

**Child Protection Policy and Procedures
SFA Referees (Fife)**



***Creating a Safe Environment in Refereeing for Children and
Vulnerable Adults***

**1st Edition
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In addition we would like to acknowledge the following organisations, whose Child Protection documents we consulted and may have reproduced in part with their kind permission:

Scottish Football Association's Child Protection Guidelines: *Creating a Safe Environment in Football for Children and Vulnerable Adults*

SportsCoachUK

Sportscotland: *Creating a Safe Environment in Sport for Children and Vulnerable Adults*

The National Coaching Foundation

The Scouts Association

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Foreword

Football can and does have a very powerful and positive influence on people – especially young people and vulnerable adults. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities and skills such as self-esteem, leadership and teamwork. These

positive effects can only take place if football is in the right hands – in the hands of those who place the welfare of all young people and vulnerable adults first and adopt practices that support, protect and empower them. The reality is that abuse does take place in football and in some cases coaches and other trusted adults in football have been convicted of abuse against children and vulnerable adults.

Everyone has a duty of care towards children and vulnerable adults to help to protect them from abuse. It is hoped that this Policy and the supporting procedures will help create a safe environment in football and minimise risk for referees. It offers SFA Referees' (Fife) a clear position and the expected standards to be upheld at all times by its members. In addition, it provides the Association with Guidelines for the protection of children and vulnerable adults.

Adopting best practice will help to safeguard children and vulnerable adults from potential abuse as well as adults in positions of responsibility from potential false allegations of abuse. The SFA Referees' (Fife) is committed to the protection of children and vulnerable adults through the implementation of this Policy and the supporting procedures.

1. Child & Vulnerable Adult Protection Policy

1.1 Responsibilities¹

The Association will:

- Respect and promote the rights of children and vulnerable adults for whom they are responsible or may encounter during refereeing activities.
- Accept the moral and legal responsibility to provide a duty of care for children and vulnerable adults for whom they are responsible, and implement procedures to safeguard their well-being and protect them from all forms of abuse.
- Promote the health and welfare of children and vulnerable adults by providing opportunities to participate in football safely.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and vulnerable adults for whom they are responsible or may encounter during refereeing activities from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child & Vulnerable Adult Protection Policy and supporting Procedures.
- Respond to any allegations of abuse in line with these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this policy and supporting procedures on a regular basis.

1.2 Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and vulnerable adults have a lot to gain from football. Their natural sense of fun and spontaneity can blossom in positive football organisations. These provide excellent opportunities for them to learn new skills, become more confident and maximise their own unique potential. This policy and the supporting procedures are based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns of abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a conjoint interview. The role of the Social Work Department is to carry out a risk assessment and it is for the Police to determine whether a criminal offence has occurred.
- All incidents of alleged poor practice and abuse will be taken seriously and responded to swiftly and appropriately.
- Confidentiality is upheld and personal data is processed in accordance with the requirements of the Data Protection Act 1998 and the Human Rights Act 1998.

1.3 Legal Framework

This Policy and supporting Procedures are defined and informed by the following legislation and guidance:

¹ This Policy and the supporting procedures contain a number of terms that require clarification, including *children*, *vulnerable adults*, *abuse* and *member*. Appendix 1 sets out the Definition of Terms requiring definition for the policy.

- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975
- UN Convention of the Rights of the Child 1992
- The Children (Scotland) Act 1995
- The Criminal Procedure (Scotland) Act 1995
- Protecting Children *A Code of Practice for Voluntary Organisations in Scotland Working with Children and Young People* 1995
- The Sex Offenders Act 1997
- The Police Act 1997
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Scottish Office Protecting Children – *A Shared Responsibility: Guidance on inter-agency co-operation* 1998
- Sexual Offences (Amendments) Act, 2000
- Adults with Incapacity (Scotland) Act 2000
- Disclosure Scotland Code of Conduct *Making Scotland Safer* (2002)
- Disclosure Scotland Code of Conduct *Protecting the Vulnerable by Safer Recruitment* (2002)
- The Protection of Children in Scotland Act (2003)

1.4. Types of Abuse and Examples in Sport

These can be found in Appendix 2

2 Child & Vulnerable Adult Protection Procedures

2.1 Recruitment of Members

Introduction

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults.

The following recruitment procedures are to be completed by all applicants for membership of the Association, to ensure appropriate safeguards are in place to minimise risk to all.

2.2 Recruitment Process

Introductory Course

It is the policy of the Association, in line with the requirements of the Scottish Football Association, that all applicants for membership will complete the Introductory Course, including a module on Child Protection, and have an awareness of the expectations of this Policy.

Vetting Procedures

The following vetting procedures will apply –

Application and Self-Declaration Form

All applicants will be requested to complete an Application and Self-Declaration Form provided by the Association.

References

All applicants will be required to provide two references (who should not be related to the applicant) on their application form and, where possible, one of these references will be from an employer.

Checks

A Disclosure Scotland Check and/or equivalent international check (if the applicant comes from abroad), will be completed by the Human Resources Department of the SFA. As recommended by Disclosure Scotland (*Protecting the Vulnerable by Safer Recruitment 2002*), the following check will be requested:

Enhanced Disclosure

Enhanced Disclosures will be requested for positions that involve a greater degree of contact with children or vulnerable adults. For example positions that require: regular caring for, training, supervising or being in sole charge of children and young people.

