



Scottish Disability
Sport



DISABILITY SPORT GLASGOW

Safeguarding Children, Young People and Adults at Risk Policies and Procedures

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Foreword

Disability Sport Glasgow has adopted a set of policies and procedures that cover equality and the safeguarding of children, young people and adults at risk.

This information and documentation has been compiled by Scottish Disability Sport and fully adopted by the Disability Sport Glasgow Management Committee on October 2023.

There are other member organisations that produce similar Policy and Procedures such as the Scottish Football Federation and Special Olympics Great Britain.

Each Member Club/Organisation must endorse and adhere to policies and procedures that mirror those of SDS and DSG.

Mission Statement

Create and support sustainable opportunities in inclusive sport through:

Empowering and enabling partners

Influencing behaviours and attitudes

Promoting and sharing best practice

Developing sporting pathways for recreation and competition.

1. INTRODUCTION

Disability Sport Glasgow (DSG) – Providing Safe and Secure Environments

Sport can have a very positive influence on the life of an individual with a disability. Sport can offer traditionally excluded communities the opportunity to participate, compete and achieve success in stimulating environments. Sport is fun and enjoyable and through sport essential life skills such as independence, social interaction, improved self-esteem, teamwork, leadership and confidence can be developed.

This process will only be successful and positive if the well-being of the participants is the number one priority. Those in responsible positions as volunteers, leaders or coaches must adopt practices and follow procedures that are supportive, empowering, protective and motivate the participants to give their best.

SDS is the co-ordinating body of sport for children, athletes and players with a disability of all ages and abilities in Scotland. SDS is fully committed to safeguarding the welfare of, and providing safe and secure environments for, all children, athletes, players, coaches, volunteers, officials and spectators to enjoy sport.

DSG is a full member of SDS and fully endorses this entire document.

2. DEFINITIONS OF CHILD AND ADULT AT RISK

a. Child

The DSG Safeguarding Policy for Children takes into consideration the National Guidance for Child Protection in Scotland 2014, the principles of “getting it right for every child” (GIRFEC) and the principles of the [SHANARRI Wheel \(see Appendix A\)](#). DSG recognises our responsibility to promote safe practice and to protect children and young people from harm, poor practice, exploitation and abuse. DSG is fully committed to a rights-based approach and therefore recognise and implement the general principles of the [UN Convention on the Rights of the Child \(UNCRC\)](#).

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

Definition – “Child”

The [Children and Young People \(Scotland\) Act 2014](#) – a child is defined as anyone who has not reached the age of 18.

DSG recognise anyone under 18 as a child. For the purposes of this policy, “children”, “child”, and “young person” refer to persons up to the age of 18.

b. Adult at Risk

Definition – “Adult”

A person aged 16 years or above, however anyone aged under 18 years old will be covered under “child” as well.

Definition of an “Adult at Risk”

The [Adult Support and Protection \(Scotland\) Act 2007](#) defines an adult at risk as someone who can't safeguard themselves, their wellbeing, their property or their rights; is at risk of harm and is experiencing:

- A disability
- A mental disorder
- Illness
- Physical or mental infirmity

An adult is at risk of harm if:

- The conduct of another person is causing (or likely to be causing) the adult to be harmed
- The adult themselves engages in conduct that is causing (or likely to cause) self-harm.

The term “adult at risk” replaces the previously used terms of “adult at risk” and “vulnerable adult”. A disabled/older person is not necessarily an adult at risk, and an adult at risk may not have an impairment.

The vulnerability of an adult at risk is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse, neglect and exploitation. It is not a given that by being in one of the above categories an adult is automatically considered to be at risk. This policy shall only take effect when an adult at risk is participating in any action covered under the jurisdiction of DSG.

3. GLOSSARY OF TERMS

Scottish Disability Sport (SDS) Disability Sport Glasgow (DSG)	The National Governing Body of sport for children, athletes and players with a disability in Scotland.
Child	Scots Law dictates this to be a person under 16. For the purposes of DSG Policies – “child” will cover ALL athletes under your care or supervision whatever their ability, disability, age, gender, sexual identity or ethnicity, including adults at risk.
Youth	Generally referred to meaning under 18 by other agencies, in this case to be taken as for “child”.
Athlete or Player	A person joining training in care of coach/sports leader.
Coach	Specifically employed or volunteering as a coach with direct responsibility for athletes or players.
Sports Leader	To be applied to all helpers, teachers and coaches, whether qualified, unqualified, paid or voluntary.
Child Protection	Our “duty of care” to all within our sport and all that this involves in terms of training, communication and process development.
Disclosure	The term to be applied to all reporting and allegations of concern or abuse.
Regular	As a guideline, regular contact is considered to be more than three times per year. However, we would recommend that all staff needs are planned for and added into the recruitment process.

NOTE:

[Safeguarding in Sport](#) is a partnership between [CHILDREN 1ST](#) and [sportscotland](#). Like DSG, these organisations believe that all children and young people have the right to be protected from abuse and harm. Safeguarding in Sport supports sporting organisations to keep children and young people safe.



safeguardingsport@children1st.org.uk

4. PROMOTING GOOD PRACTICE FOR WORKING WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Although policies and procedures for the protection of children, young people and adults at risk are necessary, it is important to put them into perspective and not be intimidated by the information. The best way to comply with new legislation and procedures is to use common sense. DSG supports and requires the following good practice by members when in contact with children, young people and adults at risk. By demonstrating exemplary behaviour all paid and voluntary personnel can protect themselves from false allegations whilst securing a safe and enjoyable environment for all those involved.

When working with children, young people and adults at risk these good practice guidelines are recommended to minimise the risk of abuse:

- Sport should be fun, enjoyable and promote fair play.
- Always work in an open environment, e.g. avoid private, unobserved situations and secrets.
- Treat all children, young people and adults at risk with equal respect and dignity.
- Put the well-being of all children, young people and adults at risk first before winning or achieving performance goals.
- Be an excellent role model including no smoking or drinking alcohol in the company of children, young people and adults at risk.
- Offer enthusiastic and constructive feedback rather than negative criticism.
- Ensure if any form of manual or physical support is required for a child, young person or adult at risk, it is provided openly, the athlete is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly by demonstration; and thirdly, only if necessary, with hands-on – which must be accompanied by telling the child, young person or adult at risk where you are putting your hands and why this is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual respect that empower athletes to share in the decision-making process.
- Maintain a professional relationship with athletes, e.g. it is not appropriate to have an intimate relationship with a child, young person or adult at risk, or to share a room with them unless the specific care needs of the individual athlete dictates otherwise.
- Recognise the developmental needs and capacity of children, young people or adults at risk and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.
- 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.

5. DSG KEY CONTACTS FOR THE PROTECTION OF CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Everyone involved with Disability Sport Glasgow has a responsibility to ensure that all children, young people and adults at risk involved in programmes and activities do so within a safe and secure environment.

DSG has identified specific individuals who have particular roles to help ensure that appropriate policies and procedures are in place to prevent and where necessary deal with any concerns or incidents relating to the protection of children, young people or adults at risk.

