

2006 Accord for the Protection of Children in Scottish Sport



FOREWORD

The United Nations Convention on the Rights of the Child (1989) states that all children have the right to enjoy leisure, rest and play and to be safe from harm, abuse and exploitation when doing so.

Since the launch of *Children and Young People - Safe and Secure in Sport (National Action Plan, 2002)* many sports organisations have taken action to fulfil their responsibility to keep children safe in and through sport. Whilst much has been achieved, changes in legislation and national guidance, and the outcomes of the Scottish Executive's Child Protection Reform Programme have introduced new challenges for all organisations which provide services to children and their families, including sport.

This *2006 Accord for the Protection of Children in Scottish Sport* presents a support framework to help organisations work towards recommended good practice in protecting children and to fulfil responsibilities introduced as part of the Reform Programme.

With the 2012 Olympics in London and Glasgow's bid for the Commonwealth Games in 2014, now is the time to reaffirm our intent to protect Scotland's children and to provide them with opportunities to experience the best that sport can offer - in a safe and fun environment.

I hope you will join the members of the Child Protection in Sport Steering Group in taking action through the 2006 Accord to achieve this goal.

Alastair Wilson
Chairman
Child Protection in Sport Steering Group
October 2006

Child Protection in Sport Steering Group

Scottish Sports Association

sportscotland

Lead Officer's Forum

Central Registered Body in Scotland

CHILDREN 1ST

Scottish Disability Sport

Association of Chief Police Officers in Scotland

Scottish Association of Local Sports Councils

Convention of Scottish Local Authorities

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Introduction

In Scotland we are working towards a vision of children growing up healthy, active, safe, happy, included, listened to and fulfilling their potential in life. The benefits to children of participation in sport are consistent with this vision.

Children¹ tell us that feeling supported, respected by others, encouraged to develop at their own pace and being included in making decisions which affect them are important when they are involved in sport, regardless of the level of ability or environment. They tell us that these things help to make sport a good experience². Children who have positive early experiences of sport are more likely to continue some degree of lifelong participation, which promotes ongoing physical and emotional well-being in adulthood³. Sport therefore has a lot to offer children - provided it takes place in an environment which is safe, promotes enjoyment and respects the physical and emotional health and well-being of each individual athlete.

Providing children with a safe and enjoyable experience of sport means addressing a number of practical issues, such as ensuring that equipment is in good working order, and that coaches and sports leaders have appropriate knowledge and are able to communicate effectively with children. The 2006 Accord is intended to contribute to an overall safe and enjoyable experience of sport by addressing our specific moral and legal responsibilities to protect children from abuse, harm and exploitation when they participate in sporting activities.

Background

Protecting children is everyone's responsibility. A National Action Plan⁴ was launched in 2002 which set out actions for both members and partners of the Child Protection in Sport Steering Group to help them and other sports organisations fulfil this responsibility. Much has been achieved since 2002, and there are many good examples of how sports organisations and those whose main business is the care, welfare and protection of children, for example, Child Protection Committees, are working, often together, to keep children safe. The development of the Child Protection in Sport Service in 2002 (a partnership between CHILDREN 1ST and **sportscotland**) has helped to ensure that organisations are supported to understand the relevant issues and to take appropriate action.

However, much work remains to be done. The Scottish Executive's Child Protection Reform Programme introduced new challenges and now determines how all sectors: public, private and voluntary will fulfil the responsibilities outlined in *Protecting Children and Young People: Framework for Standards, the Children's Charter*⁵ and other legislation.

¹ For the purposes of the 2006 Accord a child or young person is defined as someone under the age of 18 years.

² Views obtained from children involved in the development of Stay Safe and Have Fun in Sport Info for Young People resource available from the Child Protection in Sport Service.