Unsatisfactory Disclosure

In the event that the SFA informs the Association that any Disclosure Check is unsatisfactory, membership will be refused. There is no right of appeal in this circumstance.

2.3 The Role of the Child Protection Co-ordinator

The Child Protection Co-ordinators appointed by the Association will have the main responsibility for managing child and vulnerable adult protection issues. The role of the Child Protection Co-ordinators in regard to issues relating to members is detailed in The Association's Procedure for *Managing Suspicions and Allegations of Abuse of a Child or Vulnerable Adult against a Member* (see Appendix 3).

Other Child Protection Co-ordinator Specific Roles

Their responsibilities will include:

- Being the Child Protection Co-ordinators for the purposes of these Guidelines.
- Being involved in the Introductory Course for Referees and advising on related child protection matters and, in particular, Disclosure Scotland Checks and Codes of Conduct.
- Raising awareness of child and vulnerable adult protection.
- Encouraging good practice and support of child and vulnerable adult protection training.
- Ensuring that the latest information on child and vulnerable adult issues is accessible within the Association.
- Liaising with The Scottish Football Association and any other relevant body.

2.4 Code of Conduct for the Protection of Children & Vulnerable Adults

The Association supports and requires the following good practice with children and vulnerable adults:

The Code of Conduct details the standards and practice required by all members when in contact with children and vulnerable adults. These are categorised into good practice; practice to be avoided; practice never to be sanctioned; and safe practice in unforeseen circumstances. If there is a suspicion or allegation of non-compliance by a member with this Code the member will be dealt with through the Association's *Procedure for Managing Allegations of Abuse of a Child or Vulnerable Adult against a member and/or the Association's Disciplinary Procedures*.

Good Practice

- Assist in making football 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.
- Be an excellent role model including not smoking or drinking alcohol in the company of children or vulnerable adults.
- Maintain a safe and appropriate distance from children and vulnerable adults off the field, both pre and post match. e.g. do not have an intimate relationship.
- When you have concerns over potential abuse, you should seek Child Protection Advice.

Practice to be avoided

- Avoid physical contact, handling etc. at matches – in the dressing rooms or on the pitch, except with the following qualification. - the separation of players *where the use of hands on a player may be appropriate for the purposes of restraint only minimum force should be used to resolve the situation and preferably as quickly as possible. This should be done with others present. Such restraint should only be used where other players are at risk or yourself.*
- Avoid having ‘favourites’ – this could lead to resentment and jealousy by other children or vulnerable adults and could be a cause for false allegations.
- Avoid taking children to your home.

Practice never to be sanctioned

- Never engage in any form of inappropriate touching.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never invite or allow children to stay with you at your home unsupervised.
- Never make discriminatory remarks e.g. racist remarks.

Reporting

It is very important if any of the following incidents should occur, that they are reported to one of the Child Protection Co-ordinators. An Incident Record Form (see Appendix 4) should be obtained from the Child Protection Co-ordinator and completed as soon as practically possible. An official of the child’s club should also be informed of the incident and that it is being reported. It is expected that members will apply judgement and common sense when reporting an incident when example, in any of the following examples:

- If you accidentally hurt a child or vulnerable adult
- If a child or vulnerable seems distressed in any manner
- If a child or vulnerable misunderstands or misinterprets something you have done that has serious implications
- If a child or vulnerable adult appears to be sexually aroused by your actions
- If a child or vulnerable adult needs to be restrained

NB Race and Racism

The Scottish Football Association has in place an on-going campaign called Show Racism the Red Card, which is fully supported by SFA Referees’ (Fife) aimed at raising awareness on racism and equal opportunities (please see the section on Race and Racism on Page18).

3 Responding to Disclosures, Suspicions and Allegations of Abuse

Any allegation of physical or sexual abuse must be taken seriously. Although false allegations of abuse do occur, they are rare. If a child or vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, members should follow the guidelines contained within this Policy.

3.1 Definitions of Abuse of Children or Vulnerable Adults

It is very important that individuals understand what abuse of a child or vulnerable adult is. The different types of abuse are listed below:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse

