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west lothian council

community sports club development pack

Foreword

Welcome to West Lothian Council's Community Sports Club Development Pack. This pack has been produced in association with Bath and North East Somerset Club Development Scheme, where it is already proving successful. I encourage you to use this pack as a development tool working alongside the Community Sports Club Strategy. This will give your club recognition for the work it is doing and its commitment to the development of sport in West Lothian.

I am sure that your club will soon benefit from this scheme and that you will continue to reap the rewards as the scheme develops. Help will always be available through the Sport and Recreation Team.

Good Luck.

Charlie Raeburn

Sport and Recreation Manager

West Lothian Council

introduction

Within West Lothian there are a large number of clubs covering a variety of sports. These clubs vary in size and structure and provide many opportunities to the people of West Lothian.

The Club Development Pack has been produced by West Lothian Council in association with Bath & North East Somerset Council to help clubs develop and reach their full potential. By providing practical advice, easy to use guidelines, templates and examples of good practice clubs are encouraged, whatever their sport and size, to provide high quality, welcoming and safe opportunities for all.

Although it is understood that not all clubs wish to develop to the highest performance or elite level, all successful clubs need to be well organised and provide their members with quality opportunities. The Club Development Pack aims to assist clubs to do this and more.

THE CLUB DEVELOPMENT PACK AIMS TO:

- 👍 Ensure ALL clubs in West Lothian that wish to progress and develop are supported to do so
- 👍 Assist clubs to develop quality, progressive and sustainable sporting opportunities
- 👍 Assist clubs to realise their full potential and identify areas requiring development
- 👍 Help clubs to develop their management/ administrative systems
- 👍 Improve the recruitment, retention and recognition of volunteers and coaches in line with the Coach and Volunteer Strategy
- 👍 Ensure that clubs develop a structure which has the player as its primary focus
- 👍 Keep clubs up to date with the latest national and local initiatives and programmes.

how to use the club development pack

The Club Development Pack has been designed to directly support Club Development in West Lothian.

To achieve the Access and Accreditation Levels stated in the Club Development Strategy the requirements below need to be fulfilled. This pack provides the templates that will help you to fulfil these requirements. These are also available on disc from the Sport & Recreation Team.

There is a template to help you to achieve each of the requirements. These can be looked up under the relevant sections in the attached pack.

Sports Development Officers are available to work with your club through this process.

Access Level

Requirements:

- 👍 Be an active sports club or group involved primarily in promoting sport or active recreational pursuits.
- 👍 Have a constitution with an open membership policy.
- 👍 Have appropriate Club Insurance and/or Public Liability Policy.
- 👍 To have affiliated to the appropriate National Governing Body of Sport.
- 👍 Be a member of the West Lothian Sport & Recreation Association.
- 👍 Have access to a qualified First Aider within your club at all times.
- 👍 To have club procedures for child and vulnerable adult protection.

Community Club Accreditation Level

Requirements:

- 👍 To have carried out a club review.
- 👍 To have adopted an approved club constitution reflecting the objectives of a "community club".
- 👍 To have established a development plan for your club.
- 👍 To implement regular formal & informal risk assessments where required.
- 👍 To have job descriptions in place for volunteers, coaches & administrators.
- 👍 To adopt and implement a code of ethics & conduct for all coaches and members.

Development Stage

Clubs can develop appropriate areas in conjunction with a Sports Development Officer and the Club Development Plan.

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Section 1.1
Membership

Constitution

All clubs registered on the Club Accreditation scheme must have a constitution. The following template is a very detailed example of a constitution, however not all the elements will be relevant to every club and they should be amended or deleted as appropriate.

For example Point 9. Members of the management committee identify eight committee officers. Your club's constitution may need to reduce or increase the officers dependant on the number of volunteers available to fill the positions.

CONSTITUTION

1. Name

The name of the organisation shall be, hereinafter referred to as the 'Club'.

2. Objectives

The club is established to pursue the following objectives:

- a) Participation in the sport of, hereinafter referred to as the 'sport'.
- b) The organisation, management and development of
for all members of the Club.
- c) Membership of appropriate leagues for the purpose of establishing regular competitive play for the club's representative teams.
- d) The provision of training and playing facilities for its members.
- e) Promoting and maintaining the highest standards of technical competence and safety in the sport .
- f) Upholding the rules of the sport.
- g) Providing equal opportunities for successful participation by all section of the community.
- h) The promotion of the sport.

3. Affiliation

The Club shall be affiliated to the
(Insert appropriate, recognised NGB here)

4. Membership

All members are subject to the Constitution of the Club and the regulations of the National Governing Body.

- a) Membership of the club is open to all individuals provided they comply with this Constitution.
- b) No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- c) All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- d) Each fully paid up member shall be entitled to attend and vote at General or Annual General Meetings.
- e) Fully paid up members may be elected and serve on the Management Committee.
- f) All members will receive a copy of the relevant Code of Conduct, a copy of the Club's Child Protection Policy and a copy of the Constitution.
- g) Members shall be enrolled on one of the following categories: (Examples)
 - i) Playing/ Competing Member (adult/ junior)
 - ii) Non Playing/ Associate Member (non competing)
 - iii) Coach (qualified)
 - iv) Official (qualified)
 - v) Volunteer/ Helper
 - vi) Junior Member
 - vii) Life Member

5. Suspension, Refusal or Termination of Membership

- a) The management committee shall be entitled to:
 - i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.
 - ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- c) The member may apply for reinstatement at the next general meeting.
- d) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
- e) Any member under suspension shall be barred from taking part in any match or event under the control of the club.
- f) The management committee shall inform the member in writing of any decision to terminate their membership.
- g) Notification of the termination of a membership will be forwarded to the Governing Body.

