

# **SYFA Limited (SYFA)**

## **PLAYER PROTECTION POLICY & GUIDELINES**

(This is an Extract from the SYFA Player Protection Policy and MUST be applied in accordance with the full policy that is available in the downloads section of [www.scottishyouthfa.co.uk](http://www.scottishyouthfa.co.uk) )



## **FORWARD**

The Scottish Youth FA Limited (SYFA) is a Company Limited by Guarantee set up in May 1999 as the governing body for grassroots recreation youth football.

### **The Scottish Youth FA mission is:**

Leading the way and modernising our approach to guarantee the continued growth of grassroots football.

Encouraging all boys and girls throughout Scotland to play organised football and enabling every child to develop and flourish as a player.

SYFA is helping all SYFA volunteers to create a safe and fun environment while developing and supporting all players.

### **The Scottish Youth FA vision is:**

To increase the number of children and young adults playing organised, quality football throughout Scotland.

*The SYFA is fully committed to safeguarding the welfare of all players in its care. The SYFA recognises the responsibility to promote safe practice and to safeguard players from harm, abuse and exploitation.*

*SYFA Staff and all registered officials will work together to embrace difference and diversity and respect the rights of children and young people. The SYFA is fully committed to and recognises the importance of the volunteer sector without whom it would be impossible for football to function at grassroots level in Scotland.*

*This document outlines the SYFA commitment to safeguard all players. These guidelines are based on the following principles and are supported by our work and experiences over a number of years:*

- *The welfare of players is the primary concern*
- *All players, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse*
- *Protection is the responsibility of all registered SYFA officials, member leagues & clubs*
- *Players have a right to express their views on all matters which affect them and should be encouraged to do so in appropriate ways e.g. at club meetings*
- *The SYFA shall work in partnership together with players and parents to promote the welfare, health and development of players.*

### **Why safeguarding players is important to SYFA**

There are many reasons why the SYFA needs to address, plan and implement the protection of children and young people. It:

- Will help to ensure the governing body and member clubs fulfill legal and moral obligations for the care and protection of players
- Sends a positive message to both players and parents about the value you place on players and their participation in your sport
- Sends a positive message to staff and officials that you will support and guide them when they work with players and you will put safeguards in place to minimise risk to all
- Sets the standards and expectations for everyone working in the sport and provides a benchmark against which practice can be measured and challenged

- Builds a legacy for the future of the sport
- Reduces the risk of successful legal action against the organisation by ensuring that all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of players

## **POLICY STATEMENT AND PRINCIPLES**

### **POLICY STATEMENT**

SYFA plus its Working Groups, Committees, regions, member leagues/associations, member clubs and officials are fully committed to providing every player and official with a safe environment in which they may enjoy participating in grassroots football.

### **POLICY PRINCIPLES**

The SYFA is fully committed to safeguarding the welfare of all players in its care. It recognises the responsibility to promote safe practice and to protect players from harm, abuse and exploitation.

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

This policy outlines the SYFA commitment to protecting players and is based on the following player's rights:

- The right to a safe environment
- The right to a protection against harm or the risk of harm
- The right to a protection against physical abuse
- The right to a protection against verbal abuse
- The right to a protection against emotional abuse
- The right to a protection against sexual abuse
- The right to a protection against bullying
- The right to a protection against neglect
- The right to express opinions and to have those opinions considered in all matters that concern their well being
- The right that all actions concerning the child should be in his/her best interests
- The right to have all suspicions and allegations taken seriously and actioned as appropriate

The SYFA shall:

- Promote the health and welfare of children by providing opportunities for them to take part in grassroots football safely
- Respect and promote the rights, wishes and feelings of players
- Promote and implement appropriate guidelines to safeguard the well being of players and protect them from abuse
- Recruit, train, support and supervise its staff and officials to adopt best practice to safeguard and protect players from abuse and to reduce risk to themselves
- Require staff and officials to adopt and abide by this Player Protection Policy and these guidelines
- Respond to any allegations of misconduct or abuse of players in line with this Policy and these guidelines as well as implementing, where appropriate, the relevant disciplinary and appeals procedures
- Observe guidelines issued by local Child Protection Committees for the protection of children

- Regularly monitor and evaluate the implementation of this Policy and these guidelines

The SYFA is fully committed to safeguarding the welfare of all players in its care. It recognises the responsibility to promote safe practice and to safeguard players from harm, abuse and exploitation. SYFA staff and all volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This policy outlines the SYFA commitment to safeguarding players and is based on the following player's rights:

- The right to a safe environment
- The right not to be illegally discriminated against
- The right to a protection against harm or the risk of harm
- The right to a protection against physical abuse
- The right to a protection against verbal abuse
- The right to a protection against emotional abuse
- The right to a protection against sexual abuse
- The right to a protection against bullying
- The right to a protection against neglect
- The right to express opinions and to have those opinions considered in all matters that concern their well being
- The right that all actions concerning the child should be in his/her best interests
- The right to have all suspicions and allegations taken seriously and actioned as appropriate

The SYFA shall:

- Promote the health and welfare of children by providing opportunities for them to take part in grassroots football safely
- Respect and promote the rights, wishes and feelings of players
- Promote and implement appropriate guidelines to safeguard the well being of players and protect them from abuse
- Recruit, train, support and supervise its staff and officials to adopt best practice to safeguard and protect players from abuse and to reduce risk to themselves
- Ensure that all SYFA staff and registered officials know that they have a responsibility to keep children safe
- Require staff and officials to adopt and abide by this Player Protection Policy and these guidelines
- Respond to any allegations of misconduct or abuse of players in line with this Policy and these guidelines as well as implementing, where appropriate, the relevant disciplinary and appeals procedures
- Observe guidelines issued by local Child Protection Committees for the protection of children
- Regularly monitor and evaluate the implementation of this Policy and these guidelines

### **WHAT ARE WE SAFEGUARDING PLAYERS AGAINST?**

The following examples are ways in which children may be abused or harmed, either within or outwith sport.

## **Harm and Significant Harm**

Child protection is closely linked to the risk of significant harm. Significant harm is a complex matter and subject to professional judgement based on a multiagency assessment of the circumstances of the child and their family. Where there are concerns about harm, abuse or neglect, these must be shared with the relevant agencies so that they can decide together whether the harm is, or is likely to be, significant.

Significant harm can result from a specific incident, a series of incidents or an accumulation of concerns over a period of time. It is essential that when considering the presence or likelihood of significant harm that the impact (or potential impact) on the child takes priority and not simply the alleged abusive behaviour. The following illustrates considerations that need to be taken into account when exercising that judgement.

In order to understand the concept of significant harm, it is helpful to look first at the relevant definitions.

Harm means the ill treatment or the impairment of the health or development of the child, including, for example, impairment suffered as a result of seeing or hearing the ill treatment of another. In this context, development can mean physical, intellectual, emotional, social or behavioural development and health can mean physical or mental health.

Whether the harm suffered, or likely to be suffered, by a child or young person is significant is determined by comparing the child's health and development with what might be reasonably expected of a similar child.

There are no absolute criteria for judging what constitutes significant harm. In assessing the severity of ill treatment or future ill treatment, it may be important to take account of:

- the degree and extent of physical harm; the duration and frequency of abuse and neglect;
- the extent of premeditation; and the presence or degree of threat, coercion, sadism and bizarre or unusual elements.

Sometimes, a single traumatic event may constitute significant harm, for example, a violent assault, suffocation or poisoning. More often, significant harm results from an accumulation of significant events, both acute and long-standing, that interrupt, change or damage the child's physical and psychological development.

To understand and identify significant harm, it is necessary to consider:

- the nature of harm, either through an act of commission or omission;
- the impact on the child's health and development, taking into account their age and stage of development;
- the child's development within the context of their family and wider environment;
- the context in which a harmful incident or behaviour occurred;
- any particular needs, such as a medical condition, communication impairment or disability, that may affect the child's development, make them more vulnerable to harm or influence the level and type of care provided by the family;
- the capacity of parents or carers to meet adequately the child's needs; and
- the wider and environmental family context.

The reactions, perceptions, wishes and feelings of the child must also be considered, with account taken of their age and level of understanding. This will depend on effective communication, including with those children and young people who find communication difficult because of their age, impairment or particular psychological or social situation. It is important to observe what children do as well as what they say, and to bear in mind that children may experience a strong desire to be loyal to their parents/carers (who may also hold some power over the child).

Steps should be taken to ensure that any accounts of adverse experiences given by children are accurate and complete, and that they are recorded fully.

In Scotland harm is defined under the PVG Act as follows:

- (1) For the purposes of the PVG Act, an individual (“A”) harms another (“B”) if:
  - (a) A's conduct causes B physical harm,
  - (b) A's conduct causes B psychological harm (for example: by putting B in a state of fear, alarm or distress),or
  - (c) A engages in unlawful conduct which appropriates or adversely affects B's property, rights or interests (for example: theft, fraud, embezzlement or extortion), and references to harm are to be construed accordingly.
  
- (2) For the purposes of the PVG Act, an individual (“C”) places another (“D”) at risk of harm if:
  - (a) C attempts to harm D,
  - (b) C incites another to harm D,
  - (c) C encourages D to self-harm,or
  - (d) C's conduct otherwise causes, or is likely to cause, D to be harmed, and references to being placed at risk of harm are to be construed accordingly.

