PETERHEAD FOOTBALL CLUB

COMMUNITY FOUNDATION

(PFCCF)

Safeguarding and Child Protection Policy

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1. INTRODUCTION

Peterhead FC Community Foundation (PFCCF) is committed to its responsibility for the wellbeing and safety of every Child and Vulnerable Adult who engages and participates in our activities in an enjoyable and safe environment protecting them from harm, poor practice, exploitation, bullying or abuse.

This policy applies to all individuals within PFCCF including trustees, full-time or part-time and volunteers who work with Children and Vulnerable People.

All will be expected to play their part in protecting Children and Vulnerable People from harm and enhancing their well-being.

2. PRINCIPLES

The Scottish Government's Getting It Right for Every Child (GIRFEC) is based on children's rights, and its principles reflect the United Nations Convention on the Rights of the Child (UNCRC). PFCCF values this rights-based approach, and the PFCCF Safeguarding and Child Protection Policy is based on the following principles:

1. The child's welfare is, and must always be, the paramount consideration.
2. A Child has the right to be protected from all forms of harm, abuse, and exploitation regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity.
3. A Child has the right to express views on matters that affect them, should they wish to do so, and to have those views respected and considered.
4. The protection and wellbeing of all children in our care is everyone's responsibility.
5. PFCCF will provide training to make sure expectations are clearly communicated and understood in relation to the protection of Children and Vulnerable People.
6. To promote the wellbeing, health, and development of a child we will work in partnership with the child, their parents/carers, and other relevant organisations.
7. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

3. RESPONSIBILITY

The responsibility to safeguard, promote, support, and protect a child's or Vulnerable Adult wellbeing does not rest on one person. **We are all responsible.**

Every member of staff and volunteer must understand the process for reporting any concern to the Designated Safeguarding Officer (DSO) in line with the Responding to Concerns Procedure, if any child or vulnerable person wellbeing is at risk, or they need protection.

Every member of staff and volunteer at the club will be asked to sign up to the Code of Conduct, outlining the behaviour, expectations, and requirements of working or volunteering with children and vulnerable people.

PFCCF has a Designated Safeguarding Officer (DSO) and a Deputy Designated Safeguarding Officer (DDSO), who will work collaboratively to ensure that PFCCF can provide all staff and participants with the following:

- A robust safeguarding system dedicated to the welfare of all Children and Vulnerable Adults within PFCCF's activities.
- Training and support for PFCCF staff and volunteers
- A clear and direct reporting structure in the event of any safeguarding incidents
- Regular dialogue with local safeguarding support agencies and/or external national bodies

The DDSO will provide a point of contact for staff and participants during the DSO's absence or annual leave.

4. DEFINITIONS

WORD/PHRASE	DEFINITION
Adult	an “adult” is any individual aged 18 and over or any individual under the age of 18 years old but who is in a ‘position of trust’.
Child	The Children and Young People (Scotland) Act 2014, section 97(1), a child is defined as anyone who has not yet attained the age of 18
Child Protection	refers to the actions in response to a specific concern for a child who is at risk or suffering from abuse.
Harm	Impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, or social or behavioural development.
Safeguarding:	proactively doing everything possible to minimise risk and prevent abuse of children and Vulnerable Adults
Parents or Carer	Person who has any parental rights or responsibilities in relation to the child or Vulnerable Adult
Vulnerable Adult	Anyone over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment.
Young Person	For this policy young person has the same definition as Child

3.1 Abuse

Abuse is a violation of a person’s human or civil rights by another person(s) and includes:

Neglect occurs where a Childs basic physical needs, e.g. food, shelter, warmth, and clothing, or emotional needs such as attention and affection are not met. Neglect could occur if a Child or Children do not have proper supervision, clothing or are encouraged to play whilst injured or exposed to extreme weather conditions.

Physical Abuse includes violence towards a child. This can be evidenced by unusual bruising or marks on the body. It could also occur if a Child is hit or physically restrained or manhandled by those supervising the game, training session or activity or by their peers.