6. General Meetings

a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM.

At each AGM the following business shall be conducted:

- i) Receive and confirm the minutes of the previous AGM.
- ii) Presentation of the clubs financial accounts for the year.
- iii) Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees.
- iv) Presentation of Chairpersons report.
- v) Election of officers to the management committee.
- vi) Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson.

Notice for an AGM shall be a minimum of 21 days.

A quorum for an AGM shall be members.

b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i) 33% of the membership.
- ii) The Chairperson.
- iii) 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of fourteen days notice, and stating the business to be discussed.

7. Rules for General Meetings

- a) A minimum of twenty one days notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- b) The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.
- c) All members shall register with the Secretary prior to the start of the meeting.
- d) Each member shall have one vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) The quorum shall be one quarter of those eligible to vote, or such members, which ever is the smaller.
- g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

8. Election Of Officers To The Management Committee

- a) The members of the management committee shall be drawn from the membership, as defined in clause 4 of this constitution.
- b) Candidates shall be elected by paper ballot at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
- c) All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.
- d) Uncontested posts may be filled by nomination(s) and election at the AGM.
- e) The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.

9. Members Of The Management Committee

- a) The Management Committee shall consist of the following Officers:
 - i) President
 - ii) Vice President
 - iii) Chairperson
 - iv) Fixtures/ Competition Secretary
 - v) Secretary
 - vi) Treasurer
 - vii) Team Managers/ Coaches representative
 - viii) Child and vulnerable adult Protection Officers (preferably 2 officers, male and female)
- b) All the above shall be entitled to one vote each at General Meetings, except the Chair.
- c) The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- d) The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

10. Rules For The Management Committee

- a) The Chairperson shall chair the meeting, or in his/her absence one of either the President, Vice President or Secretary or a nominee from the committee in the event of all those mentioned being absent.
- b) Fourteen days notice of any meeting of the management committee shall be given by the Secretary, except when:
 - i) The date of the meeting had been agreed at the previous management meeting, in which case seven days notice shall be given.

- ii) In an emergency the Chairperson may call a meeting at four days notice.
- c) The quorum shall be four of those Officers entitled to vote, as listed at Rule 9. a)
- d) All members of the management committee as listed at Rule 8. a) shall be entitled to vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) Meetings shall be open to all members of the club.

11. Finance

- a) The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution.
- b) The club shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the Management Committee at the Annual General Meeting.
- c) All monies shall be lodged in a bank account in the name of the club.
- d) The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be needed.
- e) The financial year of the club shall run from to

12. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

13. The Dissolution Of The Club.

- a) Any resolution to dissolve the club may be passed at any General Meeting provided that:
 - i) the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
 - ii) at least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
 - iii) such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- b) Upon dissolution of the club, after all club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to the local club/league, or to the (Local/ Area Governing Body), as determined by the meeting, to be employed for the development of the sport.

14. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of
..... Club.

SIGNATURES

Chair Person

Date

Secretary

Date

Members Code of Conduct / Fair Play Policy

A Code of Conduct or Fair Play Policy should support your club's constitution and may be used to replace what some clubs refer to as the Club Rules.

Fair play should be fundamental to the aims and objectives of your club. It is important to encourage members, officials and administrators to play by the rules, respect others and maintain the highest standards of sportsmanship in running and playing the sport. To ensure that your members are aware of this the club should produce a members Code of Conduct and/or a Fair Play Policy. As a useful reminder for everyone, your fair play statement could be included in club handbooks and newsletters. Most importantly, ensure that the policy is put into practice.

You may want to produce a separate policy for the junior members as the content will need to be more child friendly. The following examples are suitable for clubs with junior sections, however they can be adapted to suit any club.

SAMPLE JUNIOR FAIR PLAY STATEMENT

"It is the policy of(insert club name)..... to ensure that all participants, volunteers, coaches and parents promote fair play at all times. Players are encouraged to be 'good sports' and to co-operate with and respect their team mates, coaches and officials at all times. The aim is for all players to enjoy the game, improve their skills and have FUN".

SAMPLE JUNIOR CODE OF CONDUCT

All junior members are asked to abide by the following rules at all times:

- 👍 Co-operate fully, respecting all requests and decisions made by the coaches, helpers, officials and administrators
- 👍 Be on time for training sessions, matches and competitions
- 👍 Players must control their tempers and avoid behaviour which may inconvenience or upset others
- 👍 Treat opponents and team mates with respect at all times (on and off the field)
- 👍 Be considerate to others and work as a team
- 👍 Accept success and failure in a noble/ selfless way
- 👍 Do not purchase or consume alcohol, tobacco products, solvents, illegal drugs of any kind or purchase dangerous articles i.e. knives whilst representing the club or on the club premises
- 👍 Do not participate in any club activity whilst under the influence of alcohol or drugs. Members shall not promote, give or sell any drugs to another member whilst participating on the club premises or participating in any club activity
- 👍 Take care of all property belonging to the club or any club member
- 👍 Do not leave sessions without permission of the person in charge
- 👍 Be responsible for caring for your own equipment, clothing and property
- 👍 No jewellery or unsuitable clothing or footwear should be worn during any practical club sessions.