- a. If you have any concerns or would like to discuss a specific issue relating to the protection of children, young people or adults at risk please contact:**

Lead Officer for the Protection of Children, Young People and Adults at Risk – Details of our Safeguarding Officer and contact details can be found on our website

www.disabilitysportglasgow.org

The Lead Officer has the responsibility to liaise with appropriate personnel and organisations to ensure the most appropriate response to any incidents or concerns. If you have any concerns or would like to report a specific incident about the protection of children, young people or adults at risk please contact DSG to discuss the issue in private and ensure confidentiality.

b. If you have any question or queries in relation to the policies and procedures of DSG please contact one of the following individuals:

OVERALL RESPONSIBILITY for ensuring the protection of children, young people and adults at risk: Disability Sport Glasgow Chairperson. Contact details can be found on our website

www.disabilitysportglasgow.org

The CHAIR has the overall responsibility of ensuring that the protection of children, young people and adults at risk is a key target of the organisation and that the appropriate work is carried out to ensure this is implemented. The CHAIR receives guidance and support from SDS to ensure policies are being developed and implemented within the organisation.

6. RECOGNISING AND REPORTING SUSPECTED OR ACTUAL ABUSE

DSG Anti-Bullying Policy

Reviewed by Board – October 2023

Overview

Disability Sport Glasgow (DSG) believes that every individual has the right to experience sport in a safe environment free from abuse and bullying.

This policy takes into consideration the Scottish Government funded anti-bullying policy: respect me, Scotland's Anti-Bullying Service, managed in partnership with [SAMH \(Scottish Association for Mental Health\)](#), and [LGBT Youth Scotland](#). For more information, go to:

<https://beta.gov.scot/publications/respect-national-approach-anti-bullying-scotlands-children-young-people/pages/2/>

Statement of Intent

Everyone has the right to participate in sport and leisure activities in an environment and culture where they feel respected, encouraged and safe from harm. Bullying is an issue which can arise within the sports environment and can breach these rights. As such, this policy has been implemented because DSG is committed to providing a caring, friendly and safe environment for all so they can participate in sport in a relaxed and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated. If bullying does occur, we want individuals to know who to tell in DSG and know that incidents will be dealt with promptly, effectively and compassionately. This means that anyone who knows that bullying is happening understands why they need to tell the nominated DSG representative at the time or report the matter to the DSG Coordinator. Contact details can be found on our website www.disabilitysportglasgow.org

Objectives of This Policy

This policy is to make the approach taken by DSG towards bullying clear so:

- Everyone has an understanding of what bullying is;
- Everyone knows what the DSG policy is on bullying, and knows what to do if it arises and/or is reported;

- Everyone is assured that DSG takes bullying seriously and has an understanding that they will be supported when bullying is reported. All complaints will be dealt with seriously, promptly and with confidentiality; and
- It is clear to all that DSG will not tolerate bullying.

What Do We Mean by Environments?

For the purpose of this policy an environment refers to the conditions (both physical and rules) set for controlling any sporting activity taking place. In this policy and context, an DSG controlled environment means any occasion where the conditions are set and controlled by DSG and, therefore, it is within the control of DSG to change the conditions if necessary. A non-DSG controlled environment refers to any occasion where DSG may be represented or have individual DSG members, athletes, coaches or volunteers involved but the conditions are set by a third party, e.g. a Club or partner organisation.

What Are Harassment and Bullying?

Harassment

Harassment is unwanted or offensive conduct related to one of the following grounds (which are known as “protected characteristics”):

- Sex;
- Sexual orientation;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Age;
- Gender reassignment;
- Race
- Disability;
- Religion or belief;

where the conduct affects an individual’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This can include unwelcome physical, verbal or non-verbal conduct. Such behaviour is unacceptable:

- Where it is unwanted, unreasonable or offensive to the recipient;
- Where it is used as the basis for an employment decision;
- Where it creates an intimidating, hostile, degrading, humiliating or offensive working environment.

Harassment often (but not exclusively) targets a protected characteristic of the victim. A person may also be harassed because of their relationship with someone else (through association) or because of others’ perception of them.

Bullying

Bullying can be defined as aggressive, offensive, abusive, intimidating, malicious or insulting behaviour, which makes (or intends to make) the recipient feel hurt, upset, threatened, humiliated or vulnerable, undermines their self-confidence and causes them to suffer stress. Bullying can arise from a one-off incident or may happen repeatedly. Some examples of bullying are:

- Emotional – being unfriendly, excluding, tormenting (e.g. threatening gestures);
- Physical – pushing, kicking, hitting, punching or any use of violence;
- Prejudice-based bullying;
- Verbal – name-calling, sarcasm, spreading rumours, teasing; and/or
- Cyber – all areas of social media misuse, including abuse by text messaging and calls, misuse of camera and video technologies.

Awareness

DSG hopes to avoid incidents of bullying and has taken steps to outline in its code of conduct and policies, what is acceptable and proper behaviour. All member Clubs, staff, athletes, coaches and volunteers are

given the opportunity to review these documents and agree to abide by the conduct set out in these documents. This includes this Anti-Bullying Policy. All these documents are available on the DSG/SDS website.

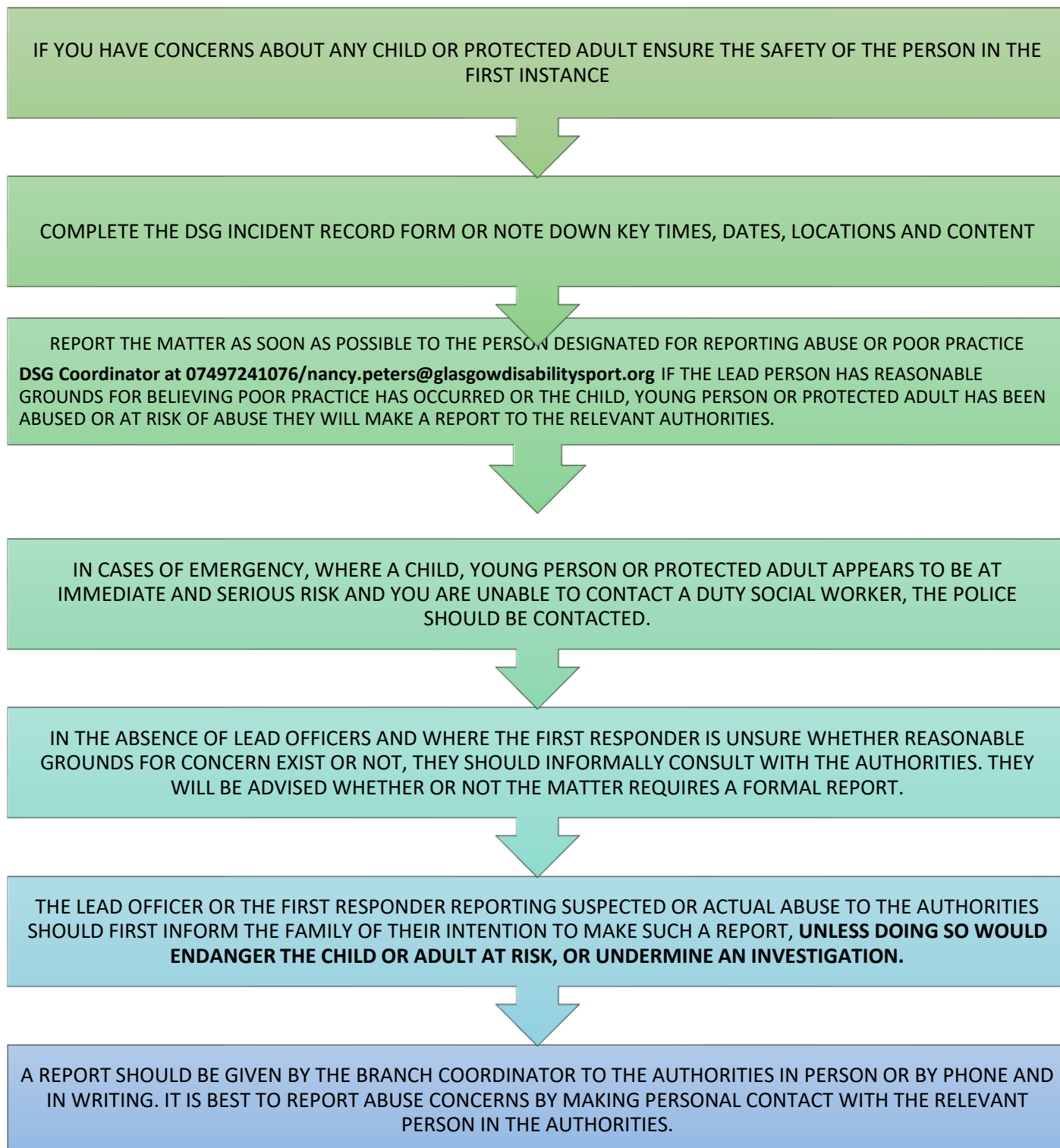
In an DSG controlled environment, DSG will appoint an individual as the named contact (First Responder) for reporting all incidents of welfare concern, including bullying. Where appropriate, this individual will attempt to manage and resolve the situation at the time.