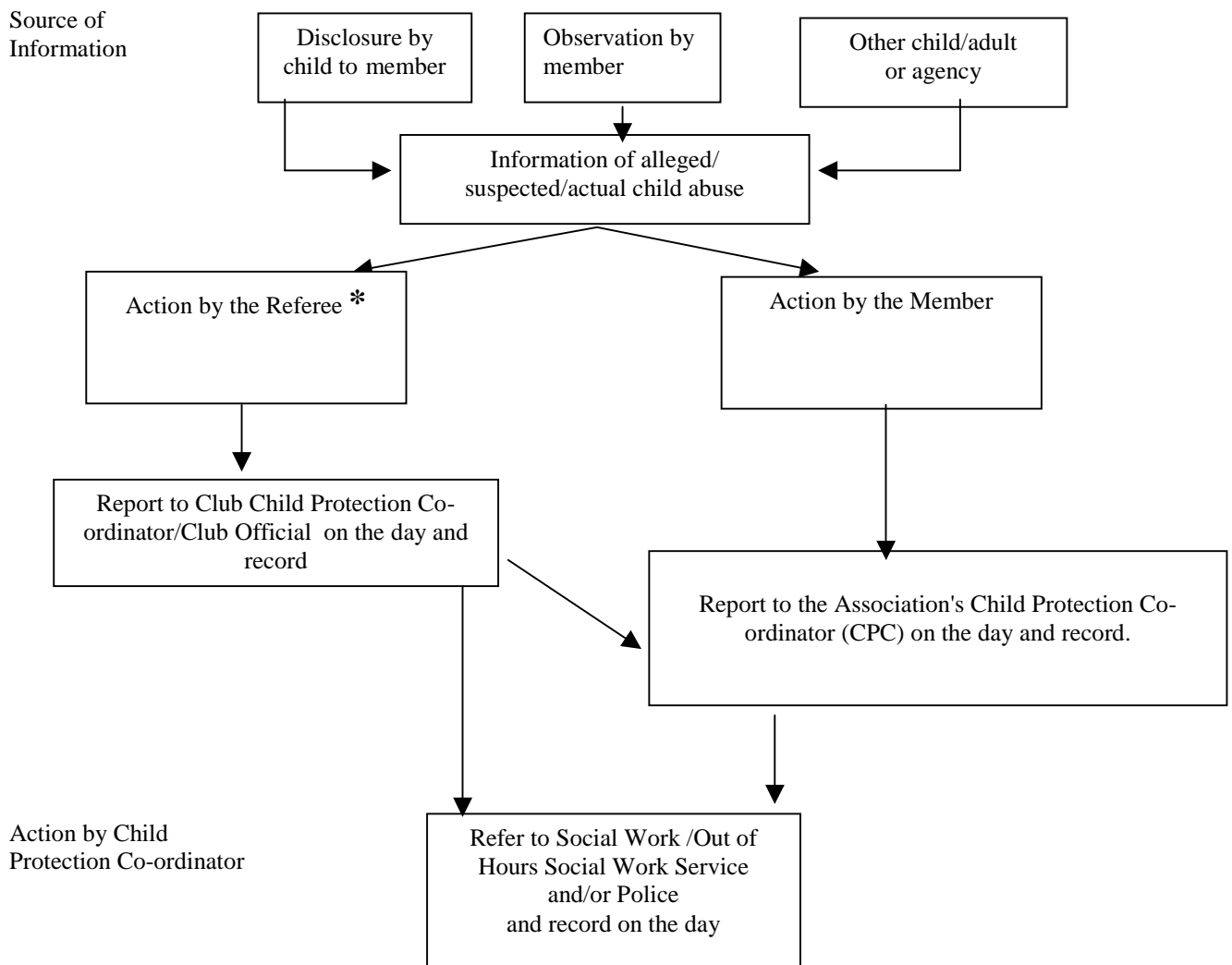
- Race and Racism
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

Further details of these definitions can be found in Appendix 2

Flowchart 1 outlines the procedure for responding to suspicions and allegations of child abuse disclosed by a child.

Flowchart 1 -

Managing Allegations or Suspicions or Disclosure of Abuse to a Referee/Member of the Association



**Advise own Association's Child Protection Co-ordinator as soon as is practically possible.*

3.2 Responding to a Disclosure Where a Child Tells a Referee about Abuse
 In many circumstances all a member may have is the number of the player e.g. where he has observed inappropriate bruising which may suggest abuse. In such

circumstances it may be more appropriate for the Child Protection Co-ordinator to complete the Child Abuse Referral Form (see Appendix 5)

On receiving information concerning a disclosure follow the steps below:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously while recognising the difficulties inherent in interpreting what a child/vulnerable adult says especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful – it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous use open-ended, non-leading questions. (see Appendix 6 for examples).
- Do not introduce personal information from either your own experiences or those of other children.
- Reassure the child.
- Pass your concerns on the day to the Child Protection Co-ordinator and/or the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these services are available 24 hours a day).
- Make a full record of what has been said, heard and/or seen as soon as possible in the child/vulnerable adult's own words.
- If available, include the following information:
 - Name of child/vulnerable adult
 - Age, date of birth of child/vulnerable adult
 - Home address and telephone number of the child/vulnerable adult
 - The nature of the allegation in the child's own words.
 - Any witnesses to the incident/s
 - 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/vulnerable adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
 - The nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident if available)
 - A description of any visible injuries or bruising, behavioural signs, indirect signs
 - Details of any witnesses to the incident
 - Whether the child/vulnerable adult's parent or guardian have been contacted
 - Details of anyone else who has been consulted and the information obtained from them
 - If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult been spoken to, if so what was said
- Record, sign and date on the day what you have seen or been told. A Child Abuse Referral Form (see Appendix 4) should be obtained from one of the Child Protection Co-ordinators and completed as soon as practically possible.
- If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete electronic copy, all on the day.

Remember: Listen, Respond, Report and Record. It is not the responsibility of a member to take responsibility or decide whether or not child abuse is taking place.

It is however an individual's responsibility to pass on their concerns.

Actions to Avoid

On receiving information concerning a disclosure:

- Do not panic.
- Do not allow shock or distaste to show.
- Do not probe for more information than is offered.

- Do not speculate or make assumptions.
- Do not make negative comments about the alleged abuser.
- Do not approach the alleged abuser.
- Do not make promises or agree to keep secrets.
- Do not give a guarantee of confidentiality.