Equal Opportunities Policy

It is recommended that all clubs and organisations produce an equal opportunities policy and most importantly ensure that the policy is put into practice.

Sports Equity:

“The reduction and removal of ‘barriers’ to participation, including disability, gender, ethnicity, poverty and age”.

An equity statement should be included in the club’s constitution, and as a useful reminder for everyone, your equity statement could be included in club handbooks and newsletters.

Sample Equity Statement:

“(insert club name)..... is strongly committed to equal opportunities for all sectors of the community. It is the policy of to ensure that all participants, volunteers, coaches or parents receive equal treatment regardless of age, gender, marital status, employment status, social class, colour, race, ethnic or national origin, religious belief or disability.

Equal Opportunities Policy:

The Equity Statement should also be incorporated into an Equal Opportunities Policy which identifies the following aims:

- 👍 Eliminating any barriers or ‘perceived’ barriers to participation within the club
- 👍 Ensuring that all members are aware of, understand and follow the club’s equity statement
- 👍 Increasing awareness within the club of the needs of those who face discrimination
- 👍 Ensuring that the club considers equal opportunities in all its activities
- 👍 Ensuring that the club premises are accessible to all, including those with physical disabilities
- 👍 Ensuring that the rules of the club state that discriminatory language or behaviour is not acceptable
- 👍 Ensuring that the implementation of the policy is reviewed regularly and monitored for effectiveness.

In order to ensure that equal opportunities is really ‘owned’ by the club and is an integral part of the club’s philosophy it is important that all club committee staff and coaches are involved in the process of developing the policy.

Membership Form

A membership form should be completed by all current and new club members at the beginning of each season or when the membership fees are collected.

For health and safety reasons the coach, team manager and/or other appropriate club staff must be informed of any injury, medical condition or allergy that a member may have.

If the member moves to a new team or training night within the club, a simple system should be in place to pass on the information to the relevant coach.

Personal Details:

Name: Address:
.....
..... Postcode:
Tel (h): Male/Female:
Tel (w): Age:
Tel (m): Date of Birth:
E-mail: Fax:

Medical/ Injury Details:

Detail any medical conditions/ allergies that we should be aware of?
.....

Please provide details of medication that must be administered:
.....

Do you have any past or current injuries that we should be aware of?
.....

If yes, please provide further details:
.....

These details may need to be passed on to (insert name/s of coach, team manager, appropriate club staff).

Emergency Contacts:

Name: Address:
.....
..... Postcode:
Relationship: Tel (m):
Tel (h): Tel (w):

Previous Playing Career:

School: Previous Clubs:
County/ Regional/ National?

Section 1.1
membership

Further information:

Do you have a coaching qualification?

If Yes, please provide details:.....

Do you have an officials qualification?

If Yes, please provide details:.....

Would you be prepared become a volunteer helper at our club?

If yes, our volunteer co-ordinator/ head coach will contact you.

Membership Fees:

Member:	Fee:	Please tick:
Senior	£x	
Students	£x	
Under 18's	£x	
Non-Playing	£x	
 Total	 £	

Signed: Date:

For members under 18:

Parent or Guardian Name (block capital):

.....

Signed:

Date:

Junior Members Parent Consent Form

Parents must always be given full and complete written details regarding the organisation and administration of any activity, visit or journey (i.e. away matches, visiting specialist training facilities). A meeting may be appropriate for residential ventures where an activity briefing sheet could be distributed i.e. contact telephone numbers, food, clothing requires, times of arrival and depart etc.

The parent consent form should be signed and returned to the organiser before any activity or trip takes place. The original form should be held centrally and a copy of the form given to the relevant coach, which should be kept with them at all times.

All club sessions involving junior members are run under the guidance of coaches qualified to the appropriate (insert National Governing Body qualification)..... level.

Please complete the following, sign and return to:
by:(insert deadline date)

Name of Child **Date of Birth**

Parent/ Guardian

Address:

..... **Postcode**

Tel (day): **Tel (evening):**

Mobile: **e-mail:**

Family Doctor **Doctor's Tel No**

Does your child suffer from any medical conditions/allergies that the club/ coach should be aware of (including any current medication).....

.....

.....

Please provide details of medication that must be administered:

.....

.....

Emergency contact details: (If different from above)

Name: **Telephone no:**

Relationship to child:

CONSENT (please read carefully)

- a) I agree to my son/ daughter taking part in the activities of the club.
- b) I confirm to the best of my knowledge that my son/ daughter does not suffer from any medical condition other than those listed above.
- c) I consent to my son/ daughter travelling by any form of public transport, minibus or motor vehicle driven by a club coach or any other parent attending, to any event in which the club is participating.
- d) I understand that the Club or Organisers accept no responsibility for loss, damage or injury caused by or during attendance on any of the clubs organised activities except where such loss, damage or injury can be shown to result directly from the negligence of the Club or the Organisers.

Signed (Parent/ Guardian) **Date:**

Section 1.2

Health & Safety

Insurance

CLUB INSURANCE

To safeguard your members, your club must be properly insured. The insurance cover that your club will need will depend on your club's size, the activities that members take part in and the club's assets. Insurance is required to cover a range of scenarios from the loss of equipment through to serious personal injury, fire damage or a break in. Therefore whatever the size or type of club it is recommended that you seek professional advice from an insurance company or broker.

PERSONAL INSURANCE

Many National Governing Bodies (NGB's) and some clubs offer group insurance to provide personal accident cover for members and professional indemnity cover for qualified coaches and officials. Insurance premiums with many NGB's are linked to membership or affiliation fees.

