declaration Form after a decision has been made on my application?**

If you are unsuccessful the Self-Declaration Form will be returned to you for you to dispose of.

If you are successful, police checks will then be carried out. The Self-Declaration Form and the Police Checks can be retained until a decision has been made on your application. Usually it will not be held any longer than six months.



**basketballscotland Medical Consent Form**

**Consent To Medical Treatment**

The following information and consent is requested to ensure the health and well being of all children and young people participating in **basketballscotland** activities. The information contained in this form is confidential and will only be used to safeguard and promote the child/vulnerable adult's health and well being should the need arise.

<b>Name of Child/Young Person</b>	
<b>Date of Birth</b>	
<b>Name of General Practitioner</b>	
<b>GP's Address</b>	
<b>GP's Telephone</b>	

Please provide details of any pre-existing medical conditions that may affect the child/young person's participation in the activity/event/programme:

<b>Details of any medication or treatment required</b>
<b>Details of any existing injuries (include when injury occurred and the treatment received)</b>
<b>Details of any allergies, including allergies to medication</b>

**Child/Young Person (optional)**

I ..... (name of child/young person) consent to receiving medical treatment, including anaesthetic, which the medical authorities present consider necessary.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian/Legal Carer**

I ..... (parent/guardian/carer) consent to .....  
(child/vulnerable adult) receiving medical treatment, including anaesthetic, which the medical  
authorities present consider necessary.

I undertake to inform **basketball**scotland should any of the information contained in this form  
change.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Child/Young Person:

\_\_\_\_\_

## Appendix G

### **The Law and Medical Consent: Children and Vulnerable Adults**

In some cases it may be necessary to obtain consent for medical examination, treatment or procedure to a child or young person e.g. where an injury has occurred in the course of training or competition or where it is alleged that the child has been abused.

The purpose of this guidance is to provide an overview of the law in Scotland in relation to medical consent and to advise **basketballscotland** members on the best practice that must be followed.

### **Children - who can give consent?**

#### ***The child***

The Age of Legal Capacity (Scotland) Act 1991 allows children under the age of 16 to give their own consent in certain circumstances. Section 2(4) states:

“A person under the age of 16 shall have legal capacity to consent on his/her own behalf to any surgical, medical or dental procedure or treatment where, in the opinion of a qualified medical practitioner attending him, he is capable of understanding the nature and possible consequences of the procedure or treatment ”

The decision about competence is entirely one for the doctor or other medical practitioner to make. **This means where a child is assessed as being capable of providing consent, the consent of a parent/guardian is not required.**

The Scottish Executive recommend that efforts should always be made to discuss with the child informing his/her parents/guardians or carers, except where it is clearly not in the child's best interests to do so. If a child refuses to allow parents/guardians or carers to be informed, then this must be respected.

**Consent from the following categories would only be required where the child is assessed as incapable of providing consent.**

#### *Person with Parental Responsibilities in relation to the child*

A person who has parental responsibility of the child would normally be requested to provide consent, as under the Children (Scotland) Act 1995 they have responsibilities that include a duty to safeguard and promote the child's health, development and welfare.

If a child's parents are or have been married to each other, both have parental responsibility and either can give consent. If the parents have not been married to each other, normally only the mother has automatic parental responsibility including the right to consent. The father will have the right to consent if either:

- He has obtained an order from the court awarding him parental responsibilities.
- He and the child's mother have a registered parental responsibilities agreement.

Where a parent is required to provide consent they should, so far as practicable, consider the views of the child.

***Person who has care and control of the child***

Section 5 of the Children (Scotland) Act 1995 also allows consent to be given by those who have care or control of a child but who do not have either parental responsibilities or parental rights in respect of the child e.g. a grandparent who is the child's main carer. These people have a duty to do what is reasonable in all the circumstances to safeguard the child's health, development, and welfare. This includes giving consent to treatment or procedures.

**Such consent would not be effective, however, where**

- The child is capable of consenting
- The person knew that the parent would not consent e.g. a parent who is a Jehovah Witness
- The medical examination was for the purpose of establishing child abuse

If the child is looked after by the Local Authority, the authority can give consent only if it has obtained a Parental Responsibilities Order from the court or consent is authorised by conditions attached to an order or warrant issued by a Court or Children's Hearing.