3.3 Allegations of Previous Abuse (Historical Abuse)

An adult who was abused may make allegations of abuse some time after the event e.g. as a child or by referee who is still currently working with children. Where such an allegation is made, these procedures should be followed and the matter reported to the Social Work Department or the police. This is because other children, either within or outside football, may be at risk from the person against whom the allegation has been made.

3.4 Suspicions or Allegations of Abuse

It is important to acknowledge that the feelings caused by the discovery of potential abuse by a member will raise different issues e.g. people may feel that it could not possibly happen by the person who is alleged to have done it. It is not the responsibility of an Association to take responsibility or to decide whether or not the child or vulnerable adult has been abused. However, as with allegations of non-members, it is the responsibility of the individual to act on any concerns.

Any allegations of abuse concerning a member will be dealt with through the Association's Procedures for Managing Suspicions and Allegations of Abuse of a Child or Vulnerable Adult against a Member (Appendix 3). This procedure will assist in distinguishing allegations of abuse from poor practice.

3.5 Allegations of Abuse Disclosed by a Child

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately. In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to one of the Child Protection Co-ordinators and/or follow Flowchart 1 as soon as possible and record.

In all cases of abuse, advice and guidance is to be sought from the local Social Work Department or Police as to who contacts the parents.

3.6 False or Malicious Allegations Against a Member

Where an investigation of abuse has been conducted and is unfounded the member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. Where after reviewing the details of the account of the circumstances or the investigation it is clear that the allegation has been malicious or unfounded, the member may wish to seek legal advice

Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

Appendix 1

Definition of Terms

Child:

A child is defined as anyone under 16 years of age.

16-18 year olds:

Young people aged 16-18 years are sometimes classified as children in Scotland. In terms of the Children (Scotland) Act 1995, a 16-18 year old will be regarded as a child if they are subject to a supervision requirement through a Children's Hearing.

For the purposes Part V of the Police Act 1997 a child is defined as anyone under the age of 18 years.

Vulnerable Adults

The term Vulnerable Adult refers to any person aged 16 or over who for the time being are:

- A. Are unable to safeguard their own welfare or properly manage their financial affairs, and,
- B. are in one or more of the following categories:
 - I. a person in need of care and attention by reason of either infirmity or the effects of ageing
 - II. a person suffering from illness or a mental disorder
 - III. a person substantially handicapped by a disability

Vulnerable Adults may be in need of health or social support services and may be unable to take care of him/herself or protect him/ herself from harm and/or exploitation.

A number of studies suggest that children and vulnerable adults are at increased risk of abuse. Various factors contribute to this such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

Member

A member of the Association, including, for the purposes of this Policy, a trainee member or person attending the Introductory Course for Referees.

Appendix 2

Types of Abuse (including Racism and Bullying) and Examples in Sport

It is generally accepted that there are four main forms of abuse. However, in some cases racism and bullying can have severe and adverse effects on a child or vulnerable adult. The Association is committed to protecting children and vulnerable adults from all forms of abuse.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to frequently feel frightened or in danger, or the corruption and exploitation of a child.

Some level of emotional abuse is persistent in all types of treatment although it may exist alone.

Emotional Abuse in Sport

This may include the persistent failure to show self-respect, build self-esteem and confidence, and support children that may be caused by:

- Exposing children to a humiliating, taunting or aggressive behaviour or tone
- Failure to intervene where a child's self confidence and worth are challenged or undermined

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing, and cleanliness. It may also include leaving a child home alone, exposing the child in a manner likely to cause them unnecessary suffering or injury and the failure to ensure that a child's receives appropriate medical care or treatment.

Neglect in Sport

This could include the lack of care, guidance, supervision, or protection that may be caused by:

- Exposing the child to unnecessary cold or heat
- Exposing the child to unhygienic conditions, lack of food, water or medical care
- Non intervention in bullying or taunting

Neglect, as well as being the result of a deliberate act can also be caused through omission or the failure to act or protect.

Physical Abuse

Physical abuse may involve the actual or attempted physical injury to a child (including using an implement to hit a child or striking a blow to a child's head) hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child.

Physical abuse may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This is known as Fabricated or Factitious Illness by Proxy. A person may do this because of the need to enjoy the attention they receive through having a sick child.

Physical abuse may also be a deliberate act, omission, or failure to protect.

Physical Abuse in Sport

This may include the bodily harm caused by a lack of care, attention, or knowledge that may be caused by:

- Over training or dangerous training of players
- Over playing an athlete
- Failure to do a risk assessment of physical limits or pre-existing injuries or medical conditions
- Administering, condoning or failure to intervene in drug use

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include no-contact activities such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, including people to whom they are not related, and by other young people. This includes people from all walks of life.

Sexual Abuse in Sport

This could include contact and non-contact activities and that may be caused by:

- Exposure to sexually explicit inappropriate language, jokes or pornographic material
- Inappropriate touching
- Having any sexual activity or relationship
- Creating opportunities to access children's bodies

More detailed signs of the abused child

It is important to remember this list is not definitive or exhaustive. Any of these signs or behaviours has to be seen in the context of the child's whole situation and it is the combination with other information related to the child and his/her circumstances that may indicate abuse. There can also be an overlap between different forms of abuse.

