



# CHILD PROTECTION POLICY

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Scottish Clay target Association Ltd.

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# SECTION 1: CHILD PROTECTION POLICY

## *Introduction*

1.1 The Scottish Clay Target Association Ltd. is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Employees and volunteers will work together to embrace difference and diversity and respect the rights of children and young people. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

1.2 This document outlines Scottish Clay Target Association Ltd.'s commitment to protecting children.

## *Principles*

1.3 These guidelines are based on the following principles:

- The welfare of children is the primary concern;
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse;
- Child protection is everyone's responsibility;
- Children have the right to express views on all matters which affect them, should they wish to do so; and
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

1.4 Scottish Clay Target Association Ltd. will:

- Promote the health and welfare of children by providing opportunities for them to take part in Target Shooting safely;
- Respect and promote the rights, wishes and feelings of children;
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse;
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves;
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures;
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures;

- Observe guidelines issued by local Child Protection Committees for the protection of children; and
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

### ***Review***

1.5 This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Scottish Clay Target Association Ltd.; and
- Following any issues or concerns raised about the protection of children within Scottish Clay Target Association Ltd.

1.6 In all other circumstances, at least every three years.

## SECTION 2: THE SCTA CHILD PROTECTION OFFICER

### 2.1 Scottish Clay Target Association Ltd. will:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in target shooting].
- Actively work jointly with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the protection of children.
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.

### ***Responsibilities***

### 2.2 The child Protection Officer for Scottish Clay Target Association Ltd. will:

- Lead on the effective implementation of policy and procedures throughout the sport.
- Implement Scottish Clay Target Association Ltd. child protection policy and procedures within national organisation.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Regularly report to the Management/Committee/Board.
- Raise awareness of Scottish Clay Target Association Ltd.'s Child Protection Officer role to parents/carers, adults, and children involved in the organisation.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the organisation.
- Challenge behaviour which breaches the Code of Conduct.
- Keep abreast of developments in the field of child protection by liaising with the Safeguarding in Sport service, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.
- Organise/signpost appropriate training for all adults working/volunteering with children in the organisation.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Maintain confidential records of reported cases and action taken.

- Where required liaise with statutory agencies and ensure they have access to all necessary information.
- Support affiliated clubs and their Club Child Protection Officers.

### ***Person Specification***

- The ability to build relationships with Management/Committee/Board members, parents/carers, children and adults working/volunteering with children within the organisation.
- An interest in the well-being of children and in safeguarding and child protection matters.
- A willingness to challenge opinion, where necessary, and to drive the child protection agenda.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.

### ***Skills/Experience***

- Attend relevant training to fulfil the role of Scottish Clay Target Association Ltd.'s Child Protection Officer.
- Experience of working with children.

## SECTION 3: SCTA DISCLOSURE RECORD MANAGEMENT

3.1 For the purpose of this policy PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced Disclosures shall all be referred to as Disclosure Records.

3.2 This policy has been written because Scottish Clay Target Association Ltd. is a Volunteer Scotland Disclosure Services enrolled organisation and is therefore accessing Disclosure Records for the purpose of assessing an individual's suitability for paid and/or unpaid work with Scottish Clay Target Association Ltd..

3.3 In accordance with the Scottish Government Code of Practice for registered persons and other recipients of disclosure information, Scottish Clay Target Association Ltd. will ensure the following practice.

- (a) Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.
- (b) Scottish Clay Target Association Ltd. will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment.
- (c) Scottish Clay Target Association Ltd. will ensure that all sensitive personal information collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.
- (d) Disclosure information will only be shared with those authorised to see it in the course of their duties and those individuals shall have received appropriate training for handling sensitive data.
- (e) Disclosure information will be stored in a locked, non-portable container. Scottish Clay Target Association Ltd. we will not retain such information for longer than it is relevant to our needs. Only those authorised to see this information in the course of their duties will have access to this container.
- (f) Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information will be retained. Scottish Clay Target Association Ltd. may however keep a record of the following information from the disclosure:
  - Date of issue of disclosure record;
  - Name of subject;
  - Disclosure type;
  - Position for which the disclosure was requested;
  - Unique reference number of disclosure; and
  - Recruitment decision taken.

3.4 Scottish Clay Target Association Ltd. will ensure that all employees with access to disclosure information are aware of this policy and have received relevant training and support. Scottish Clay Target Association Ltd. undertakes to make a copy of this policy available to any applicant for a post with Scottish Clay Target Association Ltd. that requires a Disclosure check.

## SECTION 4: SAFE IN CARE GUIDELINES

4.1 These guidelines provide practical guidance for those working and/or volunteering directly with children on practices to keep children safe and to promote a safe operating environment for the employee or volunteer.

4.2 These guidelines compliment and should be read in conjunction with the Code of Conduct also contained within this document. Breach of these guidelines may be dealt with under Scottish Clay Target Association Ltd.'s Disciplinary Procedures that can be found within the governing body's Working Conduct documentation.

4.3 Shooting organisations have a duty of care towards all children involved in activities. Children under the age of 16 years should not be placed in positions of sole responsibility in relation to other children. These guidelines apply to all children and young people under the age of 18 years.

4.4 Common sense should be applied when considering the circumstances of older children and all children should have the opportunity to express their views on matters which affect them, should they wish to do so.

4.5 As target shooting takes place in many different structures, locations, environments and formats, it is impossible to provide specific guidance on all issues so the following guidelines are therefore based on generally recognised good practice and common sense, not only from target shooting but from others sports too. Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances.

### ***Adult to Child Ratios***

4.6 As a guide, the following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005):

- Age 3 and over - 1:8
- If all children are over 8 - 1:10

4.7 All activities should be planned to involve at least two adults, ideally one male and one female. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity;
- The age, maturity and experience of the children;
- Whether any of the group leaders or children has a learning or physical disability or any other special requirements;
- Whether any of the children have challenging behaviour;
- The particular hazards associated with the activity;
- The particular hazards associated with the environment;
- The level of qualification and experience of the leaders; and
- The programme of activities.

4.8 There may be other considerations which are specific to the discipline and the environment in which that discipline takes place. Some disciplines take place outside – the Scottish weather brings a lot of spontaneously changing weather conditions. The safety of children in certain disciplines relies on careful planning and preparation, including checking weather forecasts and making sure the children are equipped with appropriate clothing to survive the worst case scenario of becoming injured in a remote area, during severe weather conditions.

### ***Physical Contact***

4.9 All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

4.10 In the first instance, coaching techniques should be delivered by demonstration (either by the coach or an athlete who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

4.11 If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable with. Employees and volunteers should work with parents, carers and children to develop practiced routines for personal care so that parents, carers and children know what to expect.

4.12 Employees and volunteers should not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

### ***First Aid and the Treatment of Injuries***

4.13 All employees and volunteers must ensure:

- Where practicable all parents and carers of children under the age of 16 have completed a Partnership with Parents/Carers Form before their child participates in target shooting;
- There is an accessible and well-resourced first aid kit at the venue;
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required;

4.14 Only those with a current, recognised First Aid qualification should treat injuries. In more serious cases, assistance should be obtained from a medically qualified professional as soon as possible.

4.15 A Significant Incident Form is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant. If available and where possible, access to medical advice and/or assistance should be sought, if available.

4.16 A child's parents and carers must be informed of any injury, and what action has been taken, as soon as possible.

4.17 The circumstances in which any accidents occur must be reviewed as soon as possible to avoid future repetitions and the outcome reported to the Chief Operating Officer to ensure any learning can be shared.

## ***Sexual Activity***

4.18 Within shooting, as within other activities and sports, sexual relationships do occur. It is important to address sexual activity both between children and young people, and between adults and young people.

4.19 Sexual activity between children and young people involved in shooting should be prohibited during SCTA events or where they are representing SCTA, both during an event and any social activities or accommodation organised by SCTA. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action in accordance with the governing body's Disciplinary Procedure. It may also lead to reports being made to external agencies such as the police or social services.

4.20 Sexual interactions between adults and young people (16+) involved in shooting raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent, the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career.

4.21 Sexual activity between an adult and young person (16+) involved in shooting is prohibited when the adult is in a position of trust or authority (coach, RCO, official etc.). Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance Scottish Clay Target Association Ltd.'s Disciplinary Procedures, which in the case of criminal action must include contacting the police.

4.22 Sexual activity between an adult and child under the age of 16 is a criminal act and immediate action will be taken to report it to the police.

## ***Managing Challenging Behaviour***

4.23 Employees and volunteers delivering activities to children may, from time to time require to deal with a child's challenging behaviour.

4.24 These guidelines aim to promote good practice which can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions which must never be used by staff or volunteers.

4.25 These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration;
- A risk assessment should be completed for all activities which take into consideration the needs of all children involved in the activity;
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity; and
- No employee or volunteer should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

## ***Planning Activities***

4.26 Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have been challenging in the past or are likely to present any difficulties in relation to either the tasks involved, the other participants or the environment.

4.27 Where employees or volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the employees and/or volunteers involved.

