



2006 ACCORD FOR THE PROTECTION OF CHILDREN IN SCOTTISH SPORT THE SCOTTISH SUB AQUA CLUB (ScotSAC) CHILD PROTECTION ACTION PLAN



AIMS:

- ◆ To ensure all children and young people joining ScotSAC have the opportunity to participate in snorkelling and / or diving activities in an enjoyable and safe environment.
- ◆ To ensure all child protection policies, procedures and guidelines are part of everyday practice within ScotSAC branches with take junior members.
- ◆ To ensure each branch which takes junior members has at least one dedicated, trained member to listen to and communicate with junior members and who will liaise and communicate with parents / guardians as appropriate.
- ◆ To ensure appointed Child Protection Officers are kept informed, appropriately trained and supported to fulfil their role within the branch.
- ◆ To ensure branches with junior members can provide safe, enjoyable and supportive environments where young people can learn new skills, gain confidence and develop their potential, and parents / guardians, and the local community are confident their children / young people will be safe.

KEY:	LCPO - Lead Child Protection Officer	CPO - Branch Child Protection Officer	CPP - Child Protection Panel,
	BDO - Branch Diving Officer	BI / RI - Branch / Regional Instructor	

PEOPLE

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

Accord Outcome	Actions	Timescale	Responsibility
<p>We will have in place or be directly associated with, a dedicated person who is trained and aware of the issues and procedures necessary to deliver our child protection objectives.</p>	<ul style="list-style-type: none"> • Appoint a Lead Child Protection Officer to fulfill this role. • Identify responsibilities / key tasks for post. • Develop a Job Description and advertise the post. • Appoint suitable candidate. • Develop a work programme to address key issues. • Ensure relevant training is undertaken. (In Safe Hands and Supporting Sports Clubs and Activity Groups in Protecting Children) • Liaise with ScotSAC's designated project worker from Children 1st. • Know procedures to be taken in event of allegations. (Flowchart) • Develop monitoring, evaluation and reporting mechanism. • Keep abreast of current legislation and forthcoming changes. • Attend meetings of Scottish Governing Bodies' Group for Child Protection Officers. 	<p>Completed Completed Nov. 07 Completed Nov. 07 LCPO appointed Feb. 08 On going Aug. 08 Completed ; Feb. 08, May 08 On going Completed On going On going On going quarterly meetings</p>	<p>Board Board Board Board LCPO LCPO LCPO; Chairman LCPO; Board LCPO LCPO LCPO</p>
<p>We will have in place, or be directly associated with, at least one individual who is qualified to deliver child protection training to our staff and volunteers.</p>	<ul style="list-style-type: none"> • Spread awareness of Child Protection Policy to branches and members. • Complete audit of branches with junior members. • Ensure each branch with junior members appoints a CPO. • Support CPOs through communication, information and relevant training. • Encourage branches who, although at present time have no junior members, to appoint a member with whom ScotSAC can liaise and who would provide relevant updates to branch members of current / changes in legislation, etc. 	<p>On going Completed July 08 On going Aug 08 On going On going Aug. 08</p>	<p>LCPO LCPO LCPO LCPO LCPO</p>

POLICIES

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

Accord Outcome	Actions	Timescale	Responsibility
The protection of children will be evidenced in our strategic planning and sports development agendas.	<ul style="list-style-type: none"> • ScotSAC acknowledge the importance of all aspects of child protection as evidenced in our Development Plan 2008 – 2010, and the need to raise awareness of child protection issues, particularly in branches with junior members. 	On going	Board; LCPO
We will have in place a robust Child Protection Policy which clearly sets out our commitment to the safety and welfare of children in and through sport.	<ul style="list-style-type: none"> • Child Protection Policy updated and approved. • Branches which accept junior members will require to have a Child Protection Policy in their constitution. • ScotSAC is preparing a template branch constitution which branches will be able to adopt or use to upgrade their present constitution. 	Completed Jan. 08 Aug. 08 – Aug. 09 From Jan. 09	Board LCPO Board
We will take reasonable steps to raise awareness of and promote our Child Protection Policy to all our staff, partners, members, trainers, volunteers, parents and junior members.	<ul style="list-style-type: none"> • Our Child Protection Policy is available in full on ScotSAC's website. • A quick guide shortened version is also available on the website. • The quick guide has been distributed to all BDO's and branch secretaries to update members. • The Child Protection Policy has been promoted in Scottish Diver which is sent to every member. • A "Safe in Care Partnership with Parents" form is required to be completed annually by a parent / guardian of all junior members and held in secure keeping by the branch CPO. • Stay Safe and Have Fun leaflets are distributed to junior members. 	Posted Jan. 08 Posted April 08 May 08 May 08 June 08 From Sept. 08	ScotSAC Webmaster ScotSAC Webmaster ScotSAC Secretary LCPO Headquarters Staff; CPO LCPO; CPO
We will have in place a Code of Conduct which clearly sets out the standards of behaviour expected from all our staff and volunteers.	<ul style="list-style-type: none"> • ScotSAC's Code of Conduct is included in the Child Protection Policy and has been circulated as above. • Ensure all members realise it is a condition of membership to abide by ScotSAC's Code of Conduct. • Make a copy of the Code of Conduct available with initial application for membership form. • Include a clause on application for membership form and renewal of membership form which states the applicant / member has read and agrees to abide by the Code of Conduct. 	Jan. 08 – May 08 From Mar 09 From Nov. 08 From Nov. 08	Board; ScotSAC Secretary Board; LCPO; CPO Board; Webmaster Board

