



Index		Pages
Section 1	Child and Vulnerable Adult Protection Policy	2-4
1.1	<i>Child & Vulnerable Adult Policy</i>	2
1.2	<i>Child & Vulnerable Adult User Policy</i>	2
1.3	<i>Roles & Responsibilities</i>	3
Section 2	Child and Vulnerable Adult - Centre Procedures	5-7
2.1	<i>Introduction</i>	5
2.2	<i>Recruitment, Employment & Volunteering</i>	6
Section 3	Code of Conduct for the Protection of Children & Vulnerable Adults – Promoting good practise	8-13
3.1	<i>Introduction</i>	7
3.2	<i>Good Practise</i>	7
3.3	<i>Practise to be avoided</i>	8
3.4	<i>Practise never to be sanctioned</i>	9
3.5	<i>First Aid & Treatment of Injuries</i>	9
3.6	<i>Transporting Children & Vulnerable Adults</i>	9
3.7	<i>Photographing, Videoing & Filming Children & Vulnerable Adults</i>	10
3.8	<i>Children & Vulnerable Adults in Publications and On internet</i>	11
Section 4	Responding, Recording & Reporting	12-16
4.1	<i>Introduction</i>	12
4.2	<i>Responding to allegations</i>	12
4.3	<i>Recording Information</i>	12
4.4	<i>Reporting the concern/allegation</i>	14
Appendix 1	Useful Contacts	18



Section 1 Child & Vulnerable Adult Protection Policy

1.1 Child & Vulnerable Adult Policy

Aberdeen Snowsports Club 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 and vulnerable adults from harm, abuse and exploitation. Staff, members and volunteers will work together to embrace difference and diversity and respect the rights of children and vulnerable adults. This policy and procedures outlines Aberdeen Snowsports Club's commitment to protecting children and vulnerable adults.

Aberdeen Snowsports Club will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in activities safely.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well being of children and vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise staff, members and volunteers to adopt best practises to safeguard and protect children and vulnerable adults from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Protection Policy and Procedures.
- Respond to any allegations of misconduct or abuse of children and vulnerable adults 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 and Vulnerable Adults Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and the Procedures.

1.2 Child & Vulnerable Adult User Policy

We strongly advise that all children should be accompanied by a responsible adult and not be left unattended while attending any organized activity by Aberdeen Snowsports Club.



The obvious exception is where a child or vulnerable adult is placed in the care of a coach or instructor as part of a planned club session at Aberdeen Snowsports Centre or in a mountain environment.

1.3 Roles & Responsibilities

Child and Vulnerable Adult Officer – Chair

The Child and Vulnerable Adult Officer has the main responsibility for managing child and vulnerable adult protection issues within Aberdeen Snowsports Club. Any coach, instructor, event organizer or committee member will be responsible for dealing with any issue that arises during training, events or competitions. The role and responsibilities of the Child and Vulnerable Adult Officer are detailed below.

Role and Responsibilities of the Child and Vulnerable Adult Officer

Within Aberdeen Snowsports Club the Child and Vulnerable Adult Officer will:

- Implement and promote Aberdeen Snowsports Club's Child and Vulnerable Adult Protection Policy and Procedures.
- Regularly report to the Club Committee.
- Act as the main contact for staff, members and volunteers within Aberdeen Snowsports Club and for outside persons connected with Aberdeen Snowsports Club for the protection of children and vulnerable adults.
- Provide information and advice on the protection of children and vulnerable adults.
- Support and raise awareness of the protection of children and vulnerable adults.
- Communicate with staff, members and volunteers on issues of child and vulnerable adult protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
- Encourage good practice and support of procedures to protect children and vulnerable adults.
- Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
- Organise training for staff, members and volunteers.
- Regularly monitor and review the Aberdeen Snowsports Club's Child and Vulnerable Adult Protection Policy and Procedures.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.



Review

This Policy and the Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Aberdeen Snowsports Club.
- Following any issues or concerns raised about the protection of children and vulnerable adults within Aberdeen Snowsports Club.
- In all other circumstances, at least every three years.