Sexual Abuse occurs if a Child or Children are used to meet another person’s sexual needs. Sexual Abuse may be inflicted by an adult, or another Child, the use of sexually explicit language and jokes, inappropriate touching, and exposure to pornographic material, or if indecent images are taken or adapted and placed on child pornography or other adult websites or social media sexting images are sent.

Sexual Exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a Child into sexual activity.

- in exchange for something the Child needs or wants, and/or
- for the financial advantage or increased status of the perpetrator or facilitator.

In accordance with the Sexual Offences Act of 2003, the Child may have been sexually exploited even if the sexual activity appears consensual but reflects an imbalance in age, mental capacity, or power and sometimes, the Child does not see themselves as a victim.

Emotional Abuse includes frequent threatening, taunting or sarcastic behaviour, withholding affection or being extremely controlling or overprotective. It includes discriminatory behaviour on grounds of race, religion, gender, disability or cultural background and demeaning initiation ceremonies. It can be inflicted by other Children as well as by adults.

Coaches or parents/carers may emotionally abuse Children if they constantly criticize, abuse their power, or impose unrealistic pressure to perform to a high standard. It may also occur if participants are allowed to deride people with disabilities or persons from minority cultures and use derogatory language about them.

Bullying can take place anywhere but is more likely to take place where there is inadequate supervision, e.g. in changing rooms, or on the way to and from the area of activity but can also take place at a training session or in a competition. Bullying can be identified as:

- Physical: hitting, kicking and theft; Staff are expected to develop an ethos where this does not happen and create an environment for Children to speak to them if they need help. If a session or foundation service is competitive, they should be vigilant that there are no physical attacks within their sessions.
- Verbal: name calling, constant teasing, sarcasm, racist, religious, or homophobic taunts, threats and gestures.
- Emotional: tormenting, ridiculing, humiliating, and ignoring.
- Sexual: unwanted physical contact or harassment or sexually abusive comments.
- Homophobic behaviour – bullying a child or young person because of their sexual orientation or that of their family or friends.

Cyberbullying: Abusive messages online on social media sites, sharing embarrassing videos or photos, creating fake accounts to shame, forming groups which pick on an individual online, including when playing online games and trolling sending horrible, upsetting, or scary messages through online platforms.

Radicalisation is "the process through which an individual changes from passiveness or activism to become ore revolutionary, militant or extremist, especially where there is intent towards, or support for, violence."

Extremism is defined as "the holding of extreme political or religious views" and **Sectarianism** is defined as very strong support for the religious or political group that you are a member of, which can cause problems between different groups.

Faith Abuse is when faith is used to abuse a Child or Young Person. And example may be using religious compliance to scare children into doing things against their will.

5. SAFEGUARDING AND CHILD PROTECTION TRAINING

Safeguarding training will be delivered to the specific role individuals have within PFCCF. It will be tailored to the level of regular contact they have with Children or Young People and will be determined by level of understanding their role requires.

For instance, Coaching staff have much more contact with Children and Young People compared to staff who are office based. Staff will be provided with information and processes to fulfil their safeguarding responsibilities linked to their role.

Staff can speak openly to their line manager and the Safeguarding Team. The Line Manager will then liaise with the Operations Director and CEO. The DSO will notify the Operations Director as quickly as possible.

6. SAFEGUARDING RISK ASSESSMENT

Hundreds of children and young people access the wide range of PFCCF services. From time to time the Foundation will deliver new activities and programmes, and for each activity a specific safeguarding risk assessment will be conducted.

7. RECRUITMENT CONSIDERATIONS

Recruitment of any staff, full-time or part-time and volunteers who are working in a role which is regulated work with children and young people will fully comply with the PFCCF Recruitment & Selection Process and the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children and young people.

Should the Club receive any information via the self-declaration form and/or PVG scheme record that needs risk assessed, this will be carried out by the Club's Safeguarding Panel.

The Safeguarding Panel will consist of the Designated Safeguarding Officer (DSO), PFCCF Chair and PFCCF Secretary. This risk assessment considers any criminal conviction(s) or other information that would be considered relevant to the role.

The decision of the Safeguarding Panel is by majority and will conclude with the final decision of the applicant's appointment.