PROCEDURES AND PRACTICES

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

Accord Outcome	Actions	Timescale	Responsibility
Risk Assessment			
We will have undertaken an assessment of our capacity to protect children from risk and will have audited our current provision, procedures and capability.	<ul style="list-style-type: none"> • Identify what is “a safe environment” for children, staff, members and volunteers and have audited our current provision and procedures. • Identify areas with a potential for harm. • Produce a risk register ; • helps maximise child safety ; • helps reassure staff and volunteers by increasing their confidence when involved in activities with junior members. • Have produced a Significant Incident form. 	Completed Jan.08	CPP
		Completed Jan. 08 Revision started July 08 – on going.	CPP CPP
		Completed Jan. 08	Board
We will have introduced safeguards to manage avoidable risks.	<ul style="list-style-type: none"> • Robust procedures for recruitment for Child Care positions in place. • Disciplinary procedure in place – (flowchart to ensure correct steps are taken). • Request form for permission to photograph / video junior members participating in any ScotSAC activity. 	Completed Jan. 08	Board
		Completed Jan. 08	Board
		Completed Jan. 08	Board
We will have undertaken regular reviews of risk and the effectiveness of safeguards.	Maintain a secure record of incidents; action taken; the outcome. Use this record to review procedures and practices and evaluate their effectiveness.	On going On going monitoring and annual review in Jan. 09	LCPO CPP
Communication			
We will make information available to parents and the general public about the role of our organisation / sport in protecting children.	<ul style="list-style-type: none"> • ScotSAC's Child Protection Policy and Code of Conduct are published on the website and available to all. • Introduction of junior member's instructor(s) to parent / guardian to facilitate exchange of relevant information. • Encourage open communication between branch / instructor(s) / parents / junior members. • Parent / guardian completes the Safe in Care Partnership with Parents form. • Notification to all concerned of the requirement to apply in advance for permission to photograph, video or capture images by any means of junior members participating in ScotSAC activities. 	Completed Jan. 08	Board; LCPO CPO
		On joining for new junior members then renewed annually. As requested at least 14 days prior to event.	CPO; BDO; Instructors; juniors; parents. CPO CPP
We will make information available to all personnel working or volunteering with children in our organisation / sport about what they should do if they are concerned about a child.	<ul style="list-style-type: none"> • Flowchart to guide any concerned personnel in procedures to follow if they have concerns for a child's safety. • Child Protection Referral Form documents procedure to follow and information required to be recorded. • Contact details available for LCPO : childprotection@scotsac.com or Chairman chairman@scotsac.com 	Completed Jan. 08	CPP
		Completed Jan. 08	LCPO; CPP
		Current	LCPO