### **Child Abuse**

Recognising child abuse is not easy. It is not your responsibility to decide whether or not child abuse has taken place or if a child is at significant risk of harm from someone. You do however, have both a responsibility and duty, as set out in the SYFA Player Protection procedures, to act in order that the appropriate agencies can investigate and take any necessary action to safeguard a child.

The following information should help you to be more alert to the signs of possible abuse.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.

Assessments will need to consider whether abuse has occurred or is likely to occur.

While it is not necessary to identify a specific category of abuse it is still helpful to consider and understand the different ways in which children can be abused. The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child. There are four types of child abuse.

They are defined as follows:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect

Bullying is not defined as a form of abuse but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse. For this reason it has been included in this policy.

### **Physical abuse**

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted in light of the child's medical and social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern, although this can be more complicated with burns, as these are often delayed in presentation due to blistering taking place sometime later.

### **The physical signs of abuse may include:**

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises- in clusters, often on the upper arm, outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds, with upward splash marks,
- multiple burns with a clearly demarcated edge.

### **Changes in behaviour that can also indicate physical abuse:**

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression
- withdrawn behaviour
- running away from home.

### **Emotional abuse**

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age or developmentally inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children.

Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

Emotional abuse can be difficult to measure, as there are often no outward physical signs. There may be a developmental delay due to a failure to thrive and grow, although this will usually only be evident if the child puts on weight in other circumstances, for example when hospitalised or away from their parents' care. Even so, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

**Changes in behaviour which can indicate emotional abuse include:**

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

**Sexual abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the child's behaviour that may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

It is also important to remember that it not just adult men who sexually abuse children – there are increasing numbers of allegations of sexual abuse of children against women and sexual abuse can also be perpetrated by other children or young people.

**The physical signs of sexual abuse may include:**

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

**Changes in behaviour which can also indicate sexual abuse include:**

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares

- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to safeguard a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs.

Neglect may also result in the child being diagnosed as suffering from non-organic failure to thrive, where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated.

In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature.

With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

### **The physical signs of neglect may include:**

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly' loss of weight, or being constantly underweight
- inappropriate clothing for the conditions.

### **Changes in behaviour which can also indicate neglect may include:**

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised.

### **Bullying**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

Bullying is not always easy to recognise as it can take a number of forms. A child may encounter bullying attacks that are:

- physical: pushing, kicking, hitting, pinching and other forms of violence or threats
- verbal: name-calling, sarcasm, spreading rumours, persistent teasing
- emotional: excluding (sending to Coventry), tormenting, ridiculing, humiliating
- cyber bullying: internet, Facebook, social media

**Persistent bullying can result in:**

- depression
- low self-esteem
- shyness
- poor academic achievement
- isolation
- threatened or attempted suicide

**Signs that a child may be being bullied can be:**

- coming home with cuts and bruises
- torn clothes
- asking for stolen possessions to be replaced
- losing dinner money
- falling out with previously good friends
- being moody and bad tempered
- wanting to avoid leaving their home
- aggression with younger brothers and sisters
- doing less well at school
- sleep problems
- anxiety
- becoming quiet and withdrawn

These definitions and indicators are not meant to be definitive, but only serve as a guide to assist you. It is important too, to remember that many children may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in the family or relationship problems between parents/carers. In assessing whether indicators are related to abuse or not, the authorities will always want to understand them in relation to the child's development and context.

**For further information refer to Appendix B of this policy - Recommended Guidelines for Managing Bullying**

**OTHER SIGNS THAT MAY LEAD TO ABUSE**

### ***Domestic abuse***

Domestic abuse describes any behaviour that involves exerting control over a partner or ex-partner's life choices and that undermines their personal autonomy. It is an assault on their human rights. Although most victims are women, men can also suffer domestic abuse, and it can also occur in same-sex relationships. Children and young people living with domestic abuse are at increased risk of significant harm, both as a result of witnessing the abuse and being abused themselves. Children can also be affected by abuse even when they are not witnessing it or being subjected to abuse themselves. Domestic can profoundly disrupt a child's environment, undermining their stability and damaging their physical, mental and emotional health.

The impact of domestic abuse on a child will vary, depending on factors including the frequency, severity and length of exposure to the abuse and the ability of others in the household (particularly the non-abusive parent/carer) to provide parenting support under such adverse conditions. If the non-abusive parent/carer is not safe, it is unlikely that the children will be. Indeed, children frequently come to the attention of practitioners when the severity and length of exposure to abuse has compromised the non-abusing parent's/carer's ability to nurture and care for them.

### ***Racism***

Children from British minority ethnic communities (and their parents) may have experienced harassment, racial discrimination, and institutional racism. Although not formally recognised as a form of child abuse, racism can be emotionally harmful to children. Some racist acts also involve acts of physical violence towards individuals or groups.

All organisations working with children, including those where British minority ethnic communities are numerically small, should address institutional racism.

### ***Harassment***

An essential characteristic of harassment is that it is unwanted by the recipient. It is for individuals to determine what behaviour is acceptable to him or her and what they regard as offensive.

Children may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. This can have a detrimental effect on a child.

### ***Parental alcohol and drug misuse***

Substance misuse can involve alcohol and/or drug misuse (including prescription as well as illegal drugs). The risks to and impacts on children of alcohol/drug-misusing parents and carers are known and well-researched. Alcohol and/or drug misuse during pregnancy can have significant health impacts on the unborn child. Parental alcohol and/or drug misuse can also result in sustained abuse, neglect, maltreatment, behavioural problems, disruption in primary caregiving, social isolation and stigma of children. Alcohol and/or drug-misusing parents/carers often lack the ability to provide structure or discipline in family life.

Poor parenting can impede child development through poor attachment and the long-term effects of maltreatment can be complex. The capability of parents/carers to be consistent, warm and emotionally responsive to their children can be undermined.

### ***Disability***

Disabled children are not only vulnerable to the same types of abuse as their able-bodied peers, they are also more vulnerable to that abuse. Children who are deaf or hard of hearing, or with behavioural disorders, learning disabilities and/or sensory impairments are particularly at risk. Neglect is the most frequently reported form of abuse, followed by emotional abuse.

The definition of disabled children includes children and young people with a comprehensive range of physical, emotional, developmental, learning, communication and health care needs. Disabled children are defined as a child in need under section 93(4) of the Children (Scotland) Act 1995.

Abuse of disabled children is significantly under-reported

## **RESPONSIBILITIES**

To ensure the safety of all players, all concerned must function as a unit with defined roles.

### **THE ROLE OF THE PLAYER'S PARENT/GUARDIAN IS AS FOLLOWS:**

All parents/guardians must take all measures necessary to safeguard their children from harm or the risk of harm.

All parents/guardians must take all measures necessary to ensure that they are satisfied with the club and the club's officials that their child proposes to join.

All parents/guardians, where relevant, must sign their sons'/daughters' SYFA/SFA player registration form.

All parents/guardians must make arrangements for the transportation of children to and from the activity. It will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.

All parents/guardians must take all necessary arrangements to ensure that appropriately trained personnel can be in attendance in good time should their child require specialist medical or other assistance arising in relation to an existing medical condition or disability

Where appropriate all parents/guardians must provide sufficient information in good time to the club to enable the club to make and reasonable adjustments required by law and so that the club can ensure the safety of their child during an activity.

All parents/guardians must know who the protection officer is and their contact details.

Only parents/guardians who are registered officials of a club and meet the requirements of the PVG Scheme will qualify for a PVG Scheme check.

**Note: All parents of SYFA registered players have responsibilities to report any suspected or alleged breaches of the SYFA Protection Policies & Guidelines to the relevant Protection Officer. It is not the parent's responsibility to decide whether or not a player has been abused.**

**All SYFA registered officials who refuse to submit a fully completed SYFA Protection Incident Record Form will have their membership placed under an immediate precautionary suspension. On being placed under a precautionary suspension for non-compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

### **THE ROLE OF THE CLUB OFFICIAL IS AS FOLLOWS:**

Take all reasonable steps, where possible, to safeguard all players and officials from harm or the risk of harm during all football activities under the jurisdiction of SYFA.

All registered secretaries, protection officers, first aiders and officials who meet the requirements of the PVG Scheme must complete the relevant PVG Scheme Form, submit it to the relevant SYFA Additional Signatory who will on approval send it directly to the Chief Executive.

All officials seeking membership of the SYFA **MUST** complete an SYFA Self-Declaration Form. A form is available for downloading from the SYFA website downloads section under protection (see also SYFA forms at the end of this policy).

The SYFA Protection Panel may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self-Declaration Form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **YES**, must be sent to the SYFA National Protection Officer at Scottish Youth FA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked **PRIVATE AND CONFIDENTIAL**.

The SYFA Protection Panel will be the **ONLY** committee to view and/or use this SYFA Self-Declaration Form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **NO**, must be sent to the SYFA Club Protection Officer and safely stored by the club. These forms should be available for viewing as part of the SYFA Monitoring Programme.