Should it not be possible to report the concern to the DSG appointed individual at the time any concerns can be reported directly to the DSG CHAIR. Regardless of when the situation is resolved, all concerns will be reported to the DSG CHAIR for the purposes of maintaining a record.

If anyone has a concern about welfare, including bullying, then please report this to the DSG Coordinator. Contact details can be found on our website www.disabilitysportglasgow.org

Procedure in an DSG Controlled Environment

As with all matters relating to welfare and conduct in an DSG controlled environment, the DSG Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals can be found in detail within the DSG Safeguarding Children, Young People and Adults at Risk Policies and Procedures documents. This means the handling of any bullying incident shall be dealt with as follows:



In cases where welfare concerns, including bullying, involve individuals under 18 years of age, parents or guardians will be made aware of the incident and involved in the investigations and disciplinary process. Also, as outlined in the DSG Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals, if the concerns are sufficient and it is deemed appropriate, Police Scotland will also be consulted and involved.

Procedure in a Non-DSG Controlled Environment

As with all matters relating to welfare and conduct, the DSG Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals shall be followed. This means the handling of any bullying incident shall be dealt with as follows:

- Accessing a confidential contact – for non-DSG controlled environments, there will not be an DSG nominated individual so please contact **DSG Chairperson**. **Details can be found on our website www.disabilitysportglasgow.org** Depending on the circumstances, DSG may nominate an individual closer to you as a confidential contact for you to speak to and to help resolve the situation;
- Informal stage, i.e. this can be a series of conversations, including mediation, to address behavioural concerns with the relevant parties. This can be facilitated by DSG or by the body responsible for the occasion, depending on what is deemed appropriate by the DSG CHAIR; and
- Formal stage, i.e. an investigation, managed by the DSG CHAIR, to report on findings and agree the actions that need to be taken to address any behavioural concerns and reduce the chance of repeated incidents. In non-DSG controlled environments, actions available to DSG relating to the environment will be limited.

In cases where bullying involves individuals under 18 years of age, parents or guardians will be made aware of the incident and involved in the investigation and disciplinary process and, as outlined in the DSG Procedures for Complaints, Concerns, Grievances, Disciplinary and Appeals, if the concerns are sufficient and it is deemed appropriate, Police Scotland will also be consulted and involved.

Taking Action

The DSG Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals outlines the process to be followed and type of action available. When deemed appropriate by the nominated DSG representative, action will be taken to address matters in the following order:

- Preventative measures to reduce the risk of that individual suffering from any further bullying (these may be limited in non-DSG controlled environments); then
- Action to address the conduct of the individual(s) displaying bullying behaviour.

Preventative Measures

Preventative measures shall be viewed with regards to:

- Immediate changes – these can include a change of process, room sharing for a squad session, etc.; and
- Long-term changes – taking note of any incidents and, where practicable, putting in place plans to reduce the risk of future bullying at the club, event or squad session.

Action

When addressing the conduct of the individual(s) displaying bullying behaviour, the following is a non-exhaustive list providing examples of actions that could be taken to help prevent, or react to, incidents of bullying:

- Holding a reconciliation meeting between parties at an appropriate time;
- For those under the age of 18, the parent of the child displaying bullying behaviour, or the bullied individual can be asked to attend events, club or squad sessions, if they are able to do so, and if appropriate;
- Supporting those displaying bullying behaviour to change their behaviour;
- Holding a session with the squad or event attendees to review what is and is not appropriate behaviour (only applicable in an DSG controlled environment);
- Working to improve procedures and processes for managing/responding to concerns;

- Further/increased monitoring to ensure repeated bullying behaviour does not take place;
- The individual(s) displaying bullying behaviour receives a verbal warning;
- The individual(s) displaying bullying behaviour receives a written warning;
- The individual(s) displaying bullying behaviour receives a final written warning;
- The individual(s) displaying bullying behaviour is withdrawn from the club, event or squad session;
- The individual(s) displaying bullying behaviour is suspended from taking part in SDS events or squad sessions for a period.

When deciding on what action to take, those involved in the decision will be informed if any individual displaying bullying behaviour in this incident has had previous incidents relating to their conduct, including the nature and action taken at the time, to help determine what action should be taken on this occasion.

Where appropriate, coaches, volunteers or club officials involved with any of the individuals, will be made aware of any incidents and action taken to help with the monitoring and management of any behaviour.

Written Records

For matters where the procedure does not proceed beyond the informal stage, the following summary information will be collected by the DSG CHAIR from the DSG Lead Safeguarding Contact:

- Summary of incident, including the names of those involved;
- Summary of the informal investigation process to corroborate information; and
- Summary of what action, changes and which people/bodies were informed and when, if any.

For matters advancing to the formal stage, more detailed information on the incident and subsequent action taken will be captured in the report produced by the investigator and the minutes from the group tasked with reviewing the evidence and agreeing on the action to be taken.

Any information collected from the informal or formal stage will be kept confidential, stored securely and indefinitely, only to be used when the individual(s) involved have been deemed to have been displaying undesirable conduct on a future occasion or as part of a future police investigation.