4.28 All those delivering activities to children should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

## ***Agreeing Acceptable and Unacceptable Behaviours***

4.29 Employees, volunteers, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one match etc.). This can be done at the start of the season, in advance of a trip away from home or as part of a session at a residential camp.

4.30 Issues of behaviour and control should regularly be discussed with employees, volunteers, parents/carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group. It is also helpful to ask them what the consequences of breaking these rules should be. Experience shows that they will tend to come up with a sensible and working set of 'rules'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'rules' visible for reference during the activity.

## ***Managing Challenging Behaviour***

4.31 In dealing with children who display risk-taking or challenging behaviours, employees and volunteers might consider the following options:

- Time out - from the activity, group or individual work;
- Making up - the act or process of making amends;
- Payback - the act of giving something back;
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour;
- Calming the situation - talking through with the child;
- Increased supervision by employees and/or volunteers;
- Use of individual 'contracts' or agreements for their future or continued participation; and/or
- Consequences e.g. missing an outing.

4.32 Adults and children shall never be permitted to use any of the following as a means of managing a child's behaviour:

- Physical punishment or the threat of such;
- The withdrawal of communication with the child;
- Being deprived of food, water or access to changing facilities or toilets; or
- Verbal intimidation, ridicule or humiliation.

4.33 Employees and volunteers should review the needs of any child on whom consequences are frequently imposed. This review should involve the child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or activity. Whilst it would always be against the wishes of everyone involved in Scottish Clay Target Association Ltd. ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be barred from activity in the sport.

### ***Physical Interventions***

4.34 The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of challenging behaviour.

4.35 Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the employee or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

4.36 The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Employees and volunteers should never behave in a way which could be interpreted as sexual;
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern;
- Employees and volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention;
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/damage they might cause;
- All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time;
- Employees and volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or employees/volunteers; and
- Employees and volunteers shall never use physical intervention as a form of punishment.

4.37 Any physical intervention used should be recorded as soon as possible after the incident by the employees and/or volunteers involved using the Significant Incident Form and passed to the SCTA Lead Child Protection Officer as soon as possible.

4.38 A timely debrief for employees, volunteers, the child and parents/carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Employees and volunteers, children and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment.

4.39 There should also be a discussion with the child and parents/carers about the child's needs and continued safe participation in the group or activity.

### ***Transporting Children***

4.40 Where it is necessary to transport children, the following good practice is required:

- Where parents/carers make arrangements for the transportation of children to and from the activity, out with the knowledge of Scottish Clay Target Association Ltd., it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements;
- Where Scottish Clay Target Association Ltd. makes arrangements for the transportation of children the members of employees and volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
  - (i) Ensuring that all vehicles and drivers are correctly insured for the purpose;
  - (ii) Ensuring the driver has a valid and appropriate license for the vehicle being used;
  - (iii) All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate;
  - (iv) An appropriate ratio of adults per child; and
  - (v) Ensuring drivers have adequate breaks.
- When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons; and
- Where practicable and planned, written parent/carer consent will be requested if employees and volunteers are required to transport children.

4.41 To safeguard employees and volunteers the following good practice is required:

- Agree a collection policy with parents/carers which will include a clear and shared understanding of arrangements for collection at the end of a session;
- Always tell another employee or volunteer that you are transporting a child, give details of the route and the anticipated length of the journey;
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn;

- Where possible, have another adult accompany you on the journey;
- Call ahead to inform the child's parents/carers that you are giving them a lift and inform them when you expect to arrive.

### ***Collection by Parents/Carers***

4.42 On some occasions, parents/carers can be late when picking their child up at the end of a session. It is not the responsibility of Scottish Clay Target Association Ltd. to transport children home on behalf of parents/carers who have been delayed. It is therefore important for the guidelines below to be followed:

- It is clear that while the session is running then leaders and coaches have a duty of care to the children that are in their charge. This is a principle of good practice and one which we all should sign up to.
- When the session has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.
- To help avoid this situation occurring in the first place, here are some points to consider:
  - (i) Make sure that Scottish Clay Target Association Ltd.'s literature, application forms and consent forms;
    - Are clear about starting and finishing times of sessions;
    - Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish;
    - Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage); and
    - Have a late collection telephone contact and number on Partnership with Parents/Carers Form.
  - (ii) Where possible, make sure that there is more than one adult/leader to lock up at the end of a session.
  - (iii) Discuss and rehearse with employees and volunteers how to deal with being left alone with a child. Put preventative measures in place (points i and ii) and draw up simple guidelines about how the situation should be dealt with if it arises. Although, as a general rule, we should not put ourselves in the position of being alone with a child there are exceptions and this situation is one of them. Remember the welfare of the child has to take precedence, so leaving children alone is not an option;
  - (iv) That you have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the child and ask them to collect the child. If you are unable to contact anyone then you have to make a decision of whether to take the child home yourself (see point v) or call the police (point vi);

(v) If you are left alone with a child then transparency is the key. Keep a record of your actions (use the guidelines above in Transporting Children re: good practice to safeguard employees and volunteers) and make sure that you inform the Scottish Clay Target Association Ltd. Lead Child Protection Officer and parents/carers as soon as possible; and

(vi) When all else fails call the police.

### ***Trips Away from home (Involving Overnight Stays)***

4.43 Designate a child protection officer for the trip - those in charge of the group will be responsible for the safety and wellbeing of children in their care. It is recommended that one of the group leaders co-ordinates the arrangements to safeguard the safety and welfare of children during the trip. The Child Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home. A detailed itinerary will be prepared and copies provided to the designated contact for Scottish Clay Target Association Ltd. and parents/carers.

4.44 Risk assessment - potential area of risk should be identified at the planning stage through a risk assessment, which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

4.45 Travel arrangements - organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit. Children should be informed of any local customs. (For more details see Guidelines on Transporting Children).

4.46 Adult to child ratios - all trips away should be planned to involve at least two adults, preferably one male and one female where possible. The guidelines on adult to child ratios earlier in the document, will inform an assessment of the numbers of adults required to safely supervise the group. Those involved should be recruited and selected in accordance with Scottish Clay Target Association Ltd.'s procedure for recruitment and selection, specifically with regards to employees and volunteers in roles have been defined as regulated work with children. Group leaders should be familiar with and agree to abide by Scottish Clay Target Association Ltd.'s Child Protection policies, procedures and code of conduct.

4.47 Accommodation - organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. Where possible, an initial visit to the venue and accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents/carers where appropriate. The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges;
- Accommodation facility: health & safety of building confirmed by owners or providers;
- Sleeping arrangements: these will enable suitable sharing in terms of age and gender and appropriately located employees and volunteer bedrooms for both supervision and ease of access in case of emergency. Parents/carers and children should be consulted in advance about arrangements for sharing where possible and appropriate;
- Appropriate safeguards where others have access to the sleeping quarters;

- Special access or adaptive aids required by group leaders or children;
- Environmental factors; and
- Personal safety issues.

4.48 Exchange Visits/Hosting - before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/families, parents/carers and children themselves. These standards should include arrangements for the supervision of children during the visit. Host families should be appropriately vetted (adults should be PVG Scheme members) where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents/carers and children should all be provided with a copy of emergency contact numbers. Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

4.49 Residential at a facility/centre - organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of children must be appropriately qualified and trained. Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

4.50 Involving parents/carers - where possible, a meeting should be held with parents/carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour. Parents/carers must complete a Partnership with Parents/Carers Form and provide emergency contact details. In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

4.51 During the trip - organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places. Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland. Group leaders should maintain an overview of the wellbeing of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.

4.52 After the trip - where appropriate, a de-brief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

## ***Information and Communications Technology (ICT) and Social Media***

Technology advances extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for organisations to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

4.53 Whether your organisation is considering setting up a social networking page or using email to inform young people about match details, be aware that the following guidelines should be met:

- Where possible, try to ensure that no one is excluded, e.g. young people who may not have access to a mobile phone/internet etc.;
- That written permission is sought from parents/carers for all children under 16 years;
- That the need for the technology is clearly identified and its use is specific;
- That it is the organisation who is communicating information – one-to-one interaction is strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening;
- Children and young people should be briefed about the introduction of the technology. They should also be given information on how to keep themselves safe and who to report any concerns to in Scottish Clay Target Association Ltd.; and
- All concerns about the inappropriate use of technology will be dealt with in line with Scottish Target Shooting's complaints policy. This may include the concerns being reported to the police.

4.54 Further advice is available from the Child Exploitation and Online Protection Centre (CEOP) (see useful contacts).

## ***Communications Technology***

4.55 There are significant benefits for organisations using texts/emails and setting up social networking sites. Not only is it cheap, it's one of the most direct forms of communication with young people. However, there are risks. Adults who seek to harm children have been known to use messaging to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

4.56 For children and young people, the safeguarding risks of these technologies include:

- Inappropriate access to, use or sharing of personal details (e.g. names, email addresses);
- Unwanted contact with children by adults with wrongful/questionable intent;
- Being sent offensive or otherwise inappropriate material;
- Online bullying by peers;
- Grooming for sexual abuse; and
- Direct contact and abuse.