For example:

UK Athletics incorporate the following insurance benefits for coaches on behalf of an affiliated club or organisation when involved in athletic activities.

Public Liability and Third Party Insurance

- 👍 Cover of up to £10,000,000 for any one incident, in the case of property damage the first £500 of any claim is not covered
- 👍 In the case of negligent advice, the cover is £500,000

They also offer Personal Accident Insurance and Travel Insurance.

NB. Most NGB's request that this affiliation is paid individually and not via the club affiliation. As all NGB's have differing regulations and insurance policy's it is vital that you check!

IF YOUR NGB OR YOUR CLUB DOES NOT PROVIDE COACHES INSURANCE COVER

Insurance can be taken out with a private insurance company. Alternatively, sports coach UK (scUK) offer good insurance cover as part of their membership benefits:

- 👍 Coaches Liability Insurance – up to £5,000,000 indemnity in respect of your legal liability to others for death, injury or illness and loss/damage to third party property arising from your coaching activities. No distinction is made whether you are paid for your coaching or working in a voluntary capacity.
- 👍 Personal Accident Insurance - a basic personal accident scheme is included providing cover for death £100,000; permanent disablement up to £100,000; dental and optical treatment up to £500.
- 👍 Coaches Liability Insurance while Officiating – coaches who are officiating as an integral part of their coaching session have the same cover as above. Coaches who are qualified officials have the same cover as above while officiating.
- 👍 Legal Advice: 24 hour advice line for members, assistance with any legal issue.

For more information on scUK membership visit their Website at www.sportscoachuk.org

Individual insurance may be available through the normal household contents insurance. Most policies will cover (automatically or supplementary) sports equipment and personal liability. However it is worth checking the following;

- 👍 Sports equipment
- 👍 Personal accident
- 👍 Private medical insurance
- 👍 Public Liability
- 👍 Personal liability
- 👍 Soft tissue insurance
- 👍 Professional indemnity
- 👍 Motor insurance

Many volunteers use their own cars for travelling to and from matches, training sessions, meetings and often they carry passengers. This may be identified by insurers as association business use and therefore it is worth clarifying this with the insurance company, particularly if the volunteer is paid some sort of expenses for using their cars.

FOR FURTHER INFORMATION

sportscotland deliver a 3 hour Running Sport workshop called “Managing the Risks”. This workshop is supported by a resource book, which can also be purchased separately for £2. Contact the Running Sport Hotline: 0845 7585136.

First Aid

It is highly recommended that at least two representatives from your club are First Aid qualified. A certificate is issued to candidates who complete a course and reach the appropriate standard in casualty care which is valid for 3 years. The course can be completed in one day and is approximately £30 per candidate.

FIRST AID EQUIPMENT – GENERAL INFORMATION

- 👉 It is essential that first aid equipment is checked frequently, therefore ensuring sufficient quantities and all items are usable.
- 👉 Always replenish contents of first aid box and kit as soon as possible after use.
- 👉 Items should not be used after the expiry date shown on packets.

ON SITE FIRST AID FACILITIES

- 👉 First aid boxes should be made of suitable material and designed to protect the contents from damp and dust.
- 👉 First aid box should be clearly identifiable.
- 👉 The first aid box should contain only those items which a first aider has been trained to use.

In most cases the first aid box should contain the following:

- 👉 One guidance card & contents card
- 👉 Individually wrapped sterile & waterproof adhesive dressings (assorted sizes), appropriate to the club environment
- 👉 Sterile eye pads, with attachment
- 👉 Six individually wrapped triangular bandages
- 👉 Safety pins
- 👉 Medium & large sized, individually wrapped, sterile unmedicated wound dressings
- 👉 Antiseptic tissues, sterile water or saline in sealed disposable containers
- 👉 If emergency blankets are provided, store alongside equipment & in such a way as to keep them free from dust & damp
- 👉 Disposable aprons and plastic gloves should be provided near the first aid materials
- 👉 Blunt ended scissors should be kept where there is a possibility that clothing or material needs to be cut
- 👉 Plastic disposable bags for soiled or used first-aid dressings should be provided.

TRAVELLING/ OUTDOOR FIRST AID KIT

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used.

At least the following should be included:

- 👍 Card giving general first-aid guidance
- 👍 Individually wrapped sterile adhesive dressings
- 👍 One large sterile unmedicated dressing
- 👍 Two triangular bandages
- 👍 Safety pins
- 👍 Individually wrapped moist cleansing wipes

In addition, it may be necessary to purchase sports specific first aid equipment depending on the nature of you activity e.g. stretcher etc.

Section 13

Child and Vulnerable Adult Protection

Child and Vulnerable Adult Protection Checklist

Formal procedures and regulations must be in place to protect your junior and vulnerable members and also to protect the coaches and volunteers. All procedures should be specific to the particular circumstances of your sport and your club.

