

### **SSS Safeguarding Policy**

Snowsport Scotland is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

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

This document outlines Snowsport Scotland's commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious belief, sex, sexual identity or socio-economic status, have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Where appropriate SSS shall work in partnership together with children and parents/carers through Snowsports to promote the welfare, health and development of children.

Snowsport Scotland will:

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

## **Review**

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Snowsport Scotland.
- Following any issues or concerns raised about the protection of children within Snowsport Scotland.

In all other circumstances, at least every three years.

## **Appendix 1 Selection Screening etc.**

### **Regulated Work**

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced Disclosures will be referred to as Disclosure Records.

(N.B. from October 2015 Enhanced Disclosure will no longer be accepted for those engaged in regulated work.

From that date employers of those in regulated work must obtain a PVG Scheme Record or Scheme Record Update before unsupervised regulated work is undertaken.

Snowsport Scotland aims to ensure that all children are protected and kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

### **Selection and Screening**

- All applicants to our organisation will complete an application form.
- Short listed applicants will be asked to attend an interview.
- Short listed applicants will be required to provide references and these will always be taken up prior to confirmation of an appointment.

### **Regulated Work Positions.**

- As part of the recruitment process, in all media, it will clearly state that a position is a regulated work position.
- All applicants for regulated work positions will be required to complete and submit a self declaration form (6g SSS SG) for regulated work with children.
- This will be lodged separately from the main application and will not be seen unless the applicant is successful.
- This signed declaration gives details of convictions, cautions, disciplinary actions or relevant non-conviction information, and agreement from the applicant that they understand the PVG Act. Where appropriate a successful candidate will have the opportunity to confidentially discuss any information given in the self declaration or returned on the PVG Scheme Record or Update.
- Successful applicants will then be required to complete an “application to join the PVG Scheme” or complete an “existing PVG Scheme Member Application”.
- Anyone appointed to a regulated work position will not be permitted to undertake unsupervised regulated work until the PVG Scheme Record or Scheme Record Update is received by SSS from Disclosure Scotland.

### **Regulated Work Positions within SSS**

- **Coach** - Coaching, Teaching or Instructing Children.
- **Club Helper** - Supervising or Caring for Children.
- **House Parent** - Supervising or Caring for Children.

- **Safeguarding Officer** - Giving Advice to Children.
- **Camp Organiser** – Managing those in Regulated Work.

#### **Additionally for SSS**

- **Development Officer** – Managing those in Regulated Work.
- **Coaching Manager** – Managing those in Regulated Work.
- **Performance Manager** – Managing those in Regulated Work.

**Aspirant level 1 Members of the Coaching Scheme**, who are carrying out shadowing hours, coaching or instructing children or shadowing other regulated work positions, prior to license accreditation.

A PVG Scheme Record can be obtained either through SSS or their SSS club as a volunteer at no charge. Once in regulated work a PVG Scheme Update must be acquired directly with any “regulated work” employer, such as a Club, Snowsport Centre or Snowsport School. The update fee is £18 for those in paid roles and at no charge for volunteers.

#### **Training**

The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis and will cover information about their role, and opportunities for practising skills needed for work. Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers and will be regularly reviewed.

#### **Supervision**

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. Every member of staff and volunteer (if appropriate) will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff or volunteer.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

From October 2015, it is an offence to employ any person in a regulated work position without first obtaining a PVG Scheme Record or Scheme Record Update.



## Reporting Abuse

Snowsport Scotland understands that in addition to making a referral (a written report) to Disclosure Scotland, Child Protection issues concerning workers (paid/unpaid), children and young people must always be referred to the child protection agencies (i.e. social work and/or police) for appropriate investigation.

Snowsport Scotland recognises the Children's and Young Peoples Act Scotland 2014 in particular the role of the **Named Person** in relation to the well-being of the child.

The Snowsport Scotland will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

Where relevant this will include attending a Safeguarding and Protecting Children in Sport Course, a refresher course will be attended at least every five years or sooner in line with current practise.

## Appendix 2 Useful Contacts

If you think a child is in immediate danger, contact us straight away or call the police on 999.

If you have contacted any agency in regards to a child welfare issue within snowsports, if possible please inform the safeguarding officer.

### **SSS Safeguarding Officer – Graham Mounsey**

Mobile: 07584 654870

[graham@snowsportscotland.org](mailto:graham@snowsportscotland.org)

### **Additional Safeguarding Contact - Angela Anderson**

Mobile: 07854688408

Home: 01436 674044

Email: [safeguardingsnowsport@gmail.com](mailto:safeguardingsnowsport@gmail.com)

### **Other Contacts**

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

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

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

**Social Work Services Standby Service**

West	0800 811505
Edinburgh	0800 731 6769
Highland	0800 0938 100

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

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

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

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

- **NSPCC 0808 800 5000** Calls are free from landlines and most mobiles.
- or
- **Children 1<sup>st</sup> Safeguarding in Sport** 0141 419 1150 or email [safeguardingsport@children1st.org.uk](mailto:safeguardingsport@children1st.org.uk)
- or
- **Child line or 01414185670 or 0800 11111**

If you are **LIVING OUTSIDE of the UK**, but have concerns about a child resident within the UK



- Call +44 203 188 3500 or +44 203 222 4100 Or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Other Links**

[Safeguarding in Sport Unit](#)

[Children 1st](#)

[Commissioner for Children and Young People](#)

[Respect Me](#)

[Anti Bullying Network](#)

[Parentline Scotland](#)

[Childline Scotland](#)

[sportscotland](#)