Section 2 Child & Vulnerable Adult – Club Procedures

2.1 Introduction

The key principles that underwrite these procedures are:

- A child should be regarded as any person under the age of 16 (it is suggested that any person under 18 should also be thought of as a child).
- A person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- The child's or vulnerable adults welfare is paramount.
- All children or vulnerable adults whatever their age, culture, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with children and vulnerable adults and their parents/guardians is essential for the protection of the child.

These procedures will be brought to the attention of all employees, and should be available to participants and parents or guardians.

2.1 Recruitment, Employment & Volunteering

All reasonable steps will be taken to ensure unsuitable people are prevented from working or volunteering with children and vulnerable adults. For all positions within Aberdeen Snowsports Club the following recruitment procedures must be completed.

Application and Disclosure Scotland Form

An enhanced Disclosure form is required for all members of staff, members and volunteers who routinely care, teach, instruct, train or supervise children. In most case PVG scheme membership though Aberdeen Snowsports Centre or similar within the Basi/Snowsports Scotland Coaching Scheme will suffice.

References

References will be sought as required.



2.2 Managing Suspicions & Allegations of abuse of a child and/or Vulnerable Adult against employees

A complaint against an employee, member or volunteer may result in 3 different types of Investigation:

- **Criminal** in which case the police are immediately involved
- **Child Protection** in which social services and or the police are involved
- **Disciplinary or Misconduct** in which case the matter will be referred to Aberdeen Snowsports Centre in the case of onsite club activities or reported to the Coaches Governing Body.

Aberdeen Snowsports Club will make an immediate decision about whether any individual accused of abuse should be removed from working with children or vulnerable adults.

Irrespective of the findings of the social services or police enquiries Aberdeen Snowsports Club will assess all individual cases to decide whether an employee, member or volunteer can be reinstated and how this can be sensitively handled.



Section 3 Code of Conduct for Children & Vulnerable Adults – Promoting Good Practise

3.1 Introduction

This code of conduct details the types of practise required by all employees, members and volunteers of Aberdeen Snowsports Club when in contact with children or vulnerable adults. These are categorised into good practise; practise to be avoided and practise never to be sanctioned.

3.2 Good Practise

Aberdeen Snowsports Club supports and requires the following good practise by employees when in contact with children and vulnerable adults.

When working with children or vulnerable adults:

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



3.3 Practise to be Avoided

In the context of Aberdeen Snowsports Club, the following practise should be avoided:

- Avoid having 'favourites' - this could lead to resentment and jealousy by other children or vulnerable adults and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children or vulnerable adults away from others.
- Avoid, where possible, doing things of a personal nature for children and vulnerable adults that they can do for themselves.

3.4 Practise never to be sanctioned

In the context of Aberdeen Snowsports Club, the following practises should never be sanctioned:

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

Important Note:

It may sometimes be necessary for employees, members or volunteers to do things of a personal nature for children or vulnerable adults, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of the child or vulnerable adult and where possible their parents/guardians. It is important to respect their views. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible, particularly so if you are involved in any dressing or undressing



of outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out.

3.5 First Aid and Treatment of Injuries

If, in your capacity as an employee, member or volunteer of Aberdeen Snowsports Club, a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practise must be followed:

Please note that the company's first aid procedure should be followed and the list below are examples of good practise for treating first aid incidents and should only be followed if you are instructed to attend to a first aid incident.

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.

3.6 Transporting Children & Vulnerable Adults

If it is necessary to provide transport or take children or vulnerable adults away from home the following good practise must be followed:

- Always tell another employee, member or volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
- For larger trips prior permission must be authorised by the child protection officer.

Permission from parent or guardian must be given and the consent form with trip details and emergency contact details filled in and signed. This will be checked



prior to departure by the trip organiser. Anyone without a signed form will not be permitted to travel.