GUIDANCE CHECKLIST FOR CLUB CHILD AND VULNERABLE ADULT PROTECTION PROCEDURES

- 👍 Produce a CHILD AND VULNERABLE ADULT PROTECTION POLICY.
- 👍 Appoint a CHILD AND VULNERABLE ADULT PROTECTION OFFICER who must attend the sports coach UK (scUK) workshop 'Good Practice & Child Protection'.
- 👍 Identify at least 2 other club committee members, coaches and/ or other club staff to attend the (scUK) workshop 'GOOD PRACTICE & CHILD PROTECTION'.
- 👍 Establish formal RECRUITMENT & SCREENING PROCEDURES of all club staff and volunteers.
- 👍 Produce a JOB DESCRIPTION for staff and volunteers. (See page 32)
- 👍 Establish a PROCEDURE for dealing with allegations of abuse. (See page 28)
- 👍 Ensure that the club's Child and Vulnerable Adult Protection Officers have the contact details of the SENIOR OFFICER OF YOUR NGB in case of a child abuse complaint or allegation.
- 👍 If planning an ACTIVITY FOR UNDER 8 YEAR OLDS, inform Social Services Registration & Inspection Unit before commencing the activity.
- 👍 To protect the CHILD'S PHYSICAL DEVELOPMENT it is suggested that wherever possible club coaching sessions for children under 8 years of age have a duration of no longer than 90 minutes.
- 👍 PLAN ALL COURSES, sessions and activities to minimise situations in which abuse may occur. This protects the child and also protects the adult from being accused of improper behaviour.
- 👍 Whenever possible ensure that there is a balance of MALE AND FEMALE COACHES in each activity regardless of whether the group is boys, girls or mixed.
- 👍 Keep UP TO DATE RECORDS of attendance, parental consent and emergency contact details.
- 👍 Establish a REPORTING PROCEDURE FOR ALL INJURIES AND ACCIDENTS.
- 👍 Ensure that there are adequate FIRST AID FACILITIES and that someone in attendance has a recognised first aid qualification.
- 👍 Have a written HEALTH AND SAFETY POLICY and an EMERGENCY ACTION PLAN.
- 👍 Ensure that all EQUIPMENT IS IN WORKING ORDER and that the coaches are familiar with all written INSTRUCTIONS on the use of specialist facilities and equipment when coaching.

Coaches = coaches, leaders, instructors, helpers.

West Lothian Council
Child and Vulnerable Adults
Protection Guidelines

Clubs and Other Organisations

1. Introduction

West Lothian Council Sports Unit has provided these guidelines to advise clubs and organisations on Child & Vulnerable Adult Protection issues where they have not been given appropriate advice from their Governing Body. The guidelines provide a basic outline of the way in which clubs should approach the issue of Child & Vulnerable Adult Protection.

Many Governing Bodies have their own guidelines on Child Protection for clubs and where these exist they should be followed.

2. Child & Vulnerable Adult Protection Officer

It is recommended that all clubs appoint a Child & Vulnerable Adult Protection Officer who will have the responsibility for ensuring that the club's Child & Vulnerable Adult Protection Policy is adhered to. Appendix 3 describes the role of the Child & Vulnerable Protection Officer.

Any coach with concerns should report these concerns to the Child & Vulnerable Protection Officer along with all the details written down and signed (see appendix 1, as a guide, for the information required). If the Child & Vulnerable Adult Protection Officer thinks that there is a possibility that the abuse could have taken place they will report it to Social Services, the Police and the governing body. The flow chart (appendix 2) indicates the procedure that the officer should follow when dealing with allegations of abuse.

3. Disclosure Scotland

Disclosure Scotland Checks are implemented as part of a procedure that enables coaches and leaders to be vetted. This will identify any previous relevant convictions that they have had.

Coaches references should also be taken up prior to them working with children. This will identify something about the individual's character that may not be picked up from a Disclosure Scotland Check. In addition, all coaches should have a course in Child & Vulnerable Adult Protection as part of their induction programme. Many governing bodies are running these courses and West Lothian Council Sports Unit annually organises the scUK Good Practice & Child Protection 3hr workshop.

4. Good Practice

- 👍 Do not give children a lift alone in your car.
- 👍 Have mixed activities being supervised by a male and a female coach.
- 👍 If physical contact is necessary as part of the coaches training programme, the coach should explain this to the individual.
- 👍 Never use any form of Physical Punishment.
- 👍 Give positive reinforcement and encouragement.
- 👍 Project a positive role model.
- 👍 Encourage an environment where each child treats others with respect.

5. Definition of Abuse

Abuse can be defined in four separate categories, these are:

Physical Abuse

Physical abuse includes hitting, shaking, squeezing, burning, biting or by tolerating or giving children drugs, alcohol or poison. Abuse can also occur where the intensity of training is beyond the child's capacity.

Sexual Abuse

This occurs when male and female adults use children to meet their own sexual needs. This includes forcing a child to take part in a sexual activity, suggesting that it will benefit their career to do so or showing them pornographic material.

Emotional Abuse

Constant shouting, use of sarcasm, unrealistic pressure are ways in which adults can emotionally abuse children. These can result in the child losing self esteem, confidence and becoming nervous and withdrawn.

Neglect

Where a child's basic needs are not met by the adult in charge, neglect occurs. Basic needs include warmth, clothing, food, appropriate medicines. Also exposing children to unnecessary risk of injury or lack of supervision.

Coaches must be aware that they are not Childcare professionals and that the procedures set down must be followed immediately they suspect abuse to have taken place. It is the role of the professional childcare protection agencies to investigate.

6. Identifying Abuse

Where there are concerns that a child may be at risk of abuse, there are certain signs that can be recognised such as those below. This list is not exhaustive and the signs detailed could be present in other circumstances and do not necessarily identifying a situation where abuse is taking place.