**All officials seeking membership who refuse to submit a fully completed SYFA Self-Declaration Form will not be eligible for membership.**

**All officials who submit an SYFA Self-Declaration Form and provide false information will not be eligible for membership or if in membership they will have their membership terminated**

**All officials in membership who refuse to submit a fully completed SYFA Self-Declaration Form will have their membership placed under an immediate precautionary suspension.**

**On being placed under a precautionary suspension for non-compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

**All officials who submit an SYFA Self-Declaration Form and omit information will not be awarded membership.**

An official in membership of the association who is charged with any criminal offence must immediately report this charge to the Chief Executive in writing. Any official who does not report a charge will have their membership of the association immediately terminated.

**All appointments, changes or resignation of club officials must be notified to the Chief Executive in writing within 7 days.**

All officials must be fully conversant with any club Protection Policies and the SYFA Protection Policies.

All officials must be fully conversant with their club's Constitution and Rules and the SYFA Articles of Association and the SYFA Supplementary & Playing Rules.

All officials must safeguard all players from all forms of abuse.

All officials have a duty to report any allegations or concerns about other adults/officials.

All officials must display high standards in respect of behaviour and appearance. They should project an image of health, cleanliness and efficiency in respect of the function for which they have responsibility.

All officials must observe the SYFA registration procedures in respect of age group and maturity of their players.

All officials must promote the FIFA initiative on fair play.

All officials should attempt to have coaching qualifications appropriate to the ability of players they are coaching subject to the SYFA Supplementary & Playing Rules.

**Note: All SYFA registered officials involved in grassroots football have responsibilities to report any suspected or alleged breaches of the SYFA Protection Policies & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.**

**All SYFA registered official who refuse to submit a fully completed SYFA Protection Incident Record Form will have their membership placed under an immediate precautionary suspension.**

**On being placed under a precautionary suspension for non-compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

### **THE ROLE OF THE CLUB IS AS FOLLOWS:**

To ensure that all officials acting for or on behalf of the club are registered with the SYFA

Take all reasonable steps, where possible, to safeguard all players and officials from harm or the risk of harm during all football activities

All clubs on seeking membership of the SYFA must complete the official online membership application ensuring they tick the declaration box to enable all club officials to be PVG Scheme checked. The names, addresses and dates of birth of all club officials shall be entered into the online club application by the club when seeking membership and upon annual renewal. All club officials will be subject to PVG Scheme checking procedures and must adhere to the terms of all Scottish Youth FA Protection Policies and Guidelines. Any official who does not agree to be PVG Scheme checked or is deemed unsuitable by the SYFA Protection Panel will not be eligible for membership of the club or the SYFA.

**All appointments, changes or resignation of club officials must be notified to the Chief Executive in writing within 7 days.**

A club in membership of the association who have an official charged with any criminal offence must immediately report this charge to the Chief Executive in writing. A club who does not report a charge will have their membership of the association immediately terminated.

All clubs, including community clubs, MUST appoint a Protection Officer for protection issues. All club members, players and players' parents must be advised of the official responsible for Protection within the club plus his/her contact details to ensure the following:

- there is a single point of contact for anyone with concerns about a player's welfare and protection
- there is consistency of response to concerns and secure handling of information
- there is co-ordination of referrals to other agencies and access to information required by them in the course of fulfilling their duties
- there is consistent dissemination of information throughout the club
- there is an implementation, monitoring and review of guidelines and training

Where possible, it is preferable to have more than one person acting in this role. This ensures the workload is shared, avoids reliance on one person, provides for cover during sickness and holidays and generates a support system for those acting in the role.

All clubs must include or refer to the SYFA Player Protection Policy within their Constitution.

All clubs must ensure that they carry out relevant checks on ALL club officials before they are offered membership of the club e.g. identification - they are who they say they are.

All clubs must ensure ALL club officials complete the relevant PVG Scheme Form and submit them to the relevant SYFA Additional Signatory who will on approval send them directly to the Chief Executive complete with any PVG Application fee.

All clubs must ensure that their registered officials attend league meetings for PVG Scheme checking plus complete SYFA Self-Declaration Forms for ALL officials. Forms will be supplied by the local SYFA Additional Signatory at the meeting.

All officials seeking membership of the SYFA MUST complete an SYFA Self-Declaration Form. A form is available for downloading from the SYFA website downloads section under protection (see also SYFA forms at the end of this policy).

The SYFA Protection Panel may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self-Declaration Form and/or a relevant PVG Scheme form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **YES**, must be sent to the SYFA National Protection Officer at Scottish Youth FA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked PRIVATE AND CONFIDENTIAL. The SYFA Protection Panel will be the **ONLY** committee to view and/or use this SYFA Self-Declaration Form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **NO**, must be sent to the SYFA Clubs Protection Officer and safely stored by the club. These forms should be available for viewing as part of the SYFA Monitoring Programme.

All clubs must make sure all of its officials are fully conversant with their club's Protection Policies and the SYFA Player Protection Policy.

All clubs must make sure all of its officials are fully conversant with their club's Constitution and Rules and the SYFA Articles of Association and the SYFA Supplementary & Playing Rules.

All clubs must safeguard all players and officials from all forms of abuse.

All clubs must accept that all officials must report concerns in respect of any suspected abuse.

All clubs must be committed to eradicating bad practice.

All clubs must implement all proposals or amendments in respect of player protection policies.

In cases of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development.

**Note: All SYFA registered officials involved in grassroots football have responsibilities to report any suspected or alleged breaches of the SYFA Protection Policies & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.**

**All SYFA registered official who refuse to submit a fully completed SYFA Protection Incident Record Form will have their membership placed under an immediate precautionary suspension.**

**On being placed under a precautionary suspension for non- compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

### **THE ROLE OF THE SYFA LEAGUE OR ASSOCIATION IS AS FOLLOWS:**

To ensure that all officials acting for or on behalf of the league are registered with the SYFA

Take all reasonable steps, where possible, to safeguard all players and officials from harm or the risk of harm during all activities.

All leagues/associations on seeking membership of the SYFA must complete the online membership application ensuring they tick the declaration box to enable all club officials to be PVG Scheme checked. The names, addresses and dates of birth of all league/association officials shall be submitted by the league/association when seeking membership and upon annual renewal. All league/association officials will be subject to PVG Scheme checking procedures and must adhere to the terms of the Scottish Youth FA Player Protection Policy. Any official who does not agree to be PVG Scheme checked or is deemed unsuitable by the SYFA Protection Panel will not be eligible for membership of the league/association or the SYFA.

**All appointments, changes or resignation of club officials must be notified to the Chief Executive in writing within 7 days.**

A league/association official in membership of the association who is charged with any criminal offence must immediately report this charge to the Chief Executive in writing. A league/association official who does not report a charge will have their membership of the association immediately terminated.

All leagues/associations must ensure ALL league/association officials complete the relevant PVG Scheme Form and submit to the relevant SYFA Additional Signatory who will on approval send the form directly to the Chief Executive complete with any PVG Application fee.

All leagues/associations must hold PVG Scheme meetings.

All leagues must ensure that their registered officials attend league meetings for PVG Scheme checking plus complete SYFA Self-Declaration Forms for ALL officials. Forms will be supplied by the local SYFA Additional Signatory at the meeting.

**All officials seeking membership who refuse to submit a fully completed SYFA Self-Declaration Form will not be eligible for membership.**

**All officials who submit an SYFA Self-Declaration Form and provide false information will not be eligible for membership or if in membership they will have their membership terminated**

**All officials in membership who refuse to submit a fully completed SYFA Self-Declaration Form will have their membership placed under an immediate precautionary suspension. On being placed under a precautionary suspension for non- compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

**All officials who submit an SYFA Self-Declaration Form and omit information will not be awarded membership.**

The SYFA Protection Panel may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self-Declaration Form and/or a relevant PVG Scheme form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **YES**, must be sent to the SYFA National Protection Officer at Scottish Youth FA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked PRIVATE AND CONFIDENTIAL. The SYFA Protection Panel will be the **ONLY** committee to view and/or use this SYFA Self-Declaration Form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **NO**, must be sent to the SYFA Clubs Protection Officer and safely stored by the club. These forms should be available for viewing as part of the SYFA Monitoring Programme.

To review and approve all Club Membership Application Forms and advise the Chief Executive in writing of any officials whom the League consider be PVG Scheme checked as a matter of urgency.

To report any alleged incidents of abuse to the Chief Executive or in his absence the SYFA National Protection Officer at Hampden Park.

In the absence of the Chief Executive or the SYFA National Protection Officer, to report any alleged incidents of abuse to the Police.

The League/Association **MUST** appoint a minimum of one Protection Officer for protection issues. All league officials and member clubs to be advised of the official responsible for Protection within the league plus his/her contact details to ensure the following:

- there is a single point of contact for anyone with concerns about a player's welfare and protection
- there is consistency of response to concerns and secure handling of information
- there is co-ordination of referrals to other agencies and access to information required by them in the course of fulfilling their duties
- there is consistent dissemination of information throughout the club
- there is an implementation, monitoring and review of guidelines and training.

Where possible, it is preferable to have more than one person acting in this role. This ensures the workload is shared, avoids reliance on one person, provides for cover during sickness and holidays and generates a support system for those acting in the role.

In cases of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development.

