



## Child Wellbeing and Protection Guidance for the Protection of Children and Young People

Based on guidance from:



sportscotland



# Introduction

This pack contains a set of good practice guidance that CGS use to help promote children and young people's wellbeing and help to keep them safe in sport. This pack outlines CGS commitment to protecting children and young people, however separate Wellbeing and Protection Guidance for Adults at Risk of Harm is also available covering members over the age of 18.

It provides guidance and support for CGS staff and volunteers working with children and young people in sport and any member of staff or volunteer taking on the role of Child Wellbeing and Protection Officer (CWPO). This includes anyone involved in the delivery of sport or the Commonwealth Games. (e.g. paid or unpaid staff including coaches, support personnel, parent helpers, team officials etc.)

It should be read in conjunction with other CGS' Child Wellbeing and Protection Policy and Responding to Concerns Procedure. During Games periods additional team procedures will be adhered to above and beyond those in this pack.

CGS will revise this practice guidance on a regular basis in light of any new legislation, statutory and practice guidance and any significant incidents. In addition, CGS will review their policy, procedures and guidance before each **Games** to ensure they fully reflect any needs and risks arising from the unique host environment and/or specific associated needs of Team Scotland (e.g. codes of conduct, travel, accommodation, photography and filming).

CGS will also review their general operating procedures and guidances to ensure that they comprehensively cover all **non – Games** time activities in which their staff or volunteers may be involved.

## Further Support

Further guidance and support is available from the CGS Child Wellbeing and Protection Officer and the Children First – Case Management Support Service.

CGS Child Wellbeing and Protection Officer.

T: 07766602368

E: [safeguarding@teamsotland.scot](mailto:safeguarding@teamsotland.scot)

W: [Children First Child Wellbeing and Protection in Sport | Children First](#)

T: 0141 419 1156

E: [cwps@childrenfirst.org.uk](mailto:cwps@childrenfirst.org.uk)

If you have an immediate and serious concern about the safety of a child or young person, contact the police and/or social work child protection team. The Police can be contacted on: 101 (non-emergencies), 999 (emergencies) or <https://www.scotland.police.uk/secureforms/contact/>. **Contact details of social work can be found on the relevant local authority website.** ([Contact - Social Work Scotland](#) )

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# Wellbeing & Protection Policy Statement

CGS is committed to safeguard and protect all children and young people who participate and perform in our sport. We are committed to ensure every participant is able to participate in an enjoyable and safe environment which promotes wellbeing and protects them from harm, poor practice, exploitation, bullying and abuse. While this policy provides for all child/young people who participate it is acknowledged that there are certain groups within our child/young people participants that have higher risk factors. CGS's children & young people wellbeing and protection policy statement, related procedures and guidance are adopted at the highest level by the CGS Board. A clear statement of intent will be issued so that everyone understands CGS's position on promoting the wellbeing of children and young people involved in its activities. A separate Wellbeing & Protection Policy for Adults is also available covering members over the age of 18. Please see the current CGS Children and Young People Wellbeing and Protection Policy Statement ([found here](#)).

CGS is fully committed to a rights-based approach within our sports. To that end we recognise and implement the general principles of the UN Convention on Human Rights, the UN Convention on the Rights of the Child and the UN Convention on the Rights of Persons with Disabilities. Our Wellbeing & Protection Policy also takes into account principles from the Adult Support (Scotland) Act 2007. Staff and volunteers will work together to embrace difference and diversity and respect the rights of all persons within our sports.

## Clear Roles & Responsibilities

CGS has appointed a Child Wellbeing and Protection Officer (CWPO) and another person who can support the CWPO and deputise in their absence. The CWPO is the main point of contact and makes it easy for everyone to know who to go to if they need:

- Support
- Advice
- Training
- To report a concern

The CWPO, with the support of the CGS Board, will 'champion' good practice and make sure policies and procedures are put in place. Contact details and the role of the CWPO should be widely and easily accessible and understood by the sports, volunteers/staff, children, young people and parents/carers. During periods when the CWPO is unavailable it must be clear who the designated deputy for children and young people's wellbeing and protection is in their absence.

Please see **Appendix 1** for Job Description of Child Wellbeing and Protection Officer.

CGS Child Wellbeing and Protection Officer.