Further Advice

For further advice or to discuss any concerns please contact the DSG Coordinator. Contact details can be found on our website www.disabilitysportglasgow.org

Disability Sport Glasgow Incident Record Form



PRIVATE & CONFIDENTIAL

Name of Club:

This form is to be used to record an occurrence or allegation of abuse. Please complete all relevant sections carefully and accurately.

Remember to maintain confidentiality. Do not discuss the incident with anyone, other than the Coordinator for the Protection of Children, Young People and Adults at Risk or the appropriate external agencies.

Your name:	
Your position:	
Athlete's name:	
Athlete's address:	
Parent/guardian name:	
Parent/guardian address:	
Athlete's date of birth:	
Date and time of alleged incident:	
Record exactly what the child said and what you said/asked to clarify the situation. Remember, do not influence or lead the athlete's account – record actual details. (Use a separate sheet and attach if necessary.)	
Your observations, who you spoke to and when:	
Action taken to date and when:	

7. TYPES OF ABUSE

National Policy and Guidance for statutory agencies in the UK generally refer to four categories of abuse. These are:

- Physical abuse;
- Psychological abuse;
- Financial abuse;
- Neglect;
- Sexual abuse;
- Emotional abuse.

In addition to the categories as listed above, DSG also recognises that discrimination and bullying can have severe and adverse effects on children, young people or adults at risk. In its commitment to protect children, young people or adults at risk from all potentially harmful behaviour, DSG will deal with any discrimination and bullying under these procedures.

Recognising child abuse is not easy and it is not DSG's responsibility to decide whether a child or young person has been abused. It is their responsibility to pass on any concerns and for the police and social work services to investigate the concerns.

The descriptions and lists below are not definitive or exhaustive. They are designed to help DSG to be more alert to the signs of possible abuse.

DSG should remember that in relation to abuse, an assessment of reasonableness should always be applied. This refers to any possible allegations as well as considering what action to take when someone has concerns. For example: if, to a reasonable person, a child requires medical attention and no-one secures it within a reasonable time, then an allegation of neglect may be valid.

8. PHYSICAL ABUSE

Physical abuse may involve the actual or attempted physical injury to a child or young person. Physical abuse may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to the child they are looking after.

Physical abuse may be a deliberate act or may result from a failure of somebody to do something, or from a failure by someone to fulfil his or her duty to protect a child.

a. Physical Injury in Sport

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

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

b. Signs of Possible Physical Abuse

Most children will sustain cuts and bruises throughout childhood. These are likely to occur in bony parts of the body like elbows, shins and knees. In most cases, injuries or bruising will be genuinely accidental. An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on a part of the body where accidental injuries are unlikely. The age/maturity of the individual must also be considered. Signs of possible physical abuse include:

- Unexplained injuries or burns, particularly if they are recurrent;
- Improbable explanations or excuses given to explain injuries;
- Refusal to discuss injuries;
- Fear of parents being approached for an explanation;
- Fear of returning home;

- Untreated injuries, or delays in reporting them or in seeking medical attention;
- Excessive physical punishment to themselves;
- Arms and legs kept covered in hot weather;
- Avoidance of activity where legs, arms, etc. will be visible,
- Aggression towards others/acceptance of physical aggression as a normal way of life;
- Running away.

When considering the possibility of non-accidental injury, it is important to remember that injuries may have occurred for other reasons, e.g. skin disorders, rare bone diseases.

9. NEGLECT

Neglect is the persistent failure to meet the basic needs of an individual. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing or cleanliness. It may also include leaving a child or adult at risk at home unattended, exposure to conditions where they may be caused unnecessary suffering or injury, or the failure to ensure that appropriate medical care or treatment is received.

a. Neglect in Sport

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

- Exposure to unnecessary cold or heat;
- Exposure to unhygienic conditions, lack of food, water or medical care;
- Non-intervention in bullying or taunting;
- Training for too long without sufficient re-hydration and rest breaks;
- Leaving children or young people unsupervised for any period;
- Inability to implement sufficient warm-up before strenuous activity – increasing risk of injury.

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

b. Signs of Possible Physical Neglect

- Constant hunger;
- Poor personal hygiene;
- Constant tiredness;
- Poor state of clothing;
- Frequent lateness (that sometimes includes explanations of the individual having to get him/herself up in the morning, fed and out to school/training);
- Untreated medical problems;
- Low self-esteem;
- Poor peer relationships;
- Stealing.

10. SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities whether they are aware of, or consent to, what is happening. The activities may involve physical contact, including penetrative or non-penetrative sexual acts. The activities may also involve non-contact activities such as forcing children or young people to look at pornographic material or be involved in the production of pornographic material, to watch sexual activities, or encouraging them to behave in sexually inappropriate ways.

Child prostitution is sexual abuse. Many young people believe that they have chosen to prostitute and that they are in control of what they do. The reality is that many are in great danger and are being exploited by adults.

Boys and girls can be sexually abused by males and/or females, including persons to whom they are not related and by other young people. This includes people from all walks of life. Many adults who sexually abuse children do have ongoing “normal” adult sexual relationships.

a. Sexual Abuse in Sport

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

- Exposure to sexually explicit inappropriate language, jokes or pornographic material;
- Inappropriate touching;
- Engaging in any sexual activity or relationship;
- Creating opportunities to inappropriately observe the bodies of children and young people.

Not all children, young people or adults at risk are able to tell that they have been sexually abused. Either they may not be able to tell or they may not know that they have been victims of abuse. Abusive adults who are skilled in grooming children will behave in such a way that the child is unaware that they are being set up for abuse or, in some cases, are being abused.

Changes in an individual's behaviour may be the signal that something has happened. It is important to note, however, that there may be no physical or behavioural signs to suggest that a child, young person or adult at risk has been sexually abused.

b. Signs of Possible Sexual Abuse

Behavioural signs

- Lack of trust in adults;
- Over-familiarity with adults;
- Fear of a particular adult, or adults;
- Developmental regression (begins to behave like a much younger child);
- Social isolation – withdrawn or introverted (especially if this is a change from normal);
- Running away from home;
- Sudden school problems, e.g. falling standards, truancy;
- Reluctance or refusal to participate in normal coaching/training/games, or to change clothes in the company of others;
- Low self-esteem;
- Drug, alcohol or substance misuse;
- Fear of bathrooms, showers, closed doors, etc.;
- Fear of medical examinations;
- Poor peer relationships;
- Stealing;
- Irrational fears;
- Eating disorders;
- Psychosomatic factors, e.g. recurrent pain;
- Sexual promiscuity;
- Over-sexualised behaviour;
- Display of sexual knowledge beyond the child's age
- Unusual interest in the genitals of adults, children or animals;
- Sexually explicit drawings;
- Compulsive masturbation.

Physical or medical signs

- 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 the 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;

- Itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis;
- Stained underwear;
- Unusual genital odour;
- Self-mutilation, suicide attempts.

11. EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment of a child, young person or adult at risk such as to cause severe and adverse effects on their emotional development. It may involve conveying that they are worthless, unloved, useless, inadequate or not valued.