**Note: All SYFA registered officials involved in grassroots football have responsibilities to report any suspected or alleged breaches of the SYFA Protection Policies & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.**

**All SYFA registered official who refuse to submit a fully completed SYFA Protection Incident Record Form will have their membership placed under an immediate precautionary suspension.**

**On being placed under a precautionary suspension for non-compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

## **THE QUALITIES REQUIRED AND ROLE OF THE CLUB, LEAGUE OR ASSOCIATION PROTECTION OFFICER IS AS FOLLOWS:**

### **Qualities required of a Protection Officer:**

- be appropriately trained and supported by the SYFA
  - have an understanding of the issues affecting children and the sensitive way in which they must be managed
  - be able to communicate the implications of safeguarding children to all members
  - be able to communicate with children
- Note:** PO's should not interview children if the child has disclosed allegations of abuse to a coach or an official that they trust
- be able to lead the drive for effective implementation of child protection guidelines throughout the sport
  - be supportive of the introduction of a Player Protection Policy and guidelines
  - have an understanding and appreciation of the need to respect confidentiality
  - be able to follow guidelines and recognise when to seek expert advice and not rely solely on their own judgment
  - be willing to challenge members who do not comply with the Player Protection Policy and guidelines

### **Duties required of a League/Association Protection Officer:**

Ensure that all League/Association Officials or any person acting on behalf of a member league or association are named on the SYFA League/Association Online Membership Application. Refer to your League Secretary for details of the SYFA League Membership Application.

To report allegations or concerns to the Chief Executive or in his absence the SYFA National Protection Officer at Hampden Park

To ensure all officials, clubs, leagues/associations are kept informed of the standards of good practice expected of them and changes in legislation and guidance.

To receive information about child protection and pass it on to those who need to know in the clubs and leagues/associations.

To receive information about child protection training & education and pass it on to those who need to know in the clubs and leagues/associations.

**Note: All SYFA registered officials involved in grassroots football have responsibilities to report any suspected or alleged breaches of the SYFA Protection Policies & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.**

**All SYFA registered official who refuse to submit a fully completed SYFA Protection Incident Record Form will have their membership placed under an immediate precautionary suspension.**

**On being placed under a precautionary suspension for non- compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

### **Duties required of a Community Club Protection Officer:**

To ensure that all officials acting for or on behalf of the community club are registered with the SYFA

Take all reasonable steps, where possible, to safeguard all players and officials from harm or the risk of harm during all activities.

Ensure that all Club Officials or any person acting on behalf of member clubs are named on the SYFA Online Community Club Membership Application. Refer to your community club Secretary for SYFA Online Community Club Membership Application.

All appointments, changes or resignation of Community Club Officials must be immediately notified to the Chief Executive in writing.

A Community Club Official in membership of the association who is charged with any criminal offence must immediately report this charge to the Chief Executive in writing. An Official who does not report a charge will have their membership of the association immediately terminated.

All community clubs must ensure ALL club officials complete the relevant PVG Scheme Form and submit them to the relevant SYFA Additional Signatory who will on approval send them directly to the Chief Executive complete with any PVG Application fee.

Ensure that all completed information that has to be retained is sent directly to the Chief Executive to be stored in a completely safe and confidential manner. It is a criminal offence to disclose any information to any third party. The only exception is the reporting of abuse to either the Chief Executive or the police.

Ensure that all complete a Disclosure Application Form and an SYFA Self declaration form.

The SYFA Protection Panel may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self- Declaration Form and/or a relevant PVG Scheme form.

Club Protection Officers will receive and advise on reported incidents by their club, a club player or a club official.

To initiate action ensuring that all appropriate persons have been contacted to ensure the welfare of the clubs players.

To report any alleged incidents of abuse to the Chief Executive or in his absence the SYFA National Protection Officer at Hampden Park.

To ensure that all Community Club Officials are kept informed of the standards of good practice expected of them and changes in legislation and guidance.

To receive information about child protection and pass it on to those who need to know in the Community Club.

To receive information about child protection training & education and pass it on to those who need to know in the Community Club.

**Note: All SYFA registered officials involved in grassroots football have responsibilities to report any suspected or alleged breaches of the SYFA Protection Policies & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.**

**All SYFA registered official who refuse to submit a fully completed SYFA Protection Incident Record Form will have their membership placed under an immediate precautionary suspension.**

**On being placed under a precautionary suspension for non- compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

**Duties required of a single team Club Protection Officer:**

Take all reasonable steps, where possible, to safeguard all players and officials from harm or the risk of harm during all activities.

Ensure that all Club Officials or any person acting on behalf of the club are named on the SYFA Club Membership Application Form. Refer to your League Secretary for SYFA Club Membership Application Forms.

All appointments, changes or resignation of club officials must be immediately notified to the Chief Executive in writing.

A Club Official in membership of the association who is charged with any criminal offence must immediately report this charge to the Chief Executive in writing. An Official who does not report a charge will have their membership of the association immediately terminated.

Ensure that all completed information that has to be retained is sent directly to the Chief Executive to be stored in a completely safe and confidential manner. It is a criminal offence to disclose any information to any third party. The only exception is the reporting of abuse to either the Chief Executive or the police.

All clubs must ensure ALL club officials complete the relevant PVG Scheme Form and submit them to the relevant SYFA Additional Signatory who will on approval send them directly to the Chief Executive complete with any PVG Application fee.

Club Protection Officers will receive and advise on reported incidents by their club, a club player or a club official.

To initiate action ensuring all appropriate persons have been contacted to ensure the welfare of the club's players.

To report any alleged incidents of abuse to the Chief Executive or in his absence the SYFA National Protection Officer at Hampden Park.

To ensure all that players, officials and parents are kept informed of the standards of good practice expected of them and changes in legislation and guidance.

To receive information about child protection and pass it on to those who need to know in the club.  
To ensure that there is a designated person responsible for child protection at all club activities.

**Note: All SYFA registered officials involved in grassroots football have responsibilities to report any suspected or alleged breaches of the SYFA Protection Policies & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.**

**All SYFA registered official who refuse to submit a fully completed SYFA Protection Incident Record Form will have their membership placed under an immediate precautionary suspension.**

**On being placed under a precautionary suspension for non-compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

**Duties required of an Additional Signatory**

All of the duties carried out by a Protection Officer plus the following:

Check that all PVG Scheme Forms are completed properly, witness identification documentation and send all fully completed and approved PVG Scheme Forms to the SYFA Chief Executive at Hampden Park.

They must make sure any officials highlighted as top priority by either their club, league or associations are prioritised for PVG Scheme checking.

All Additional Signatories must request the relevant PVG Scheme Forms on behalf of their members. Forms can be obtained from the Chief Executive or the National Protection Officer.

### **THE ROLE OF THE SYFA PROTECTION PANEL IS AS FOLLOWS:**

Take all reasonable steps, where possible, to safeguard all players and officials from harm or the risk of harm during all activities under the jurisdiction of SYFA.

To ensure that the Board of the SYFA is fully informed regarding all protection procedures.

To ensure all officials, clubs, leagues, associations and regions are kept informed of the standards of good practice expected of them and changes in legislation and guidance.

To receive information about player protection and pass it on to those who need to know in the clubs, leagues, associations and regions.

To receive information about training for protection and pass it on to those who need to know in the clubs, leagues, associations and regions.

To make sure ALL SYFA officials are PVG Scheme checked.

To make sure ALL SYFA officials are PVG Scheme re-checked after a period of **four** years.

To make sure any officials highlighted as top priority by their club, league or association are prioritised for PVG Scheme checking.

To make decisions on membership of the SYFA for officials and clubs

To maintain a register, in a totally safe and secure environment, of all expelled persons.

To inform all relevant parties of any decisions taken by the SYFA Protection Panel in respect of membership. **All decisions of the SYFA Protection Panel shall be final and binding on all parties concerned.**

In cases of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development.

To monitor the implementation of the SYFA Player Protection Policy and Guidelines

**Note: All SYFA registered officials involved in grassroots football have responsibilities to report any suspected or alleged breaches of the SYFA Protection Policies & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.**

**All SYFA registered official who refuse to submit a fully completed SYFA Protection Incident Record Form will have their membership placed under an immediate precautionary suspension.**

**On being placed under a precautionary suspension for non-compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

**THE ROLE OF THE SYFA LEGISLATIONS WORKING GROUP IS AS FOLLOWS:**

To make any recommendations regarding all protection issues to the SYFA Board for their approval.

To reduce the risk of successful legal action against the SYFA by ensuring that all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of players.

To make a Player Protection Policy available to all member clubs, club officials, leagues, associations and regional committees. Provide support and guidance as and when required.

To ensure implementation by all member clubs, club officials, leagues, associations and regional committees of SYFA protection policies and procedures. Monitor usage of policies and procedures as required. Recommending any required actions and/or changes to the Board for approval.