8. WELLBEING ASSESSMENT FACTORS (SHANARRI)

Scottish Government's Getting It Right for Every Child (GIRFEC) is based on children's rights, and its principles reflect the United Nations Convention on the Rights of the Child.

The GIRFEC approach is child focused, based on an understanding of the wellbeing of a child in their current situation, and based on tackling needs early in a collective way. As part of the Children and Young People (Scotland) Act 2014, the concept of wellbeing and the GIRFEC approach is now enshrined in law in Scotland.

A child's wellbeing is influenced, both positively and negatively, by everything around them and the different experiences and needs they have at different times in their lives. There is no set level of wellbeing that a child should achieve, but each child should be helped to reach their full potential as an individual.

When assessing the wellbeing of a Child, the guidance of the Children and Young People (Scotland) Act 2014, Section 96(2) should be followed. It details the eight wellbeing indicators (SHANARRI) and how the indicators should be interpreted to provide a consistent holistic view of each child.

Depending on a child or young person's circumstances or health condition, a holistic assessment of wellbeing may need to be supported by specialist assessments.

Supporting and promoting a child's wellbeing always includes forming positive relationships, understanding their circumstances, and responding appropriately to any concerns about their wellbeing. Children should be Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, and Included. (SHANARRI)

Safe – growing up in an environment where a child feels secure, nurtured, listened to and enabled to develop to their full potential. This includes freedom from abuse or neglect.

Healthy – having the highest attainable standards of physical and mental health, access to suitable healthcare, and support in learning to make healthy and safe choices.

Achieving – being supported and guided in learning and in the development of skills, confidence, and self-esteem, at home, in school and in the community.

Nurtured – growing, developing, and being cared for in an environment which provides the physical and emotional security, compassion and warmth necessary for healthy growth and to develop resilience and a positive identity.

Active – having opportunities to take part in activities such as play, recreation and sport, which contribute to healthy growth and development, at home or school and in the community.

Respected – being involved in and having their voices heard in decisions that affect their life, with support where appropriate.

Responsible – having opportunities and encouragement to play active and responsible roles at home, in school and in the community, and where necessary, having appropriate guidance and supervision.

Included – having help to overcome inequalities and being accepted as part of their family, school, and community.

9. What to do if a concern for a Child or Vulnerable Person is raised

Staff and/or volunteers may become aware of a safeguarding concern in different ways. For example:

- Direct disclosure by the Child or Vulnerable Person.
- Staff and/or volunteers' observation that indicates a concern, such as a change in the behaviour, appearance or nature of the child or vulnerable person or an incident observed by another child or vulnerable person.
- Information that is shared from police or local authority.

No staff or volunteer in receipt of information that alerts concern about a child or young person, or the conduct of an adult shall keep that information to themselves or attempt to deal with the matter on their own.

It is NOT Staff or volunteers' responsibility to investigate BUT it is their responsibility to follow the set of instructions below so that an appropriate course of action if taken that ensures the wellbeing of the affected person is paramount and safeguard the rights of those against whom complaints or allegations have been made.

Where the concern suggests that the immediate safety of the affected person is at risk or a criminal offence may have been committed, the DSO will seek advice from the Police.