T: 07766602368

E: [safeguarding@teamsotland.scot](mailto:safeguarding@teamsotland.scot)

# The Role Of Commonwealth Games Scotland In Protecting Children and Young People

## Why protecting children, young people is important

There are many reasons why Commonwealth Games Scotland need to address, plan and implement the protection of children and young people.

- It will help to ensure Commonwealth Games Scotland fulfil legal and moral obligations for the care and protection of children and young people.
- Sends a positive message to children and young people and parents about the value you place on children and young people and their participation in sport.
- Sends a positive message to staff and volunteers that you will support and guide them when they work with children and young people and you will put safeguards in place to minimise risk to all.
- Sets the standards and expectations for everyone working with Commonwealth Games Scotland and provides a benchmark against which practice can be measured and challenged.
- Builds a legacy for the future of sport.
- Ensures that all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, wellbeing and development of children and young people.

These recommendations are based on legislation, national guidance and messages from inquiries and recognised good practice.

The CGS Child Wellbeing and Protection Officer has the main responsibility for managing children and young people protection issues with CGS staff and volunteers.

## Other Staff Roles

All CGS staff and volunteers have a responsibility for the promotion and development of children and young people protection. Their responsibilities include:

- Establishing and raising awareness of children and young people protection in their specific area of work.
- Ensuring that the latest information on children and young people issues is accessible within their area of the organisation and available for partner organisations.
- Investigating and understanding the latest information on data protection, confidentiality and other legal issues that impact on the protection and wellbeing of children and young people specific to their area of work.
- Encouraging good practice and support of children and young people protection procedures.
- Liaising with sport organisations and other relevant organisations such the Police and Local Authorities.

# Safe Recruitment

A well-run safe recruitment process is part of CGS's commitment to putting the protection and wellbeing of children and young people first. Many jobs are done by volunteers who have been recruited formally or informally. If a job involves working with children or young people, CGS has a legal and moral responsibility to ensure that the person appointed is suitable. The checklist in **Appendix 2** gives essential steps to make sure CGS meets its duty.

CGS has a legal duty, under the Protection of Vulnerable Groups (Scotland) 2007 Act and Disclosure (Scotland) 2020 Act, to make sure that the adults who are authorised to work or volunteer with children and young people on behalf of CGS are not on the Barred List. The Barred List is a list of individuals who have been barred from working with children and/or protected adults by Disclosure Scotland. The lists are separate, although people can be on both lists.

The person(s) in CGS who are responsible for making the decisions about appointments and for managing the sports, volunteers and staff should be clearly identified. The CGS Child Wellbeing and Protection Officer will play an important advisory role in relation to appointments to work with children and young people. It is worth pointing out at this stage that it is a common misunderstanding that CGS will be contacted by Disclosure Scotland in the event of any new information becoming available about a PVG Scheme Member. This is not the case. CGS will only be informed by Disclosure Scotland if any relevant new information becomes available about a member of the sports, volunteers or staff. For example, CGS will be contacted if the individual is being considered for listing because they have received a conviction for harming a child or protected adult, but they will not be contacted if the PVG Scheme Member receives a dangerous driving conviction. This should be borne in mind if using employees/volunteers for transporting children and young people to events. In this case a PVG update should be undertaken annually.

## **When a PVG Scheme Member leaves.**

If a PVG Scheme member is no longer in a regulated role with children and young people on behalf of CGS, Disclosure Scotland should be notified. Should a member of the sports, volunteers or staff not be in contact for three months or more, **CGS will** inform Disclosure Scotland that the individual is no longer in regulated work with children and young people.

## **Existing PVG Scheme Members**

If the person appointed to a position of a regulated role is already a PVG scheme member, a 'Scheme Record Update' from Disclosure Scotland will be requested. This will register CGS's connection to and interest in this person and provide you with any relevant updated information since the application was made.

## **References**

CGS will always request and check 2 references. At least one reference should be from a role that involved working with children and young people. References from relatives are not acceptable. These can be verbal or written. Record verbal references - who the reference was from and what was said.