4.57 For adults, risks involved include:

- Their communication with children being misinterpreted;
- Potential investigation (internal or by statutory agencies);
- Potential disciplinary action.

### ***Text/Email***

4.58 Employees and volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate.

4.59 Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message. This information should only be “need to know” information such as the last-minute cancellation of a training session.

4.60 In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent has provided on the child’s behalf. Parents/carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged between 16 and 18 it is still recommended that parents are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16 to 18-year-old.

4.61 The following good practice is also required:

- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database;
- The number of people with access to children and young people’s details should be kept to a practical minimum. A record should be kept of their numbers and addresses (preferably by Scottish Clay Target Association Ltd.’s Lead Child Protection Officer);
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation;
- The organisation should be clear that messages should be sent only to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team. One-to-one messaging arrangements between coaches, volunteers and children should be strongly discouraged.

### ***Internet***

4.62 The internet brings with it an opportunity for organisations to extend their community profile, advertise and communicate easily with their members. Sometimes this is done via social networking sites such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

- Permission:
  - (i) Written parent/carer consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes;
  - (ii) Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk; and
  - (iii) Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.
- Use of Images and information:
  - (i) Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to Scottish Clay Target Association Ltd.. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002;
  - (ii) Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress. Attire such as tracksuits or t-shirts may be more appropriate; and
  - (iii) Information about specific events or meetings (e.g. coaching sessions) must not be distributed to any individuals other than to those directly concerned.
- Concerns:
  - (i) Any concerns or enquiries about publications or the internet should be reported to Scottish Clay Target Association Ltd.'s Lead Child Protection Officer.

### ***Social Networking Sites***

4.63 The following is because Scottish Clay Target Association Ltd. allows mutual access between the governing body and its members (including children):

- Permission:
  - (i) Obtain written permission from parents/carers of under 16s to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site;
  - (ii) An official agreement is in place stating that access to members' profiles are used only to pass on relevant information or to answer questions regarding organisation or sport issues. This agreement is incorporated into the Scottish Clay Target Association Ltd.'s conditions of membership;
  - (iii) Set up a Scottish Clay Target Association Ltd. profile rather than employee or volunteer profiles. This avoids access from members to individual's profiles; and

(iv) Keep the Scottish Clay Target Association Ltd. profile on “private” - allowing only members access to it (the organisation can monitor this and accept or decline requests to join).

- Concerns:

(i) Informal online “chat” with members around subjects outside the sport should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with the policies in this document for dealing with the disclosure of concerns.

### ***Internet Forums***

4.64 There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children and young people. Sites should be well monitored and any offending comments removed. A coach, employee or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the code of conduct or poor practice.

### ***Mobile Phone Cameras/Videos***

4.65 There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

4.66 The procedure for the use of photographs, film and video should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

### ***Procedure for the Use of Photographs, Film & Video***

4.67 Photos and video clips can be used to celebrate achievements, promote activities and let people know that bit more about shooting and various achievements. Footage can also be recorded for performance development reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

4.68 Some disciplines take place in areas where organisers have little or no control over the environment such as areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

### ***Photographs, Film & Video***

4.69 Scope:

- Scottish Clay Target Association Ltd. will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However Scottish Clay Target Association Ltd. has no power to prevent individuals photographing or filming in public places.

- Scottish Clay Target Association Ltd. 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.

#### 4.70 Notification:

- Parents, carers and children will be informed they may, from time to time, be photographed or filmed whilst participating in target shooting. This could be for one of the following reasons:
  - (i) Video footage for performance development;
  - (ii) Media coverage of an event or achievement; or
  - (iii) Promotional purposes e.g. website or publication
- Materials promoting events will state, where relevant, that photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge, sticker or item of clothing will be issued, after production of the letter of approval and identification (see appendices for the relevant forms).
- Information about what to do if someone is concerned about whether photographing and filming will be available at events or has concerns on the day of the event.
- Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

#### 4.71 Permission:

- Written consent must be obtained from the child's parents or carer before any photography or filming takes place.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the pictures/film would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.
- All actions by Scottish Clay Target Association Ltd. will be based on the best interests of the child.

#### 4.72 Use of Images and Information:

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents or carers.
- No photographing or filming will be permitted in changing areas.

- All images and accompanying information will comply with Scottish Clay Target Association Ltd.'s Safe in Care Guidelines. Where this is within the control of Scottish Clay Target Association Ltd., all negatives, copies of videos and digital photograph files will be stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parents or carers.

#### 4.73 Concerns:

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached by the event organiser or designation child protection offices on the day for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or Scottish Clay Target Association Ltd.'s Lead Child Protection Officer. Where appropriate, concerns should also be reported to the police.

### ***Clubhouses & Changing Rooms***

4.74 One of the areas where children are particularly vulnerable at many sports facilities is the locker/changing/shower room. Limited changing facilities sometimes mean that people of all ages regularly need to change and shower during the same period.

4.75 To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised in locker rooms, and a balance should be struck depending on the situation. In general it is better if one adult is not alone to supervise in a locker room, and extra vigilance may also be required if there is public access to the venue. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

4.78 The following advice may be useful when travelling to events and competitions:

- Wherever possible, adults should avoid changing or showering at the same time as children.
- Parents and carers need to be aware that on occasions, adults and children may need to share a changing facility.
- It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.

### ***Volunteers Aged 18 or Under***

4.79 There is no legal barrier to anyone aged 18 or under becoming a coach or volunteer with children or young people. If their remit falls into that of regulated work as per the Protection of Vulnerable Groups (Scotland) Act 2007 then they should be subject to the same recruitment and selection procedures as other volunteers, including Scheme Record/Scheme Record Update (note that there is no lower age limit with regards to PVG Scheme Membership).

4.80 Anyone under 16 is defined as a child (under the Children (Scotland) Act 1995), and it is not recommended that they take up regulated work with children.

4.81 They can, however, be encouraged to help out and should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted. In turn, the organisation has a responsibility to support the supervising coach.

4.82 Remember that young coaches or volunteers may come under different pressures (e.g. lack of respect from peers, closeness in age could lead to possible relationship) so regular supervision, training and extra support is recommended.

4.83 It is important that adult to child ratios are reassessed as a young volunteer may not be experienced/capable of overseeing a group of children and young people.

### ***Preventing & Responding to Bullying Behaviour***

4.84 Bullying may be seen as particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. It can be a 'one-off' occurrence or repeated over a period of time, and can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate.

4.85 Examples of Bullying can include but is not restricted to:

- Physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault);
- Verbal (including teasing) e.g. spreading rumours, threats or name-calling, ridicule or humiliation;
- Emotional e.g. isolating a child from the activities or social acceptance of the peer group;
- Cyberbullying e.g. sending insulting messages via text or emails; posting images or upsetting information on social networking sites or forums etc.;
- Using abusive or insulting behaviour in a manner which causes alarm or distress;
- Prejudiced based – singling out children who are perceived as different due to, e.g. race, gender, sexual orientation, disability, children who are asylum seekers, looked after children, young carers and so on;
- Having belongings stolen or damaged; and
- Being targeted because of who the child is or who they are perceived to be.

4.86 Signs which may raise concerns about bullying include but is not restricted to:

- Hesitation or reluctance to attend training or activity;
- Often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned;
- Reluctance to go to certain places or work with a certain individual;

- Clothing or personal possessions go missing or get damaged;
- Bruising or other injuries;
- 'Losing' pocket money repeatedly;
- Becoming nervous and withdrawn; and/or
- Suddenly prone to lashing out at people, either physically or verbally, when normally quiet.

4.87 When talking about bullying, it's never helpful to label children and young people as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

4.88 Action to help children and young people on the receiving end of bullying behaviour includes but is not restricted to:

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children and young people;
- Take all signs of bullying very seriously;
- Encourage all children to speak and share their concerns. Help those being bullied 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 young person is safe. Speak with those being bullied and those displaying bullying behaviour separately;
- Reassure the young person that you can be trusted and will help them, although you can't promise to tell no-one else;
- Keep records of what is said i.e. what happened, by whom and when;
- In cases of cyberbullying advise young people who are being bullied by text, email etc. to retain the communication or to print it out; and/or
- Report any concerns to the Lead Child Protection Officer.

4.89 Support for children and young people involved in bullying behaviour can be any of the following non-exhaustive list:

- Talk with the young person (or people), explain the situation and try to get them to understand the consequences of their behaviour;
- In some cases, it might be worth considering seeking an apology from those involved in bullying behaviour (e.g. where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine;
- Be sensitive and use good judgement when it comes to informing parents or carers of those whose negative behaviour is impacting on others – put the child at the centre (e.g. will telling the parents or carers result in more problems for the young person?);

- If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied;
- Impose consequences as necessary (e.g. exclusion from the team until behaviour standards are improved);
- Encourage and support those displaying bullying behaviour to change this behaviour – ask them to consider the impact their actions are having; and
- Keep a written record of action taken.

4.90 Creating an anti-bullying ethos is the best prevention. The importance of the behaviour of adults should not be underestimated as they are role models children and young people look to when setting an example.