³ Lifelong Participation, Physical Education and the Work of Ken Roberts, K Green Sport, Education and Society, Vol 7, No. 2, p167 (2002) and Let's Make Scotland More Active, Scottish Executive (2003)

⁴ Children and Young People - Safe and Secure in Sport (National Action Plan 2002-05),

⁵ Scottish Executive (2003)

The Scottish Executive encourages all organisations to continually review and strengthen their arrangements for the protection of children. In sport, work is still required to achieve shared ownership and accountability for keeping children safe, and to help staff and volunteers connect a child's early experiences of sport with the long-term effect on the individual and that sport or organisation.

The *Framework for Standards* and the *Children's Charter* emphasise the importance of procedures, training and information for all those who come into contact with children, in order to help them fulfil their responsibility to protect children - whatever the setting and however formal or informal the arrangements. An adult working or volunteering in sport may be the person a child trusts to talk to about abuse. Like professionals or volunteers in other sectors, that adult needs to know what to do. Staff and volunteers also require sufficient guidance and support to allow them to engage with children effectively and which provide clarity about standards of practice and conduct when working with children.

The fact is that without the commitment and dedication of thousands of volunteers, many children would not have the opportunity to take part in sport and to benefit from the experience, skills and knowledge volunteers have to offer. The 2006 Accord therefore addresses areas of practice that promote the care and protection of children, while at the same time supporting staff and volunteers to work with children with confidence.

Many organisations have already acted on the key areas identified within the 2006 Accord. It is hoped the 2006 Accord will promote recognition of this work and greater sharing of such action within and across organisations for the benefit of all.

AIM OF THE 2006 ACCORD

The 2006 Accord aims to ensure that all stakeholders in Scottish sport and organisations which are primarily concerned with the care, welfare and protection of children, fulfil their responsibilities to protect children and young people from abuse, harm and exploitation in and through sport.

This aim will be achieved by developing appropriate structures, policies and procedures which:

- ensure all children have the opportunity to participate in sport in an environment which is fun and safe and which supports their rights as individuals.
- support staff and volunteers to feel confident when leading activities for children.
- ensure that those working or volunteering with children and young people in sport - *in all settings* - are trained to recognise their responsibilities and act accordingly to keep children safe.
- ensure that concerns about the welfare or safety of children are responded to timeously and appropriately.

The 2006 Accord is not intended to be a legally binding document. Rather, it is designed to demonstrate organisational support for and ownership of the responsibilities for the protection of children. It is for each organisation to prioritise action and timescales for achieving the positive outcomes identified. This may be linked to annual business or long-term planning cycles. However this is approached, the Scottish Executive is clear that we must all act *now* to fulfil our responsibilities.

The 2006 Accord contains a framework for identifying areas where action is required and provides information about sources of help and support. It also aims to establish and promote common and recognised policies and practices across all organisations to whom it is addressed.

WHO IS THE 2006 ACCORD FOR?

The 2006 Accord is addressed to all organisations which provide sporting opportunities for children. It can be adopted by all organisations which formally provide sport and leisure opportunities mainly through the services of paid staff, for example, Scottish Governing Bodies (SGBs) and local authorities, and also by those which deliver sport and physical activities on a more informal or voluntary basis, for example, smaller SGBs and community clubs. It is also addressed to those organisations within the wider protective community who specialise in the care, welfare and protection of children, with whom sports organisations can work hand in hand, for example, Child Protection Committees and local police and social work services.

WHAT ARE THE BENEFITS FOR YOUR ORGANISATION?

As well as the benefits to children, there are a number of potential benefits for organisations which sign up to the 2006 Accord, including:

- identification of areas where action is required to keep children safe.
- making a positive statement to children, parents and volunteers about how they are valued by the organisation, which may promote sustained or increased participation, and perhaps even sporting success!
- providing staff and volunteers with increased confidence in working with children.
- creating links with local communities for organisations whose main business is the care and protection of children.
- fulfilling certain legal responsibilities in keeping children safe.
- supporting everyone in the organisation to play their part in protecting children.