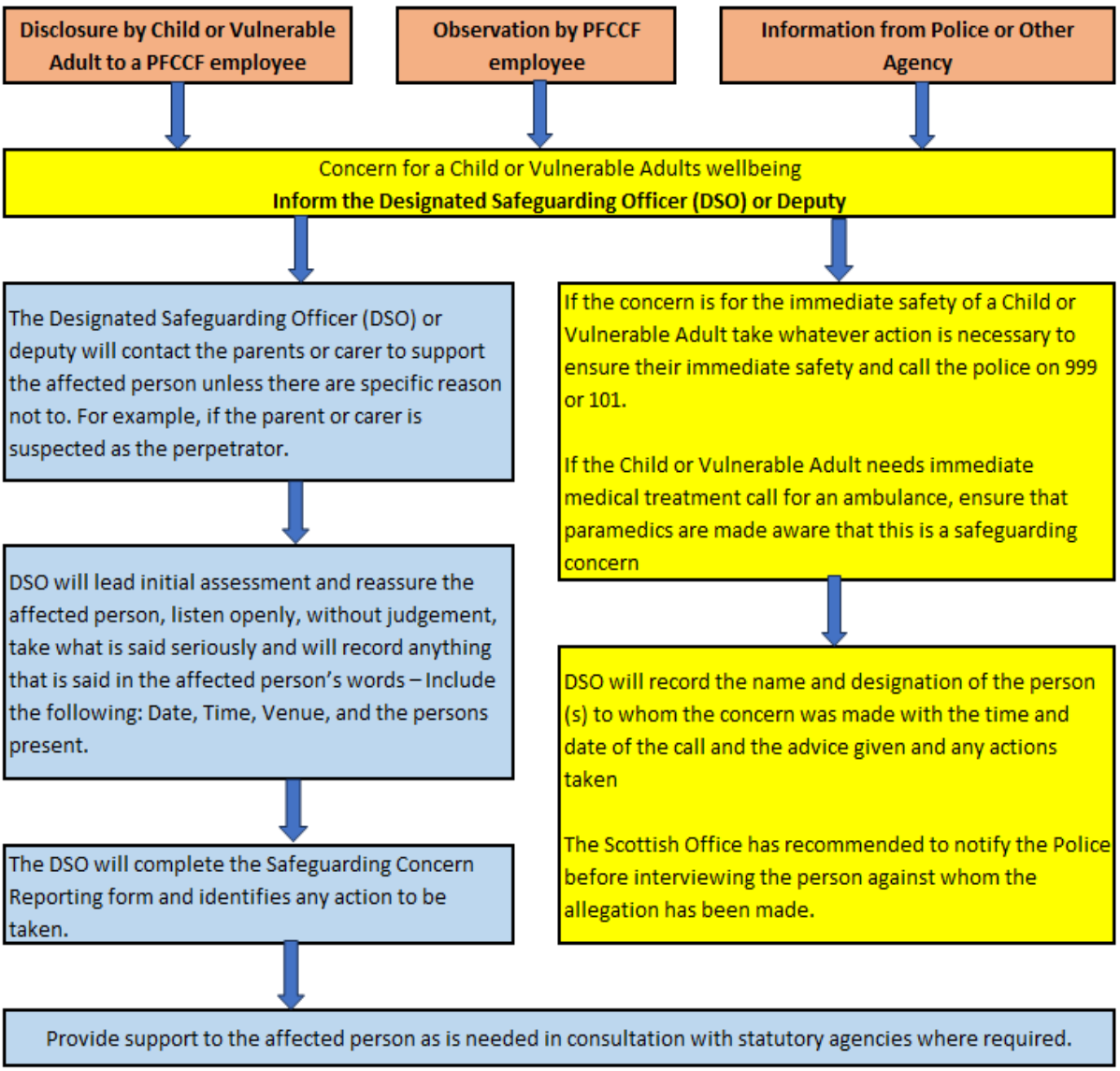

Figure 2: - Concern for a Child or Vulnerable Person Flow chart

10. Compliant or Allegation in regards PFCCF Staff or Volunteer Behaviour

All information in regards an allegation or complaint about the behaviour of a member of PFCCF staff or volunteer must be passed to the Designated Safeguarding Officer (DSO) or their deputy immediately on the day of the report, as soon as is practically possible.

No member of staff in receipt of such information shall keep that information to himself or herself or attempt to deal with the matter on their own.

The following steps aim to ensure that all complaints or allegations of concern in regards PFCCF staff or volunteers are dealt with in a timely and appropriate manner in conjunction with the PFFCF Disciplinary Procedure.