**Appendix H**

**Notification of Accident**

**Accident Involving Staff/Player/Visitor (Please circle whichever is appropriate)**

(Complete the appropriate section **and** section C)

**SECTION A**

**Complete for Accident to Staff (including temporary, casual, or volunteer staff)**

Name of injured person \_\_\_\_\_

Club/Organisation \_\_\_\_\_

Job Title/Role \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_

Date Reported \_\_\_\_\_ Time Reported \_\_\_\_\_

Time injured person actually stopped work/activity on day of accident \_\_\_\_\_

Time should have stopped work/activity on day of accident \_\_\_\_\_

Time injured person re-commenced work/activity on day of accident \_\_\_\_\_

**SECTION B**

**Complete for Player/Visitor**

Name of injured person \_\_\_\_\_

Home \_\_\_\_\_

Address \_\_\_\_\_

Reason for visit to \_\_\_\_\_ (club or venue) \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_

Date Reported \_\_\_\_\_ Time Reported \_\_\_\_\_

**SECTION C**

**Complete for all Accidents (Where not applicable, please indicate)**

Nature and extent of injuries where known (state left or right where applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Checklist**

Have You:

Obtained a statement from each witness?

Yes

No

If Yes, please attach

Drawn a sketch or take a photograph showing location and people?

Yes

No

Kept the offending tool/implement/equipment?

Yes

No

If Yes, what has been kept and where?

\_\_\_\_\_

\_\_\_\_\_

**Signatures**

Date.....

Person Completing Form

\_\_\_\_\_

Facility/Club/Event Manager

\_\_\_\_\_

Please do not delay completing and sending this form and follow up with photographs, sketches and statements as necessary.

## Appendix I

### basketballscotland Notification of Incident Form

This form must be completed where members are concerned about an incident involving a child or young person. This form must be completed as soon as possible after the incident that causes concern and must be passed to the Child Wellbeing and Protection Officer.

**Note:** Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

#### Details of person making report

Name:
Position:
Contact telephone number:

#### Details of Child/Young Person

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

#### If you are reporting concerns on behalf of someone else, please provide details of that person

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of their concerns/incident:

**Details of the incident/concerns**

Date of incident/concern arose:
Time:
Place:
Names and addresses of other people who may have information about the concerns/incident:
Describe in detail what happened:
Describe in detail visible injuries/bruises and concerning behaviour of the child/young person, if any (use diagrams if this helps you to describe):
Was the child/young person asked about the incident: YES/NO  If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarified:

**Details of action taken**

Detail what action, if any, has been taken following receipt of this information:

**Other information**

Record any other information you have about this matter (it is important that all information is passed on even that which you think is not important or helpful).

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## Child and Young Person Protection Good Practice

*Guidelines for Identifying and Managing Bullying of Children and Young People***Forms of bullying**

In some cases of abuse it may not be an adult abusing a young person. Children and young people may also be responsible for abuse, for example, in the case of bullying. Bullying may be seen as particularly hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms including:

- Physical e.g. hitting, kicking, theft.
- Verbal (including teasing) e.g. racist remarks, spreading rumours, threats or name-calling.
- Emotional e.g. isolating a child or young person from the activities or social acceptance of a peer group.
- Harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.

Children and young people may be bullied by adults, their peers and in some cases by their families.

**Identifying Bullying**

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However, you can watch for signs that may indicate the presence of bullying. The following lists common bully victim behaviour.

If a child or young person:

- Hesitates to come to training or sessions.
- Is often the last one picked for a team or group activity for no apparent reason, or gets picked on when they think your back is turned.
- Is reluctant to go to certain places or work with a certain individual.
- Has clothing or personal possessions go missing or are damaged.
- Has bruising or some other injury.
- Keeps 'losing' their pocket money.
- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- A usually quiet person becomes suddenly prone to lashing out at people, either physically or verbally.

---

**Action to Help the Victim(s) and Prevent Bullying:**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim(s) to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations seriously and take action to ensure the victim(s) is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

**Action towards the Bully(ies):**

- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour.
- Seek an apology from the bully(ies) to the victim.
- Inform the bully(ies)'s parents/guardians.
- If appropriate, insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Keep a written record of action taken.