By signing up to the 2006 Accord and developing an action plan to address each area, every organisation will be able to take responsibility for determining its own contribution to protecting children. The 2006 Accord will help to reduce unnecessary bureaucracy, as signatories with existing child protection action plans will easily be able to demonstrate how each area has been covered. For others, the Accord will help them to identify their own starting point and plan future action.

HOW CAN WE SIGN UP TO THE 2006 ACCORD?

The Child Protection in Sport Steering Group encourage all organisations to sign up to the 2006 Accord. Those who wish to sign up should in the first instance contact the Child Protection in Sport Service.

Within 12 months of signing up, organisations are encouraged to develop, formally adopt and publish an action plan which sets out how they intend to achieve each of the outcomes, with clear and realistic timescales for completion. For some organisations, these may already be reflected within, or can be added to existing strategic plans for example, local authorities' Children's Services Plans or Child Protection Committee Business Plans.

To help organisations get started, CHILDREN 1ST and **sportscotland** have produced a list of suggested tasks to help deliver on each of the areas contained in the 2006 Accord:

2006 ACCORD FOR THE PROTECTION OF CHILDREN IN SCOTTISH SPORT

Our Statement of Intent

(Enter Name of Organisation) intends to create a safe environment for all children participating in sport. To help achieve this *(Enter Name of Organisation)* will have in place the appropriate PEOPLE, POLICIES, PROCEDURES and PRACTICES, PARTICIPATION and PARTNERSHIPS to ensure the safety and well-being of children in and through sport.

Our Programme

(Enter Name of Organisation) intends to be able to demonstrate the following outcomes:

People

- We will have in place, or be directly associated with, a dedicated person who is trained and aware of the issues and procedures necessary to deliver our child protection objectives.
- We will have in place, or be directly associated with, at least one individual who is qualified to deliver child protection training to our staff and volunteers.

Policies

- The protection of children will be evidenced in our strategic planning and sports development agendas.
- We will have in place a robust Child Protection Policy which clearly sets out our commitment to the safety and welfare of children in and through sport.
- We will take reasonable steps to raise awareness of and promote our Child Protection Policy to all our staff, volunteers, partners, members (if appropriate), parents and children.
- We will have in place a Code of Conduct which clearly sets out the standards of behaviour expected from all our staff and volunteers.

Procedures and Practices

1. RISK ASSESSMENT

- 1.1 We will have undertaken an assessment of our capacity to protect children from risk and will have audited our current provision, procedures and capability.
- 1.2 We will have introduced safeguards to manage avoidable risks.
- 1.3 We will have undertaken regular reviews of risk and the effectiveness of safeguards.

2. COMMUNICATION

2.1 We will make information available to parents and the general public about the role of our organisation/sport in protecting children.

2.2 We will make information available to all personnel working or volunteering with children in our organisation/sport about what they should do if they are concerned about a child.

3. RECRUITMENT AND SELECTION

We will have robust recruitment and selection procedures in place to ensure that the suitability of any individual working or volunteering with children has been thoroughly and fairly assessed before they are appointed.

4. EDUCATION AND TRAINING

4.1 We will make available to children in our organisation and/or sport information about how to keep themselves safe in and through sport.

4.2 We will make available to staff and volunteers information on, and where possible, access to appropriate levels of child protection training and information to help them fulfil their responsibilities.

5. MONITORING, EVALUATION AND REVIEW

We will have processes in place to ensure that our Child Protection Policy and related procedures are monitored and reviewed at regular intervals to ensure that they are effective, up-to-date and relevant.

Participation

- We will have in place procedures to ensure that children are consulted, listened to and respected.

Partnerships

- We will work with our partners in sport and child protection to share information, knowledge, skills and expertise to protect children.
- We will share information about our role and action taken to protect children in sport to our partners, stakeholders and members (as applicable), parents, children and local Child Protection Committees.