## **Induction & Training**

When a new post holder starts at CGS the Child Wellbeing and Protection Officer should:

- Agree what training they need (e.g. Child Wellbeing and Protection in Sport) and when it should be done by.
- Explain the child and young person's protection policy and procedures, including the Codes of Conduct.
- Get written agreement to abide by Children and Young People Wellbeing and Protection policies and the Codes of Conduct for working with children and young people.

## **Trial period**

It is recommended that CGS and any new members of the sports, volunteers or staff agree a trial period to make sure that the role is a good fit for both.

## **Monitoring and Performance review**

CGS should monitor the performance of the individual doing regulated work. This gives an opportunity to check on progress and address any problems or concerns.

See **Appendix 3** for information on PVG which may be useful for CGS to share with people who CGS are considering carrying out a regulated role with children and young people.

# Codes of Conduct for Working with Children and Young People

A code of conduct for working with children and young people is used to make clear:

- What behaviour is acceptable and unacceptable.
- The standards of practise expected when working and volunteering on behalf of CGS.
- The basis for challenging and improving practise.

Everyone working with children and young people on behalf of CGS signs up to CGS Codes of Conduct. Members of the sports, volunteers and staff must be clear about the expectations on them when involved in activities with children and young people. Children, young people and the parents/carers involved in activities should also be clear about what they can expect from the adults working with them.

CGS believes the sports, volunteers and staff, children, young people and parents/carers, support and understand Codes of Conduct best when they are involved in drawing them up and have the opportunity to discuss regularly what is acceptable and unacceptable behaviour.

For Games period, a Code of Conduct will be developed in addition to the CGS corporate Code of Conduct during the preparations for each Games.

**Concerns about breach of the Codes of Conduct should be taken seriously and responded to in line with the disciplinary procedure and/or procedures for responding to concerns.**

## **Code of conduct for parents/carers and children/young people**

Children, young people and their parents/carers should also be clear about the expectations placed upon them.

CGS believes it is beneficial to ask children and young people as a group to discuss this in their group/team and to agree what the consequences of breaking these rules should be. This will be done in preparation for Games and each event time outwith the Games period.

## **Good spectator behaviour is important**

Pressure on children and young people and the bad behaviour of adults on the side-line can affect children and young people. CGS promotes good side-line behaviour and makes it clear that if children, young people or officials are abused, action will be taken.

Further guidance and support is available from:

CGS Wellbeing & Protection Officer:

T: 07766 602368

E: [safeguarding@teamsotland.scot](mailto:safeguarding@teamsotland.scot)

Children First Child Wellbeing and Protection in Sport

W: [Children First Child Wellbeing and Protection in Sport | Children First](#)

T: 0141 419 1156

E: [cwps@childrenfirst.org.uk](mailto:cwps@childrenfirst.org.uk)

See **Appendix 4** for Template Code of Conduct for Working with Children and Young People for CGS use.

See **Appendix 5** for Template Parents and Carers Code of Conduct for CGS use.

See **Appendix 6** for Template Children and Young People Code of Conduct for CGS use.

# Safe In Sport – Good Practice Guidelines

CGS has a duty of care towards all children and young people involved in its activities. Although it is not possible to give guidance for all possible circumstances, the Good Practice Guidelines are based on best practice and cover some of the most common situations. They apply to all young people under the age of 18, but common sense should be applied when considering the circumstances of older children.

## Adult to Child Ratios

As a general guide a ratio of 1:10 is recommended for children 8 – 16 years, see also **Appendix 7 - Guidelines on Trips Away**.

Activities should be planned to involve at least two adults, preferably one male and one female. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children and young people:

- The number of children/young people involved in the activity.
- The age, maturity and experience of the children/young people.
- Whether any of the group leaders or children/young people has a disability or special requirements.
- Whether any of the children/young people have challenging behaviour.
- The particular hazards associated with the activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the leaders.
- The programme of activities.
- Whether there are volunteers under the age 18.

## First Aid & the Treatment of Injuries

The Child/Young Person and/or Parents/carers must sign the agreed Team Member Agreement and complete a medical questionnaire before the child and young person participates in sport for CGS. This ensures that appropriate CGS volunteers/staff involved in an event or activity are made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required.