PHYSICAL ABUSE

Signs of possible physical abuse:

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries, or delay in reporting them
- Excessive physical punishment
- Arms and legs kept covered in hot weather
- Avoidance of swimming, physical education etc
- Fear of returning home
- Aggression towards others
- Running away
- Genuine accidental injuries, which are common. The nature and site of the bruising relative to the child's age is important
- Bleeding and clotting disorders
- Mongolian blue spots which occur naturally in Asian, Afro-Caribbean and Mediterranean children

When considering the possibility of non-accidental injury it is important to remember that the injuries may have occurred for other reasons. Among the most important are:

- Skin disorders e.g. impetigo
- Rare bone diseases e.g. brittle bone
- Swelling or dislocation of the eye caused by tumour

- Undiagnosed birth injury, e.g. fractured clavicle

Medical advice must be sought in all cases.

PHYSICAL NEGLECT

Signs of possible physical neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness and/or unexplained non-attendance at school
- Untreated medical problems
- Low self esteem
- Poor peer relationships
- Stealing

NON ORGANIC FAILURE TO THRIVE

Signs of possible non-organic failure to thrive:

- Significant lack of growth
- Weight loss
- Hair loss
- Poor skin on muscle tone
- Circulatory disorder

EMOTIONAL ABUSE

Signs of possible emotional abuse are:

- Low self esteem
- Continual self-deprecation
- Sudden speech disorder
- Significant decline in concentration
- Immaturity
- "Neurotic" behaviour (e.g. rocking, head banging)
- Self-Mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- Indiscriminate friendliness

SIGNS OF THE SEXUALLY ABUSED CHILD

Not all children are able to tell that they have been sexually assaulted. Changes in a child's behaviour may be a signal that something has happened. It is important to remember that in sexual assault there may be no physical or behavioural signs.

NB. A child who is distressed may have some of these signs which should alert you to a problem. It is the combination and frequency of these signs that may indicate sexual abuse. Always seek advice. Try to notice changes in usual behaviour.

Signs of Possible Sexual Abuse

1 Behavioural

- Lack of trust in adults or over familiarity with adults
- Fear of a particular individual
- Social Isolation -withdrawal or introversion

- Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone, needing a night light).
- Running away from home
- Girls taking over the mothering role
- Sudden school problems e.g. falling standards, truancy
- Reluctance or refusal to participate in physical activity or to change clothes for games
- Low self-esteem
- Drug, alcohol or solvent abuse
- Display of sexual knowledge beyond the child's age e.g. French kissing
- Unusual interest in the genitals of adults or children or animals
- Fear of bathrooms, showers, closed doors
- Abnormal sexual drawings
- Fear of medical examinations
- Developmental regression
- Poor peer relationships
- Over sexualised behaviour
- Compulsive masturbation
- Stealing
- Irrational fears
- Psychosomatic factors e.g. recurrent abdominal or headache pain
- Sexual Promiscuity
- Eating disorders

2 Physical/Medical

- Sleeping problems, nightmares, and fear of the dark.
- Bruises, scratches, bite marks to the thighs or genital areas
- Anxiety/Depression
- Eating disorder e.g. anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy - particularly when reluctant to name father
- Pain on passing urine, recurring urinary tract problem, vaginal infections or genital damage
- Venereal disease/sexually transmitted diseases.
- Soiling or wetting in children who have been trained
- Self mutilation, suicide attempts
- Itch, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Stained underwear
- Unusual genital odour

Race and Racism

The Association supports the Scottish Football Association's *Show Racism the Red Card* which is aimed at raising awareness on racism and equal opportunities. Children and vulnerable adults from black minority and ethnic groups (and their parents) may have experienced harassment, racial discrimination, and institutional racism. Although not in a category of abuse, racism may be categorised as emotional abuse under local child protection procedures.

All organisations working with children and vulnerable adults, including those operating where black and ethnic communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report on Stephen Lawrence as:

“The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion”

Bullying

Managing Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child or vulnerable adult's self-esteem, destroy their self-confidence and concentration. They may also become withdrawn and insecure, more cautious, less willing to take any sort of risk. They may feel it is somehow their fault or that

there's something wrong with them and at the worst cause depression and/or feelings of worthlessness that lead to suicide.

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However you can watch for signs that may indicate the presence of bullying. The following provides common victim of bullying behaviours.

If a child or vulnerable adult:

- Hesitates to come to training/programme/session.
- Is often the last one picked for a team or group activity for no apparent reason, or gets picked on when they think your back is turned.
- Is reluctant to go to certain places or work with a certain individual/s.
- Has clothing or personal possessions go missing or are damaged.
- Has bruising or some other injury.
- Keeps 'losing' their pocket money.
- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- A usually quiet person becomes suddenly prone to lashing out at people, either physically or verbally.

Important Note: Remember that victims of bullying may be adults, and that a child or vulnerable adult's aggressor may not be a peer.

Action to Help the Victim/s and Prevent Bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim 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 victim is safe. Speak with the victim and the bully/ies separately.
- Reassure the victim/s that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

Action towards the Bully/ies:

- Talk with the bully/ies, explain the situation and try to get the bully/ies to understand the consequences of their behaviour.
- Seek an apology from the bully to the victim/s.
- Inform the bully's parents/guardians.
- If appropriate, insist on the return of 'borrowed' items and that the bully/ies compensate the victim.
- Impose sanctions as necessary.
- Encourage and support the bully/ies to change behaviour.
- Keep a written record of action taken.