Turning words into action

To ensure that we pursue our intention to create a safe environment for Scotland's children in and through our sport, *(Enter Name of Organisation)* will develop, formally adopt and make public within the next twelve months an action plan which sets out our key tasks in terms of the 2006 Accord. The action plan will set out realistic timescales for achievement of the outcomes, with clear responsibilities, measures of success and resources identified.

We will report annually to stakeholders on our progress and share this information with the Child Protection in Sport Steering Group.

We will make our Child Protection Action Plan available to our stakeholders and service users.

We will engage in and maintain dialogue with the Child Protection in Sport Service and/or members of the Child Protection in Sport Steering Group to share examples of good practice and to monitor our progress in terms of the 2006 Accord.

Name of Organisation:

Name of Person Signing on Behalf of the Organisation:

Designation:

Signature:

Date:

Please send a copy of this page to:

Child Protection in Sport Service

CHILDREN 1ST

61 Sussex Street

Glasgow, G41 1DY

Tel: 0141 418 5674

Fax: 0141 418 5671

Email: cpinsport@children1st.org.uk

2006 ACCORD FOR THE PROTECTION OF CHILDREN IN SCOTTISH SPORT

Suggested Tasks To Help Achieve Each Outcome

The following suggested tasks are by no means an exhaustive list of ways in which the outcomes contained in the 2006 Accord can be achieved and are not intended to be prescriptive. The Child Protection in Sport Service will be happy to promote other examples of practice.

PEOPLE

Your organisation has in place or has links to, appropriate PEOPLE to help it fulfil its responsibility for the protection of children in and through sport.

OUTCOME

Dedicated and trained Child Protection Officer in place.

SUGGESTED TASKS

Appoint/recruit Child Protection Officer (CPO)

- Develop job/role remit.
- Develop Candidate Specification.
- Ensure Child Protection Officer receives relevant training.
- Develop work programme/key tasks for the role.
- Develop monitoring, evaluation and reporting mechanism.

POLICIES

Your organisation has in place the appropriate POLICIES to help it fulfil its responsibility for the protection of children in and through sport.

OUTCOME

Robust Child Protection Policy in place.

SUGGESTED TASKS

- Obtain model policy guidelines from www.childprotectioninsport.org.uk
- Adapt model guidelines to meet the needs of the organisation/sport and produce draft Child Protection Policy.
- Consult with members on approved draft Policy.
- Amend draft Policy to reflect comments received.
- Have Policy approved by the Board/Management/Executive Committee.

OUTCOME

Code of Conduct in place setting out standards of behaviour expected of staff/volunteers.

SUGGESTED TASKS

- Consult with staff/volunteers on draft Code of Conduct.
- Draw up Code of Conduct.
- Code of Conduct presented to Board/Management/Executive Committee.
- Make copies available for members, for example, post Code of Conduct on website, include information about Code in newsletter and/or magazine, and in handbook.
- Offer training on Code of Conduct to key personnel, for example, coaches, team managers, officials, athletes and parents.

PROCEDURES AND PRACTICES

Your organisation has in place the appropriate PROCEDURES and PRACTICES to help it fulfil its responsibility for the protection of children in and through sport.

Risk Assessment

OUTCOME

Risk assessment undertaken.

SUGGESTED TASKS

- Obtain guidance on carrying out a risk assessment.
- Conduct risk assessment.
- Produce risk register.
- Appoint Board member/senior member of staff to have responsibility for ongoing management of risks and to undertake annual review of risks.

OUTCOME

Safeguards introduced to manage identified risks.

SUGGESTED TASKS

- Actions appropriate to risk register taken (see above).

OUTCOME

Regular reviews of risks undertaken.

SUGGESTED TASKS

- Nominated individual co-ordinates annual review of risks.

Recruitment and Selection

OUTCOME

Robust procedures in place to ensure the safe recruitment and selection of all staff and volunteers who work with children.