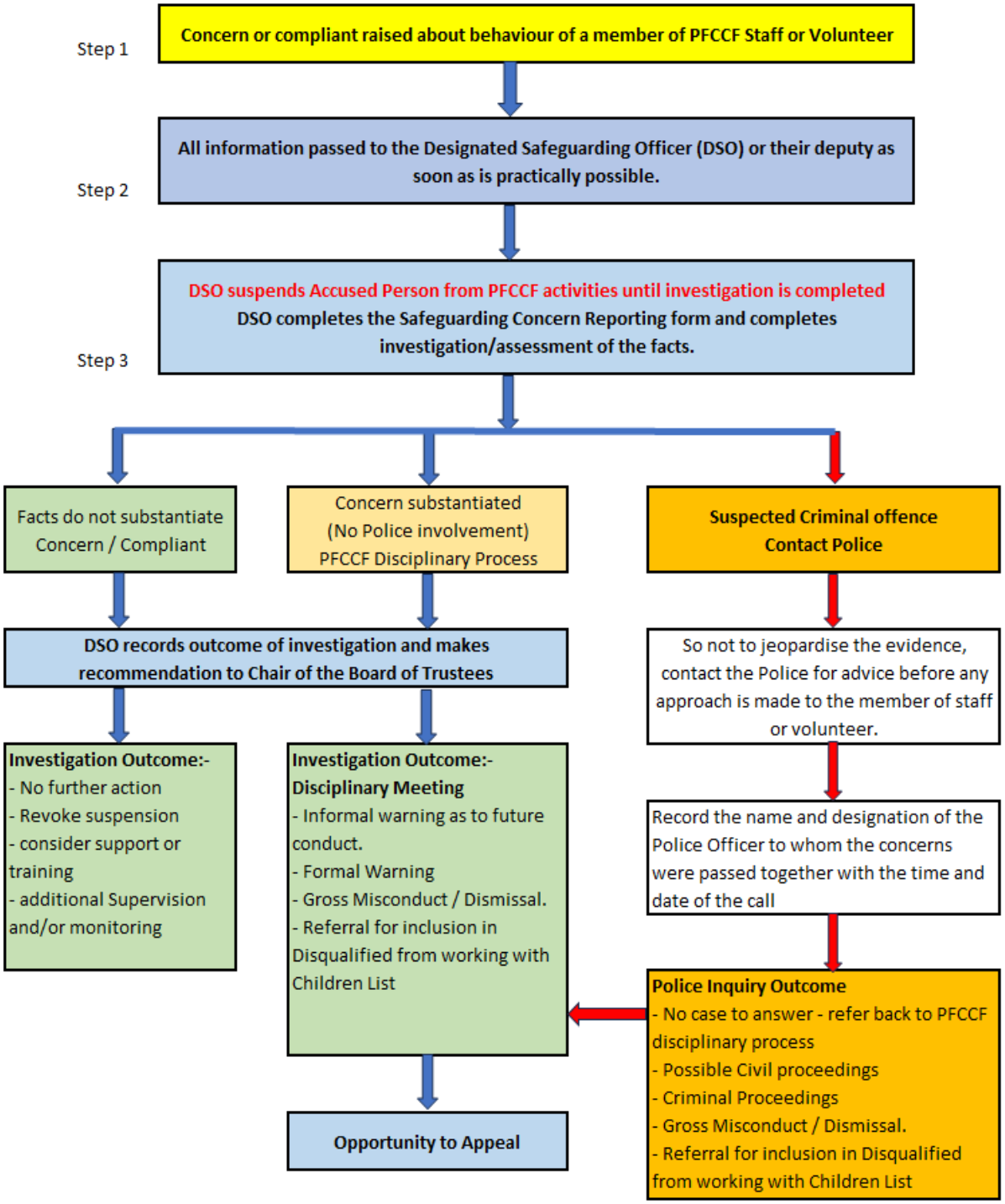

Figure 3: - Concern in regards a PFCCF person Flow chart

DSO or deputy will conduct initial assessment to establish the basic facts and to determine the appropriate route by which to deal with the allegation/compliant, also if the Police are required to be contacted.

The purpose of the initial assessment is to establish whether there is reasonable cause to suspect or believe that a child is at risk and the assessment may involve other staff who work with the person being investigated.

Where the nature and seriousness of the initial information suggests that a criminal offence may have been committed, or to assess the facts may jeopardise the evidence, in these circumstances, advice should be sought from the Police before any approach is made to the member of staff or volunteer.

It is crucial for the purposes of establishing child abuse that the appropriate medical is done, appropriate consents obtained and (as recommended in the Clyde Report) that a child is not subjected to multiple medicals e.g., for sexual abuse it is a forensic medical requiring two doctors.