Appendix 3

Procedures for managing allegations of abuse of a child or vulnerable adult made against a member.

1. Purpose and status of the procedures

- 1.1 These procedures aim to ensure that all allegations of abuse involving a child or vulnerable adult are dealt with in a timely and appropriate manner.
- 1.2 These procedures do not stand-alone and should be read in conjunction with The Association's Child and Vulnerable Adult Protection Policy and Procedures and the Association's Disciplinary Procedures

2. Scope

- 2.1 These procedures apply to all members
- 2.2 Any allegation of abuse concerning a child or vulnerable adult will be taken seriously and appropriate action taken in accordance with the procedures detailed below.

3. Principles

- 3.1 Any information that raises concern about the behaviour of a member towards a child or vulnerable adult must be passed on as soon as possible in accordance with the procedures detailed below. No member in receipt of such information shall keep that information to himself or herself, or attempt to deal with the matter on their own.

4. Initial reporting of information and dealing with complaints

- 4.1 Any concerns for the welfare of a child or vulnerable adult arising from the behaviour of a member must be reported to one of the Child Protection Co-ordinators immediately on the day, as soon as is practically possible.
- 4.2 The Child Protection Co-ordinator must be consulted before any action is taken where there is uncertainty about whether the information constitutes possible abuse or not and/or it is unclear about what action should be taken.
- 4.3 Where allegations concern poor practice rather than possible abuse one of the Child Protection Co-ordinators, must be consulted and appropriate action taken as soon as is practically possible.
- 4.4 Where information received suggests a complaint against a member, before any formal procedure is entered into an initial assessment of the facts (see section 5) will be carried out which could result in a formal investigation.
- 4.5 There may be three types of formal investigation: -
 - (i) A disciplinary investigation
 - (ii) A criminal investigation
 - (iii) Civil proceedings (to sue or charge in the event of an unsuccessful prosecution) may also be initiated by the person/family who alleged the abuse
- 4.6 The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.

5. Procedure - establishing the basic facts

- 5.1 Following receipt of information that may support an allegation of abuse, it is essential to establish the basic facts in order to determine the appropriate route by which to deal with the allegation.
- 5.2 In a large proportion of cases it will be appropriate for an initial assessment to be carried out by the Child Protection Co-ordinator. (This is because it is more likely that the information will be ambiguous or borderline, or where the facts do not support an allegation of abuse).
- 5.3 The purpose of the initial assessment is to clarify the nature of the incident, or misgivings that have led to the information being received and to establish whether there is reasonable cause to suspect or believe that a child or vulnerable adult is at risk.
- 5.4 The initial assessment must be conducted before any formal action is taken.
- 5.5 A decision has to be made at this point which route to follow. The various options are depicted in Flowchart 2 (see page 24)
- 5.6 External agencies such as the Police and Social Work Department may be consulted for advice. This is important because they have an overview of child protection issues and may well have other information that together causes concern.
- 5.7 Following advice from the police, cases that also involve a criminal investigation, will not preclude disciplinary action being taken provided sufficient information is available to enable the Child Protection Co-ordinator to make a decision.

6. Procedure- Managing allegations of abuse

- 6.1 In all cases of suspected abuse an initial assessment of the facts must be carried out.
- 6.2 If the initial information received gives reasonable cause to suspect or believe that a child or vulnerable adult has been abused by a member, this must be reported to one of the Child Protection Co-ordinators as soon as possible on the day.

7 Conducting an initial assessment where information may suggest an allegation of abuse

- 7.1 In all cases where the facts support a possible allegation of abuse, the initial assessment will not form part of the disciplinary investigation.
- 7.2 If appropriate, the member about whom the allegation has been made may be approached as part of the information gathering process.
- 7.3 Where the nature and seriousness of the initial information suggests that a criminal offence may have been committed, or to assess the facts may jeopardise the evidence, in these circumstances, advice should be sought from the Police before any approach is made to the member.
- 7.4 As each situation is unique guidance cannot be prescriptive. Assessment of the basic facts, however, may involve that the child(ren) or vulnerable adult involved are asked some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals e.g. a club's officials or other members.
- 7.5 If it is necessary to speak to the child or vulnerable adult in order to clarify the basic facts best practice suggests that consent from the parent/guardian be obtained.

8 Making a referral in cases of suspected abuse

- 8.1 The Child Protection Co-ordinator will refer the allegation to the Social Work Department and the Police. Appropriate steps will be taken to ensure the safety of the child(ren) or vulnerable adult who may be at risk
- 8.2 Where possible all information passed to the Police and Social Work Department should include the following, where known (complete a Child Abuse Referral Form see Appendix 5):
 - Name of child/vulnerable adult
 - Age, date of birth of child/vulnerable adult
 - Home address and telephone number of the child/vulnerable adult
 - Whether the person making the report is expressing their own concern or the concerns of another person
 - The nature of the allegation (include all of the information obtained during the initial investigation e.g. time, date, location of incident)
 - A description of any visible injuries or bruising, behavioural signs, indirect signs.
 - Details of any witnesses to the incident

- The child/vulnerable adult's account, if it can be given, of what occurred and how any injuries/bruising occurred
- Whether the child/vulnerable adult's parent or guardian have been contacted,
- Details of anyone else who has been consulted and the information obtained from them
- If it is not the child/vulnerable adult making the report, has the child/vulnerable adult been spoken to, if so what was said?
- Details of the member against whom the allegation has been made

8.3 Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information.