4.91 Strategies and solutions do not come in 'one size fits all'. Each case is unique and requires an individual response to the individual situation. What might work in one situation might not work in another. You might have to adopt different strategies before finding one that is effective.

4.92 It is also important to ask for help and support if you need it to deal with a bullying incident. The Useful Contacts list has more details but [www.respectme.org.uk](http://www.respectme.org.uk), ChildLine and ParentLine Scotland are useful contacts to know.

## SECTION 5: PVG SCHEME GUIDANCE NOTES

5.1 The Protection of Vulnerable Groups (Scotland) Act 2007 introduced the PVG Scheme for those in regulated work with children and protected adults. Disclosure Scotland holds a Children's List and an Adult's List of individuals barred from regulated work with children and/or protected adults.

5.2 For the purposes of Scottish Clay Target Association Ltd. and in line with our Procedure for the Recruitment and Selection of Members of Employees and Volunteers in regulated work with children, we require all people filling roles within Scottish Clay Target Association Ltd. defined by the governing body as regulated work to become a PVG Scheme member.

5.3 When considering whether a role is defined as regulated work with children, the following are taken into consideration:

- Does the role require the caring for children?
- Does the role require the teaching, instructing, training or supervising children?
- Will the role be in sole charge or supervision of children?
- Will the role have unsupervised access to children?
- Will the role mean the person will need to host children?

### ***Does the legislation state a person needs to be a PVG Scheme member to work with children?***

5.4 No. It is not a legal requirement for you. However, it is a legal requirement of Scottish Clay Target Association Ltd. to ensure that we do not employ an individual (paid or unpaid) who is on the Children's List and therefore barred from working with children. That is why we require our employees and volunteers in regulated roles to become PVG Scheme Members. This is the only way Scottish Clay Target Association Ltd. can check (and evidence that they have checked) people in these roles are not barred because the governing body wants to ensure that it is safeguarding the children within shooting to the best of its ability.

### ***What does someone need to do to become a PVG Scheme member?***

5.5 Some roles open for appointment (either paid or voluntary) will have been identified as regulated work with children because of the nature of the remit. For these roles, the individual chosen will have to be a PVG Scheme member. To join the PVG Scheme, it is necessary to complete a form applying for a Scheme Record and have the person's identification verified. A copy of the Scheme Record, with the person's own unique identification number, is then issued to the individual and to Scottish Clay Target Association Ltd.. The individual will remain a Scheme member for life or until you are no longer involved in regulated work with children.

### ***What if they have previous convictions/non-conviction information?***

5.6 Having a criminal record will not necessarily prevent an individual from working with Scottish Clay Target Association Ltd.. Any relevant vetting information disclosed on a Scheme Record will be considered in relation to the position applied for. By disclosing this information in the self-declaration form, the personal will have had the opportunity already to make Scottish Clay Target Association Ltd. aware of this information and provide details and context that isn't provided on the Scheme Record. If required, Scottish Clay Target Association Ltd. will invite the individual to a

meeting to discuss the details further (if this did not happen at interview) to ensure the governing body has as much of an understanding as possible with regards to the individual's situation.

### ***What are Scheme Record Updates?***

5.7 As part of Scottish Clay Target Association Ltd.'s ongoing commitment to safeguard children within the sport, the governing body will require those in regulated work with children to complete self-declaration forms every three years as well as complete a Scheme Record Update. This provides both the individual and Scottish Clay Target Association Ltd. with any updated information on your Scheme Record.

### ***How much will it cost?***

5.8 Scottish Clay Target Association Ltd. will not charge employees and volunteers for applying for and processing a Scheme Record or a Scheme Record Update.

5.9 For more information and details on PVG: <http://www.scotland.gov.uk/Topics/People/Young-People/children-families/pvglegislation/>

## SECTION 6: RESPONDING TO CONCERNS ABOUT A CHILD

6.1 These procedures apply to all employees and volunteers involved in Scottish Clay Target Association Ltd..

### ***Concerns about the General Welfare of a Child (NOT Involving Concerns about Child Abuse)***

6.2 Scottish Clay Target Association Ltd. is committed to working in partnership with parents/carers whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and well-being of their children.

6.3 Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers. For example, if a child 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.

6.4 Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on APPENDIX E: SCTA SIGNIFICANT INCIDENT FORM and reported to the Scottish Clay Target Association Ltd. Lead Child Protection Officer as soon as possible. Parents/carers should also be informed of the circumstances as soon as possible.

6.5 Advice should be sought from the Scottish Clay Target Association Ltd. Lead Child Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

### ***What to Do if a Child Tells You About Abuse***

6.6 No member of Scottish Clay Target Association Ltd. shall investigate allegations of abuse or decide whether or not a child has been abused.

6.7 Allegations of abuse must always be taken seriously. False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

6.8 A concern or possible abuse of a child may be observed by another child or adult and information can come from an individual or another agency/organisation.

6.9 Respond:

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously – do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate, or if English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.

- Avoid asking any questions. If necessary, only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? Where? When?
- Do not introduce personal information from either your own experiences or those of other children.

#### 6.10 Avoid:

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

6.11 Make a written record of the information as soon as possible using APPENDIX E: SCTA SIGNIFICANT INCIDENT FORM, completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

- Child's name, age and date of birth.
- Child's home address and telephone number.
- 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's account, if it can be given, of what has happened and how any injuries occurred using the child's own words.
- The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs – DO NOT physically examine the child.
- Details of any witnesses.
- Whether the child's parents/carers have been informed.
- Details of anyone else who has been consulted and the information obtained from them.

- If it is not the child making the report, whether the child has been spoken to? If so, what was said using the child's own words.
- The child's views on the situation.

6.12 If completing the form electronically, do not save copies to the hard drive, disk or pen drive. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to Scottish Clay Target Association Ltd.'s] Child Protection Officer that day.

6.13 Where there is uncertainty about what to do with the information, regardless of whether it has come directly from a child's disclosure or from someone else, Scottish Clay Target Association Ltd.'s Lead Child Protection Officer must firstly be consulted for advice on the appropriate course of action.

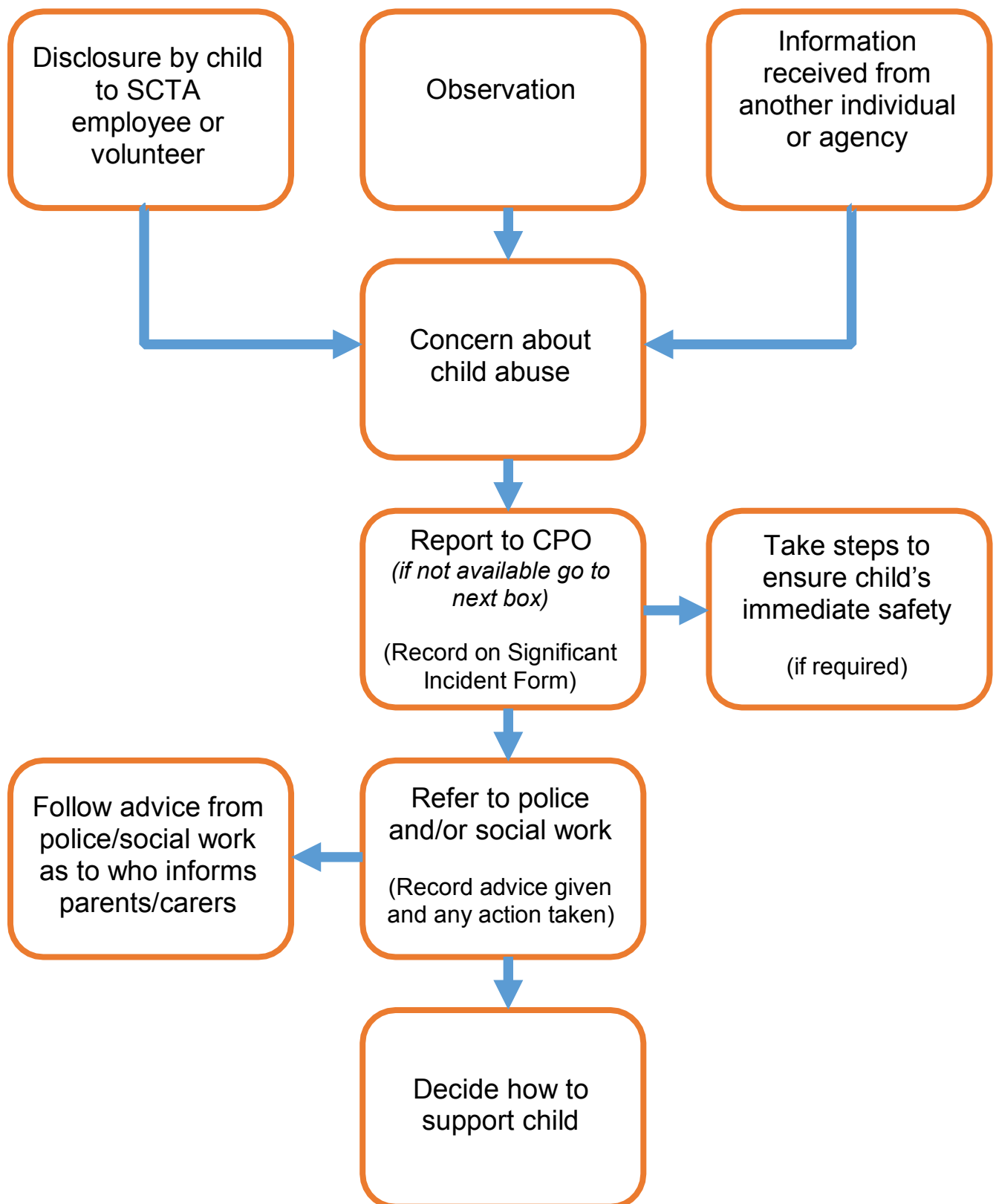
6.14 If Scottish Clay Target Association Ltd.'s Lead Child Protection Officer is unavailable or an immediate response is required, the police and social work services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given.

