



## Safeguarding Children and Vulnerable Adults

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## 1. Policy Statement

We recognise that the welfare of all children, young people and vulnerable adults is paramount and that all; regardless of ability or culture, have equal rights of protection. We have a duty of care and we will do everything we can to provide a safe and secure environment whilst they are engaged in our activities.

Pickleball Scotland seeks to ensure that its policy and procedures comply with statutory duties and reflect available guidance on good practice in safeguarding children, young peoples and vulnerable adults, and that safeguarding arrangements are proportionate to the risks involved and in accordance with Scottish Government national guidance for child protection.

## 2. Child Protections Operational Contacts

The responsibility of managing the safeguarding of children can be both demanding and challenging.

**Our Designated Child Protection Officers (DCPO) Nanette Mutrie**  
**Contact at**  
**Coaching@pickleballscotland.org**

Their role is to oversee and ensure that our safeguarding children policy is fully implemented and in accordance with Scottish Government national guidance for child protection. These details will be made available to all volunteers by induction training. This includes ensuring all staff receives child protection training as appropriate.

## 3. Definition

### 3.1. Child:

A child can be defined differently in different legal contexts.

a. Section 93(2) (a) and (b) of the Children (Scotland) Act 1995 defines a child in relation to the powers and duties of the local authority. Young people between the age of 16 and 18 who are still subject to a supervision requirement by a Children's Hearing can be viewed as a child. Young people over the age of 16 may still require intervention to protect them. We will define a child as anyone under the age of 18.

3.2. Vulnerable Adult: Adult Support and Protection (Scotland) Act 2007 defines Adults at Risk, through a three-point test, as adults, aged 16 years or over, who:

3.2.1. Are unable to safeguard their own well-being, property, rights or other interests;

3.2.2. Are at risk of harm; and

3.2.3. Because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

3.3. Volunteer:

In this document, as in the Disclosure and Barring Service Glossary of Terms, a Volunteer is a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.

3.4. Staff Member:

We do not currently have staff members but realise this will need to be considered in the future.

3.5. Position of Trust:

A position of trust, for the purposes of this policy, is one where a volunteer is in a position of power or influence over a child or vulnerable adult by virtue of the nature of the activity being undertaken.

#### 4. **Recognising Abuse** (“Working Together to Safeguard Children 2010”)

4.1. Physical:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

4.2. Emotional:

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the Child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they

meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone, may feature age or developmentally inappropriate expectations being imposed on children.

#### 4.3. Sexual:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

#### 4.4. Neglect:

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- 1.1.1. Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- 1.1.2. Protect a child from physical and emotional harm or danger;

- 1.1.3. Ensure adequate supervision (including the use of inadequate care-givers); or
- 1.1.4. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## 5. RIGOROUS RECRUITMENT

Safe recruitment practices will be utilised to prevent unsuitable people working with vulnerable individuals, including the use of the following disclosure checks for eligible Staff Members and Volunteers:

**The Protecting Vulnerable Groups Scheme (PVG Scheme), which delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007, will:**

- a. Help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
- b. Be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required.
- c. Strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

### 5.1. VOLUNTEER RECRUITMENT

- 5.1.1. The completion of a volunteer registration form.
- 5.1.2. At least two written references from previous position including the most recent employer or voluntary organisation.
- 5.1.3. A formal interview process.
- 5.1.4. A disclosure check at enhanced level if required.

## 5.2. STAFF RECRUITMENT:

- 5.2.1. The completion of an application form.
- 5.2.2. At least two written references from previous employers including the most recent employer.
- 5.2.3. A formal interview process.
- 5.2.4. A disclosure check at enhanced level depending on the nature of the role.

## 5.3. INDUCTION AND TRAINING

### 5.3.1. VOLUNTEER

- 5.3.1.1. Clear induction training which will give an overview of the organisation and ensure volunteers know the purpose, values and structure of Pickleball Scotland
- 5.3.1.2. Relevant training and support will be provided on an on-going basis.

### 5.3.2. STAFF

- 5.3.2.1. Clear induction and training strategy detailing clear job descriptions and responsibilities and all relevant policies and procedures.
- 5.3.2.2. Probationary period of 6 months with clear goals and then provide appraisals at regular intervals.
- 5.3.2.3. Relevant training and support will be provided on an on-going basis
- 5.3.2.4. Training on specific areas such as care and welfare of vulnerable people, identifying and reporting abuse, and confidentiality of personal information will be given as a priority to new staff and will be regularly reviewed.

## 6. WHISTLEBLOWING

- 6.1. Pickleball Scotland recognises that children and vulnerable adults, although fully entitled to do so, cannot be expected or relied upon to raise concerns in an environment.
- 6.2. All Pickleball Scotland Staff and Volunteers have a duty to raise concerns about the attitude or actions of colleagues and appropriate advice should be sought initially from the Designated Child Protection Officer who will, if necessary, seek further advice from the appropriate authorities.

Contact : [Coaching@pickleballscotland.org](mailto:Coaching@pickleballscotland.org)

## **7. SOCIAL MEDIA GUIDELINES**

- 7.1. Staff/Volunteers dealing with social media should be aware of the potential risks to children and young people (Appendix 1)
- 7.2. Staff/Volunteers should also be aware of potential indicators of online grooming and sexual exploitation of children and young people (Appendix 2).
- 7.3. Staff/Volunteers throughout the organisation should be familiar with the procedures on reporting of potentially illegal/abusive content or activity and how to manage inappropriate comments.

## **8. IMAGES**

Staff/Volunteers should be aware of the procedure for using images and videos of children and young people in regards to Pickleball Scotland activities, events, social media sites and promotional material. Individual and parent or guardian permissions must be sought and confirmed in writing.