The following guidelines should be followed:

- Have an accessible and well-resourced first aid kit and a working telephone at the venue.
- Where possible, access to medical advice and/or assistance should be made available.
- Where possible, access to a defibrillator should be made available.
- Only those with a current, recognised First Aid qualification should treat injuries.
- Inform parents/carers as soon as possible of any injury and action taken.
- Records will be held on PDMS and will include any significant injury and the details of any treatment given recorded. Good sense or sport specific guidance should be used to determine which injuries are significant.
- The circumstances of any accidents that occur should be recorded and reviewed to avoid it happening again.

## **Volunteers Aged 17 or Under –**

While some children under the age of 16 may be in a 'regulated role' with children and young people they should not be placed in positions of sole responsibility for other children and young people. They should be supervised by a more senior qualified coach or staff/volunteer who has been appropriately vetted.

Volunteers aged 17 and under should be assessed for their suitability to work with children and young people. There is now a lower age limit of 16 years for PVG membership. Where the post meets the criteria for a regulated role, PVG membership is now mandatory.

Young volunteers may come under different pressures (e.g. lack of respect from peers) and closeness in age could lead to the development of friendships or romantic/sexual relationships. Regular supervision, training and extra support is recommended. Supervision ratios should also be reassessed, as a young volunteer may not be as capable of overseeing a group of children and young people as an adult in the same position.

### **Physical Contact**

Any necessary physical contact during sport sessions should respect and be sensitive to the needs and wishes of the child and young person and should take place in a culture of dignity and respect, to be adhered within guidelines, laws and specifications of the respective sport.

Children and young people should be encouraged to speak out if they feel uncomfortable.

### **Demonstrating a Technique**

In the first instance, techniques should be delivered by demonstration (either by the coach or an athlete who can display the technique safely, specific to their sport).

If physical contact is necessary, for example to provide support, this should be clearly explained to the child and young person in advance and they should be given the chance to opt out. Physical support should be provided openly and must always be proportionate to the circumstances.

### **Sexual Activity and Grooming**

Within sport intimate relationships can occur. This section looks at both sexual activity among young people and that between adults and young people.

#### **Young people**

Sexual activity between children/young people at team events, in sports facilities and at social activities organised by CGS should be discouraged.

Criminal sexual behaviour committed by a young person should be referred to the Police or social services. This may also lead to disciplinary action in accordance with the sport and CGS's disciplinary procedure.

For more information see the [National Guidance for Child Protection in Scotland 2021 – Updated 2023](#).

## Adults

**Sexual activity between adults and children under the age of 16 is illegal** and must be reported to the Police.

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person may be committing a criminal offence known as 'abuse of trust'. In England, Wales and Northern Ireland, sports coaching is now defined in law as a 'position of trust'. This means it is illegal for an adult holding a position of trust to enter into a sexual relationship with a 16 or 17 year old in their care. While this not currently the law in Scotland, the Scottish Government is considering similar legislation. The principle of the law should be followed and captured in CGS's policies.

The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

Sexual activity between adults and young people (16+) involved in sport should therefore be prohibited when the adult is in a position of trust or authority (coach, trainer, support personal, official). This should be communicated clearly to adults in such positions at the outset within the Codes of Conduct and clear procedures drawn up to deal with such a situation promptly, fairly and consistently.

## Grooming

Most adults involved in sport with children and young people participate with the aim of providing a fun and positive experience for the children and young people taking part. However, some may use sport as a way of gaining access to children and young people with the purpose of developing inappropriate intimate relationships.

People who commit sexual offences against children and young people often first gain the trust of people around the child and young person, such as their family and friends and those involved in sport. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming should be reported to police.

# Managing Challenging Behaviour

## Planning

Sessions should be planned around the group and take into consideration the needs of each child/young person. CGS volunteers/staff should consider previous and likely behaviour. There should be strategies to manage risks agreed in advance. This should identify the appropriate number of adults required to manage and support the session safely, including being able to respond adequately to safeguard the group.

From time-to-time CGS volunteers/staff delivering sport to children and young people may have to deal with challenging behaviour.

The following principles should be applied:

- The wellbeing of all children and young people is the paramount consideration.
- Children and young people must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

None of the following should be used as a means of managing a child or young person's behaviour:

- Physical punishment or the threat of such.
- Withdrawal of communication.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

## Physical Interventions

Physical interventions should only be used as a last resort to prevent a child or young person from injuring themselves or others or causing serious damage to property. Only the minimum force needed to avert injury to a person or serious damage to property should be used and applied for the shortest period of time. Physical intervention must not ever be used as a form of punishment.