It may feature age or developmentally inappropriate expectations being imposed. It may also involve causing the individual to feel frequently frightened or in danger, such as when they have to live in a home where there is domestic violence or aggression. It may involve corruption or exploitation.

a. Emotional Abuse in Sport

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

- Exposure to humiliating or aggressive behaviour or tone;
- Demeaning efforts by continuous negative feedback;
- Failure to intervene where self-confidence and worth are being challenged or undermined.

b. Signs of Possible Emotional Abuse

- Low self-esteem;
- Continual self-deprecation/criticism (“I’m hopeless”, “I’m useless”, etc.);
- Sudden speech disorder;
- Significant decline in concentration;
- “Neurotic” behaviour, e.g. rocking;
- Self-mutilation, suicide attempts;
- Compulsive stealing;
- Extremes of passivity or aggression;
- Running away;
- Indiscriminate friendliness;
- Fear of parents being contacted.

12. NEGATIVE DISCRIMINATION (INCLUDING RACISM)

Children, young people or adults at risk may experience harassment or negative discrimination because of their race, ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, DSG will treat such behaviour as potentially emotionally abusive. These procedures therefore apply.

13. IDENTIFYING AND 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 young person’s self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and, at worst, cause depression or feelings of worthlessness that can lead to suicide.

To ensure that DSG creates an atmosphere where bullying of children and young people is unacceptable and to help manage bullying issues, the following guidelines have been developed.

In some cases of abuse it may not be an adult abusing a young person. Children and young people may also be responsible for abuse, for example, in the case of bullying. Bullying may be seen as particularly hurtful behaviour usually repeated over a period, where it is difficult for those bullied to defend themselves. Bullying can take many forms, including:

- Physical, e.g. hitting or stealing belongings;
- Verbal (including teasing), e.g. racist remarks, spreading rumours, threats or name-calling;
- Emotional, e.g. isolating a person from the activities or social acceptance of the group;
- Harassment, e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.

Children and young people may be bullied by adults, their peers and in some cases by their families.

a. Identifying Bullying

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 is a list of common victim behaviour:

- Hesitates to come to training/coaching sessions or other group activities;
- Is often/repeatedly the last one to be picked for a team for no apparent reason;
- Is reluctant to go to certain places or join in with certain people;
- Has clothing or personal possessions that go missing or are damaged;
- Keeps “losing” their pocket money;
- Is quite nervous, withdraws from other people and becomes quiet and shy, especially if they have previously been quite an outgoing person;
- A usually quiet person suddenly becomes prone to lashing out at people, either physically or verbally.

These signs should make the responsible adult think and begin to ask questions and assess what may be happening.

b. Action to Help the Victim(s) and Prevent Bullying

- Tell everyone, at the outset, that bullying will not be accepted in the group/team;
- Take all signs of bullying seriously;
- Encourage all children and young people to speak and share their concerns. Help the victim(s) speak out and tell the person in charge or someone in authority;
- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour;
- Take all allegations seriously and act to ensure the victim is safe. Speak with the victim(s) and the bully(ies) separately;
- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise not to tell other people about the bullying;
- Keep records of what is said, i.e. what happened, by whom and when;
- Report any concerns to the DSG Lead Officer for the Protection of Children, Young People and Adults at Risk.

c. Action Towards the Bully(ies)

- Seek an apology from the bully to the victim;
- Inform the bully’s parents/guardians;
- Impose appropriate sanctions as necessary;
- Encourage and support the bully(ies) to change behaviour;
- Keep a written record of action taken.

Any suspicions or allegations of bullying of a child or young person raised will be addressed as outlined in section A3.0, A3.1, A3.2, A3.3 disclosures, allegations and suspicion of abuse sections in the DSG Ethics and Equality Policies and Procedures Handbook.

14. PROTECTING PROTECTED GROUPS (SCOTLAND) ACT 2007 (PVG SCHEME)

Everyone who is undertaking regulated work with Disability Sport Glasgow is required to join the PVG Scheme.

Background

- The [Protecting Protected Groups Scheme \(“The PVG Scheme”\)](#) was introduced by the Scottish Government in 2011.
- This law applies to organisations and groups across the statutory, voluntary and private sectors that provide services and activities for children, young people and/or adults at risk. This includes DSG Clubs, associated sports clubs and sports organisations.
- For DSG Clubs, associated sports clubs and sports organisations the PVG Scheme will relate to work with children and young people and involve work with adults at risk.

Eligibility to Join the Scheme

- People doing certain types of work in Scotland, known as regulated work, with children, young people and/or adults at risk can apply to join the PVG Scheme, e.g. sports coaches.
- On first application for membership to the Scheme, checks will be carried out by [Disclosure Scotland](#). Unless these checks uncover information which makes the applicant unsuitable to work with one or both of the above groups the applicant will become a scheme member.
- It will be an offence for someone who is barred from regulated work to do or seek to do that type of regulated work. It will be an offence for an organisation to employ an individual in regulated work if they are barred. Hence the need for scheme membership as part of the recruitment process.

Further guidance and information are available from a variety of sources including:

- Scottish Government’s PVG website: <https://www.mygov.scot/pvg-scheme/>
- CRBS PVG Scheme Help Services: 0870 609 6006 (ask for the PVG Help Service)
- PVG guidance document: <https://www.mygov.scot/pvg-applicant-guide/applicants-guide-application-to-join-2016.pdf?inline=true>
- Regulated Work Self-Assessment Tool: P

15. DSG – VOLUNTEER POLICY

This Policy will operate on the following guidelines:

- a. Volunteers shall have the support and approval of our organisation’s management and administration. Opportunities will be provided for volunteers to represent their views at all levels of the organisation. This is done through the DSG management.
- b. Management will regularly review the benefits of volunteers to the organisation.
- c. All paid staff will be fully informed of the rights and responsibilities of the volunteers.
- d. DSG shall regularly review its policy concerning insurance, working conditions and other benefits to volunteers.
- e. Before commencing volunteering, DSG will require the submission of an application form, uptake of suitable references and for volunteers to be subject to a Disclosure or PVG check (only unspent convictions need to be declared)
- e. As part of the recruitment process, volunteers will be provided with clear roles and responsibilities.
- f. Roles and responsibilities will match the volunteer’s skills, talents and interests.
- g. As part of the recruitment process volunteers will be asked to complete an equality monitoring form.

16. DSG – RECRUITMENT OF EX-OFFENDERS POLICY

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record to paid/unpaid childcare and adult at risk posts within Disability Sport Glasgow.

Disability Sport Glasgow undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure based on conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in a childcare/adult at risk position within the organisation. Only unspent convictions deemed relevant to the position need to be declared and will result in the applicant not being granted the position.

This organisation implements a fair recruitment policy that ensures individuals can disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out to determine whether the conviction or conviction information is relevant to the position.

17. DSG DATA PROTECTION ADVICE

Listed below are the recommendations for processing data related to the protection of children, young people and adults at risk.