To appoint a Protection Collator with responsibility for all protection issues  
All member clubs, leagues, associations and regions to be advised of the Collator responsible for Protection within the SYFA plus his/her contact details:

**The SYFA Protection Collator is David Little, Chief Executive, SYFA, Hampden Park, Glasgow, G42 9BF, 0141 620 4590**

To appoint a National Protection Officer for protection issues

**The SYFA National Protection Officer is Hazel Killen, SYFA, Hampden Park, Glasgow, G42 9BF, 0141 620 4590**

All member clubs, leagues, associations and regions to be advised of the official responsible for Protection within the SYFA plus his/her contact details to ensure the following:

- there is a single point of contact for anyone with concerns about a player's welfare and protection
- there is consistency of response to concerns and secure handling of information
- there is co-ordination of referrals to other agencies and access to information required by them in the course of fulfilling their duties
- there is consistent dissemination of information throughout the SYFA
- there is an implementation, monitoring and review of guidelines and training

Where possible, it is preferable to have more than one person acting in this role. This ensures the work load is shared, avoids reliance on one person, provides for cover during sickness and holidays and generates a support system for those acting in the role.

To ensure all officials, clubs, leagues, associations and regions are kept informed of the standards of good practice expected of them and changes in legislation and guidance.

To receive information about protection and pass it on to those who need to know in clubs, leagues, associations and regions.

To receive information about training for protection and pass it on to those who need to know in clubs, leagues, associations and regions.

To keep records, in a totally safe and secure environment, of all officials about whom allegations are/have been made.

To maintain a list, in a totally safe and secure environment, of all expelled persons.

**SYFA is under a duty to refer an individual who has undertaken regulated work for them to Disclosure Scotland in certain circumstances. Section 3 explains when SYFA should make referrals and the process for doing so.**

**Note: All SYFA registered officials involved in grassroots football have responsibilities to report any suspected or alleged breaches of the SYFA Protection Policies & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.**

**All SYFA registered official who refuse to submit a fully completed SYFA Protection Incident Record Form will have their membership placed under an immediate precautionary suspension.**

**On being placed under a precautionary suspension for non-compliance and the party in breach fails to comply within 14 days they will have their membership terminated.**

### **CODE OF CONDUCT/SAFE IN CARE GUIDELINES**

By the introduction of good practice throughout the SYFA it is possible to reduce harm or the risk of harm during all activities under the jurisdiction of SYFA.

#### ***Why this is important***

These guidelines have been introduced to provide practical guidance for all SYFA Officials working with players within the SYFA to keep all players safe and to promote a safe operating environment for all members.

**Breach of these guidelines may be dealt with under SYFA Disciplinary Procedures and/or by the SYFA Protection Panel.**

SYFA and all registered officials have *a duty of care* towards all players involved in football activities within its jurisdiction. Players under the age of 16 years should not be placed in positions of responsibility in relation to other players. These guidelines apply to all officials, players and young people under SYFA jurisdiction. Common sense should be applied when considering the circumstances of older players and all players should have the opportunity to express their views on matters which affect them, should they wish to do so.

The following guidelines are based on generally recognised good safeguarding practice and common sense. Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances.

### **A CODE OF CONDUCT FOR NORMAL ACTIVITIES**

#### **Good Practice**

**Make football fun, enjoyable and promote fair play.**

Always treat all players and officials with respect and dignity irrespective of their age, race, religious belief, gender, sexual orientation, disability or social background.

The club must have a log book where they can record all activities, problems, potential problems, solutions and any actions taken thus ensuring transparency involving all players and officials.

Involve parents and keep them fully informed wherever possible. Always be open and honest with players and parents. For straightforward away fixtures, you may only need to cover:

- Method of transport, pick-up point and estimated time of return;
- Destination and venue;
- Competition details;
- Name of all registered officials;

Emergency contact details;  
Costs (if applicable e.g. coach fare or money required for meals)  
Kit, clothing or other items needed by the player.

Make sure all activities are properly supervised e.g. a ratio of one official to six players with a minimum of two officials in attendance.

Make sure all players and parents timeously complete and return a consent form.

Build balanced relationships based on mutual trust that empower and include players in the decision-making process.

Always work in an open environment. Avoid private or unobserved situations. Always strive to have a minimum of two club officials in attendance during all club activities.

Always act in the best interests of all players and officials, putting their welfare first before winning or achieving performance goals.

Be an excellent role model including not smoking or drinking alcohol in the company of children.

Give enthusiastic and constructive feedback rather than negative criticism.

Recognise the developmental needs and capacity of players and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

Take all reasonable steps, where possible, to safeguard all players and officials from harm or the risk of harm during all activities.

In emergency situations, take note of all risks before making decisions.

Always make sure that any allegations or concerns are recorded in the club log book and acted upon.

Always report all incidents of abuse or concerns to the relevant protection officer and submit a written record of said incidents or concerns

Always have a trained first aider/physiotherapist with a fully stocked first aid kit on hand during all club activities.

Always wait until all players have left the changing room before officials shower and change.

Always be punctual for all football activities promoting good coaching practice and the ongoing development of a safe club where the needs and welfare of players is of paramount importance.

Always encourage full participation in all activities whilst at the same time acknowledge the limitations that may prevent this because of a player's special needs.

### **Practice To Be Avoided**

Avoid spending too much unnecessary time alone with a player away from other players.

Avoid meeting with players away from organised club activities without a parent or other club official being involved.

Avoid making arrangements to meet a player in their home without the player's parent or guardian being present.

Avoid having 'favourites' – this could lead to resentment and jealousy by other players and could be misinterpreted by others.

Avoid doing things of a personal nature for a player that a player can do for themselves such as going to the toilet or changing clothes. If assisting a player in the toilet, the official must never enter the toilet cubical. Seek the consent of parents and players where physical assistance is absolutely necessary.

Avoid being present whilst players are showering and changing unless it is necessary in the interests of health and safety or the players are particularly young or vulnerable. In these circumstances it would be best practice to have at least two officials present and, if appropriate, to leave the door open. Officials must always wait until all players have left the changing room before showering and changing.

Avoid a player traveling alone with a club official irrespective of the length or duration of the journey. If possible make sure your pick up or drop off points are with at least two players. If a single player has to be transported, the player should travel in the back seat. Under these circumstances the club should seek the consent of the player's parent or guardian.

If under exceptional circumstances a single player has to be transported, make sure the official involved advises another club official and reports the incident to the club's Protection Officer.

Allowing players and/or officials to swear unchallenged during club activities.

Avoid players being unsupervised during club activities.

Avoid officials taking any club activities on his/her own.

Avoid Officials placing themselves in vulnerable situations.

### **Practice Never To Be Sanctioned**

Any member league, association or club having unregistered officials acting for or on behalf of them.

Harming a player or putting a player at risk of harm.

Sexually abusing a player.

Forming intimate emotional, physical or sexual relationships with children.

Allowing officials or players to use sexualised language unchallenged.

Making sexually suggestive comments to a child, even in fun.

Allowing or engaging in touching a child in a sexually suggestive manner. Any such incidents must be reported to another club official and the player involved informed that this behaviour is unacceptable.

Engaging in sexually provocative games, including horseplay.

Allow officials to shower or change with players. Always wait until all players have left the changing room.

Physically assaulting a player or official.

Engaging in rough or physical contact except as permitted within the rules of the game or competition.

Inviting or allowing children to stay with you at your home.

Supplying alcohol or banned substances to players.

Supplying banned substances to officials.

Allow players or officials to be under the influence of alcohol or any banned substances during football activities.

Extortion.

Bullying e.g. reducing a child to tears as a form of control.

Harassment and intimidation e.g. racial harassment. Allowing players or officials to refer to another club member's religion, gender, disability or sexuality in a derogatory manner.

First aiders **MUST** never attempt to treat injuries that would normally require attention from a fully qualified physiotherapist or suitably qualified medical professional.

Dealing with any disciplinary matters involving younger players without a parent and/or guardian being in attendance during all such procedures.

Allow allegations made by a player to go unchallenged, unreported or not acted upon. If there is an attempt to cover up you may be implicated by your silence.

## **B CODE OF CONDUCT FOR CLUB OUTINGS**

### **Good Practice**

Implement all points listed at 3A

Appoint an official as protection officer specifically for the trip and inform their name and contact details to all officials on the trip, all players on the trip and all parents of players on the trip.

Make sure the club has a log book for all outings. The log book to be retained by the club for a period of 5 years and should be available for inspection by SYFA if so requested.

Make sure the details of all outings are recorded in the club's log book.

This to include players and officials in attendance, departure, pick up points, time of return, drop off points and emergency telephone contact numbers. Meetings for all outings must be minuted and the minutes retained by the club

Make sure all outings are planned with health and safety of uppermost importance. Potential areas of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans. The risk assessment should be based on the following:

What are the hazards?

Who might be affected by them?

What safety measures need to be in place to reduce risks to an acceptable level?

Can the officials put the safety measures in place?

What steps will be taken in an emergency?

Inform all parents timeously in writing of the costs, type of transport, arrangements for catering, times of departure, pick up points, time of return, drop off points and emergency telephone contact numbers.

Make sure all outings are properly supervised e.g. a ratio of one official to six players with a minimum of three officials in attendance. Never leave players unsupervised.

Make sure all outings are properly supervised e.g. if the group consists of male and female players they must be accompanied by both male and female officials.

## **C CODE OF CONDUCT FOR TRIPS WITH OVERNIGHT STAYS**

### **Good Practice**

Implement all points listed at 3A and 3B plus refer to 3D Safe in Care Guidelines.

