

LINLITHGOW SPORTS CLUB

CHILD AND VULNERABLE ADULT WELLBEING AND SAFETY PROTECTION POLICY - INCLUDES CODES OF CONDUCT

1. Policy statement

The Linlithgow Sports Club (LSC) is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club at all times, including all programmes and events we run. This Policy strives to minimise risk, deliver a positive sport experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

2. Use of terminology

Child: a person under the age of eighteen years.

Adult at risk of abuse or neglect: a person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

Safeguarding children: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

Safeguarding adults at risk: protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before taking action, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.

(See appendix A for full glossary of terms).

3. Scope

This Policy and Code of Conduct is applicable to all LSC employees and BOM members and coaches.

Advice, guidance and support is available from the relevant Sport Governing Body (Tennis, Bowls and Squash)

4. Responsibility for the implementation of the Child and Vulnerable Adult Wellbeing and Safety Protection Policy

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.

- The LSC Board of Management (BOM) has overall accountability for this Policy and its implementation

LINLITHGOW SPORTS CLUB

CHILD AND VULNERABLE ADULT WELLBEING AND SAFETY PROTECTION POLICY - INCLUDES CODES OF CONDUCT

- The Club Welfare Officer is responsible for updating this Policy in line with legislative and club developments
- All individuals involved in/present at the club are required to adhere to this Policy and Codes of conduct.
- All coaches, members and staff working with children and vulnerable adults must be suitable to do so, through the use of references and background checks. All relevant people will be vetted and approved through the disclosure process, the PVG Scheme operated by Disclosure Scotland, (or the Disclosure and Barring Service (DBS) in England).

5. Where there is a safeguarding concern/disclosure.

A concern/disclosure that involves an adult with a child, or vulnerable adult

- Depending on the seriousness of the concern or disclosure, it may be necessary to seek advice from the appropriate Sports Governing Body, before starting the investigation.
- If it is appropriate for the LSC to start the investigation, the following procedure shall be followed: -
 - A small panel, made up of the LSC Secretary, Welfare Officer and one other BOM member, will meet with parent(s) and the complainant to get details of the allegation, minutes will be taken and agreed.
 - The same panel will meet with the alleged abuser, also a third party will be present as a witness on behalf of the alleged abuser, the allegation will be put to the alleged abuser and they will be asked for their response, minutes will be taken and agreed
 - If abuse has, in the panel's view, taken place, after considering all evidence and any witness statements, it will consider whether it is serious enough to take disciplinary action immediately according to the LSC's Constitution i.e., suspension, or termination of membership.
 - If the panel decide that serious abuse has taken place and terminates, or suspends the abuser's membership, it needs to inform the relevant Sports Governing Body and possibly the Police
 - If the panel consider that the alleged abuser's actions were inappropriate, but not serious abuse, then it could insist that the abuser attend Child and Vulnerable Adult Wellbeing and Safety Protection (CVAWSP) Training, the BOM will monitor the situation for a given period to ensure that the abuse is not repeated, however, failure to accept this arrangement, will result in their LSC membership being either suspended or terminated.

LINLITHGOW SPORTS CLUB

CHILD AND VULNERABLE ADULT WELLBEING AND SAFETY PROTECTION POLICY - INCLUDES CODES OF CONDUCT

- The panel's decision will be confirmed in writing to both parties and if either party is dissatisfied with decision, they have the right to appeal to the LSC President within one week of the written decision.
- If the person accused of inappropriate behaviour with a child or vulnerable adult is an employee of the LSC, the LSC will regard the incident as a disciplinary issue and will follow the disciplinary procedure set out for employees
- If the nature of the complaint is with regard to a member of LSC BOM, the complainant has the right to report the discrimination or harassment directly to their Club registered body.