Document	Where to Store	Who has Access	How Long to Keep	How to Dispose
References	Secure	DSG Chair	3 years after person leaves	Permanently delete, shred or burn
Application Form	Secure	DSG Chair	3 years after person leaves	Permanently delete, shred or burn
Disclosure Form	Secure	DSG Co-ordinator (collator)	90 days	Permanently delete, shred or burn
Self-Declaration Form	Secure	DSG Co-ordinator	90 days or longer in exceptional circumstances	Permanently delete, shred or burn
Incident Reports	Secure	DSG Lead Officer for the Protection of Children, Young People and Adults at Risk and DSG Chair	Indefinitely	Permanently delete, shred or burn

Please note that all documentation may be required for any criminal investigation.

DEFINITION

Secure

Kept in a locked place or secure online storage with restricted access. All documents are retained within a locked filing cabinet within the Head Office store room or secure online storage. Access restricted to Co-ordinator only.

Separate DSG GDPR policies available on website www.disabilitysportglasgow.org

18. CODE OF CONDUCT

DSG Code of Conduct

The DSG Code of Conduct is a set of general guidelines and recommendations for all paid and voluntary personnel that demonstrates exemplary behaviour, which should be followed at all times.

In addition to the generic Code of Conduct, DSG also identifies specific Codes of Conduct for individuals undertaking more specific roles within the organisation. These should be applied in conjunction with the main Code of Conduct.

The specific roles covered by these Codes of Conduct are:

- DSG Athletes, Coaches and Leaders Code of Conduct
- DSG Board Members Code of Conduct

If all DSG personnel abide by and promote these recommended behaviours and examples of good practice, DSG will provide safe and enjoyable sporting activities in appropriate settings.

DSG ATHLETE/COACH/VOLUNTEER CODE OF CONDUCT

Disability Sport Glasgow (DSG): DSG is committed to the highest standards in sport and expects all athletes, players and coaches to honour and observe the following code.

Respect for Others

- I will respect the rights, dignity and worth of other athletes, players, volunteers, coaches, friends, families and spectators while representing DSG.
- I will treat everyone equally regardless of disability, gender reassignment, sex or sexual orientation, ethnic origin, marriage and civil partnership, pregnancy or maternity, religion or race.
- I will be a positive role model for other athletes, players and coaches.

Be Professional and Responsible

- My manner, language, punctuality and preparation will be of the high standard expected by DSG.
- I will be aware that I am representing DSG while training and competing and will ensure that I do not bring DSG or my sport into disrepute. This includes personal behaviour and communication including social media.
- I shall communicate in advance to DSG if I am ill or unable to attend any training session, competition or event.
- I will display control, respect, dignity and professionalism to all involved and associated with DSG (other athletes, players, opponents, team mates, officials, coaches, administrators, parents and spectators).
- I will encourage other athletes, players and coaches to demonstrate the same qualities.
- I will refrain from any form of personal abuse towards athletes, players, coaches and others, including verbal, physical and emotional abuse.
- I will be knowledgeable about the sports rules required for each sport with which I am involved.
- I shall set exemplary standards in dress and uniform for the sports with which I am involved.
- I will try at all times to ensure that I am ready to compete and in a position to perform to my full potential.
- I shall practice and play within the spirit of the game and uphold the highest standards of fair play at all times.
- I will comply with relevant DSG policies and procedures and confirm that I have read and understood the following:
 - Anti-Corruption (Bribery) Policy
 - Anti-Corruption (Sports Betting) Policy
 - Anti-Doping Policy
 - Data Protection Policy

Health and Safety for Athletes, Players and Coaches

- I will ensure as far as I am able that any equipment I use and facilities I access are safe to use.
- I will be aware of my limitations as an athlete or coach that are highlighted on any medical information I provide for DSG.
- I will maintain the same interest and support to any injured or sick athletes, players and coaches.

I understand that if this Code of Conduct is violated in any way, it could prohibit me from being involved with Disability Sport Glasgow.

Signed: _____

Print name: _____

Anti-Doping Policy

Disability Sport Glasgow is committed to protecting the fundamental rights of athletes to participate in drug-free sport and in so doing promote health, well-being and fairness for athletes and players competing in disability sport in Scotland.

Disability Sport Glasgow (DSG) is a member of Cerebral Palsy International Sports and Recreation Association (CPISRA), International Federation of Cerebral Palsy Football (IFCPF), United Kingdom Boccia Federation (UKBF) and the International Bowls for the Disabled (IBD). Furthermore, we are an associate member of Boccia International Sports Federation (BISFed). As such all athletes, coaches, carers and volunteers associated with SDS must abide by the UK Anti-Doping Rules.

Data Protection Policy

Data processing means collection, storage, organising, amendment, deletion and sharing information about an individual. For DSG purposes this covers: name; address; telephone number; email address; racial or ethnic origin; religious or similar beliefs; and physical or mental health condition including disability.

Data must only be processed fairly and legally, for specified purposes, and be kept accurate, be kept no longer than necessary and be kept secure.

If you believe in any way that DSG is not processing personal data in accordance with these principles, please contact **DSG Coordinator. Contact details can be found on our website www.disabilitysportglasgow.org**

Individuals must be adequately informed, in a manner appropriate to their age and understanding, of how DSG will process any personal data collected. If there is an intention to share any personal data with third parties, e.g. sponsors, SGBs, etc., this must be clearly explained to the individual.

Before passing personal data to third parties other than those involved in the coordination of DSG programmes, consent of the individual must be obtained. Personal data must not be shared with external parties for marketing purposes or to host mailings on behalf of third parties.

Any breach of data protection must be reported immediately to **DSG Chair** or in his absence to a nominated representative. Breaches are loss or damage, or potential loss or damage, to data and include such circumstances as loss or damage to a computer or smartphone.

DSG PARENTS CODE OF CONDUCT

Disability Sport Glasgow (DSG): DSG is committed to the highest standards in sport and expects all parents/guardians/carers to honour and observe the following code. All parents/guardians are expected to:

- Respect the rights, dignity and worth of other athletes, players, volunteers, coaches, friends, families and spectators;
- Treat everyone equally regardless of disability, gender reassignment, sex or sexual orientation, ethnic origin, marriage and civil partnership, pregnancy or maternity, religion or race;
- Ensure athletes/players are on time to events/competitions and are left safely in the care of the club/team and are picked up promptly;
- Keep coaches'/event organisers up to date with any medical/contact changes;
- Be a positive role model for the athletes, players and the other parents;
- Exhibit manner and language of the high standard expected by DSG;
- Display control, respect, dignity and professionalism to all involved and associated with DSG (coaches, athletes, players, opponents, team mates, officials, administrators, other parents and spectators) and encourage participants to demonstrate the same qualities;
- Refrain from any form of person abuse towards athletes, players and others, including verbal, physical and emotional abuse;
- Encourage their children to learn the rules and participate within them, and help their child to recognise good sportsmanship and to applaud the good performances of all;
- Recognise the value and importance of coaches to your child. Do not undermine them; they give their time and effort to provide a recreational activity for your child's benefit;
- Not interrupt the coach or attempt to communicate with a participant whilst a coaching session is in progress;
- Encourage your child but do not coach. Advice needs to be given by the club/event staff. Conflicting advice will only lead to confusion and undermine confidence;
- Not physically or verbally abuse or harass anyone associated with the sport (participant, coach, officials or spectators);
- Discourage challenging/arguing with officials;
- Be positive about the club and how it works. If you see a problem or have a concern please raise this with a member of the club committee or event staff, who will ensure that the matter receives attention;
- Support your child's involvement and help them to enjoy their sport.