6.15 If you are concerned about the immediate safety of the child:

- Take whatever action is required to ensure the child's immediate safety.
- Pass the information immediately to the police and seek their advice.

### ***Sharing Concerns with Parents/Carers***

6.16 Where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to who informs the parents/carers.

**Flowchart for Responding to Concerns About a Child**

## **SECTION 7: RESPONDING TO CONCERNS ABOUT SCTA EMPLOYEES, MEMBERS AND VOLUNTEERS**

7.1 Scottish Clay Target Association Ltd. has developed an integrated policy for dealing with all complaints, concerns and grievances that includes child protection concerns. For information on this, please refer to Scottish Clay Target Association Ltd.'s Working Conduct document and Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals.

## SECTION 8: REVIEWING HOW CONCERNS WERE MANAGED

8.1 Scottish Clay Target Association Ltd. takes the safety and wellbeing of children in its care very seriously and as such will carry out a review of how any child protection issues were handled to consider what was done well and what could be done better in the future.

### *The Review Procedure*

8.2 Establish the facts of the case, a chronology of events and the roles of individuals and organisations involved. Setting out the actual sequence of events will help the reviewer to understand what happened, when, and who was involved. For example:

- 23 April 2011: Child disclosed physical abuse to coach.
- 23 April 2011: Coach reported concern to club CPO.
- 24 April 2011: Club CPO reported incident to SGB CPO.
- 24 April 2011: SGB CPO sought advice from PC Smith, London Road Police Station, referral then made to the Family Protection Unit.

8.3 Identify any issues or key questions relating to the aims of the review. Having established the sequence of events the reviewer should then be able to answer the questions contained in the specific remit of the review.

8.4 If the reviewer considers that a child may still be at risk despite action taken during the case or as a result of Scottish Clay Target Association Ltd.'s failure to take appropriate action, they should be prepared to act. Any urgent issues should be addressed immediately without waiting for the conclusion of the review.

8.5 Identify any other relevant points or observations. The reviewer may identify issues which are worth exploring further. These may include:

#### (a) Procedures:

- (i) Were the relevant procedures followed? If not, is there a reasonable explanation for this?
- (ii) Were the timescales appropriate?
- (iii) Do the current procedures provide adequate information about what to do in such a situation?
- (iv) If appropriate, was a referral made to Disclosure Scotland as required by the Protection of Vulnerable Groups (Scotland) Act 2007?

#### (b) People:

- (i) Were the right people involved?
- (ii) Were the views of the child and/or family obtained?
- (iii) Were those involved aware of and trained in the procedures held by Scottish Clay Target Association Ltd.?

(iv) Where appropriate, were external organisations involved? E.g. the police

(c) Outcomes:

(i) Was the outcome appropriate in the case? If not, why not?

(ii) Is there a need to take further action in this case? E.g. referring the case to police/social work

(d) Recording:

(i) Were records kept?

(ii) Is the quality of the information recorded satisfactory?

(iii) Can the paperwork/forms be improved?

8.6 Identify any lessons to be learned and what changes need to be made.

8.7 Make recommendations that may include changes to procedures, forms and/or the provision of training. The reviewer is asked to prioritise the recommendations; for example, essential, desirable or helpful.

### ***Post Review***

8.8 Having invested the time and effort in conducting a review, the Scottish Clay Target Association Ltd. Board will carefully consider how to respond to the findings and any recommendations. The Board will also consider how to advise and/or support any other partners on whose behalf it has conducted the review.

8.9 Where recommendations are to be followed, the Board will identify the priorities, what action is required, who will take action and timescales for completion. This information will be clearly communicated to those involved. The Board should follow up to make sure that action has been taken as they have directed.

8.10 If it is decided by the Scottish Clay Target Association Ltd. Board not to follow the recommendations, this decision and the reasons should be clearly recorded in the Board minutes.

### ***Applying the Learning in Practice***

8.11 Lessons learned and/or changes made to procedures or practice will be communicated to all employees, working groups and Scottish Clay Target Association Ltd. members so they can be made aware and implemented, if required. Where training is required for key employees and/or volunteers within Scottish Clay Target Association Ltd., this will also be implemented as quickly as possible. Partner organisations may also need to be informed about any changes where relevant.

8.12 The method and detail of the communication will be determined by the significance or nature of the information to be passed on and the audience it is being sent to. Like all other policies and procedures, these changes in practice will be subject to regular monitoring and review to ensure compliance.

8.13 Many of the details of the case will be confidential, so any information shared must be presented in a way that protects the anonymity and privacy of those involved.

8.14 Depending on the circumstances of the case, there may be media interest in the outcome of the review. Scottish Clay Target Association Ltd. has a strategy in place to deal with any enquiries from the media.

## SECTION 9: CHILD PROTECTION CODE OF CONDUCT FOR SCTA EMPLOYEES AND VOLUNTEERS

9.1 A Code of Conduct has a number of important functions. It:

- sets out what behaviour is acceptable and unacceptable;
- defines standards of practice expected from those to whom it applies;
- forms the basis for challenging and improving practice;
- helps to safeguard employees/volunteers by encouraging them to adhere to agreed standards of practice;
- sets out for children and parents/carers the standards of practice which they and Scottish Clay Target Association Ltd. should expect from those who work/volunteer with children.

9.2 Scottish Clay Target Association Ltd. supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children.

9.3 All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Scottish Clay Target Association Ltd.'s Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals.

### ***Standards Expected of Employees and Volunteers in Scottish Clay Target Association Ltd.***

- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in the decision-making process wherever possible.
- Always work in an open environment, wherever possible. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of each child is different.
- Avoid excessive training and competition, pushing children against their will and putting undue pressure on them.

### ***Practice to be Avoided***

9.4 In the context of your role within Scottish Clay Target Association Ltd., the following should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

### ***Unacceptable Practice***

9.5 In the context of your role within Scottish Clay Target Association Ltd., the following practices are unacceptable:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact unless permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- A Coach and/or other leader sharing a room alone with a child.

***Sign-up***

9.6 I have read and agree to abide by Scottish Clay Target Association Ltd.'s Code of Conduct and Policies, Procedures and Guidelines relating to Child Protection, primarily held within this document.

Name of SCTA  
Employee/Volunteer: \_\_\_\_\_ Signed: \_\_\_\_\_

Name of Witness  
(SCTA CPO, if possible): \_\_\_\_\_ Signed: \_\_\_\_\_

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

## APPENDIX A: LETTER TO APPLICANTS FOR REGULATED WORK WITH CHILDREN

Dear [INSERT NAME],

Thank you for your interest in the position of [INSERT ROLE TITLE] with Scottish Clay Target Association Ltd. and have the pleasure of enclosing the forms that are relevant to this. Please contact Jacqui Dunlop, Lead Child Protection Officer, if you have any questions or need help with completing the enclosed forms.

Scottish Clay Target Association Ltd. has a legal duty to ensure the suitability of any individual who works or volunteers with children and young people. In accordance with the Scottish Clay Target Association Ltd. Child Protection policy and procedures and other documentation, everyone seeking appointment in such a position must complete an application form and a self-declaration form prior to appointment. Scottish Clay Target Association Ltd. deems this post to be 'regulated work with children'. To comply with the Protection of Vulnerable Groups (Scotland) 2007, Scottish Clay Target Association Ltd. will require the person it wishes to appoint to this post to be a member of the PVG Scheme. If you are considered suitable for this role you will be asked to complete a Scheme Record/Scheme Record Update.

Scottish Clay Target Association Ltd. therefore asks that you complete the enclosed application and self-declaration forms. Please insert the self-declaration form in the enclosed envelope marked, 'Private and Confidential – Self Declaration', seal it and return it, with the application form to the address of the SCTA Office.

All information will be strictly managed in accordance with Scottish Clay Target Association Ltd.'s Policy on the Secure Storage of Information, Policy on the Rehabilitation of Offenders and will only be shared with those who are involved in decisions about recruitment and selection. Having a criminal record will not necessarily bar you from working or volunteering with us. This will depend on the circumstances and background of any offences and nature of the position, something which can be explained in the self-declaration paperwork to provide context behind anything that may appear on your Scheme Record. A full assessment of each applicant's suitability will be undertaken based on all available information.