8.4 Where possible, any referral telephoned to the Police and Social Work Department should be confirmed in writing by the Child Protection Co-ordinator.

8.5 A record should be made of the name and designation of the social work staff member or the Police Officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

8.6 The parents or carers of the child will be contacted as soon as possible following advice from the Social Work department and or Police in line with child protection procedures

9 Procedure for dealing with the member against whom the allegation has been made

9.1 Where the information gives reasonable cause to suspect or believe that alleged abuse has occurred the Police and Social Work Department must be notified as soon as possible on the day the information is received. (see Child Abuse Referral Form - Appendix 5)

9.2 Following advice from the Police, if the decision is made that the member against whom the allegation has been made is to be informed, the member should be told that information has been received which may suggest an allegation of abuse. As the matter will be subjudice, no details will be given unless advised by the police.

9.3 At the same time, there must be an awareness of the need to preserve best evidence for any criminal proceedings while at the same time safeguarding the rights of the member.

9.4 The Scottish Office has recommended that the general rule should be that anyone charged with this responsibility, after applying basic tests of logic and credibility, should always notify the Police before interviewing the person against whom the allegation has been made.

10 Suspension

10.1 A precautionary suspension is not a form of disciplinary action. The member may be suspended whilst the Child Protection Co-ordinator carries out an investigation. This should be in accordance Association's Disciplinary Procedures.

10.2 The Executive Committee/Council will normally impose any suspension. However in exceptional circumstances, the Secretary and/or President may suspend a referee on the basis of the criteria outlined in 10.1 without referral to the Executive Committee/Council.

10.3 At any disciplinary hearing the member will be informed of why the suspension is taking place (within the confines detailed at 9.2) and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons for it will be conveyed in writing to the member in accordance with the constitution

10.4 The member should be advised of their right of appeal to the SFA..

11 Managing allegations of historical abuse

11.1 Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by a member. Where such an allegation is made these procedures must be followed.

12 Managing false or malicious allegations

12.1 Where after investigation, the allegation is found to be false or malicious the member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. The member involved may wish to seek legal advice.

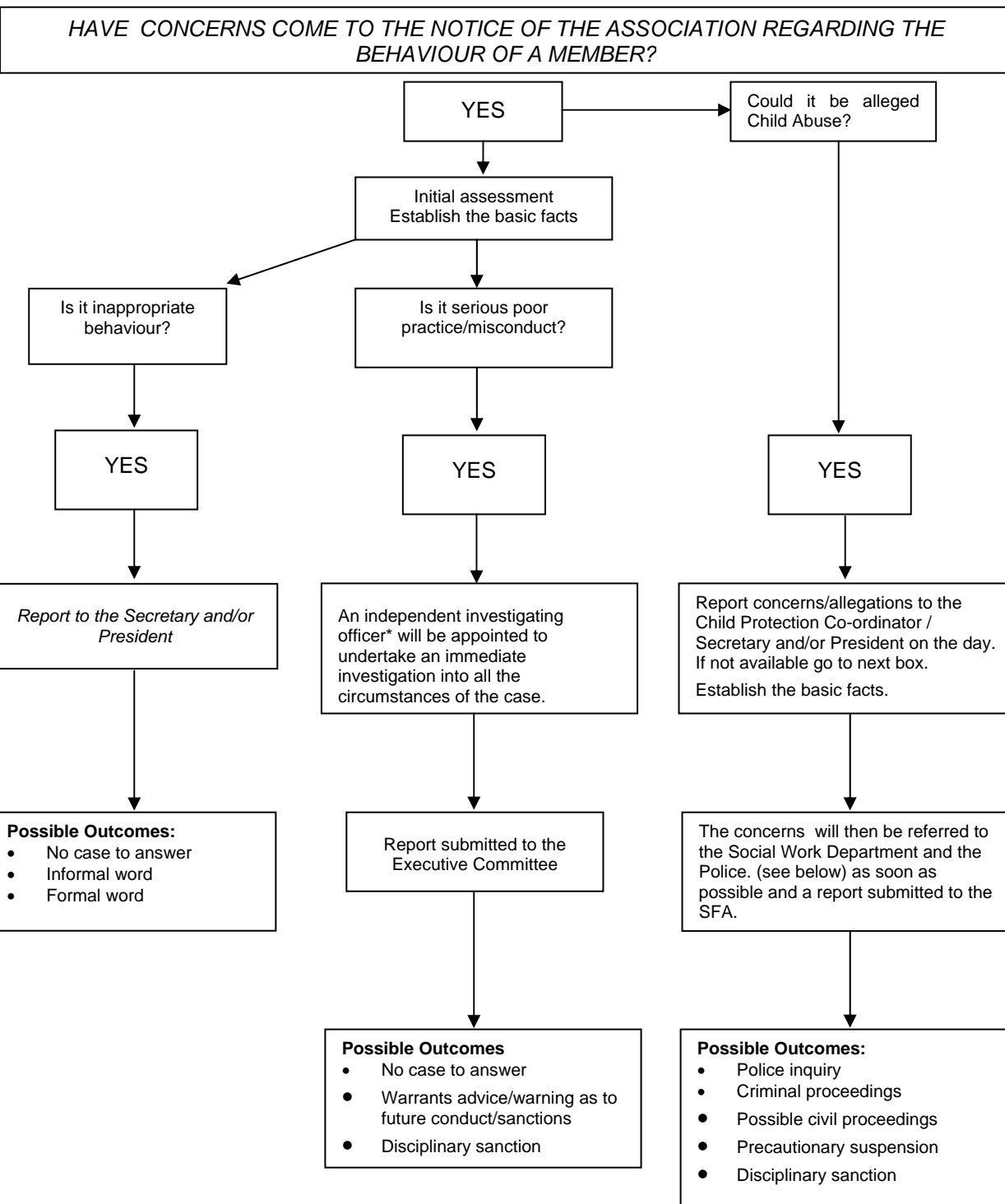
12.2 All records pertaining to the circumstances and investigation will be destroyed.