3.7 Photographing, Videoing and Filming Children & Vulnerable Adults

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

The following is required for Aberdeen Snowsports Club activities or events where children or vulnerable adults are participating:

- Where appropriate all materials promoting Aberdeen Snowsports Club events or activities shall state that accredited photographers will be present.
- Where possible consent from the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue where the public would not normally have free and unrestricted access must obtain the approval of Aberdeen Snowsports Club.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child or vulnerable adult, parent/guardian and the organisation, and appropriate vetting has occurred e.g. Disclosure Scotland check of individual wanting to photograph, film or video.
- Photographic, film and video equipment are not to be used in changing areas or where children or vulnerable adults may be changing.
- Aberdeen Snowsports Club reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to Aberdeen Snowsports Club Child and Vulnerable Adult Officer and where relevant, the Police.



3.8 Children & Vulnerable Adults in Publications and on Internet

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

Aberdeen Snowsports Club publications and information on the Internet must adhere to the following:

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

Important Note: Any concerns or enquiries about publications or Internet information should be reported to Aberdeen Snowsports Club's Child and Vulnerable Adult Officer.



Section 4 Responding, Recording & Reporting

4.1 Introduction

It is not the responsibility of Aberdeen Snowsports Club to decide whether or not child abuse has taken place. However, there is a responsibility to act on any allegations and suspicions through the proper channels and/or appropriate authorities so that they can then make enquiries and take necessary action to protect the child and/or vulnerable adult.

This section explains how to respond, record and report allegations/suspicions.

Details on definitions of child abuse can be obtained from the child and vulnerable adult officer.

At all times, bear in mind that there may be media interest and all media enquiries relating to incidents involving children should be forwarded to the club chair.

4.2 Responding to Allegations

If a child or vulnerable adult says or indicates to you that they have been abused:

- Stay Calm so as not to frighten them
- Reassure the child/vulnerable adult that they are not to blame and that it is right to tell.
- Listen to the child/vulnerable adult, showing that they are being taken seriously
- Keep questions to a minimum so that there is a clear and accurate understanding of what has been said.
- Inform the child/vulnerable adult that other people have to be informed about what they have told you and that these people are the experts dealing with child protection – inform the child/vulnerable adult who has been told.
- Record all information, recording exactly what the child has said using the exact words they use – *see section 4.3 Recording Information.*
- Pass to Child Protection Officer as soon as possible who will report the incident accordingly - *See section 4.4 Reporting the Allegation.*

4.3 Recording Information



To ensure that information is as helpful as possible, a detailed record should always be made at the time. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you – do not include your own opinions.