A concern/disclosure that involves a child with another child, or vulnerable adult

- Depending on the seriousness of the concern or disclosure, it may be necessary to seek advice from the appropriate Sports Governing Body, before starting the investigation.
- If it is appropriate for the LSC to start the investigation, the following procedure shall be followed: -
 - The investigation would be carried out as in the previous section, except in all meetings the parent(s) or guardians would attend for both the child/adult allegedly abused and the alleged child abuser.
 - If abuse has, in the panel's view, taken place, after considering all evidence and any witness statements, it will consider whether it is serious enough to take disciplinary action immediately according to the LSC's Constitution i.e., suspension, or termination of membership.
 - If the panel decide that serious abuse has taken place and terminates, or suspends the abuser's membership, it needs to inform the relevant Sports Governing Body and possibly the Police
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LINLITHGOW SPORTS CLUB

CHILD AND VULNERABLE ADULT WELLBEING AND SAFETY PROTECTION POLICY - INCLUDES CODES OF CONDUCT

CODES OF CONDUCT

All LSC employees and members agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency (e.g., medical)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g., away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

All children agree to:

LINLITHGOW SPORTS CLUB

CHILD AND VULNERABLE ADULT WELLBEING AND SAFETY PROTECTION POLICY - INCLUDES CODES OF CONDUCT

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

All adults agree to:

- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

LINLITHGOW SPORTS CLUB

CHILD AND VULNERABLE ADULT WELLBEING AND SAFETY PROTECTION POLICY - INCLUDES CODES OF CONDUCT

APPENDIX A: GLOSSARY OF TERMS

Safeguarding: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances. Enabling adults at risk to achieve the outcomes that matter to them in their life; protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that an individual is best-placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

Abuse and neglect

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness

Sexual abuse: Involves forcing or enticing a child or young person to take part in abuse sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

Emotional abuse: The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and

LINLITHGOW SPORTS CLUB

CHILD AND VULNERABLE ADULT WELLBEING AND SAFETY PROTECTION POLICY - INCLUDES CODES OF CONDUCT

learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect: The persistent failure to meet a child/ adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to:

- o provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- o protect a child/ adult at risk from physical and emotional harm or danger;
- o ensure adequate supervision (including the use of inadequate care-givers); or
- o ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

Additional examples of abuse and neglect of adults at risk

Financial abuse: having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

Discriminatory abuse: treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

Domestic abuse: includes physical, sexual, psychological or financial abuse by someone who is, or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

LINLITHGOW SPORTS CLUB

CHILD AND VULNERABLE ADULT WELLBEING AND SAFETY PROTECTION POLICY - INCLUDES CODES OF CONDUCT

Organisational abuse: where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

Self-neglect: behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions

Modern slavery: encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- A person who is being abused may experience more than one type of abuse
- Harassment, and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons
- Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive Conducts, offending and anti-social Conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

Appendix B: What to do if a disclosure from a child or adult at risk is made to you:

1. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important

LINLITHGOW SPORTS CLUB

CHILD AND VULNERABLE ADULT WELLBEING AND SAFETY PROTECTION POLICY - INCLUDES CODES OF CONDUCT

3. **Avoid questioning** where possible, and never ask leading questions
4. **Do not promise secrecy.** Let the individual know that you will need to speak to the Welfare Officer/ because it is in their best interest, if you intend to speak to the police or social care, you should let them know this too.
5. **Act in an emergency.** Any immediate and serious concern about the safety of a child or vulnerable adult, contact the police (999) and/or your local social work child protection team. Contact details of social work child protection team can be found on the relevant local authority website
6. Record details of the disclosure and allegation, make certain you distinguish between what the person has actually said and the inferences you may have made.

Anyone who has concerns about the wellbeing, or safety of a child or vulnerable adult, contact the Welfare Officer, details below.

Laurie McKerrow: Welfare Officer

Phone: 01506 826295

Email: laurie.mckerrow77@hotmail.com

LINLITHGOW SPORTS CLUB

CHILD AND VULNERABLE ADULT WELLBEING AND SAFETY PROTECTION POLICY - INCLUDES CODES OF CONDUCT

I have read and agree to abide with the Linlithgow Sports Club Child and Vulnerable Adult Wellbeing and Safety Protection Policy, dated 21st June 2021

Margaret M. Blake (TREASURER)

Laura McKenna (PRESIDENT)

Diane Mackie (SECRETARY)