Neglect

- 👉 Constantly hungry or tired
- 👉 Few friends
- 👉 Missing doctor/hospital appointments
- 👉 Unkempt state
- 👉 Weight loss/underweight
- 👉 Inappropriate dress

Physical

- 👉 Unexplained bruises, marks, injuries
- 👉 Bruises which reflect hand marks
- 👉 Cigarette burns
- 👉 Bite marks
- 👉 Aggressive or angry outburst
- 👉 Fear of going home
- 👉 Flinching
- 👉 Depression
- 👉 Keeping arms/legs covered
- 👉 Reluctance to change clothes
- 👉 Withdrawn behaviour
- 👉 Fear of parent being contacted

Emotional

- 👉 Development delayed
- 👉 Sudden speech disorder
- 👉 Unable to play/take part
- 👉 Fear of making mistakes
- 👉 Sudden speech disorders
- 👉 Self harm/mutilation
- 👉 Fear of parents being contacted
- 👉 Neurotic behaviour

Sexual

- 👉 Pain/itching in genital area
- 👉 Bruising bleeding in genital area
- 👉 Sexually transmitted disease
- 👉 Vaginal discharge/infection
- 👉 Pregnancy
- 👉 Aggressive/withdrawn
- 👉 Fear of one person
- 👉 Unexplained sources of money
- 👉 Sexual drawings/language
- 👉 Overeating/anorexia
- 👉 Self mutilation / suicidal
- 👉 Secrets which cannot be told to anyone
- 👉 Substance / drug abuse
- 👉 Advanced sexual knowledge
- 👉 Not allowed to have friends
- 👉 Sexually explicit behaviour

7. Acting on Allegations

You may become aware of a potential abuse situation by:

- 1) The child speaking directly to you.
- 2) A third party who either has suspicions or has spoken directly with the child.
- 3) Your own suspicions.

If the child speaks to you directly:

DO

- 👉 Allow the child to tell you their version of events.
- 👉 Ask Open Ended questions, such as, "Tell me in your own words what happened?"
- 👉 Note the child's name and date of birth.
- 👉 Keep a note of as much detail as you can including times, dates, state of the child.
- 👉 Explain to the child that you will need to tell others in order for the problem to stop.

DO NOT

- 👉 Ask leading questions such as, "Did this happen to you?"
- 👉 Question unnecessarily.
- 👉 Allow more than one adult to speak to the child as any discrepancy in statement could cause problems later on if there is legal action.
- 👉 Make promises that you cannot keep.
- 👉 A disclosure should be written down, signed and passed onto the clubs Child Protection Officer. All these details and suspicions should be reported to your Club Child Protection Officer who will make a decision as to whether the Police and Social Services should be contacted.

For Further Information Contact:

If you are an adult working with children you can get further information from:

West Lothian Council Sport & Recreation Team
Tel. 01506 776295

sportscotland's Coaching Unit
Tel. 0131 317 7200

sports coach UK
Tel. 0113 231 1310

Children 1st
Tel. 0141 339 4005
Kathleen McNulty – Child Protection in Sport Development Worker

Useful Publications:

City of Edinburgh and Lothian's Child Protection Guidelines

Protecting Children (Volunteer Development Scotland)

Appendix 1

INCIDENT RECORD FORM
for issues of a child & vulnerable adult protection nature

Your Name

Your position and contact telephone number

Child's Name.....

Child's address

.....

Child's date of birth

Child's Contact telephone number

Parents/guardians/carers names and address

.....

.....

.....

If reporting concerns on behalf of someone else:

Name

Position

Contact telephone number

Date this person advised you of their concerns/incident

Date of incident/concern arose

Time

Place

Your observations

.....

.....

.....

.....

.....

.....

.....

Was the child/vulnerable adult asked about the incident?: **Yes** **No**

If so record exactly what the child said and what you said. Remember, do not lead the child - record actual details. Continue on separate sheet if necessary)

.....

.....

.....

.....

.....

.....

Action taken so far and when

.....

.....

.....

.....

.....

.....

External agencies contacted (date & time)

Sports development Officer (Local Authority): Yes No
If yes - details of:
Name and contact number