Make sure all overnight stays are planned with health and safety of uppermost importance. It is good to include the players and their parents in any meetings however a separate meeting with the players gives them an opportunity to discuss and jointly adopt a code of behaviour.

When planning a trip the official in charge should gather as much information as possible about the proposed trip operator and venue. The club should consider writing to the venue and accommodation to ask for specific information for the risk assessment. The risk assessment should include cultural issues, attitudes to sexuality, ethnicity, disability and dress, as well types of food available and any local laws and penalties e.g. exposure to drugs and alcohol.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges
- Sleeping arrangements. These will enable suitable sharing in terms of age and gender and appropriately located official's bedrooms for both supervision and ease of access in case of emergency. Parents and players should be consulted in advance about arrangements for sharing where possible and appropriate
- Appropriate safeguards where others have access to the sleeping quarters
- Special access or adaptive aids required by officials or players
- Environmental factors
- Personal safety issues

If the club is attending a tournament check the age qualification rules and that you have an SYFA permit.

If the trip is to Europe check that the traveling party have European Health Insurance Cards. Check that the club has parental consent forms for all players.

You can also give them advice on policies and procedures to help them keep safe while away. Players of different ages or abilities may have different needs or requirements. You can talk to them about telling someone they trust if they are being bullied, feel frightened or homesick, as well as identifying opportunities to do this and the named adult to whom they might speak in confidence.

You can also use this meeting to discuss any shared chores or activities, including individual preferences and the ever-popular job rota's. If it is not possible to meet before the trip, you should cover these items at the briefing meeting on arrival.

Make sure all overnight stays are properly supervised e.g. ratio officials to players with a minimum of three officials in attendance.

Make all players aware of the availability of telephones to contact home.

The paperwork that is prepared for parents and players should give them as much information as possible. For trips where players are staying overnight, this is more comprehensive and includes:

- Objectives and purpose of the trip;
- Name and contact number of the organiser;
- Names of all officials attending the trip;
- Name and contact number of the person acting on behalf of the club as the home contact;
- Details of transport to and from venue and during the trip;
- Details of accommodation with address and contact number;
- Itinerary, which should give as much information as possible, particularly the type of activities (competition, training, educational/social) and an indication of any free time;
- Kit and equipment list;
- Emergency procedures and telephone contact;
- Code of conduct;
- Protecting player's procedures and/or vulnerable adults procedures;
- Estimated cost (final costs will depend on the number of participating, so need to indicate that the cost could vary up or down);
- Date for paying a deposit to book a place and details of whether there are any circumstances under which the deposit is returnable;
- Schedule for settling the balance;
- Spending money;
- Expectations around the use of mobile phones or social networking sites;
- Details of insurance cover.

Unsupervised time - there are often situations where players may not be directly supervised, such as returning to hotels or bases after events, shopping trips or during some social visits. Unsupervised situations may arise at competitions or training camps with older players, or may be part of your planned programme.

As a general rule, you should not allow players under 18 unsupervised free time.

You should always inform parents if there will be times when players will be unsupervised. If there are unsupervised times the officials must use remote supervision, the officials must ensure that everyone understands the ground rules and is adequately equipped to be unsupervised. Time limits should be clear to everyone and not too long. Players should not be on their own, but in groups of at least three.

They should know:

- Where and how to contact an official;
- Where they are staying, including the telephone number.

They should have:

- Some money;
- Some form of identification;
- Maps, plans and any other information for them to act effectively and safely;
- An understanding of any areas that are out of bounds;
- At least one mobile phone between members of each group.

It may help for one or two officials to establish an informal group base (such as in a central square, park or café), so that they are easily available and young people can check in with them.

On arrival at the destination, officials should:

Confirm room numbers with the venue, check these against any prior agreements, allocate rooms in consultation with the other officials and then tell the players. Allowing free choice of rooms and sharing arrangements may not be appropriate, but you may wish to consider particular requests from parents and players;

Check arrangements such as mealtimes and facilities; consider giving your itinerary to the venue for their information;

Check on room phones – charges for calls, access to outside lines and calls between rooms;

Clarify the use of mobile phones and re-charging, access to the internet and use of social media;

Check the rooms are all suitable and in good order – noting and reporting any damage or spills immediately will save any blame or costs for your group members;

Check out the sporting venues;

Decide how to ensure the safety of money, both the club's or group's contingency fund and individuals' cash or cards.

With younger players, it may help to collect their money and organise a daily bank, which also helps to ration the money over a number of days – one envelope per person is useful for this.

You should provide for safekeeping of valuables and belongings while away from home, such as making an official responsible for items and recording what is handed in for safe keeping. It is recommended using any hotel or hostel safe for this.

To ensure that correct doses of medication are administered and reduce the possibility of inappropriate drugs being given to or tried by players, it is advisable for one official to collect all medications and hold these centrally. This person should be made known to all members of the group. A second official should also know how to access the medications in case of emergency. If deemed responsible by their parent a young player may hold some medications, such as asthma inhalers.

#### *Briefing on arrival:*

On arrival the officials should hold a briefing meeting with the whole group. This briefing would provide an opportunity to clarify protection procedures and the roles of each official, to brief the group on any rules, including curfews and emergency procedures, and to reinforce the code of conduct. The officials can also distribute information cards with key information and contact details at this briefing.

#### *Daily briefing:*

Daily briefings provide a focal, check-in point for all group members. They allow for a discussion of the day's events, any problems that have occurred, planning for the next day and the opportunity to clarify or reinforce rules and procedures.

Players should also have the opportunity at these briefings to speak one to one with officials should they wish or need to express any personal worries or concerns.

Officials should also look out for and respond to any signs of homesickness or distress, particularly among younger players.

#### *De-briefing after the trip:*

After a trip, it is highly recommended that officials meet to discuss how plans worked in practice and report verbally or in writing to the club committee or SYFA.

We recommend detailing any significant issues that may have arisen in writing within the club log book and in the minutes of the meeting. The club should assess the pre-planning, the information provided about the programme, the players, the venue and the officials responsibilities. The club should also consider the suitability of the programme and any health and safety, discipline, or

player or vulnerable adult protection issues. These assessments may form the basis of brief, written feedback to parents.

It may also help to de-brief parents and players.

The club may wish to produce a general evaluation form, which provides the opportunity for officials, parents and players to comment seeking feedback from all groups of stakeholders, particularly players. From this feedback, the club can determine any lessons to be learnt and what could be done differently in the future

### **Practice To Be Avoided**

Players visiting an adult's room.

Allowing officials to enter a player's room.

### **Practice Never To Be Sanctioned**

An official sharing a room with a child unless he is the parent or guardian of the child.

Leaving players unsupervised.

First aiders **MUST** never attempt to treat injuries that would normally require attention from a fully qualified physiotherapist or suitably qualified medical professional.

Allowing officials to supervise or have any responsibility for players while under the influence of alcohol or any banned substances.

Allowing players under the legal age in the UK to purchase and/or consume alcohol.

Allowing players to purchase and/or use banded substances.

Allowing officials to check players' rooms unaccompanied. A minimum of 2 officials is required.

### **Emergency Circumstances**

Players visiting an adult's room unless under emergency circumstances. In such circumstances the room door should be left open if it is appropriate to do so.

Allowing officials to enter a player's room unless in the interests of health and safety or in an emergency. In such circumstances the room door should be left open if it is appropriate to do so.

Entering player's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.

Some residential facilities offer dormitory sleeping arrangements where officials may be required to share with players. In such circumstances organisers must ensure that at least two adults who have been recruited and selected using the recommended procedure are present and that such arrangements have been discussed and agreed with players and parents in advance.

In some circumstances older players may be required to share rooms with senior team mates (i.e. over 18s). If this is necessary, it should be discussed and agreed in advance with the young person and the parents (where appropriate and practicable). The young people involved should also be aware of whom they should speak to if they have any worries or concerns during this time.

## **D SAFE IN CARE GUIDELINES**

### **Adult to Player Ratios**

*As a guide*, the following ratios are recommended for all SYFA activities:

Age 3 up to age 8	1:6
Age 8 and over	1:8

All activities should be planned to involve a **minimum of at least two** registered officials.

All trips and overnight stays should be planned to involve a **minimum of at least three** registered officials.

If the team is mixed gender it is essential that there is one male and one female official. As a general guide, the following factors will also be taken in to consideration in deciding how many officials are required to safely supervise players:

- The number of players involved in the activity
- The age, maturity and experience of the players
- Whether any of the officials or players has a learning or physical disability or special requirements
- Whether any of the players 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 officials
- The programme of activities

There may be other considerations that need to be taken into consideration by the officials involved.

### **Physical Contact**

All forms of physical contact should respect and be sensitive to the needs and wishes of the player and should take place in a culture of dignity and respect for all players. Players should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a player who can display the technique being taught).

Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the player before doing so. This should be accompanied by checking if the player is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a player with personal tasks e.g. toileting or changing, the player and parents should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Officials should work with parents and players to develop practiced routines for personal care so that parents and players know what to expect.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a player with a physical disability.