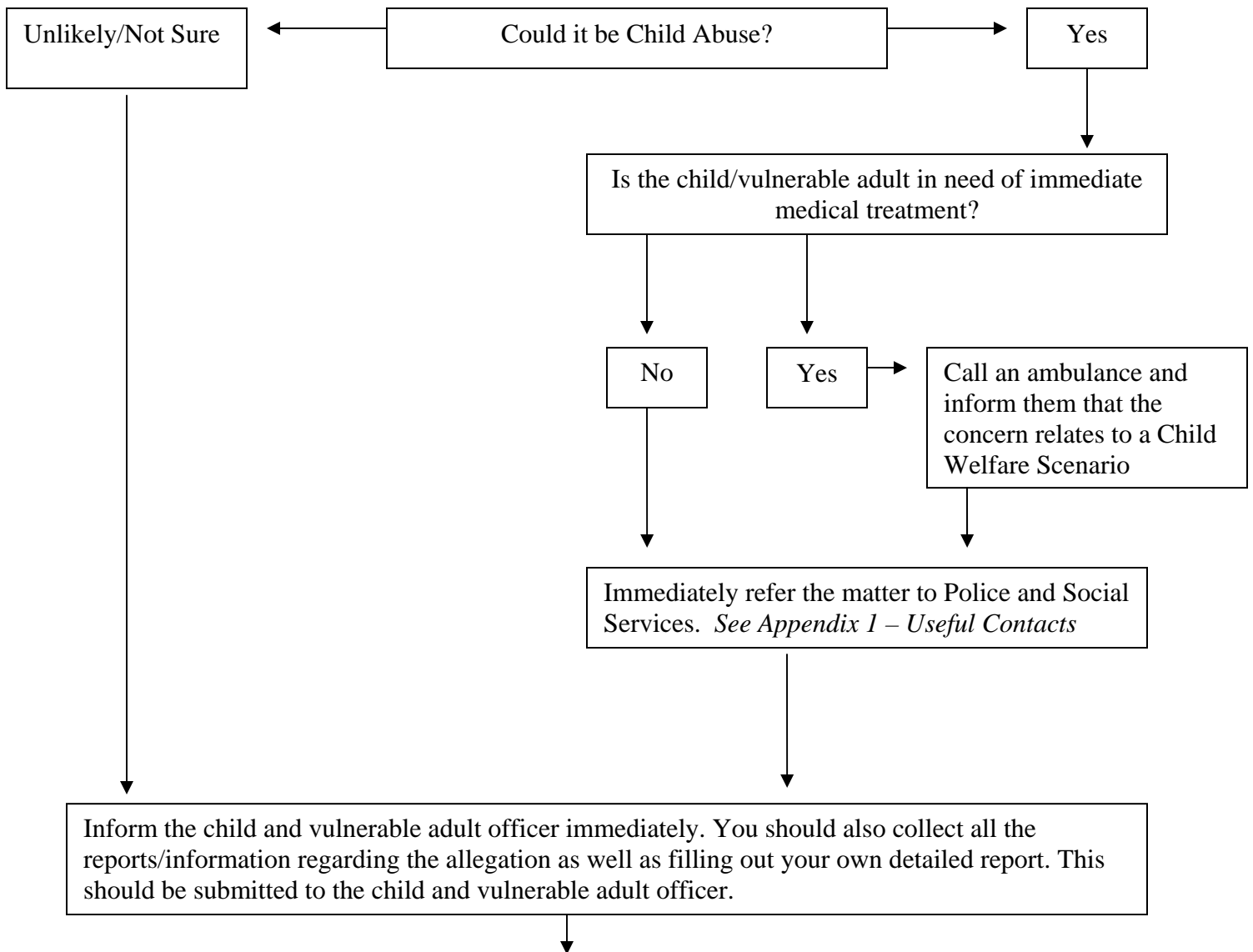
Information should include the following:

- The child/ vulnerable adult's name, age and date of birth
- The child/vulnerable adult's home address and telephone number
- Whether or not the person making the report is expressing their concern or someone else's
- The nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury e.g. location, size etc. Also any indirect signs such as behavioural changes
- Details of witnesses to the incidents
- The child/vulnerable adult's account, if it can be given, of what happened and how any bruising/injuries occurred.
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details
- Has anyone been alleged to be the abuser? Record details



4.4 Reporting the Allegation – Child Protection Officer

All suspicions and allegations must be reported appropriately and safety of the child/vulnerable adult is paramount. Use the flowchart below to help you determine the best course of action for reporting the allegation.



N.B. If you are unsure about any allegations you can phone NESPC Advice Helpline on 01224 814646



4.41 Dealing with incidents/concerns

Introduction

Section 4.2 - 4.4 deals with allegations and suspicions of abuse that have been intimated to us, but occasionally we may be faced with concerns or incidents and/or we may notice something untoward which does not necessarily constitute a child welfare scenario but is still concerning to us and should be recorded. The following section tells us how to go about it.

If employees/Volunteers have concerns involving a child or vulnerable adult that seems untoward or unusual they must report their concerns as soon as possible to the Child and Vulnerable Adult Officer. The Child and Vulnerable Adult Officer will then inform the parents as soon as possible unless it is not in the child's or vulnerable adult's interests to tell them. They may also talk to the child or vulnerable adult first to determine the best course of action.

In addition to the above: report, record and inform if the following occur:

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

The centres incident reporting form should be used for this purpose.



Appendix 1 Useful Contacts

Child and Vulnerable Adult Officer – Neil Cameron	Mob: 07709266200 Home:01224 741484
Scottish Government Child Protection Line	0800 022 32222
Scottish Children’s Reporter	01224 565150