Details of advice received

Social Services: Yes No
If yes - details of:
Name and contact number

Details of advice received

Police: Yes No
If yes - details of:
Name and contact number

Details of advice received

Governing Body: Yes No
If yes - details of:
Name and contact number

Details of advice received

Other (eg Children 1st): Yes No
If yes - details of:
Name and contact number

Details of advice received

Signature Print name Date

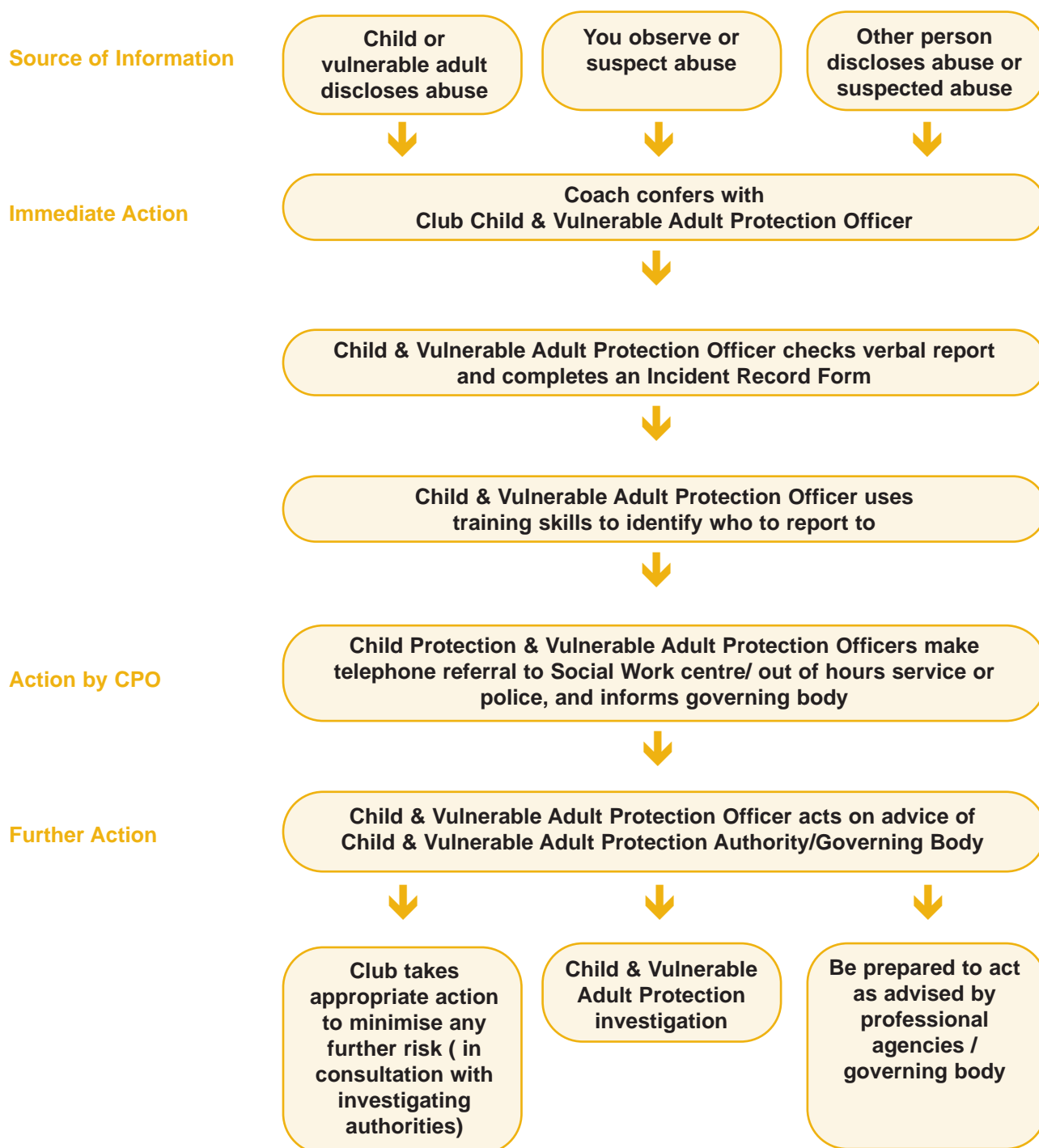
N.B. a copy of this form should be sent to Social Services/ local police/ governing body after the telephone report.

Remember to maintain confidentiality on a need to know basis - do not discuss this incident with anyone other than those who need to know.

Appendix 2

DEALING WITH ALLEGATIONS OF ABUSE

N.B. if in doubt at any stage- consult with professionals



Appendix 3

THE ROLE OF A CLUB CHILD & VULNERABLE ADULT PROTECTION OFFICER

Characteristics of a Club Child & Vulnerable Adult Protection Officer within a sporting context include:

- 👍 An understanding of, and support for, the introduction/maintenance of a Child & Vulnerable Adult Protection Policy,
- 👍 An understanding and appreciation of the need for confidentiality,
- 👍 The ability to follow procedures and to know when to seek advice and not rely solely on own judgement
- 👍 May currently be working in a similar environment with training.

The role of the Club Child & Vulnerable Adult Protection Officer.

The Child & Vulnerable Adult Protection Officer is expected to fulfil the following tasks:

- 👍 Ensure all persons working with children, young people and vulnerable adults in the club are fully aware of what is required of them within the protocols of the Policy/Code of Practice,
- 👍 Conduct the administrative work associated with processing information on new coaches/organisers,
- 👍 Liaise closely with Club youth coaches, ensuring that agreed procedures for the prevention of risk are followed,
- 👍 Counsel/advise the Club on matters of policy relating to Child & Vulnerable Adult Protection,
- 👍 Advise/circulate details of opportunities for youth coaches to undertake training,
- 👍 Act as the contact person on matters relating to Child & Vulnerable Adult Protection at the Club.

Club Child & Vulnerable Adult Protection Officers Action Process where abuse is alleged or disclosed.

The Child & Vulnerable Adult Protection Officer will take details of the allegation/suspicion/concern by completing an Incident Record Form.

1. The Child & Vulnerable Adult Protection Officer may consult with an appropriate Child & Vulnerable Adult Protection Professional ie:

West Lothian Social Work Departments - Mon-Thur 8.30-5pm, Fri 8.30-4pm

Bathgate Tel: 01506 776700

Livingston Tel: 01506 777777

Broxburn Tel: 01506 775666

Social Care Emergency Telephone (SCET) Number: 01506 777401

West Lothian Police Family Protection Unit: Tel: 01506 652323

2. The Child & Vulnerable Adult Protection Officer will inform their sports governing body of any Disclosure(s) within 48 hrs of taking details.

Note: To avoid any doubt or uncertainty, it is strongly recommended that the CPO contacts the local Social work department to confirm procedures and allay fear.

REMEMBER:

The task of deciding whether or not abuse has occurred rests with professional agencies.