### **First Aid and the Treatment of Injuries**

All officials must ensure:

- Where practicable all parents of players under 18 have completed an SYFA Parental Consent Form before their son/daughter participates in football
- There is an accessible and well-resourced first aid kit at every activity
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required

- Only those with a current, recognised First Aid qualification or qualified Physiotherapists can treat injuries. First aiders **MUST** never attempt to treat injuries that would normally require attention from a fully qualified physiotherapist or suitably qualified medical professional.
- An SYFA Protection Incident Record Form is completed if a player sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant
- Where possible, access to medical advice and/or assistance is available. Do not take on the responsibility for tasks for which you are not appropriately trained e.g. giving a player an injection
- A player's parents are informed of any injury and action taken as soon as possible
- The circumstances in which any accidents occur are reviewed to avoid future repetitions

### **Guidelines for Managing Challenging Behaviour**

Officials who deliver activities to young people may, from time to time, require to deal with a player's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting players to manage their own behaviour. The Guidelines suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions that must **never** be used by officials.

These guidelines are based on the following principles:

- The welfare of the player is the paramount consideration
- A risk assessment should be completed for all activities that takes in to consideration the needs of all players involved in the activity
- Players 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 official should attempt to respond to challenging behaviour by using techniques for which they have not been trained

### **Children and young people who display harmful or problematic sexual behaviour**

Harmful or problematic sexual behaviour in children and young people can be difficult to identify. It is not always easy to distinguish between what is abusive and/or inappropriate and what constitutes normal adolescent experimentation. Practitioners' ability to determine if a child's sexual behaviour is developmentally typical, inappropriate or abusive will be based on an understanding of what constitutes healthy sexual behaviour in childhood as well as issues of informed consent, power imbalance and exploitation.

In managing and reducing risk, the diversity of potential behaviour must be taken into account. Children and young people display a wide range of sexual behaviour in terms of: the nature of behaviour; degree of force; motivation; level of intent; level of sexual arousal; and age and gender of victims. Broader developmental issues must also be taken into account, including the age of the young person, their family and background, their intellectual capacities and stage of development.

Young people with learning difficulties are a particularly vulnerable and often overlooked group who may need specific types of interventions.

Where abuse of a child or young person is alleged to have been carried out by another child or young person, such behaviour should always be treated seriously and be subject to a discussion between relevant agencies that covers both the victim and the perpetrator. In all cases where a child or young person displays problematic sexual behaviour, immediate consideration should be given to whether action needs to be taken under child protection procedures, either in order to safeguard the victim or to tackle concerns about what has caused the child/young person to behave in such a way.

Identifying children and young people with problem sexual behaviour raises a number of dilemmas and issues for Social Work practitioners. When children and young people engage in such behaviour throughout childhood it can be developmentally and psychologically damaging to them as well as to others. The interface with child protection processes, and occasionally with adult protection, also needs to be considered.

The two key aims of addressing problem sexual behaviour are **risk management** and **risk reduction**. They will be best achieved when children and young people learn to manage their sexual behaviour within the broader aim of learning to meet their needs in a socially acceptable and personally satisfying way.

**Risk management** covers actions taken to reduce opportunities for the problem sexual behaviour to occur. A good risk management process should identify those children and young people who are most likely to commit further sexually abusive behaviour and who therefore need high levels of supervision. It should provide a robust mechanism through which concerns about a young person's problematic behaviour can be shared with relevant agencies so that appropriate risk management measures can be taken.

### **Planning Activities**

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual player within that group. As part of a risk assessment, officials should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to either, the tasks involved, the other participants or the environment.

Where officials identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the officials involved.

All those delivering activities to players should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

### **Agreeing Acceptable and Unacceptable Behaviours**

Players, officials and parents should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour and the range of sanctions that may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with officials, parents and players in the context of rights and responsibilities. When players are specifically asked, as a group, to draw up a 'List of Acceptable and Unacceptable Behaviours and Sanctions for Unacceptable Behaviour' that will govern their participation in the team, they tend to arrive at a very sensible and working set of 'rules'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join.

### **Managing Challenging Behaviour**

In dealing with players who display risk-taking or challenging behaviours, officials might consider the following options:

- Time out - from the activity, team or individual work
- Reparation - the act or process of making amends
- Restitution - the act of giving something back

- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour
- De-escalation of the situation - talking through with the player
- Increased supervision by officials
- Use of individual 'contracts' or agreements for their future or continued participation
- Sanctions or consequences e.g. missing a number of matches or missing a trip

Officials and players shall **never** be permitted to use any of the following as a means of managing a player's behaviour:

- Physical punishment or the threat of such
- The withdrawal of communication with the player
- Being deprived of food, water or access to changing facilities or toilets
- Verbal intimidation, ridicule or humiliation

Officials should review the needs of any player for whom sanctions are frequently necessary. This review should involve the player and his/her parents to ensure an informed decision is made about the player's future or continued participation in the team. Whilst it would always be against the wishes of everyone involved in football, ultimately, if a player continues to present a high level of risk or danger to him or herself, or others, he or she may have to be debarred from football within the club.

### **Physical Interventions**

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a player injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the official(s) should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Officials should never behave in a way that could be interpreted as sexual
- Any form of physical intervention should achieve an outcome that is in the best interests of the player whose behaviour is of immediate concern
- Officials should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention
- The scale and nature of physical intervention must always be proportionate to the behaviour of the player and the nature of harm/damage they might cause
- All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time
- Officials should never employ physical interventions that are deemed to present an unreasonable risk to a player or official
- Officials shall never use physical intervention as a form of punishment

Any physical intervention used should be recorded as soon as possible after the incident by the official(s) involved using an SYFA Protection Incident Record Form and passed to the relevant Protection Officer as soon as possible.

A timely debrief for officials, the player and his/her parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where

necessary. Officials, players and parents should be given an opportunity to talk about what happened in a calm and safe environment.

**There should also be a discussion with the player and his/her parents about the player's needs and continued safe participation within the team.**

### **Transporting Players**

Where it is necessary to transport players, the following good practice is required:

- Where parents make arrangements for the transportation of players to and from the activity, *outwith* the club it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements
- Where the club makes arrangements for the transportation of players the club officials involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
  - Ensuring that all vehicles are correctly insured for the purpose
  - Ensuring the driver has a valid and appropriate license for the vehicle being used
  - All reasonable safety measures are available i.e. fitted, working seatbelts
  - An appropriate ratio of officials per player
  - Ensuring drivers have adequate rest periods
- When transporting players, wherever possible they should be in the back seat of the car for health and safety reasons
- Where practicable and planned, written parental consent will be requested if an official has to transport players without a second official being in attendance. To safeguard the official the following good practice is required:
  - Agree a collection policy with parents that include a clear and shared understanding of arrangements for collection at the end of a session.

Always tell another club official that you are transporting a player, give details of the route and the anticipated length of the journey.

Take all reasonable safety measures e.g. players in the back seat, seatbelts worn.

Where possible, have another adult accompany you on the journey.

Call ahead to inform the player's parents that you are giving them a lift and inform them when you expect to arrive.

### **CONFIDENTIALITY**

For the purposes of this policy confidentiality shall include, but shall not be limited to the following where officials:

Must not disclose any information of a confidential nature relating to the SYFA or any persons using the SYFA's service or in respect of which the SYFA owes an obligation of confidence to a third party during or after any appointment except in the proper course of the appointment or as required by law;

Must not during the course of any involvement with SYFA or a member, bring the SYFA or any member into any form of disrepute.

Must not remove any documents or tangible items, which belong to the SYFA or a member, or which contain any confidential information from the SYFA's premises at any time without the proper advance authorisation.

Must return to the SYFA or a member upon request and in any event upon the termination of any appointment all documents and tangible items which belong to the SYFA or which contain or refer to any confidential information and which are in your possession or under your control.

Must, if requested by the SYFA, delete all confidential information from any re-usable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

Must understand that access to all confidential information is granted on a need-to-know basis. Need-to-know is defined as information access that is required in order to for you to perform in your role.

#### Breach of Confidentiality:

SYFA reserve the right to escalate to a disciplinary process as a result of any apparent breach of this confidentiality policy or all relevant rules, paragraphs and sub paragraphs of the SYFA articles of association, supplementary & playing rules, standing orders, protection policies and all related policies, disciplinary procedures and any amendments thereto.

If there is a reasonable concern that a player may be at risk of significant harm, this will **always** override a professional or organisational requirement to keep information confidential. It is good practice to inform parents and players about the kind of situations which may lead to them having to share information with other agencies.