Thank you, again, for your interest in taking up this role with Scottish Clay Target Association Ltd.. We look forward to receiving your application.

Yours sincerely,

The Administrator  
Scottish Clay Target  
Association Ltd

Enclosed:

- Job description for regulated work with children.
- Application form for regulated work with children.
- Self-declaration form for regulated work with children.
- PVG Scheme Q&A guidance notes

APPENDIX B: APPLICATION FORM

Role Applied For: \_\_\_\_\_

Personal Details:

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_  
Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_

Current Employment:

Employers Name: \_\_\_\_\_  
Employer’s Address: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_  
Date Appointed: \_\_\_\_\_ Notice Period: \_\_\_\_\_  
Additional Benefits: \_\_\_\_\_  
Duties & Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Employment (start with most recent)

| Dates From & To | Employers Name & Address | Title of Post Held | Reason for Leaving |
|-----------------|--------------------------|--------------------|--------------------|
|                 |                          |                    |                    |
|                 |                          |                    |                    |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### ***Education & Qualifications***

| Dates Attended<br>From & To | Secondary Schools, Colleges,<br>Polytechnics, Universities and other<br>Institutions (indicate full or part-time) | Qualifications |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------|----------------|
|                             |                                                                                                                   |                |
|                             |                                                                                                                   |                |
|                             |                                                                                                                   |                |

### ***Other Training & Qualifications***

| Dates Attended<br>From & To | Please give details of any training courses (e.g.,<br>coaching courses etc.) or qualifications relevant to<br>this application | Qualifications |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------|
|                             |                                                                                                                                |                |
|                             |                                                                                                                                |                |
|                             |                                                                                                                                |                |

**Supporting Statement**

Please state how you think your skills and experience match the requirements of the job description and give your reasons for applying. Please include any relevant voluntary work (with dates) and technical skills which we should know about.

**Additional Information**

Please tell us if you feel we will need to provide any additional support to enable you to fulfil this role e.g. in relation to health or disability.

**Interview Availability**

Please advise of any dates you would be unable to attend an interview.

**The Vacancy**

How did you learn of this vacancy?

## References

Please give details of two referees (preferably with first-hand knowledge of your work with children). References from relatives will not be accepted. Let us know if you do not want us to contact a referee prior to interview.

### Referee 1

|                                |                                     |
|--------------------------------|-------------------------------------|
| Name:                          | Mobile Number:                      |
| <hr/>                          |                                     |
| Address:                       |                                     |
| <hr/>                          |                                     |
| Post code:                     | How Long Has This Person Known You: |
| <hr/>                          |                                     |
| Email Address:                 |                                     |
| <hr/>                          |                                     |
| How Does This Person Know You: |                                     |
| <hr/>                          |                                     |

### Referee 2

|                                |                                     |
|--------------------------------|-------------------------------------|
| Name:                          | Mobile Number:                      |
| <hr/>                          |                                     |
| Address:                       |                                     |
| <hr/>                          |                                     |
| Post code:                     | How Long Has This Person Known You: |
| <hr/>                          |                                     |
| Email Address:                 |                                     |
| <hr/>                          |                                     |
| How Does This Person Know You: |                                     |
| <hr/>                          |                                     |

## Declaration

Please tick the boxes to the left to confirm you have read and agree to the following statements

|                          |                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <u>Data Protection Act</u> : In order to recruit to the post Scottish Clay Target Association Ltd. will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants. |
| <input type="checkbox"/> | <u>Consent</u> : I consent to the processing of my personal information in the way described. As this role is regulated work with children, I consent to Scottish Clay Target Association Ltd. requesting a Scheme Record/Scheme Record Update (as appropriate) under the Protection of Vulnerable Groups (Scotland) Act 2007.                                                      |
| <input type="checkbox"/> | <u>Declaration</u> : I declare that to the best of my knowledge the information given on the form is true and correct. I understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from my application.                                                                                                         |

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

***To be completed by Scottish Clay Target Association Ltd.'s Lead Child Protection Officer***

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

Photo ID (at least ONE box must be ticked):

|                         |                          |                  |  |  |
|-------------------------|--------------------------|------------------|--|--|
| Passport                | <input type="checkbox"/> | Passport Number: |  |  |
| Driving Licence (Photo) | <input type="checkbox"/> | Please Specify:  |  |  |
| Other ID                | <input type="checkbox"/> |                  |  |  |

Current (within 3 months) Address ID

|                |                          |                 |                          |  |
|----------------|--------------------------|-----------------|--------------------------|--|
| Phone Bill     | <input type="checkbox"/> | Utility Bill    | <input type="checkbox"/> |  |
| Bank Statement | <input type="checkbox"/> | PVG Certificate | <input type="checkbox"/> |  |
| Other          | <input type="checkbox"/> | Please Specify: |                          |  |

Note: At least one form of identification must be photographic.

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

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

Position: \_\_\_\_\_

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

## APPENDIX C: SELF DECLARATION FORM FOR REGULATED WORK ON BEHALF OF SCTA

1.1 Scottish Clay Target Association Ltd. and its member clubs are committed to the protection of children involved in Target Shooting and have a duty to ensure the suitability of any individual applying to do regulated work (paid or voluntary) with children. Therefore, before you can be appointed, even to an unpaid position, it is the policy of Scottish Clay Target Association Ltd. that anyone applying to do regulated work with children is required to complete a self-declaration form as part of the process to check that you are suitable to do this type of work. You will also be asked to become a Protection of Vulnerable Groups (PVG) Scheme member (or gain an update to your PVG record if already a member of the scheme) as well as making a self-declaration of any relevant convictions or investigations.

1.2 Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'. Details of Schedule A1 Offences can be found at:

<https://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

1.3 Applicants are not required to disclose spent convictions for offences included in Schedule B1 '*Offences which are to be disclosed subject to rules*' until such time as they are included in a higher level disclosure issued by Disclosure Scotland. Details of Schedule B1 Offences can be found at:

<https://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

1.4 Information provided is confidential. It will be managed according to our data protection policy and will not be shared outside of those within Scottish Clay Target Association Ltd. responsible for making appointment decisions. Having a criminal record will not necessarily bar you from working or volunteering with us. This will depend on the circumstances and background of any offence and the nature of this position and this self-declaration gives applicants the opportunity to provide context that is not provided as part of the PVG checking process.

### **Personal Details**

|            |            |
|------------|------------|
| Title:     | Full Name: |
| <hr/>      |            |
| Mobile No: | Email:     |
| <hr/>      |            |
| Address:   |            |
| <hr/>      |            |
| Post Code: |            |
| <hr/>      |            |

### **Role with Scottish Clay Target Association Ltd.**

|        |                          |                          |                          |
|--------|--------------------------|--------------------------|--------------------------|
| Coach  | <input type="checkbox"/> | Range Conducting Officer | <input type="checkbox"/> |
| Helper | <input type="checkbox"/> |                          | <input type="checkbox"/> |

**Unspent Convictions and Cautions (must be disclosed)**

1.5 For all offences with which you have been charged please provide the following information:

- (a) The date and details with which you were charged, the sentence you received and the court where your case was heard;
- (b) The circumstances that led to your offence(s); and
- (c) Details of the sentence imposed and how it was completed (e.g. paid fine as required) including information on any conditions attached to your probation/community service/supervised attendance order.

**Offence 1**

a)

|  |
|--|
|  |
|--|

b)

|  |
|--|
|  |
|--|

c)

|  |
|--|
|  |
|--|

**Offence 2**

a)

|  |
|--|
|  |
|--|

b)

|  |
|--|
|  |
|--|

c)

|  |
|--|
|  |
|--|

Please complete on additional sheet if you have more offences to list

***Details of any Disciplinary Action in Relation to Children***

1.6 Have you been disciplined by any organisation (or other body) because of inappropriate behaviour towards a child, which may have harmed them or put them at risk of harm?

Yes ☐

No ☐

If yes, then please provide further details:

***Relevant Non-Conviction Information (Including any Police Information)***

1.7 Please give details of any investigations and outline the reasons, circumstances and disposal if known (please note this question does not require details of any spent alternatives to prosecution e.g. police warnings or procurator fiscal warnings):

1.8 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, then please provide further details:

### ***Other Relevant Information***

1.9 Please give details of any other relevant information which you think we should be aware of when considering your application:

### ***Protection of Vulnerable Groups (Scotland) Act 2007***

1.10 Before signing the declaration below, please read the following notes on the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act):

- (a) Section 34 of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which that individual is barred.
- (b) Section 35 of the PVG Act makes it an offence for the any body (whether that be the governing body or a club) to offer regulated work (paid or unpaid) to someone who is barred from that work.
- (c) A person is barred from regulated work with children if they are:
  - (i) The subject of an automatic listing (under Section 14 of the PVG Act).
  - (ii) Included on the PVG Children's List (under Section 15 of the PVG Act) and/or the Disclosure and Barring Service Children's List which covers the rest of the UK.
  - (iii) 'Considered for listing' while information on their suitability is assessed (under Section 12 of the PVG Act).