The West Lothian Sport & Recreation Team contacts for Child & Vulnerable Adult Protection advice are:

Jill Henderson Tel: 01506 775123

Fiona Smith Tel: 01506 776179

Sports Unit Tel: 01506 776295

Staff Screening Procedures

All clubs have a responsibility to ensure that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. In order to do this effectively the selection, recruitment, training and support of all staff (volunteers or paid, part or full time) requires a professional and formal approach.

The club should screen all volunteers who may have regular unsupervised or one to one contact with young people i.e. Coach or Team Manager. However be aware that volunteers within a club tend to change their roles regularly i.e. Secretary this year, Junior Team Manager.

BEFORE RECRUITING

1. Produce a JOB DESCRIPTION for each role - see STAFF (section 3.2) for full details.

- 👉 Qualifications
- 👉 Skills
- 👉 Main duties and responsibilities
- 👉 Responsible for
- 👉 Responsible to
- 👉 Time constraints
- 👉 Signed and dated

2. Establish a RECRUITMENT PROCESS - See STAFF (section 3.2) for full details

- 👉 Volunteer Profile form
- 👉 Interview/ Informal Meeting - at least 2 club representatives present
- 👉 2 unrelated references, one regarding previous work with young people if possible.
- 👉 Disclosure Scotland Check
- 👉 Induction Pack containing:
 - Job description
 - Employment terms & conditions
 - Criminal record declaration
 - Code of conduct
 - Duties & responsibilities
 - Club documents & policies

3. Recruit for an initial TRIAL PERIOD before confirming the appointment.

The screening process should be used consistently for all staff recruited or employed by the club. The current volunteers can be asked to provide the same information as the new volunteers.

BE PREPARED

- 👉 Information collected in confidence must be treated in confidence.
- 👉 Who should have access to the information.
- 👉 How is it going to be stored.
- 👉 How are records going to be updated.
- 👉 What action will the club take if the information provided means that you need to consider the volunteers suitability. It is important to consider the nature of the offence, the nature of the role, how long ago the offence was committed and the frequency. Volunteer Development Scotland can provide courses for this. Contact 01786 479593 for further details.

IF IN DOUBT DO NOT RECRUIT!

Disclosure Scotland

Employers and voluntary groups alike can apply for a Disclosure Scotland check. The employer is then able to establish whether the applicant has a background that might make them unsuitable for the position. Employers will not be able to apply for a check without the knowledge or consent of the person concerned.

REMEMBER: The police check or criminal record check is only part of the recruitment process and should not be relied upon as the only way of reducing the risk of recruiting unsuitable people for jobs that have close contact with children or vulnerable people.

Screening is necessary, but it is often felt to be an unnecessary burden...

"But he only comes in one morning a week"

"I couldn't ask them all those questions when they're not even getting paid"

"She wouldn't give up so much of her time if she didn't mean well"

"All of our volunteers are from the area"

"It's so hard to get volunteers these days – I don't want to put people off"

If you have good standards of practice in your organisation people are more likely to want to join. You must apply the same procedures consistently with volunteers and paid staff whether part time or full time. The more routine the procedures become, the less intimidating it will be to genuine and well motivated applicants.

Contact

Disclosure Scotland
PO Box No 250
Glasgow G51 1YU

www.disclosurescotland.co.uk
Tel: 0870 609 6006
email: info@disclosurescotland.co.uk

Child and Vulnerable Adult Protection Officer - Job Description

It is highly recommended that all clubs appoint a Child and Vulnerable Adult Protection Officer. A respected and committed volunteer should be chosen for this role. Their tasks are, to the best of their ability, to listen, advise, understand and follow the correct procedures.

The name and contact details of the Child Protection Officer should be displayed prominently throughout the club's premises, and given to parents and members - existing and new members. This person then becomes the point of contact for other members of staff, for parents and children, and for other organisations such as the Police, Local Authority or Social Services.

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Child Protection Officer. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Child Protection Officer

RESPONSIBLE TO: The Club Executive Committee

- SKILLS REQUIRED:**
- Approachable with friendly manner
 - Good listener
 - Well organised
 - Motivated
 - Prepared to pass on concerns to professional agencies when necessary

MAIN DUTIES - JOINT RESPONSIBILITY:

- 1) Ensure that the child protection procedures are understood and adhered to by all members.
- 2) Establish and maintain the complaints procedures.
- 3) Attend the scUK workshop 'Good Practice & Child Protection' (renewable every three years).
- 4) Be familiar with current child protection legislation and The Children Act 1989.
- 5) Understand the NGB child protection procedures, rules and regulations.
- 6) In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
- 7) If unable to attend any executive committee meeting, a report/ apologies should be sent to the secretary.

TIME COMMITMENT

SIGNATURES: Child Protection Officer

Date

Chairperson

Date

Criminal Record Declaration

CONFIDENTIAL

DECLARATION FROM ALL STAFF & VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE

Have you ever been convicted of a criminal offence or been the subject of a caution?

Yes No

If yes, please state the nature and date(s) of the offence(s):

.....
.....
.....
.....
.....
.....

Full Name:

Date of Birth: Place of Birth:

Address:

.....

..... Postcode:

The above information is true and correct to the best of my knowledge.

Signed: Date:

You are advised that 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 you should declare all convictions including 'spent' convictions.

Under the Rehabilitation of Offenders Act 1974, Youth organisations are entitled to request this information.

This form is confidential and will only be seen by the senior employing/ recruiting officer at the club. This form will be stored in a secure file and will be destroyed after use.