# Transporting Children & Young People

CGS does not generally take responsibility for the transport of children and young people to and from locations by car. If CGS does expressly accept responsibility for travel arrangements, it should undertake a risk assessment including the following areas:

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

CGS volunteers/staff should be discouraged from transporting children and young people to activities by car. However, when this situation cannot be avoided the following guidelines should be followed:

- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children and young people in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.

## Collecting by Parents/Carers

Make sure that start and finish times are clear and that the arrangements for collection are understood by all. Parents/carers who wish children and young people to go home unaccompanied (according to their age and stage) should give consent in writing. Notify parents/carers that they should not drop children and young people off too early and that they are expected to collect children and young people promptly. Explain late collection procedures. Have a late collection telephone contact and number and let the parent/carer know how to contact CGS if they are held up.

## Dealing with the Situation

If parents/carers are late when picking up their child/young person, the wellbeing of the child/young person will take precedence, and he/she must not be left alone. CGS have a duty of care to the children and young people in their charge and this continues when the activity has finished. However, it is not the responsibility of CGS staff/volunteers to transport children and young people home. If attempts to contact an adult who is responsible for the child/young person fail, the CGS CWPO and social work should be informed. Where possible have more than one adult at the end of an activity. If an adult is left in sole charge in these circumstances, they should record any actions taken and inform the CGS CWPO and parents/carers as soon as possible.

## Trips Away From Home (Involving Overnight Stays)

See **Appendix 7 – Guidelines for Trips Away & Overnight Stays.**

# Procedure for the use of Photographs, Film or Video

Children and young people must be protected from those who would seek to use photos and videos to place them at risk of harm.

Written consent must be obtained from the child/young person's parents/carers before any photography or filming takes place.

## Management Of Photography

Reasonable steps must be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but CGS does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.

Where photography or filming is permitted, (and consent has been granted from parents/carers), the following guidelines should be followed:

- Put a system in place to allow easy tracking of photographers and their equipment. For example, use a badge or sticker to identify those with permission to photograph or film.
- Children and young people must never be portrayed in a demeaning, tasteless or a provocative manner. Children and young people should never be shown in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate. No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child/young person and parents/carers.
- Decisions about publishing images should reflect the best interests of the child/young person and should consider whether they might place the child/young person at risk. Special care must be taken in relation to vulnerable children and young people such as those in care, fleeing domestic violence or a child/young person with a disability.
- All negatives, copies of videos and digital images will be stored in a secure place. These will not be kept under the security and control of CGS for any longer than is necessary having regard to the purposes for which they were taken.
- Indecent images of young people under 18 years of age are classified as child/young person abuse imagery and must be reported immediately to the Police.

## Concerns

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the CGS CWPO or the Police.

## Mobile Phone Cameras

A number of children and young people have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming should ever be permitted in such areas.

## Communication Technology & Social Media

Communication technology and social media developments advance extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for CGS to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

Adults who seek to harm children and young people have been known to use technology and social media to “groom” children and young people. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005. It is also widely acknowledged that children and young people can be harmed by the behaviours and actions of their peers for example, on-line bullying and sexting.

The following guidelines should be met in order to safeguard all parties when communicating using texting/social media:

- All communications from CGS with children and young people should be open, transparent and appropriate.
- Messages should only be sent to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team.
- It should always be clear that it is CGS who is communicating information – one-to-one messaging arrangements between sports, team staff and children and young people should be strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening.
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.
- Written permission must be sought from parents/carers and the child/young person to communicate with children under 16 years via technology/social media.
- Parents should be offered the option to be copied into any messages their child will be sent.
- Consent to communicate via technology/social media should be sought directly from young people aged 16 to 18. Though consent from parents/carers is not required for this age group it is recommended that parents/carers are informed of the intention to communicate with their children. Any communication should also be shared with parents/carers. Ensure the purpose and parameters of such communication is made clear and is with regards to matters related to the sport only, e.g. training times, competitions schedules etc.
- Children and young people should be informed about the means of communication at CGS. They should also be given information on how to keep themselves safe and who to report any concerns to in CGS. All concerns about the inappropriate use of technology and social media will be dealt with in line with the Procedure for Responding to Concerns for Children and Young People. This may include the concerns being reported to Police. This information would be provided via a secure section of the Team Scotland website, with the link sent to children/young people and parents/guardians.
- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database. Storage of sensitive information should be in line with data protection principles.