I understand that if this Code of Conduct is violated in any way, it could prohibit me from being involved with Disability Sport Glasgow.

Signed: _____

Print name: _____

GUIDANCE ON CHANGING ROOM MANAGEMENT / CHAPERONING

An area where children and adults at risk are most vulnerable can be a changing rooms and shower facilities. There can be a number of challenges in this area from limited changing facilities, single room changing/no privacy cubicles, mixed changing, changing used by club and non-club members and age appropriate changing.

Public/private facilities where children and adults at risk have to use the same changing area:

- Any specific changing area concerns should be discussed with the centre management
- Wherever possible, adults should avoid changing or showering at the same time as children/adults at risk – where there are no privacy cubicles and the facilities are communal
- Identify a specific junior/adult at risk shower cubicle or changing area if possible
- If space is limited identify periods of time (normally 20 – 30 min sections) which is solely for children or adult at risk member use of the changing/shower facilities
- Place a sign on the door / volunteer outside the door to make people aware of the restricted use and time frame
- Notify parents/carer as part of the event/squad/camp information process that adults and children/adults at risk may need to share a changing facility and what processes will be used to manage/monitor the facilities
- All care at National events and squads will be the responsibility of the individual through parent/carer support
- Where DSG takes responsibility for providing care i.e. residential camps, appropriately qualified and experienced care staff will be employed
- Children and adults at risk with a care requirement should be supported in changing rooms by parent/carer.
- When caring for a child/adult at risk, staff/volunteers should always work in pairs and not to be alone in these circumstances
- Depending on a facilities set up, the venue may take sole responsibility for the supervision and management of changing areas, they may view it as a joint responsibility between DSG and venue or may if DSG is the sole user group at that time deem the responsibility to lay with the DSG. It is important to establish what set up, expectations and protocols are in place with the venue.

Chaperoning/Supervising changing rooms

- Any DSG staff member or volunteer undertaking regulated work and who has a role requiring them to enter communal changing areas should be a member of the Protecting Vulnerable Group (PVG) scheme
- When caring for a child/adult at risk, DSG staff/volunteers should always work in pairs and not to be alone in these circumstances
- In an emergency or due to care requirements at an DSG camp/squad, the pair of DSG adult staff/volunteers may need to have access to changing facilities in a supporting role
- If children/adults at risk are uncomfortable changing or showering in public, they should not be pressured to do so, discuss the situation with their parents and consider if alternative provision can be made if appropriate
- In an emergency or due to care requirements, if an DSG staff member/volunteer has to enter a single gender changing room e.g. a male has to enter a female changing area, or vice versa, another staff member/volunteer adult of the opposite gender should accompany them.

GUIDELINES FOR TRANSPORTING CHILDREN AND ADULTS AT RISK

Disability Sport Glasgow (DSG) has responsibility for co-ordinating teams and squads that will require children and adults at risk to be transported to training or competition. There is a need to ensure that consideration is given to the safety and wellbeing of both the child/adult at risk and driver (coach/volunteer).

If DSG arranges travel to training/competition a risk assessment should be undertaken to include the following areas:

- All vehicles and drivers are correctly insured
- The driver must have a valid and appropriate license
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats and vehicle is accessible
- There is an appropriate ratio of adults per child/adult at risk
- Drivers take adequate breaks
- If an adult is regularly transporting children/adults at risk on behalf of DSG this may be regulated work with children/adults at risk and as such it should be assessed whether or not this person requires a PVG membership

DSG strongly advises that staff and volunteers do not take the children/adults at risk on journeys in a car alone. If all alternatives have been exhausted and an adult has to transport, a child/adult at risk alone there are a number of safety measures that should be put in place to minimise the risk:

- The driver has an appropriate and valid driving licence
- The driver has a vehicle which is fit for purpose, i.e. accessible, passed its MOT test and adequately insured
- The driver should have emergency breakdown cover, access to a mobile phone and contact details for the parent/carer of the child/adult at risk they are transporting
- Parents/carer should be informed of the person who will be transporting their child/adult at risk, the reasons why and how long the journey will take
- The child/adult at risk should wear an appropriate seatbelt that complies with current legislation, and be instructed to behave responsibly in vehicles at all times
- Request parent/carer consent in advance and provide details of the journey
- Take all reasonable safety measures e.g. child/adult at risk in the back seat, seatbelts worn.

Arrangements among athletes/parents/carer where they agree among themselves to share transport for training or competitions this is a private arrangement between them and responsibility lies with the individuals. However, if the DSG make the arrangements e.g. who will travel with whom, they may become liable in the event that something goes wrong if correct procedures haven't been followed

19. DSG DISCIPLINARY PROCEDURES AND GUIDELINES (HOW TO DEAL WITH A COMPLAINT)

a) Disciplinary Procedures

- DSG is committed to providing a sporting environment where the ethical principles contained in the DSG Code of Ethics and Conduct are represented and promoted. DSG believes that these values and ideals shall guide the actions of all members of the Association.
- Members shall conduct themselves in a manner consistent with the principles and ethical standards set out in the DSG Code of Ethics and Conduct and those who fail to meet this standard shall be subject to the disciplinary sanctions identified in this policy.
- Any members sanctioned under this policy may be subject to the disciplinary rules and processes of other associations, clubs and Governing Bodies of Sport in which they are involved. In serious cases, members may also be subject to criminal prosecution.

b) Complaints

- A complaint concerning a member of DSG may be made by any member of the general public including but not limited to a performer, a representative of a club or sports organisation, a coach, a parent or any representative of DSG.
- Complaints should be directed to the Chair as the appropriate representative of DSG. If the complaint is concerning the DSG Chair, the complaint should be directed towards the DSG Vice Chair.
- A complaint concerning the conduct of a member of DSG shall:
Be made in writing (or an alternative formal means of communication);
Identify the DSG member against whom the complaint is being lodged;
Set out the nature of the complaint;
Identify the name and address of the complainant, and;
Be signed by the complainant.
- Upon receiving the complaint in the required format, the DSG Chair/Vice Chair must then determine whether the complaint comes within the scope of this policy.

20. POLICY FOR USE OF PHOTOGRAPHIC & VIDEO EQUIPMENT

Policy for athletes and guardian(s) on the use of cameras and video equipment (including mobile phones).

The use of visual evidence of performance, training and competition, is an important tool for DSG.

DSG will sometimes use videos and/or cameras during training sessions and competitions for coaches and athletes to analyse performance. Video evidence of this nature is for internal club use only and shall not be shown to any external agency without the express consent of both the athlete and their guardian(s).