**basketballscotland Photography Consent Form**

**For the Use of Photographs, Film or Video Recordings of Children or Young People**

**basketballscotland** is committed to the protection of children and young people involved in sport.

In accordance with our Child Wellbeing and Protection Policy and Procedures we will not permit photographs, film, video or other images of children or young people to be taken or used *without* the consent of the child/vulnerable adult and their parents/guardians or carers.

**basketballscotland** will follow the guidance for the use of photographs, film video or other images of children/vulnerable adults contained in the **basketballscotland** Child Wellbeing and Protection Policy and Procedures.

**basketballscotland** will take all reasonable measures to ensure these images are used solely for the purposes they are intended. If you become aware these images are being used inappropriately you should inform **basketballscotland**'s Child Wellbeing and Protection Officer immediately.

**Child / Vulnerable Adult**

I ..... (child/young person) consent to photographing, filming or videoing my involvement in **basketballscotland** activities

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

**Parent / Guardian / Carer**

I ..... (parent/guardian/carer) consent to **basketballscotland** photographing, filming or videoing ..... (insert child/young person's name) involvement in **basketballscotland** activities

<b>Signature</b>	
<b>Print Name</b>	
<b>Relationship to Child/Young Person</b>	
<b>Date</b>	



**basketballscotland**

**Application to Photograph, Film or Video an Event or Activity Involving Children or Young People**

---

**basketballscotland** is committed to the protection of children and young people involved in sport.

The purpose of this application form is to ensure that anyone wishing to photograph, film or video a sporting event or activity where children or young people are participating:

- Secures the permission of the Activity, Event or Media Manager in advance of the activity
- Commits the applicant to comply with **basketballscotland's** guidance on the use of photographic, film, video or other images of children, which is contained in **basketballscotland's** Child Wellbeing and Protection Policy and Procedures.
- Allows children/young people and their parents/guardians or carers to provide informed consent (in accordance with our Child Wellbeing and Protection Policy and Procedures, where possible, we will not permit photographs, film, video or other images of children or young people to be taken or used without the consent of the child/young people and their parents/guardians or carers).

This application form must be completed and submitted to the address below no later than five days before the event/activity. Alternatively, it may be completed at the event and handed into the nominated coordinator at the event.

**Details of applicant:**

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	

*If you are applying on behalf of a company or other organisation please provide the following details:*

<b>Name of company / organisation</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Telephone</b>	



Please complete answers to the following questions:

**What do you intend to use the photographs, film or video footage for?**

--

**Where/when will the photographs, film or video footage be published or displayed?**

--

**How will the photographs, film or video be processed?**

--

**Who will have access to the photographs, film or video footage?**

--

I have read, understood and agree to comply with **basketballscotland's** guidance for the use of photographs, film video or other images of children/young people contained in **basketballscotland's** Child Wellbeing and Protection Policy and Procedures.

I agree to comply with any conditions or restrictions on the taking and use of photographs, film or video deemed appropriate by **basketballscotland**.

I understand and accept that any failure to comply with the aforementioned Policy and Procedures may prevent any future permission being granted and that any practices which are considered to place children or young people at risk may be reported to the Police and/or Social Work Department.

I accept that at all times **basketballscotland** reserves the right to prohibit the use of photography, film and/or video at any event or activity with which it is associated.

<b>Signature of applicant</b>	
<b>Print name</b>	
<b>Date</b>	

*If you are applying on behalf of a company or other organisation please complete the following:*

<b>Signature of company contact</b>	
<b>Position in organisation</b>	
<b>Print name</b>	
<b>Date</b>	

This form must be returned with a certified copy of photographic evidence of your identification (eg. driving licence or passport) to the address below. Any such copies will be destroyed securely or returned to you.

Alternatively, it may be handed in at the activity with evidence of your identification (eg. driving licence or passport) shown to the nominated co-ordinator at the event.