Accord Outcome	Actions	Timescale	Responsibility
Recruitment and Selection			
We will have robust recruitment and selection procedures in place to ensure that the suitability of any individual working or volunteering with children has been thoroughly and fairly assessed before they are appointed.	<ul style="list-style-type: none"> • Job Descriptions for each Child Care post clearly state that an Enhanced Disclosure check is required. • Recommendation of individuals, from within ScotSAC members, known by BIs; RIs; Coaches and Examiners. • Known background of volunteers e.g. from other ScotSAC branches or dive organisations. • All references checked. • Appointed instructors in branches with junior members will have undergone CRBS check. 	Completed Jan. 08	Board
Education and Training			
We will make available to children in our organisation and /or sport information about how to keep themselves safe in and through sport.	<ul style="list-style-type: none"> • Appoint a specific branch member to welcome junior member(s) and introduce them to key personnel in the branch and their instructor(s); advise on safety and training procedures and person(s) to speak to if they have any concerns / problems. • Issue junior member with Stay Safe and Have Fun booklet. 	On going as required On joining ScotSAC	CPO LCPO
We will make available to staff and volunteers information on, and where possible access to, appropriate levels of child protection training to help them fulfil their responsibilities.	<ul style="list-style-type: none"> • Keep CPOs updated with current child protection issues and good practice. • Circulate details of In safe Hands and Safeguarding and Protecting Children courses as appropriate. • BIs / prospective BIs are strongly recommended to attend a Safeguarding and Protecting Children course before completion of their award. • CPOs are strongly recommended to attend an In Safe Hands course. • Central courses may be organised if members have problems accessing these courses. • Maintain a register of attendance at child protection courses in branch and at HQ. 	On going Ongoing From Sept. 08 From Sept 08 As required From Aug. 08	LCPO LCPO CPP Headquarters staff
Monitoring, Evaluation and Review			
We will have processes in place to ensure that our Child Protection Policy and related procedures are monitored and reviewed at regular intervals to ensure that they are effective, up-to-date and relevant.	<ul style="list-style-type: none"> • The Child Protection Panel will undertake an annual review of our Child Protection Policy, ensuring that it remains effective, up-to date and relevant. • Where legislation changes prior to a review it will be implemented as soon as possible and updated to all as previously detailed. • The CPP will conduct a review of management and concerns after notification of any case; they will review all procedures were followed, note any lessons to be learned and improve policies and / or procedures if required. 	Jan. 09 As required As required	CPP CPP CPP

PARTICIPATION

ScotSAC will have the appropriate PARTICIPATION structure in place to help fulfil its responsibility for the protection of children in and through sport.

Accord Outcome	Actions	Timescale	Responsibility
We will have in place procedures to ensure that children are consulted, listened to and respected.	<ul style="list-style-type: none"> • Branches encourage and note feedback to instructors , coaches and examiners from junior members and relate back to NDO. • Encourage branches with a number of junior members to elect a representative to report suggestions / concerns direct to branch committee. • Encourage branches with older juniors to have a joint meeting – possibly at a training day - and elect a spokesperson to provide comment on current practice from a junior perspective, and who could attend a joint Board / NDC meeting to promote junior views. 	Oct. 08 / on going	CPO; Instructors; Coaches; Examiners; LCPO; NDO; NDC; Board CPO; Branch Committee CPOs; Branch Committees;LCPO; Board ; NDC
		Oct. 08 / on going	
		Nov. 08 / on going	

PARTNERSHIPS

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

Accord Outcome	Actions	Timescale	Responsibility
We will work with our partners in sport and child protection to share information, knowledge, skills and expertise to protect children.	<ul style="list-style-type: none"> • Work with our designated project worker from Child protection in Sport to ensure best practice policies and procedures are in place to support junior members, senior members, all instructors staff and volunteers. • LCPO attends quarterly meetings of Scottish Governing Bodies Lead Officers Child Protection Group (a cross- sport group formed to share expertise, knowledge and experience of protecting children in sport). • LCPO has subscribed to Child Protection in Sport e- newsletter. • Keep abreast of current legislation. • Make links with local care agencies – social work services and police. 	On going	LCPO
		On going	LCPO
		On going	LCPO
		On going On going On going	LCPO LCPO LCPO; CPOs.
We will share information about our role and action taken to protect children in sport to our partners, stakeholders and members (as applicable), parents, children and local Child Protection Committees.	<p>We will communicate via :</p> <ul style="list-style-type: none"> • our website- www.scotsac.com • newsletters sent to BDOs, CPOs and branch secretaries to publicise and highlight updates from Child Protection in Sport • articles in Scottish Diver, delivered to all members • Direct communication between junior member / parent or guardian / instructor or branch contact / CPO 	<p>On going As relevant</p> <p>As relevant As relevant</p>	<p>LCPO LCPO</p> <p>LCPO Relevant persons.</p>