The medical examination for the purposes of establishing child abuse is normally done under the auspices of the Local Authority Child Protection Guidelines and arranged by the Police or the Social Services.

The Scottish Office has recommended that the general rule should be that always to notify the Police before interviewing the person against whom the allegation has been made.

If reporting of the matter to the Police, a record should be made of the name and designation of the Police Officer to whom the concerns were passed together with the time and date of the call.

A complaint may be made by an individual who has been the subject of poor practice or a safeguarding concern.

In the first instance, the complainant is required to contact the DSO, who will liaise with the Operations Director. The Foundation's Safeguarding Team will try to resolve the complainant's concerns and give appropriate assurances regarding the management of the case in question. A record of the resolution will be made and copied to the complainant.

The initial assessment should keep an accurate record, as there may be legal proceedings at a later date, record the following information as a minimum: -

1. Name, age & date of birth of the child or vulnerable person.
2. Home address and telephone number of the child or vulnerable person
3. Venue and date and time of disclosure / suspicion / concern / event
4. The nature of the allegation in the child's own words - what happened.
5. If it is not the child making the report, was the child spoken to? if so, what was said.
6. Include times, dates, injuries to the child and any other relevant information.
7. Details of any witnesses to the incident
8. Details of anyone else who has been consulted and the information obtained from them.
9. Details of the member of staff against whom the allegation has been made.
10. Be aware of the need to preserve evidence for any criminal proceedings while at the same time safeguarding the rights of the member of staff or the volunteer.

The Disqualified from Working with Children List

The Protection of Children(S) Act 2003 creates a legal duty on organisations to make a referral to Scottish Ministers if a person working in a child care position (paid or unpaid) either harms a child or puts a child at risk of harm AND is dismissed or moved away from contact with children as a consequence (or would have been dismissed if they had not resigned, retired, been made redundant or left at the end of a temporary contract).

It is the duty of the Designated Safeguarding Officer (DSO) to ensure that this is done.

11. ALLEGATIONS OF NON-RECENT ABUSE

Allegations of Abuse could be made at any point. They can be made some time after the event (e.g. by a person who was abused, by a member of Foundation staff or volunteer who

is still currently working with any Child or Young Person, either within the Foundation or elsewhere). Where such an allegation is made, the Foundation's Designated Safeguarding Officer should be informed immediately, who will liaise with the Operations Director.

When an allegation has been made, the DSO will not investigate but keep a factual record of the account. The DSO will collect written details of the allegations or concern with dates, times, locations, and incidents. These will be collated and signed by the person who has received the allegation.

Any discussions or decisions will also be recorded and signed within the written account. If the staff member still works within the Foundation, they will be suspended, pending ongoing investigations. If the staff member has moved on, it will be reported to the relevant authorities.

12. DATA SHARING GUIDELINES

Representatives within the Foundation who control information on computer, in paper files, on video or in other media will ensure that the information is processed fairly, is accurate and secure, and is used for a specific purpose in accordance with data protection legislation, including GDPR and the Data Protection Act 2018 which requires organisations to process data in a lawful manner.

If requested to share data regarding Children or Young People, PFCCF will communicate clearly with the person affected about who the data will be shared with, the reasons for sharing and seek their consent where appropriate. If there are concerns for the safety of the Child or Young Person, then the DSO will make an informed judgement, whilst liaising with the PFCCF Chair, in sharing the information to stop any harm coming to the Child or Young Person.

The DSO will maintain clear records of the name and designation of the services contacted, the member of staff or Police Officer to whom concerns were passed and record the time and date of the call in case any follow-up is needed.

Staff are expected to sign a confidentiality agreement regarding safeguarding and sensitive information.

13. POLICY REVIEW

This Policy will be used as a guide to safeguard children, however if there are any new and or significant needs of young people then this policy will be reviewed to ensure that all Children and Young People are safeguarded.

This policy will be reviewed annually unless there is a change in safeguarding legislation or if there are any significant PFCCF organisational changes.

PFCCF will also review its policy and procedures should there be any incident which directly concerns or affects PFCCF.