Please tick ONE of the statements below that applies to you:

☐

I confirm that I am not barred from regulated work with children as set out in Sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in Section 12 of the same Act.

☐

I am under 'consideration for listing'

### ***Declaration***

1.11 I hereby declare and represent that:

- (a) Except for 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.

- (b) I will assist Scottish Clay Target Association Ltd. to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
- (c) I agree to inform Scottish Clay Target Association Ltd. if I am convicted of an offence during the time I am an employee or volunteer with Scottish Clay Target Association Ltd.. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) from Scottish Clay Target Association Ltd. and/or the termination of my services and/or membership.
- (d) If I become 'considered for listing', I understand this will result in Scottish Clay Target Association Ltd. imposing a precautionary suspension.

1.12 I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

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

1.13 Please also provide the name and contact details of two people (one being your present employer – if applicable) who can provide a character reference. Both should not be related to you (i.e. partner/husband/wife/sibling) who we can contact:

**Reference 1**

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

**Reference 2**

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

1.14 Please complete and return this form in a sealed envelope marked, 'Private and Confidential' to:

**SCTA Child Protection  
Officer  
Address supplied**

## APPENDIX D: SCTA IDENTITY VERIFICATION FORM

1.1 It is a requirement that the documentation of the individual making the PVG application is checked by a Scottish Clay Target Association Ltd. approved person (i.e. CPO) in the presence of the individual. The "ID Checker" (verifier) should validate the identity by:

- Checking the individual's identity against the required forms of evidence.
- Making sure you tick the box of each form of ID shown to you.

Candidates Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Role in Club: \_\_\_\_\_

### **Forms of Identity Witnessed**

Photo ID (at least ONE box must be ticked):

|                         |                          |                        |
|-------------------------|--------------------------|------------------------|
| Passport                | <input type="checkbox"/> | Passport Number: _____ |
| Driving Licence (Photo) | <input type="checkbox"/> | Please Specify: _____  |
| Other ID                | <input type="checkbox"/> |                        |

Current (within 3 months) Address ID (at least TWO boxes must be ticked):

|                |                          |                       |                          |
|----------------|--------------------------|-----------------------|--------------------------|
| Phone Bill     | <input type="checkbox"/> | Utility Bill          | <input type="checkbox"/> |
| Bank Statement | <input type="checkbox"/> | PVG Certificate       | <input type="checkbox"/> |
| Other          | <input type="checkbox"/> | Please Specify: _____ |                          |

### **Declaration**

I have met and checked, in the manner recommended by Disclosure Scotland, the authenticity of the documentation supplied by the above named person. I declare that I have positively identified the above named person. The Applicant is (please tick as applicable or the PVG form will not be processed):

A Volunteer ☐

Paid to Provide a Service for the Club ☐

Validator's Name: \_\_\_\_\_

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

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

## APPENDIX E: SCTA SIGNIFICANT INCIDENT FORM

1.1 This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to Scottish Clay Target Association Ltd.'s Child Protection Officer as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

- Complete Part A of this form if the concerns relate to the general welfare of a child.
- Complete Parts A and B if the concerns relate to possible child abuse.

### ***Part A – Where there are Concerns About General Welfare of a Child***

#### Child's Details

|                       |                             |
|-----------------------|-----------------------------|
| Name:                 | Date of Birth:              |
| Address:              |                             |
| Post Code:            | Telephone Number:           |
| Preferred Language:   | Is an interpreter required? |
| Any Additional Needs? |                             |

#### Details of Person Recording Concerns

|            |                   |
|------------|-------------------|
| Name:      | Role:             |
| Address:   |                   |
| Post Code: | Telephone Number: |
| Email:     |                   |

Details of Incident giving rise to Concerns (include date, time, location, who was involved, what happened and where, the nature of the concern, when it happened and any explanation as to why it happened):

## Details of any witnesses

## Witness 1

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Witness 2

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Details of Injuries (including all injuries sustained, location of injury and action taken):

|  |
|--|
|  |
|--|

**Part B – Where there are Concerns About Possible Child Abuse**

## Details of person about whom there is a concern

Name: \_\_\_\_\_ Relationship to the child: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Details of Concerns (include date, time, location, who was involved, what happened and where, the nature of the concern, when it happened and any explanation as to why it happened):

Details of Any Action Taken:

Details of Agencies Contacted

Agency 1

|                  |                   |
|------------------|-------------------|
| Agency:          | Date Contacted:   |
| Name of Person:  | Role with Agency: |
| Advice Received: |                   |

Agency 2

|                  |                   |
|------------------|-------------------|
| Agency:          | Date Contacted:   |
| Name of Person:  | Role with Agency: |
| Advice Received: |                   |

Agency 3

|                  |                   |
|------------------|-------------------|
| Agency:          | Date Contacted:   |
| Name of Person:  | Role with Agency: |
| Advice Received: |                   |

Have the child's parents/carers been informed?

| If yes, record details of information discussed below: | If not, please state below why not: |
|--------------------------------------------------------|-------------------------------------|
|                                                        |                                     |

Please state the child's views on the situation, if expressed. Where possible, please use the child's own words:

|  |
|--|
|  |
|--|

Please sign and date the form below to confirm that the information provided above is accurate to the best of your understanding and that you will support Scottish Clay Target Association Ltd. with any further investigation as considered necessary.

|                     |                                                                   |
|---------------------|-------------------------------------------------------------------|
| Name of Person      |                                                                   |
| Completing Form:    |                                                                   |
| Signature of Person |                                                                   |
| Completing Form:    | <div data-bbox="941 1227 1016 1258" data-label="Text">Date:</div> |

## APPENDIX F: PARTNERSHIP WITH PARENTS & CARERS FORM

1.1 Scottish Clay Target Association Ltd. values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in target shooting.

1.2 To help us fulfil our joint responsibilities for keeping children safe, as part of the Child Protection Documentation produced by Scottish Clay Target Association Ltd. there are Safe in Care Guidelines. These Guidelines tell you what you can expect from us when your child participates in SCTA organised target shooting events and details the information we need from you to help us keep your child safe.

1.3 We need you to complete this form at the start of every season and to let the event organiser know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know to ensure the safe and proper running of the activity.

### Child's Details

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Any Additional Needs? \_\_\_\_\_

### Emergency Contact Details

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

### Late Collection Contact (if different to Emergency Contact)

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

### Details of GP

Practice Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### General & Medical Information

1.4 Please complete the following details. If none, please tick the box “none”.

|                                                                                                                                                                                                         |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. Does your child have a disability/medical condition that will affect their ability to take part in sport? If yes, please give details, if no please tick the box to the right under the word 'NONE': | <b>NONE</b> |
| <br><br><br><br><br>                                                                                                                                                                                    |             |

|                                                                                                                                    |             |
|------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 2. Does your child take any medication? If yes, please give details, if no please tick the box to the right under the word 'NONE': | <b>NONE</b> |
| <br><br><br><br><br>                                                                                                               |             |

|                                                                                                                                           |                     |                           |                                                     |             |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|-----------------------------------------------------|-------------|
| 3. Does your child have any existing injuries? If yes, please give details, if no please tick the box to the right under the word 'NONE': |                     |                           |                                                     | <b>NONE</b> |
|                                                                                                                                           | What is the injury? | Date of when it happened? | What medical treatment has he/she received already? |             |
| 1.                                                                                                                                        |                     |                           |                                                     |             |
| 2.                                                                                                                                        |                     |                           |                                                     |             |
| 3.                                                                                                                                        |                     |                           |                                                     |             |

|                                                                                                                                                                      |                             |                                                         |                                                           |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------|-----------------------------------------------------------|-------------|
| 4. Does your child have any allergies, including allergies to medication? If yes, please give details, if no please tick the box to the right under the word 'NONE': |                             |                                                         |                                                           | <b>NONE</b> |
|                                                                                                                                                                      | What is he/she allergic to? | What medication is taken to treat an allergic reaction? | Who is in possession of this medication during the event? |             |
| 1.                                                                                                                                                                   |                             |                                                         |                                                           |             |
| 2.                                                                                                                                                                   |                             |                                                         |                                                           |             |

|                                                                                                                                                                                                                                  |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 5. Is there any other relevant information which you would like us to know about your child (e.g. access rights, disabilities, etc.)? If yes, please give details, if no please tick the box to the right under the word 'NONE': | <b>NONE</b> |
|                                                                                                                                                                                                                                  |             |

### ***Medical Treatment Consent***

☐ I consent to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

### ***Transportation Consent***

☐ I consent to my child being transported by persons representing Scottish Clay Target Association Ltd. for the purposes of taking part in Scottish Clay Target Association Ltd. events or representative teams organised by Scottish Clay Target Association Ltd..

☐ I understand Scottish Clay Target Association Ltd. will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport my child.

### ***Photographic and Personal Data Consent***

1.5 At this event your child may be photographed by an event organiser acting on behalf of Scottish Clay Target Association Ltd.. Entrants agree to allow their photo to be used on the Scottish Clay Target Association Ltd. website and in promotional materials produced by Scottish Clay Target Association Ltd. to promote shooting and shooting events in Scotland. SCTA will not share any images from this event with third parties without seeking the express permission of those in any images.