- The number of people with access to children and young people's details should be kept to a practical minimum. A record should be kept of their numbers/addresses by the CGS CWPO.

### **Use of Images & Information**

- Information published on the websites/social networking sites must never include personal information that could identify a child/young person e.g. home address, email address, telephone number of a child/young person. All contact must be directed to CGS.
- Children and young people must never be portrayed in a demeaning, tasteless or a provocative manner. Children and young people should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

### **Sport Facilities & Changing Rooms**

Children and young people are particularly vulnerable in the changing area of sports facilities.

Bullying can occur where children are left unsupervised in changing areas. It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms.

Adults should avoid changing or showering at the same time as children and young people. If limited changing facilities mean that adults and children and young people must share, adults must take care to protect the modesty and privacy of themselves and the children and young people. Parents/carers should be made aware if this is likely to be the case. Organising different times for adults and children to use the changing facility should always be a first option. The safety and well being of children must be ensured which would include adults.

An adult should not be alone with a child/young person in the changing areas. If possible, more than one adult should supervise changing areas. Extra vigilance may also be required if there is public access to the venue.

If children and young people are uncomfortable changing or showering in public, do not pressure them to do so. If you need to use a changing room for another purpose, such as a team talk, wait until all children and young people are fully dressed.

No photography or filming should be allowed in changing areas.

# What are we Protecting Children & Young People against?

The following examples are ways in which children and young people may be abused or harmed, either within or out with sport.

The quotes used are taken from Protecting Children- A Shared Responsibility, Guidance on Inter-agency co-operation (Scottish Office, 1998).

In this section Child/Children should also be read as including young person/young people  
[Introduction to Child Abuse](#)

## Guidelines For Preventing & Responding to Managing Bullying

Bullying is face-to-face and/or online behaviour which impacts on a person's sense of physical and emotional safety, their capacity to feel in control of their life and their ability to respond effectively to the situation they are in. The behaviour does not need to be repeated, or intended to cause harm, for it to have an impact. Bullying behaviour can be physical, emotional or verbal and can cause people to feel hurt, threatened, frightened or left out. Bullying is a violation of children's rights and is incompatible with the UN Convention on the Rights of the Child, now enacted in Scots law.

This behaviour can harm people mentally, emotionally, socially and physically. The actual behaviour (for example actions, looks, messages, confrontation or physical interventions) does not always need to be repeated for it to have an ongoing impact. The fear of behaviour reoccurring may have a lasting impact. Bullying is more likely to take place in the context of an existing imbalanced relationship, but may also occur where no previous or current relationship exists. Bullying may be carried out by an individual or can sometimes involve a group of people.

### Examples of bullying:

- Being called names, teased, put down or threatened (face to face and/or online).
- Being hit, tripped, pushed or kicked.
- Having belongings taken or damaged.
- Being ignored, left out or having rumours spread about you (face to face and/or online).
- Sending abusive messages, pictures or images on social media, online gaming platforms or phones/tablets.
- Behaviour which makes people feel like they are not in control of themselves of their lives (face to face and/or online).
- Being targeted because of who you are or who you are perceived to be (face to face and/or online).
- Increasing the reach and impact of bullying or prejudice through the recruitment and/or involvement of a wider group.

When talking about bullying, it's never helpful to label children and young people as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

### Action to help children and young people on the receiving end of bullying behaviour:

When supporting a young person who is experiencing bullying, it is crucial to listen to them, take them seriously, understand the impact the behaviour is having on them, and reassure them that the bullying taking place is not their fault. Children and young people need adult help to maintain

perspective when they are feeling bullied to reduce the mental impact on them.  
Support can include:

- **Active listening/counselling/talking.** This can help them process what is happening, cope with the emotional impact of bullying and think about the potential solutions, any consequences of these and support available.
- **Reporting bullying.** Encourage them to share their experience with a trusted adult and report the bullying to the relevant authorities, such as CGS CWPO.
- **Developing a wellbeing plan.** Agreeing next steps, monitoring progress and making adjustments to the plan, particularly if the initial actions are not successful.