SUGGESTED TASKS

- Sports clubs to affiliate to their governing body
- Develop role descriptions for all relevant positions.
- Register with Disclosure Scotland or the Central Registered Body in Scotland either directly or through the sport/club's governing body and/or local Sports Council.

- Develop and follow a recruitment and selection policy that clearly sets out the organisation's procedures on the vetting of staff/volunteers working with or supervising children.
- Clearly state in job/role adverts that all potential staff/volunteers will have to undergo an interview and Disclosure Scotland check and provide references.
- Ensure that all potential staff/volunteers working with or supervising children are subject to an appropriate Disclosure Scotland check.
- Obtain and check references for all potential staff/volunteers.
- Ensure staff/volunteers receive regular supervision and feedback on their performance.

Education and Training

OUTCOME

All staff and volunteers will have received appropriate training and information to enable them to fulfil their responsibility to help protect children.

SUGGESTED TASKS

- Where possible, ensure that at least one member of staff or volunteer is trained to deliver Child Protection training sessions.
- Develop a plan for education and awareness raising.
- Advertise child protection training and awareness sessions (see www.childprotectioninsport.org.uk)
- Organise or gain access to child protection training awareness and update sessions.
- Maintain a register of attendees at courses.
- Ensure that new staff/volunteers are provided with appropriate child protection information at induction, including Child Protection Policy and procedures, Code of Conduct and details of the Child Protection Officer.

OUTCOME

Children informed of their right to be safe and protected in and through sport.

SUGGESTED TASKS

- *Have Fun Stay Safe, Info for Young People* distributed to children (copies available from the Child Protection in Sport Service).
- Hold education sessions for children which aim to make them aware of how to keep themselves safe in sport.
- Publicise the name and contact details of the Child Protection Officer in various media, for example, website, posters.
- Make information available to children about who they can talk to if they need help or advice or if they want to make a complaint.

Communication

OUTCOME

Child Protection Policy communicated to and understood by staff, volunteers, partners, members, parents and children.

SUGGESTED TASKS

- Present to and have the Child Protection Policy endorsed by the Board/Management/Executive Committee
- Include Policy in handbook.

- Post Policy on website.
- Include information about the Policy in newsletter and/or magazine.
- Ensure the Policy is included in staff and volunteer inductions.
- Send email signposting the Policy.
- Display Policy statement in premises.
- Provide parents and children with extracts of the Policy on joining the organisation.

OUTCOME

Parents and the wider public aware of the role of the organisation/sport in protecting children.

SUGGESTED TASKS

- Develop a "credit card" resource with key information to give to parents and other people about where to go for help or advice, key behaviours to avoid, etc.
- Inform parents about Scottish Executive's *Parent Check List for Youth Activities* (see www.childprotectioninsport.org.uk).
- Publicise the name and contact details of the Child Protection Officer in various media, for example, website, posters.
- Make information available to parents about who they can talk to if they need help or advice or want to make a complaint.
- Chair/Chief Executive Officer/President to make a public statement which clearly sets out the commitment of the organisation to child protection, for example, on the website, in the newsletter or at a conference.
- Prominently publicise the Child Protection Policy, procedures and Code of Conduct.

Monitoring, Review and Evaluation

OUTCOME

Procedures in place to regularly monitor, review and evaluate the Child Protection Policy.

SUGGESTED TASKS

- Appoint a Board/Management/Executive Committee member or senior member of staff to have responsibility for reviewing the Policy and procedures.
- Obtain advice on reviewing Policy and procedures from, for example, the Child Protection in Sport Service.
- Undertake a review of the Policy and procedures on an annual basis.
- Report progress in child protection work to Board/Management/Executive Committee on an annual basis.
- Make changes to Policy and procedures as required, taking account of changes in legislation, policy, good practice or case reviews.
- Ensure that the Board/Management/Executive Committee endorses any changes, and that revised Policy and procedures are communicated to all stakeholders.

PARTICIPATION

Your organisation will have the appropriate participation structure in place to help it fulfil its responsibility for the protection of children in and through sport.

