



Keith Football Club Limited

Child and Coach
Protection Policy

Reviewed and updated 29September 2009

Policy Statement

Keith Football Club is committed to practice which protects young persons under 18 years of age from harm whether in the form of physical abuse, emotional abuse, sexual abuse or neglect.

Keith Football Club is committed to implementing this policy statement and to safeguard young persons under 18 years of age by: -

- * having in place Child Protection Guidelines as set out in the following code of conduct for all directors, committee members, players, coaching and other staff and volunteers

- * sharing information about young person protection and good practice with young persons under 18 years of age, parents/guardians, directors, committee members, players, coaching and other staff and volunteers

- * sharing information about concerns with agencies, who need to know, and involving parents/guardians and young persons under 18 years of age appropriately

- * following carefully procedures for recruitment and selection of staff and volunteers; and

- * providing effective management for staff and volunteers through supervision, support and training.

Keith Football Club (hereinafter referred to as “the Club”) is also committed to reviewing this Policy Statement and the following Code of Good Practice and Procedure and Appendices attached hereto at regular intervals.

Code of Good Practice and Procedure

1. Duty to safeguard young players

It shall be the duty of all directors, committee members, players, coaching and other staff and volunteers engaged by or involved with the Club (which directors, committee members, players, coaching and other staff and volunteers engaged by or involved with the Club are hereinafter collectively referred to as “the Club Officials” or, if any one of the Club Officials is hereinafter referred to in the singular, he/she is hereinafter referred to as “Club Official”) **to prevent the physical, sexual, verbal or emotional abuse or neglect of the young players with whom they come into contact.**

This duty shall be brought to the attention of all existing and any new Club Officials and to parents or guardians of any young persons under the age of 18 years with whom the Club is associated (which young persons under the age of 18 years are hereinafter referred to, when referred to in the plural, as “young players” or, when referred to in the singular, as “young player”.)

2. Duty to minimize the opportunity for abuse

The Club imposes upon all the Club Officials a duty to plan activities so as to minimize situations where it may be possible for a young player to be abused.

Methods of discharging these Guidelines shall include, but shall not be solely restricted to, the following guidelines: -

- (i) Every Club Official shall as much as reasonably practicable keep to a minimum the occasions when he/she meets with a young player or young players away from the football club situation or meeting place without a parent/guardian or other adult present;
- (ii) Except either (a) in the event of an emergency (e.g. for health and safety reasons) or (b) with the written permission of a young person's parent/guardian and a paid Club Official or a Director of the Club, no Club Official shall be alone with a young player or young players in any dressing room or other room without a parent/guardian or other adult present. This duty is also designed to protect Club Officials from any mischievous or false allegations of wrongdoing;
- (iii) Except either (a) in the event of an emergency (e.g. for health and safety reasons) or (b) with the written permission of a young person's parent/guardian and a paid Club Official or a Director of the Club, all unsupervised contact between a Club Official and a young player or young players on a one to one basis shall be avoided;

- (iv) No Club Official, whether an employee or a volunteer, shall be appointed to a coaching role or a role in the Club requiring the supervision of young players after the date of adoption of this Policy Statement and Code of Good Practice and Procedure by the Club, without -
 - (a) completing and signing the SFA Registration Form, a copy of which forms Appendix B attached hereto;
 - (b) submitting to the Club's Youth Protection Co-ordinator a completed copy of the Self-declaration Form, a copy of which forms Appendix D attached hereto;
 - (c) agreeing to abide by and signing to that effect a copy of this Policy Statement and Code of Good Practice and Procedure;
 - (d) being interviewed by at least two Club Officials;
 - (e) the Club applying to the Scottish Criminal Records Office for any information held there on the potential appointee (once Part V of the Police Act 1997 comes into legal effect); and
 - (f) any appointee satisfactorily completing a probationary period of three months or such other longer period as may be intimated to the appointee in writing:

Declaring that it shall be in the sole discretion and decision at all times of the Club whether such appointee's application for appointment is declined or refused, whether before the commencement or at the termination of the probationary period.

3. Appointment of Independent Person with whom Young Players can discuss Abuse Concerns

It is the wish of the Club to encourage young players to express themselves regarding any situations that are worrying, including the possibility of abuse.

Any young player who is concerned that he/she is the subject of abuse is free to talk to any number of persons about his/her concerns. The Club hopes that such a young player or his/her parent/guardian could discuss his/her abuse problems with either the Club's Youth Protection Co-ordinator, whose name and contact details are given in Appendix O attached hereto, or a designated person acting independently of the Club and Club Officials and who has agreed to act in that capacity. The name and contact details of the designated person acting independently of the Club are also given in Appendix O attached hereto.

This Guideline is designed to encourage young players to bring forward to the attention of the Club any incidents of abuse. It is always open to all young players to consult with any Club Official or third party regarding his/her concerns regarding abuse (e.g., Childline, Social Work Department, police, parent, guardian, teacher, doctor, minister, or other trusted adult or organization.)

4. Management of All Club Officials To Protect Young Players

The duties set out in Guideline 2 of this Code shall also be the responsibility of all existing Club Officials from the date of adoption hereof by the Club.

5. Clear Definition of Roles of all Club Officials Involved in the Coaching of Young Players

As unclear roles, responsibilities and accountability can conceal and perpetuate abuse, each Club Official involved in coaching young players shall enter into with the Club a Coaching Agreement that will set out the role, responsibility and accountability of such Club Official and give a clear written description of the work he/she is expected to do.