***basketballscotland, Calendon House, South Gyle, Edinburgh EH12 9DQ***

## Appendix M

### **basketballscotland Referral Form for Suspicions or Allegations of Abuse of a Child or Young Person**

This form must be completed as soon as possible after receiving information that causes suspicion or an allegation of the abuse of a child or young person. This must be passed to the Child Wellbeing and Protection Officer and the Social Work Department or the Police as soon as possible after completion. Do not delay by attempting to obtain information to complete all the details.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

#### **Details of person making report**

Name:
Position:
Contact telephone number:

#### **Details of Child/Young Person**

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

#### **Details of person about whom there is concern**

Name:
Position:
Date of Birth:
Address:
Relationship to child/young person:

**If you are reporting this concern on behalf of someone else, please provide details of that person**

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of alleged incident:
Record here the information you were given from this person about the alleged incident:

**Details of the incident raising this concern**

Date of alleged incident:
Time:
Place:
Names and addresses of witnesses:
Describe in detail what happened:
Describe in detail visible injuries/bruises and concerning behaviour of the child/young person, if any (use diagrams if this helps you to describe):
Was the child/young person asked what happened: YES/NO  If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarified:

**Details of action taken**

Detail what action, if any, has been taken following receipt of this information:

**ONLY AFTER SEEKING ADVICE FROM THE POLICE/SOCIAL WORK DEPARTMENT**, were the child/young person's parents/carers contacted?

**Details of external agencies contacted**

Police	Police station contacted: Name and contact number: Advice received:
Social Work Department	Social Work Dept: Name and contact number: Advice received:
Other	Name of organisation: Name and contact number: Advice received:

**Other information**

Record any other information you have about this matter (it is important that all information is passed on even that which you think is not important or helpful).

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Where a referral has been made to the Police and Social Work Department a copy of this form must be sent to them as soon as possible.**

## Appendix N

### Legal Framework

The **basketball**scotland Child Wellbeing and Protection Policy and supporting Procedures are based on the following legislation and guidance:

- Children (Scotland) Act 1995
- Human Rights Act 1998
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975
- Criminal Procedure (Scotland) Act 1995
- Protecting Children 'A Code of Practice for Voluntary Organisations in Scotland Working with Children and Young People', 1995
- Sex Offenders Act 1997
- Sexual Offences (Amendments) Act 2000
- Data Protection Act 1998
- Police Act 1997
- Disclosure Scotland Code of Conduct 'Making Scotland Safer' (2002)
- Disclosure Scotland Code of Conduct 'Protecting the Vulnerable by Safer Recruitment' (2002)
- Protecting Children -A Shared Responsibility: Guidance on inter-agency co-operation, The Scottish Office 1998
- UN Convention of the Rights of the Child 1992

## Appendix O

### Contacts for Further Guidance

sportscotland  
Rose Challies  
Ethics Manager  
Caledonia House  
South Gyle  
Edinburgh EH12 9DQ  
Tel: 0131 317 7200  
[www.sportscotland.org.uk](http://www.sportscotland.org.uk)  
[child.protection@sportscotland.org.uk](mailto:child.protection@sportscotland.org.uk)

### CHILDREN 1ST

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### Scottish Association of Local Sports Councils

David Arnott  
Administrator  
1 Lumsdaine Drive  
Dalgety Bay KY11 9YU  
Tel: 01383 820 950  
[www.salsc.org](http://www.salsc.org)

### Scottish Sports Association

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Caledonia House  
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Edinburgh EH12 9DQ  
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[www.scottishsportsassociation.org.uk](http://www.scottishsportsassociation.org.uk)

### Convention of Scottish Local Authorities

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[www.cosla.gov.uk](http://www.cosla.gov.uk)

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**Volunteer Development Scotland**

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**Angus Council**

Alastair Wilson  
Head of Leisure Services  
Angus Council  
County Buildings  
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**Association of Chief Police Officers in Scotland**

Iain MacLeod  
Detective Chief Superintendent  
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West Bell Street  
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www.taysidepolice.police.uk

**National Training Organisation for Sport, Recreation and Allied Occupations**

Ashley Pringle  
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Glasgow Caledonian University  
Cowcaddens Road,  
Glasgow G4 0BA  
Tel: 0141-331-8484  
www.SPRITO.org.uk



**Other Useful Contacts:**

**ParentLine Scotland**

0808 800 2222

**NSPCC Child Protection Helpline**

0808 800 5000

**Childline Scotland**

0800 1111

**Child Protection in Sport Unit**

NSPCC

3 Gilmour Close, Beaumont Leys

Leicester LE4 1EZ

Tel: 0116 234 7278

[www.sportsprotects.org.uk](http://www.sportsprotects.org.uk)