☐ I consent to my child's image being used by Scottish Clay Target Association Ltd. reports and publications produced by Scottish Clay Target Association Ltd..

1.6 SCTA will publish name in results and reports produced at the end of this competition for use on the SCTA website, social media and any other suitable SCTA publication. SCTA will not share these or any other personal details with third parties without seeking the express permission of the individuals concerned.

☐ I consent to Scottish Clay Target Association Ltd. publishing the name of my child in results and reports published by Scottish Clay Target Association Ltd..

### **Contact Information Consent**

- 1.7 Scottish Clay Target Association Ltd. may contact your child from time to time via email, text or social media with the sole purpose of promoting services run or developed by Scottish Clay Target Association Ltd. that may be of interest.

☐ I consent for my child to be contacted by Scottish Clay Target Association Ltd. for matters regarding events and other promotions relating to the sport via email, text or social networking site.

☐ I wish to be copied in to these messages.

- 1.8 If you have ticked the box above, please provide your email address and mobile number below and accept any social media requests from Scottish Clay Target Association Ltd. in order to receive our promotions too.

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

### **Signature Consent**

- 1.9 To confirm you have read and provided information to the best of your ability, please read the following statements before signing and dating below:

- (a) I am aware of the Safe in Care Guidelines produced by Scottish Clay Target Association Ltd. and agree to work in partnership with Scottish Clay Target Association Ltd. to promote my child's safe participation in target shooting.
- (b) I am aware of Scottish Clay Target Association Ltd.'s Code of Conduct and Child Protection Documentation.
- (c) I undertake to inform Scottish Clay Target Association Ltd. should any of the information contained in this form change.

Parent/Carer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Relationship to Child \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX G: REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT

1.1 This form must be completed by individuals seeking permission to use photographic or videoing equipment (including a mobile phone) for each event organised by Scottish Clay Target Association Ltd..

### *To be Completed by the Applicant*

|             |         |
|-------------|---------|
| Name:       | Mobile: |
| <hr/>       |         |
| Address:    |         |
| <hr/>       |         |
| Post Code:  | Email:  |
| <hr/>       |         |
| Event Name: |         |
| <hr/>       |         |
| Venue:      | Date:   |
| <hr/>       |         |
| Purpose:    |         |
| <hr/>       |         |

I declare that the pictures/films produced will not be altered in any way without permission of the person(s) concerned. I have read and agree to abide by Scottish Clay Target Association Ltd.'s Safe in Care Guidelines and Child Protection Documentation.

|            |       |
|------------|-------|
| Name:      | Date: |
| <hr/>      | <hr/> |
| Signature: |       |
| <hr/>      |       |

### *For Official Use Only*

Applicant (please tick)

APPROVED

☐

REFUSED

☐

Reason for refusal (if refused):

|            |            |
|------------|------------|
| Name:      | Signature: |
| <hr/>      |            |
| SCTA Role: | Date:      |
| <hr/>      |            |

**Now complete "Notification to Applicant" form, and keep a copy of this form.**

APPENDIX H: NOTIFICATION TO APPLICANT

Your application has been                      APPROVED ☐                      REFUSED ☐                      for use as follows:

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

Event Name: \_\_\_\_\_

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

Purpose: \_\_\_\_\_

Permission has been granted by:

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

SCTA Role: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Proof of identity and this letter of approval must be produced on request at the event or activity to which it relates.**

## APPENDIX I: MANAGEMENT OF CONCERNS REVIEW FORM

|                                                                                                                                                |                                                                             |                 |  |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------|--|
| Name of Reviewer:                                                                                                                              |                                                                             |                 |  |
| Case Reference No:<br><i>To anonymise case</i>                                                                                                 |                                                                             |                 |  |
| Outstanding investigations and proceedings:                                                                                                    | If relevant, have the following been concluded:                             |                 |  |
|                                                                                                                                                | • Police and social work child protection investigation?                    |                 |  |
|                                                                                                                                                | • A criminal investigation by the police?                                   |                 |  |
|                                                                                                                                                | • Any related legal proceedings?                                            |                 |  |
|                                                                                                                                                | If the answer to any of these questions is 'no', the review cannot proceed. |                 |  |
| Remit of review:<br><i>List in bullet point form the reasons for the review</i>                                                                | •                                                                           |                 |  |
|                                                                                                                                                | •                                                                           |                 |  |
|                                                                                                                                                | •                                                                           |                 |  |
| Timescales for completion:                                                                                                                     | Start Date for Review:                                                      |                 |  |
|                                                                                                                                                | Complete Date for Review:                                                   |                 |  |
| How will the review be conducted?<br><i>List here the methods to be used to conduct the review</i>                                             | Tick the methods to be used to conduct the review:                          |                 |  |
|                                                                                                                                                | Review of all paper records                                                 |                 |  |
|                                                                                                                                                | Telephone/face to face interviews with relevant individuals                 |                 |  |
|                                                                                                                                                | Interviews with other organisations                                         |                 |  |
|                                                                                                                                                | Other (please state):                                                       |                 |  |
| Are there any special considerations in this case?<br><i>E.g. The case was reported in the press; the child has a learning disability etc.</i> |                                                                             |                 |  |
| How will the findings and recommendations be reported?                                                                                         |                                                                             |                 |  |
| Who will the outcomes of the review be shared with?                                                                                            |                                                                             |                 |  |
| Is a media strategy required?                                                                                                                  |                                                                             |                 |  |
| Name of Reviewer:                                                                                                                              |                                                                             |                 |  |
| Signed:                                                                                                                                        |                                                                             | Date Submitted: |  |

## APPENDIX J: JOB DESCRIPTION FOR SHOOTING CLUB CHILD PROTECTION OFFICERS

### *Responsibilities*

1.1 The Child Protection Officer for the Club will:

- Implement the club's child protection policy and procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Regularly report to the Management/Committee/Board.
- Raise awareness of the Club's Child Protection Officer role to parents/carers, adults, and children involved in the club.
- Raise awareness of the Club's Code of Conduct for working with children to parents/carers, adults and children involved in the organisation.
- Challenge behaviour which breaches the Code of Conduct.
- Keep abreast of developments in the field of child protection by liaising with the Safeguarding in Sport service, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.
- Organise/signpost appropriate training for all adults working/volunteering with children in the organisation.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Maintain confidential records of reported cases and action taken.
- Establish and maintain contact with local statutory agencies including the police and social services.

### *Person Specification*

- The ability to build relationships with club members, parents/carers, children, adults working/volunteering with children within the club and the SCTA Child Protection Officer.
- An interest in the well-being of children and in safeguarding and child protection matters.

- A willingness to challenge opinion, where necessary, and to drive the child protection agenda.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.

***Skills/Experience***

- Attend relevant training to fulfil the role of Club Child Protection Officer.
- Experience of working with children.

## APPENDIX K: SCTA RISK ASSESSMENT

When conducting a risk assessment, please consider the following 6 areas:

- 1) What are the hazards? *List the hazards*
- 2) Who might be harmed? *List who might be harmed*
- 3) Rate the hazard using the following scale:
  - (a) High: Could occur quite easily
  - (b) Medium: Could occur sometimes
  - (c) Low: Unlikely, although conceivable
- 4) What action has already been taken to mitigate the risk? *List what is already in place to reduce the likelihood of harm or to make any harm less serious.*
- 5) What further action is necessary to mitigate the risk? *Compare what you are already doing with good practice. If there is a difference, list what needs to be done.*
- 6) How will action to mitigate this risk be implemented? *What needs to happen to implement further action.*

| Hazard 1 |                                              |  |
|----------|----------------------------------------------|--|
| 1        | Name of hazard:                              |  |
| 2        | Who might be harmed:                         |  |
| 3        | Hazard rating:                               |  |
| 4        | Current action:                              |  |
| 5        | Further action required:                     |  |
| 6        | Method of implementation for further action: |  |

| Hazard 2 |                                              |  |
|----------|----------------------------------------------|--|
| 1        | Name of hazard:                              |  |
| 2        | Who might be harmed:                         |  |
| 3        | Hazard rating:                               |  |
| 4        | Current action:                              |  |
| 5        | Further action required:                     |  |
| 6        | Method of implementation for further action: |  |

| Hazard 3 |                                                 |  |
|----------|-------------------------------------------------|--|
| 1        | Name of hazard:                                 |  |
| 2        | Who might be harmed:                            |  |
| 3        | Hazard rating:                                  |  |
| 4        | Current action:                                 |  |
| 5        | Further action required:                        |  |
| 6        | Method of implementation<br>for further action: |  |

| Hazard 4 |                                                 |  |
|----------|-------------------------------------------------|--|
| 1        | Name of hazard:                                 |  |
| 2        | Who might be harmed:                            |  |
| 3        | Hazard rating:                                  |  |
| 4        | Current action:                                 |  |
| 5        | Further action required:                        |  |
| 6        | Method of implementation<br>for further action: |  |

Date when this risk assessment was reviewed: \_\_\_\_\_

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

Role: \_\_\_\_\_

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