OUTCOME

Children consulted, listened to and respected.

SUGGESTED TASKS

- Establish a forum for children.
- Develop procedures to ensure that children are consulted when new initiatives are developed.

PARTNERSHIPS

Your organisation has established the appropriate PARTNERSHIPS to help fulfil its responsibility for the protection of children in and through sport.

OUTCOME

The organisation's commitment to Child Protection is communicated to all appropriate stakeholders.

SUGGESTED TASKS

- Chair/Chief Executive Officer/President to make a public statement which clearly sets out the commitment of the organisation to protect children, for example, on the website, in the newsletter or at a conference.
- Publicise the Child Protection Policy, procedures and Code of Conduct prominently in various media, for example, website, newsletter and handbook.
- Make links with local agencies concerned with the care, welfare and protection of children, for example, local Child Protection Committees, police and social work services.
- Provide a copy of the Child Protection Policy and Code of Conduct to the local Child Protection Committee Lead Officer.
- Ensure the organisation's work in protecting children is included in the Corporate Strategy/Business or Development Plan.
- Report on work to achieve the outcomes of the 2006 Accord in the Annual Report or similar publication.

OUTCOME

Information, knowledge, good practice, skills and expertise in protecting children is shared with partners.

SUGGESTED TASKS

- For Scottish Governing Bodies of Sport, the Child Protection Officer should participate in the Lead Child Protection Co-ordinator's Group, which is run by CHILDREN 1ST and **sportscotland**.
- Establish a forum for Child Protection Officers with similar organisations if one does not already exist.
- Report on work on, and commitment to, protecting children in the Annual Report or similar publication.
- Publicise good practice, for example, on the organisation's website and on www.childprotectioninsport.org.uk.
- Subscribe to the Child Protection in Sport Service e-newsletter.
- Seek advice from the Child Protection in Sport Service on communicating and sharing good practice.
- Log on to the Child Protection in Sport website regularly. Sports clubs should also log on to the Help for Clubs website.

FURTHER INFORMATION AND SUPPORT

Advice and support can be obtained from the following organisations:

Child Protection in Sport Service

CHILDREN 1ST
61 Sussex Street
Glasgow G41 1DY
Tel: 0141 418 5674
Email: cpinsport@children1st.org.uk
www.childprotectioninsport.org.uk
(contains links to local Child Protection Committees)

sportscotland

Caledonia House
South Gyle
Edinburgh
EH12 9DQ
Tel: 0131 317 7200
www.sportscotland.org.uk
www.helpforclubs.org.uk

CHILDREN 1ST

83 Whitehouse Loan
Edinburgh
EH9 1AT
Tel: 0131 446 2300
www.children1st.org.uk

Volunteer Development Scotland

Stirling Enterprise Park
Stirling, FK7 7RP
Tel: 01786 479593
www.vds.org.uk

Scottish Sports Association

www.scottishsportsassociation.org.uk

Scottish Association of Local Sports Councils

www.salsc.org.uk

Disclosure Scotland

PO Box 250
Glasgow
G51 1YU
Tel: 0870 609 6006
www.disclosurescotland.org.uk

Central Registered Body in Scotland

Unit 55 Stirling Enterprise Park
Stirling, FK7 7RP
Tel: 01786 849777
www.crbs.org.uk

Scottish Executive

www.scotland.gov.uk/childprotection
(contains links to local Child Protection Committees)

Scotland's Commissioner for Children and Young People

www.sccyp.org.uk

ChildLine Scotland

Tel: 0800 1111
www.childlinescotland.org.uk

ParentLine Scotland

Tel: 0808 800 2222
www.parentlinescotland.org.uk



Copies of this document can be made available in other formats and languages. Please contact the Child Protection in Sport Service for more information (0141 418 5674).



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Child Protection in Sport is a partnership between CHILDREN 1ST and **sport**scotland

www.childprotectioninsport.org.uk

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