### Support for children and young people displaying bullying behaviours:

Children and young people who exhibit bullying behaviour need adult support to understand the underlying thoughts and feelings driving their actions, and to develop healthier responses and relationships. It is crucial to help them recognise the harm their behaviour causes, repair relationships when possible and desired, and challenge prejudicial attitudes through education and building empathy.

Responses should focus on the challenging behaviour, encouraging reflection and preventing reoccurrence. Responses will vary depending on the children or young person and the nature of the incident. While individual responses, there should be consistency in all approaches by focusing on repairing the harm caused where possible and preventing it from happening again.

For young people displaying bullying behaviours, adult support can include:

- **Active listening.** To understand what is lying behind the behaviour and help them develop healthier ways to cope with difficult feelings.
- **Education.** Promote empathy and kindness and help them understand the impact of their actions and why their behaviour is unacceptable.
- **Parental involvement.** Where appropriate, and with the young person's consent, engage parents in monitoring the situation and guiding more positive behaviour.
- **Restorative actions.** Encourage them to make amends and repair harm, where appropriate.
- **Develop a wellbeing plan.** Setting out responses, monitoring progress and making adjustments to the plan, particularly if the initial actions are not successful.
- Keep a written record of action taken.

### What can CGS do?

Creating an anti-bullying ethos is the best prevention. CGS does not underestimate the importance of the behaviour of adults as they are role models for children and young people.

Strategies and solutions do not come in 'one size fits all'. Each case is unique and requires an individual response to the individual situation. What might work in one situation might not work in another. You might have to adopt different strategies before finding one that is effective.

It is important to ask for help and support if you need it to deal with a bullying incident.

The *Useful Contacts* list has more details but [respectme](#), [ChildLine](#) and [Children First Support line | Children](#) are useful contacts.

Please refer to the CGS policy for Harassment and Bullying.

## Child Protection – Relevant Legislation

This is intended as a brief guide to the legislation relevant to the care and protection of children in Scotland. Sports organisations should obtain advice from a solicitor in relation to specific legal issues. [Relevant Legislation](#)



## Useful Contacts & Websites

<p><b>Children 1st:</b> Scotland's national children's charity</p> <p><b>Child Wellbeing and Protection in Sport:</b> National service for child wellbeing and protection in sport in Scotland</p> <p><b>Children 1st Parentline:</b> Practical and emotional support for every family in Scotland, over the phone and online.</p>	<p>83 Whitehouse Loan, Edinburgh EH9 1AT <a href="http://children1st.org.uk">children1st.org.uk</a></p> <p><a href="mailto:cwps@childrenfirst.org.uk">cwps@childrenfirst.org.uk</a> 0141 419 1156 <a href="http://children1st.org.uk/parentline">Children First Child Wellbeing and Protection in Sport   Children First</a></p> <p>08000 28 22 33 <a href="http://children1st.org.uk/parentline">children1st.org.uk/parentline</a> <a href="http://children1st.org.uk/parentline">Children First Support line   Children First</a></p>
<p><b>sportscotland:</b> National agency for sport. A non-departmental public body responsible through Scottish Ministers to the Scottish Parliament</p> <p><b>Help for Clubs:</b> Online resources and support for sports clubs</p>	<p>Doges, Templeton on the Green 62 Templeton Street, Glasgow, G40 1SA 0141 534 6500</p> <p><a href="http://sportscotland.org.uk">sportscotland.org.uk</a> <a href="http://helpforclubs.org.uk">helpforclubs.org.uk</a></p>
<p><b>Disclosure Services</b> <b>Disclosure Scotland:</b> A national body with devolved powers from Scottish Ministers to help employers make safer decisions when recruiting people. Making sure unsuitable people do not work with children and young people in regulated roles</p> <p><b>Volunteer Scotland:</b> Volunteer Scotland Disclosure Services: information about disclosure for organisations and individuals</p>	<p>0300 020 0040 <a href="http://mygov.scot/organisations/disclosure-scotland">mygov.scot/organisations/disclosure-scotland</a></p> <p>General helpline: 01786 479 593 <a href="http://volunteerscotland.net">volunteerscotland.net</a></p>
<p><b>Reporting a Crime</b> <b>Police Scotland:</b> The national police authority for Scotland</p> <p><b>Crimestoppers:</b> Crimes can be reported anonymously</p> <p><b>Internet Watch Foundation:</b> UK hotline for reporting criminal online content</p>	<p>Free phonenumber: 101</p> <p><a href="http://crimestoppers-uk.org">crimestoppers-uk.org</a></p> <p><a href="http://iwf.org.uk">iwf.org.uk</a></p>
<p><b>Online Safety</b> <b>Child Exploitation Online Protection (CEOP):</b> A law enforcement agency to keep children and young people safe from sexual exploitation and abuse</p> <p><b>UK Safer Internet Centre:</b> the centre has three main pillars - an awareness centre, a helpline for the children's workforce and a hotline for removal of criminal content</p>	<p><a href="http://ceop.police.uk">ceop.police.uk</a></p> <p><a href="http://saferinternet.org.uk">saferinternet.org.uk</a></p>