#### **DEFAMATION**

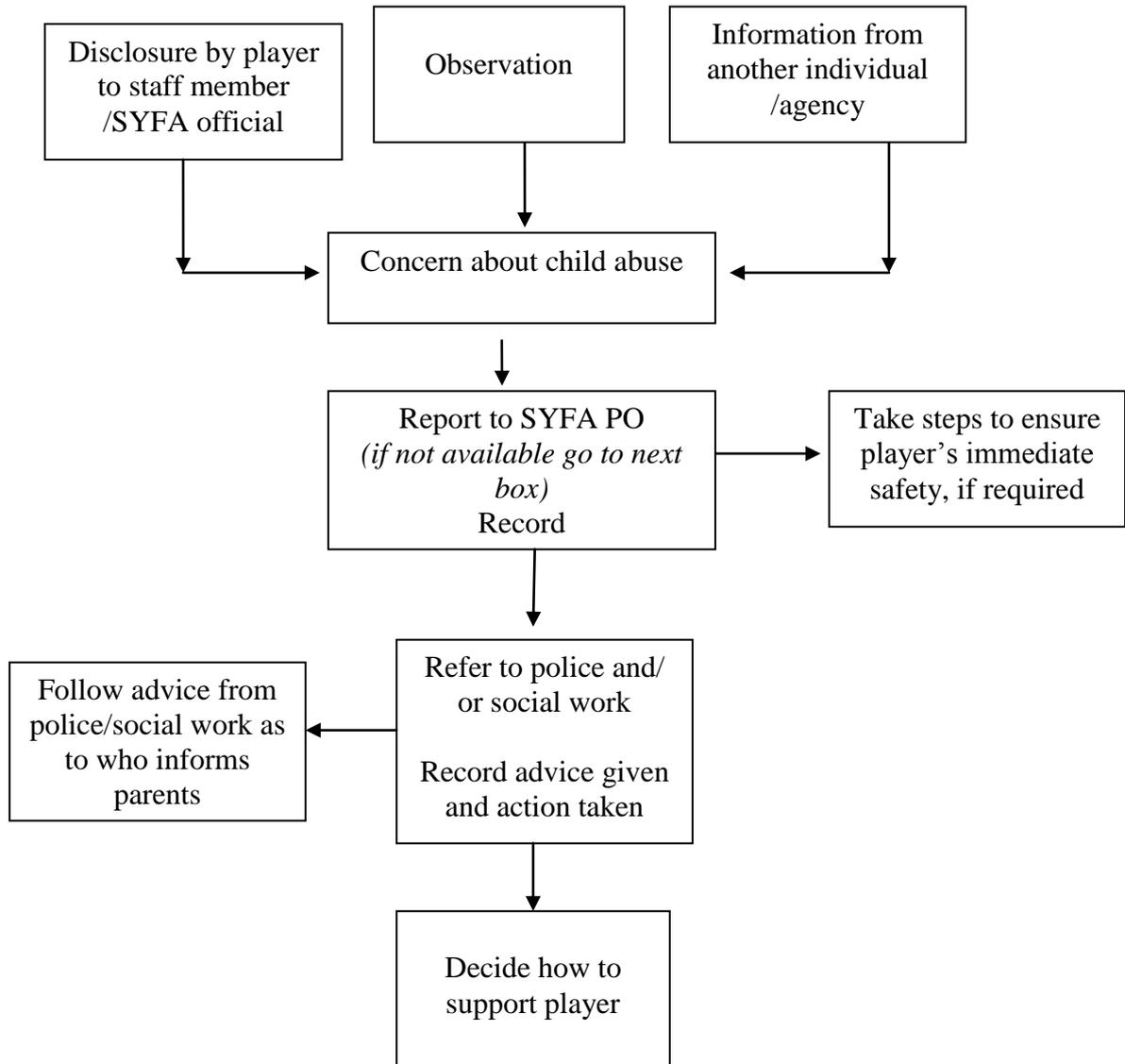
Concerned adults are sometimes reluctant to report concerns about abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded.

To be defamatory a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by ‘qualified privilege’ if it is made to the appropriate authority “in response to a duty, whether legal, moral or social or in the protection of an interest.” (Norrie K, Defamation and Related Actions in Scots Law, 1995).

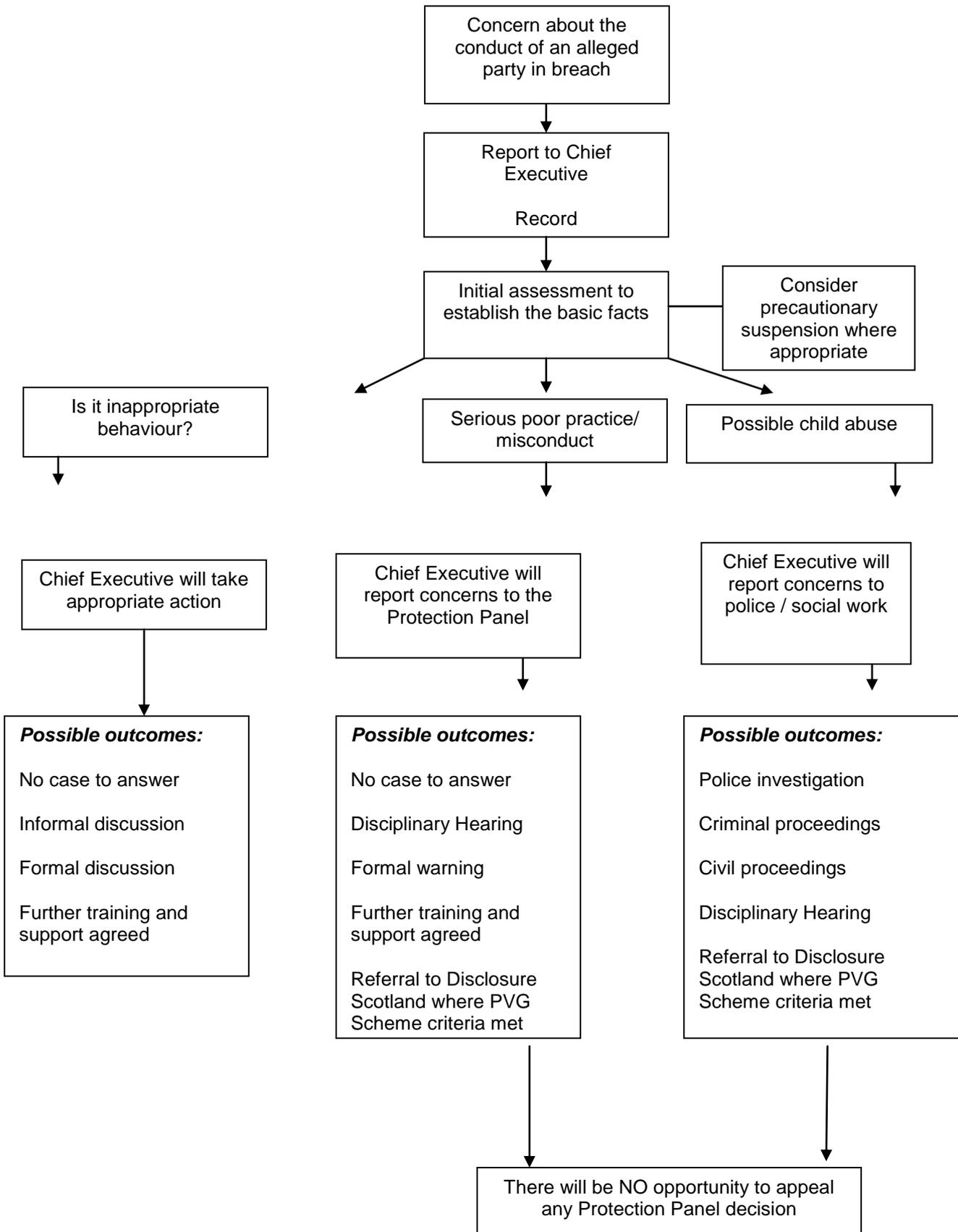
Unjustified repetition of the allegations to other persons will not be protected by privilege.

The qualification on privilege refers to statements made by malice. If a statement, even to the appropriate authority, can be shown to be motivated by malice, then an action of defamation could be successful.

## RESPONDING TO CONCERNS ABOUT CHILD ABUSE



## RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ALLEGED PARTY IN BREACH



## **SYFA SELF-DECLARATION FORM**

A form is available for downloading from the SYFA website downloads section under protection

## **SYFA PROTECTION INCIDENT RECORD FORM**

A form is available for downloading from the SYFA website downloads section under protection

## **USEFUL CONTACTS**

**David Little, Chief Executive SYFA**

or

**Hazel Killen, SYFA National Protection Officer**

**SYFA Limited**

Hampden Park

Glasgow

G42 9BF

Tel: 0141 620 4590

Fax: 0141 620 4591

e-mail:

Playing it Safe

Website

[syfaProtection@scottish-football.com](mailto:syfaProtection@scottish-football.com)

[playingitsafe@scottish-football.com](mailto:playingitsafe@scottish-football.com)

[www.scottishyouthfa.co.uk](http://www.scottishyouthfa.co.uk)

**Child Protection in Sport Service**

Children 1<sup>st</sup>

61 Sussex Street

Glasgow

G41 1DY

0141 418 5674

**Child Protection in Sport Unit**

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

**Children 1<sup>st</sup>**

83 Whitehouse Loan

Edinburgh

EH9 1AT

0131 446 2300

[www.children1st.org.uk](http://www.children1st.org.uk)

**Childline Scotland**

0800 1111 (free)

[www.childlinescotland.org.uk](http://www.childlinescotland.org.uk)

**Parentline Scotland**

0800 028 2233

**Kidscape**

08451 205204

**National Drug Helpline**

0800 77 66 00

**Scottish Executive**

[www.scotland.gov.uk/childprotection](http://www.scotland.gov.uk/childprotection)

**The Samaritans**

08457 909090

or

Ask the operator to connect dial 100

**Volunteer Scotland**

01786 479 593

[www.volunteerscotland.net](http://www.volunteerscotland.net)