6. Use of Supervision as a Means of Protecting Young Players

The Team Manager and all other Club Officials involved in coaching young players shall meet regularly to review and plan work programmes involving young players.

At such meetings it shall be the responsibility of those attending to explore, discuss and review the personal relationships of all Club Officials involved in coaching young players and consider and explore further and fully if there are any detectable signs of abuse, including, but without prejudice to the foregoing generality, any signs of favouritism, and/or harsh treatment.

Written notes of such matters shall be made and copies given to the Club's Youth Protection Co-ordinator who shall be given notice of and be entitled but not obliged to attend all such meetings.

It shall be the responsibility of all Club Officials to observe all the other Club Officials involved in the coaching or supervision of young players and report any concerns to the Team Manager or the Club's Youth Protection Co-ordinator.

7. All Applicants for Any Position Involving Contact with Young Players to be Treated in the Same Way at all times

All applicants, including those already known to existing Club Officials, for posts (whether paid or voluntary) within the Club involving contact with young players shall prior to their appointment complete the Application Form in the style set out in Appendix B of this Code.

Any applicant not prepared to complete such Form fully prior to an appointment being made may not be considered for such appointment.

8. The Club will Seek References of All Applicants Chosen for Appointments for Working with Young Players

Before accepting or appointing any applicant for a post (whether paid or voluntary) involving working with young players, the Club will contact at least one of the applicant's referees who has first hand experience of the applicant's work or voluntary contact with young persons.

Where any applicant for a post (whether paid or voluntary) involving working with young players has no experience of contact with young persons, the Club will contact both of the applicant's referees requesting their comments on the applicant's character and relationships with others, especially young persons.

9. All Applicants' Experiences of Working or Contact with Young Persons will be Explored at Interview Before Appointment

All applicants, including those already known to existing Club Officials, for posts (whether paid or voluntary) within the Club involving contact with young players shall prior to their appointment be interviewed by at least 2 Club Officials.

During the interview with the applicant the following matters will be addressed: -

- * the applicant will require to give an undertaking that he/she feels able to fulfil the duties to prevent the abuse set out in this Code
- * exploration of any doubts as to the applicant's suitability to work with young players
- * the applicant's identity will be checked by comparing identification materials with the Application Form.

In determining the application of any applicant, those interviewing will take into account, *inter alia*, the applicant's attitude to control and punishment issues, the extent to which the applicant has character strong enough to resist sexual temptation from young persons, whether the applicant's sexual interests are likely to cause him/her to pursue young persons under 18 years of age for the purposes of sexual gratification, the stability of the applicant's emotional and sexual relationships and the applicant's motivation and attitudes to power and authority.

10. All Appointments (Whether Paid or Voluntary) Involving Contact with Young Players Shall Be Conditional on the Successful Completion of a Probationary Period

All appointments of new Club Officials to posts (whether paid or voluntary) involving contact with young players shall be conditional upon the appointee satisfactorily completing a period of probation which shall be for a period of not less than three months or such longer period as may be intimated to the appointee in writing at the start of his/her appointment.

During such probationary period the successful appointee will accept that his/her work involving young players will be monitored by the Club and will be subject to more frequent supervision meetings and observations than normal for existing Club Officials.

The appointment of the successful appointee will only be confirmed on the successful completion of the probationary period.

These Guidelines will also be applicable in the case of those persons appointed on short-term or temporary periods, e.g., holiday schemes.

11. The Club's Guidelines on How to Deal with the Disclosure of Suspicion of Abuse

The Club recognizes that Club Officials may gain the trust of a young player to such an extent that it is to them a young player may turn when wanting to share unhappiness about being abused, whether at the Club or at home or elsewhere, and not know how to deal with such disclosure.

In the event that a Club Official or young player wishes to disclose details of abuse known to them or they suspect that abuse may have taken place, the following guidelines should be followed: -

- * all Club Officials should remember their duty to prevent abuse, including the duty to report any abuse discovered or suspected
- * all Club Officials have a duty to report any abuse if disclosed or suspected to the Club's Youth Protection Co-ordinator
- * all Club Officials should remind any young player of the availability of discussing any matter involving abuse with the Club's designated independent person or the Club's Youth Protection Co-ordinator or any other third party as set out in the Guideline 3 hereof, including the local Social Work Department or Police Station.

In the event that any abuse is reported to the Club's Youth Protection Co-ordinator, it should be noted that the Club will be obliged or entitled: -

- (a) to report all sexual and physical abuse amounting to a criminal offence to either the Social Work Department Child Protection Team or the local police;
- (b) to have the Team Manager and/or the Assistant Team Manager and at least one director of the Club carry out an internal investigation of any other incident of abuse which in the opinion of the Club's Youth Protection Co-ordinator falls short of a criminal offence;
- (c) while investigations are being conducted into an incident of alleged abuse, to consider suspending from Club duties till further notice any Club Official suspected of abuse, - with full pay, in the case of a paid Club Official;
- (d) to dismiss any Club Official from having control of young players or from his/her post in the event of the Club having reasonable grounds for believing that the Club Official has been guilty of abuse; and
- (e) to seek assistance and support for any young player who is the victim of abuse.

The role of the Club's Youth Protection Co-ordinator is set out in Appendix O attached hereto.

The Club reserves the right at any time to seek guidance and advice from the local Social Work Child Protection Team, police or other agency in dealing with any allegations of abuse or in drawing up, revising or implementing this Code which is based on the recommendations contained in the Scottish Football Association's Player and Coach Protection Code of Practice for Football Clubs in Scotland.