<p><b>NSCPCC Child Protection in Sport Unit:</b> UK organisation for child wellbeing and protection in sport.</p> <p><b>Childline:</b> A free, private and confidential service where children can talk about anything.</p> <p><b>Rape Crisis Scotland:</b> Free helpline open from 6pm - midnight for anyone aged 13 and over concerned about or affected by any form of sexual violence.</p> <p><b>Samaritans:</b> A 24-hour, 365 day a year crisis support service, providing a non-judgemental listening service.</p>	<p>0116 234 7278 <a href="http://thecpsu.org.uk">thecpsu.org.uk</a></p> <p>Free helpline: 0800 1111 <a href="http://childline.org.uk">childline.org.uk</a></p> <p>Free helpline: 08088 010302 <a href="http://rapecrisisscotland.org.uk">rapecrisisscotland.org.uk</a></p> <p>Free helpline: 116 123 <a href="http://samaritans.org">samaritans.org</a></p>
<p><b>Mental Health Services</b></p> <p><b>Young Minds:</b> The voice for young people's mental health and wellbeing</p> <p><b>The Mix:</b> Free confidential help for young people under 25</p> <p><b>Papyrus:</b> Confidential support and advice for prevention of young suicide</p> <p><b>Wellbeing Scotland:</b> Provides a wide range of holistic services for individuals with helpline for children/young people with mental health wellbeing issues</p> <p><b>SAMH:</b> Provides mental health information and local support, campaign for mental health rights</p> <p><b>Respect Me:</b> Scotland's anti-bullying service</p>	<p><a href="http://youngminds.org.uk">youngminds.org.uk</a></p> <p><a href="http://themix.org.uk">themix.org.uk</a></p> <p>Hopeline UK: 0800 068 41 41 <a href="http://papyrus-uk.org">papyrus-uk.org</a></p> <p>01324 630 100 <a href="http://wellbeingscotland.org">wellbeingscotland.org</a></p> <p>0344 800 0550 <a href="http://samh.org.uk">samh.org.uk</a></p> <p><a href="http://respectme.org.uk">respectme.org.uk</a></p>
<p><b>Children's Rights &amp; Voices</b></p> <p><b>Children &amp; Young Peoples Commissioner for Scotland:</b> Advice on children's human rights</p> <p><b>Together:</b> An alliance of Scottish children's charities that work to improve understanding and implementation of the UNCRC</p> <p><b>Young Scot:</b> The national information and citizenship organisation for young people</p> <p><b>Scottish Youth Parliament:</b> The democratically elected voice of young people in Scotland</p> <p><b>Children's Parliament:</b> Scotland's centre of excellence for children's human rights, participation and engagement</p>	<p>Free helpline: 0800 019 1179 <a href="http://cypcs.org.uk">cypcs.org.uk</a></p> <p><a href="http://togetherscotland.org.uk">togetherscotland.org.uk</a></p> <p><a href="http://young.scot">young.scot</a></p> <p><a href="http://syp.org.uk">syp.org.uk</a></p> <p><a href="http://childrensparliament.org.uk">childrensparliament.org.uk</a> <a href="http://www.sccyp.org.uk/">http://www.sccyp.org.uk/</a></p>