## **9. CONSEQUENCES OF NON-COMPLIANCE**

Staff and Volunteers within Pickleball Scotland are placed in a position of trust with regard to the people taking part in Pickleball Scotland activities. Anyone who abuses that trust may be subject to disciplinary action or in the case of a Volunteer, being made 'no longer engaged' with Pickleball Scotland.

## **10. HANDLING DISCLOSURES**

A disclosure may be made verbally or through play or through the behaviour by a child, young person or a vulnerable adult and it is important for everyone to remember the following: If you are concerned about a child, it is important that this information is communicated to the child protection lead for the facility/venue or Pickleball Scotland dedicated child protection officer ([coaching@pickleballscotland.org](mailto:coaching@pickleballscotland.org)).

You may become aware of suspected or likely abuse by:

- 10.1. Your own observations and concerns.
- 10.2. Being told by another person that they have concerns.
- 10.3. The person tells you
- 10.4. The abuser tells you.

Remember:

- 10.5. Do not delay.
- 10.6. Do not investigate.



- 10.7. Seek advice from the child protection lead or deputy.
- 10.8. Make careful recording of anything you observe or are told (Appendix 3).

## 11. CLEAR REPORTING GUIDELINES

We ensure and emphasis that everyone in our organisation understand and know how to share any concerns immediately with the child protection lead. Everyone, including both the child protection lead will deal with concerns by following the procedures set out in the Protection of Children and Vulnerable Adults.

It is the responsibility of the child protection lead to ensure that these procedures are rigorously adhered to. In the case that the child protection lead is implicated it is the duty of the person concerned to contact children's social services direct.

## 12. RECORD KEEPING

All records will be securely kept in a locked cabinet by Pickleball Scotland. Only the DCPO will have access and records will only be kept as long as necessary.

All records should be factual. It is equally important to record the reasons for making the decision not to refer to children's social care services as when the decision is taken to refer. Always sign, clearly detail name and job role of the person making the record, date and time these records.

## 13. MONITORING AND EVALUATION OF PROCEDURES

The Safeguarding - Children and Vulnerable Adults will be reviewed on a two year basis or at the time of any changes to legislation.

If a report is investigated then the usefulness of this policy will be considered as a matter of course and any necessary adjustments to the policy incorporated.

If you would like to discuss any element of this policy please email

**[Coaching@pickleballscotland.org](mailto:Coaching@pickleballscotland.org)**

## Appendices

### Appendix 1 – What are the potential risks to children and young people using social media?

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-hate, racist, hate and adult pornography(1).

Most children and young people use the internet positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world and vice versa. Potential risks can include, but are not limited to(2):

- a) Bullying by peers and people they consider ‘friends’.
- b) Posting personal information that can identify and locate a child offline.
- c) Sexual grooming, luring, exploitation and abuse contact with strangers.
- d) Exposure to inappropriate content.
- e) Involvement in making or distributing illegal or inappropriate content.
- f) Theft of personal information.
- g) Exposure to information and interaction with others who encourage self-harm.
- h) Exposure to racist or hate material.
- i) Encouragement of violent behaviour, such as ‘happy slapping’.
- j) Glorifying activities such as drug taking or excessive drinking.
- k) Physical harm to young people in making video content, such as enacting and imitating stunts and risk taking activities.
- l) Leaving and running away from home as a result of contacts made online.

*1 EUKids online project : Hasenbrink, Livingstone, Haddon Kirwil and Ponte*

*2 Home Office Task Force on Child Protection and the Internet: Good practice guidelines for the providers of social networking and other user interactive services 2008.*

## Appendix 2– Potential indicators of online grooming and sexual exploitation of children and young people

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-hate, racist, hate and adult pornography<sup>1</sup>. Most children and young people use the internet positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world and vice versa. Potential risks can include, but are not limited to<sup>2</sup>:

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## Appendix 3 - Handling Disclosures

### IMPORTANT INFORMATION IF YOU HAVE A CHILD PROTECTION CONCERN

Write down notes (referral forms can be obtained from DCPO) for:

- Dates, times, facts, observations (verbatim if possible)
- Try to ensure that you have all relevant details recorded

Contact Pickleball Scotland Designated Child Protection Officer:

Nanette Mutrie

To report and log a concern has been raised

Pickleball Scotland Designated Child Protection Officer will liaise with Children's Social Services.

The DCPO will revert if further information/involvement is required from you

### Other Sources of Information and Contacts

**Scottish Government Child Protection Line** 0800 022 3222

**Scottish Children's Reporter** 0300 200 1555

For Local Area Contacts [http://www.scra.gov.uk/contact\\_us/index.cfm](http://www.scra.gov.uk/contact_us/index.cfm)

**Social Work Services Standby Service** West 0800 811505  
Edinburgh

0800 731 6769

Highland 0800 0938 100

**NB ALL 0800 Number are 24 HOUR and can give details of CONTACTS FOR ALL AREAS.**

For ALL areas check With Scotland <http://withscotland.org/public> to find the appropriate contact for the child's area. (This link is updated at least weekly).

Named Person: All Children Resident in Scotland have a NAMED PERSON who can be Contacted or Informed of any Concerns. Named Persons are Head of the Child's School or Health Visitor.

N.B. If you are unsure about any allegations, you can phone

- NSPCC 0808 800 5000 Calls are free from landlines and most mobiles.
- Children 1<sup>st</sup> Safeguarding in Sport, 0141 419 1150 or email [safeguardingsport@children1st.org.uk](mailto:safeguardingsport@children1st.org.uk)
- Child line or 01414185670 or 0800 11111
- Children First [Scotland's National Children's Charity | Children 1st](http://www.scotlandscn.org.uk)