DSG personnel will take photographs for appropriate media coverage including newspapers or websites from time to time. Any individual using video or camera equipment will be aware of and agree to abide by this policy and have permission from DSG for use at named occasions. External agencies are required to apply for permission and will be made aware of and agree to abide by this policy before permission for use is granted.

a. Permission

Permission for use must be obtained before attending training/competitions. In order to be granted permission, you must agree to abide by the following policy.

b. The Policy

All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their guardian(s).

c. Videos

Video evidence used for performance analysis in training sessions or at competitions must be used solely for this purpose and viewed with consent of the athlete in question. Video evidence gathered will not be given to any outside agency without the express consent of the athlete and their guardian(s).

d. Photographs

We would request that the athlete's privacy is protected at all times. To this end, athletes should only be photographed in sportswear during action or staged shots.

e. Registration Forms for permission to photograph or video are available from:

Camera users should check the normal operating procedures (NOP) that apply in the venue where the activity is taking place. Procedures vary from venue to venue and throughout Scotland's Local Authorities. Permission from DSG does not necessarily infer that permission has been granted by a venue operator.

21. CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK IN PUBLICATIONS AND ON THE INTERNET

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals and teams to the world and to provide a showcase for disability sport. In some cases, however, displaying certain information about children, young people and adults could place them at risk. The following procedures must be followed to ensure DSG publications and information on the internet do not place any athlete at risk.

- a. Publications or information on an internet site may include some personal data but must never include, e.g. home address, email address, telephone number. Any contact information must be directed to DSG or to the appropriate member Branch.
- b. It is the responsibility of the Branch to advise any prospective publisher if the person's parents/guardians have withheld consent for such information to be included.
- c. The matter of consent should be ascertained by asking the parents/guardians to give, or withhold, written consent for such a caption to appear alongside any photograph that may be published. This will require each Branch to approach to parent/guardian of every person participating in an event run under the auspices of the Branch. The written instructions of the parents/guardians must be retained by the Branch for so long as the person is connected with the Branch.

- d. The content of photographs or videos must not depict a person in a provocative pose or in a state of partial undress. The reasonable criteria for judging the suitability of a photograph would be that the individual is engaged in normal sports related activity, wearing normal clothing for that sport. Athletes must never be portrayed in a demeaning or tasteless manner.
- e. Care must be taken in publishing photographs, film or videos of athletes who are considered particularly protected, e.g. the subject of a child protection issue or a residence dispute between separated parents.

22. CONSENT FORM FOR AN ATHLETE'S NAME TO BE PUBLISHED ALONGSIDE A PHOTOGRAPH IN SDS/BRANCH PUBLICATIONS, INCLUDING INTERNET PUBLICATIONS

Consent Form for an athlete's name to be published alongside a photograph in DSG or member Club publications, including internet publications.

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals and teams to the world and to provide a showcase for disability sport. In some cases, however, displaying certain information about a child, young person or protected adult could place them at risk.

DSG includes a chapter on this matter within its Ethics and Equality Policies and Procedures Handbook. The procedures include the following:

- At no time will any athlete's personal information such as home address, email address or phone number, appear on the Disability Sport Glasgow website;
- Written permission will be obtained from the athlete before publishing their photograph on the website;
- The parent/guardian will also be given the opportunity to preview the material prior to publication. Should any of the material subsequently be changed, parents will be informed and permission re-sought to publish the photograph and supporting information;

With the above in mind, you are invited to exercise your parental responsibility and indicate your wishes on this matter.

Consent Form for an Athlete's Name to be Published alongside a Photograph in DSG or Member Branch Publications, including Internet Publications.

I, [PRINT NAME], advise DSG, its affiliated Clubs and member organisations that, in respect of [NAME OF ATHLETE],

Please delete whichever does not apply:

- I do not wish the athlete's name to be included in any publication over which DSG, its affiliated Branches or member organisations have any direct control.
- I hereby give consent for the above athlete's name to be included alongside any photograph that may be published either by, or on behalf of, or under the direct control of DSG, its affiliated Branches or member organisations.

Signature: _____

Date: _____

NB: People with parental responsibilities should be aware that the principles enshrined in the Age of Legal Capacity (Scotland) Act 1991 apply and if the individual is of an age and understanding to give informed consent themselves, their wishes must be respected by representatives of DSG.

APPENDIX A – CHILD/ADULT AT RISK PROTECTION PROCEDURES (for staff, coaches, volunteers)

The following leaflet has two purposes:

1. To act as a reminder for deliverers on child/adult protection issues.
2. To give clear and concise procedures to follow if you suspect that abuse may have taken place.

1.1 What is Abuse?

- Physical Abuse: including hitting, punching or more serious attacks.
- Neglect: when the basic needs such as food, warmth and medical care are not met.
- Sexual Abuse: where an adult pressurises or forces a child to take part in any kind of sexual activity.
- Emotional Abuse: including sarcasm, degrading punishments, threats.
- Cyber – all areas of social media misuse, including abuse by text messaging and calls, misuse of camera and video technologies

1.2 What are the Signs of Abuse?

- Unexplained bruising
- Something the child says
- Sexually explicit language or actions
- Behavioural problems

1.3 What do you do?

If a child/adult at risk tells you they have been abused, you should:

- Allow them to speak without interruption, accepting what is said
- Let them know you are glad they have shared this information with you.
- Advise the child or young person that you must pass on the information to one other person
- If you suspect abuse may have taken place, take action you must refer; you must not investigate
- Take notes of the conversation and subsequent actions

2.0 Who to Contact?

Disability Sport Glasgow Co-ordinator 07497241076

If not immediately available and concerns remain, contact local Social Services, The Police or the NSPCC

2.2 Police

Contact your local police station or phone 101

2.3 NSPCC Helpline

Free 24 hour service 0808 800 5000

APPENDIX B - CHILD/ADULT AT RISK PROTECTION PROCEDURES (for participants)

The following leaflet has two purposes:

1. To act as a reminder for deliverers on child/adult protection issues.
2. To give clear and concise procedures to follow if you suspect that abuse may have taken place.

1.1 What is Abuse?

- Physical Abuse: including hitting, punching or more serious attacks.
- Neglect: when the basic needs such as food, warmth and medical care are not met.
- Sexual Abuse: where an adult pressurises or forces a child to take part in any kind of sexual activity.
- Emotional Abuse: including sarcasm, degrading punishments, threats.
- Cyber – all areas of social media misuse, including abuse by text messaging and calls, misuse of camera and video technologies

1.3 What do you do?

If you feel you have suffered abuse at any point you should take the following actions:

- Speak to a trusted adult and share your concerns
- The information you provide will be shared with appropriate parties to ensure your protection, but confidentiality will be maintained
- Your situation will not be ignored, and action will be taken to ensure your safety
- By disclosing this information, you will not be discriminated against

2.0 Who to Contact?

The first point of contact is Disability Sport Glasgow.

Co-ordinator 07497241076

If not immediately available and concerns remain, contact local Social Services, The Police or the NSPCC

2.2 Police

Contact your local police station or phone 101

2.3 NSPCC Helpline

Free 24-hour service 0808 800 5000

APPENDIX C – SHANARRI WHEEL

The SHANARRI Wheel is the vision for Scotland's children and young people:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

The GIRFEC process on early intervention and integrated support focus on these indicators.

The statements of experiences and outcomes in health and wellbeing reflect a holistic approach to promoting the health and wellbeing of all children and young people. They are consistent with the United Nations Convention on the Rights of the Child, which sets out the right for all children and young people to have access to appropriate health services and to have their health and wellbeing promoted.