12.3 The member must be advised of the appropriate and available counselling services.

12.4 The Child Protection Co-ordinator must take all reasonable steps to support the member.

Flowchart 2

Guidelines in relation to concerns about a member of the Referees' Association including alleged/suspected Child Abuse



* If the person appointed is not the Child Protection Co-ordinator, he or she will be a member of the Association.

This form must be completed *as soon as possible* after receiving information that causes concern about the welfare of a child or vulnerable adult. This must be passed to one of the appropriate Child Protection Coordinators as soon as possible after completion: do not delay by attempting to obtain information to complete all the details.

1. Details of person making report

Name:
Position:
Contact telephone number:
Address:

2. Details of Child/ Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

3. Details of person about whom there is concern

Name:
Position:
Date of Birth:
Address:

4. If you are reporting this alleged incident on behalf of someone else, please provide details of that person:

Name:
Position:

Address:
Contact telephone number:
Date this person advised you of alleged incident:
Record here the information you were given from this person about the alleged incident (continue on a separate sheet if necessary):

5. Details of the alleged incident

Date of alleged incident:	Time:	Place:
Names and addresses of witnesses:	Names and addresses of witnesses:	
Describe in detail the incident causing concern:		
Was the child/vulnerable adult asked what happened: YES/NO		
If yes, record exactly what the child/vulnerable adult said in their own words and any questions asked if the situation needed clarification (continue on a separate sheet if required):		

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6. Details of action taken

Detail what action, if any, has been taken following receipt of this information including whether you have spoken to an official of the child's club:

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7. Details of when passed to the Child Protection Co-ordinator

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Signature:

Print name:

Date:

APPENDIX 5

Child Abuse Referral Form

This form must be completed *as soon as possible* after receiving information that may suggest that a child is at risk or there are any concerns regarding possible abuse of a child or vulnerable adult.

1 Details of person making report

Name:
Position:
Contact telephone number:
Address:

2 Details of Child/ Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

3 Details of person about whom there is concern

Name:
Position:
Date of Birth:
Address:

4 If you are reporting this alleged incident on behalf of someone else, please provide details of that person:

Name:

Position:
Address:
Contact telephone number:
Date this person advised you of alleged incident:
Record here the information you were given from this person about the alleged incident (continue on a separate sheet if necessary):

5 Details of the alleged incident

Date of alleged incident:
Time:
Place:
Names and addresses of witnesses:
Names and addresses of witnesses:
Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any (use diagrams if this helps you to describe the injury). Continue on a separate sheet if required):
Was the child/vulnerable adult asked what happened: YES/NO If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarification (continue on a separate sheet if required):

6 Details of contact with the parent/guardian/carer

Note: Social Work or Police would normally do this

Have the parents/guardians/carers been advised of this matter? Yes /No
If yes, by whom and record any action taken by them:

7 Details of action taken

Detail what action, if any, has been taken, by you, following receipt of this information:
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8 Details of external agencies contacted

Police	Police station contacted: Name and contact number of Police Officer: Advice received:
Social Work Department	Social Work Dept: Name and contact number of individual: Advice received:
Other:	Name of organisation: Name and contact number of individual: Advice received:

9 Other information

Record any other information you have about this matter (it is important that <i>all</i> information is passed on even that which you think is not important or helpful).

Signature:

Print name:

Date:

PLEASE NOTE

Where a referral has been made to the Police and Social Work Department a copy of this form must be sent to them.

APPENDIX 6

DISCLOSURE OF ABUSE – QUESTIONING OF CHILDREN

1. Only ask enough questions to gain basic information.
2. Take the allegation seriously; support the child – do not investigate.
3. Use open-ended questions: ✓ Avoid leading questions: ✗

When	When did it happen?	✓
	Did it happen last night?	✗
Where	Where did it happen?	✓
	Did he/she come into your bedroom?	✗
Who	Who did it?	✓
	Was it daddy? Etc.	✗
What	What happened?	✓
	Did such and such happen?	✗
How/Why	Avoid if possible! These questions require a judgement call by the child and may also induce guilt and blame and self-recrimination.	

Remember

- a) Keep the questions open-ended
- b) Do not prompt or suggest to obtain the answer you think you want to hear
- c) Keep notes of initial disclosures sign and date on the same working day
- d) If making an electronic copy do not save to the hard disk, sign and date