



## **Olympia Figure Skating Club**

### **Child Protection Policy**

#### **1. Introduction**

- 1.1** Olympia Figure Skating Club recognises that taking part in ice skating can positively change people's lives and in many cases is an experience that can take people through their whole life as participants, coaches, judges, parents and spectators.
- 1.2** Ice skating offers significant opportunities for children to develop social skills, self-esteem, confidence, team work and leadership qualities that develop a well-rounded individual.
- 1.3** OFSC, however, acknowledges that despite all the benefits of the sport, opportunities exist for individuals to harm children or young adults.

#### **2. Policy Statement**

- 2.1** OFSC will take all reasonable steps to ensure a safe environment for its members and will act to protect all of its members from any form of abuse, harm, discrimination or degrading treatment and respect their rights, wishes and feelings.
- 2.2** All OFSC members, parents and carers of members and coaches are expected to maintain high standards of conduct and behaviour, either in personal life or when acting in any capacity on behalf of OFSC, and behave in any way that will not call into question their suitability to care for children in any capacity.
- 2.3** OFSC's Committee will make this policy available to all its members, parents and carers of members and coaches.
- 2.4** All OFSC members, parents and carers of members and coaches have an obligation for ensuring that this policy is met.



### **3. Principles**

- 3.1** Working in partnership with children and/or young adults and their parents/carers is essential for their protection.
- 3.2** OFSC is responsible for bringing any concern about the safety or welfare of a child to the attention of the agencies responsible for investigating child protection concerns, which are the police and local social work agency; given that OFSC is located in East Kilbride this will mean South Lanarkshire Council.
- 3.3** This policy is based on the following principles:
- The welfare of the child or young adult is paramount.
  - In Scotland a child is anyone under the age of 16 or if the child is in the care of a local authority in either foster or residential care this age increases to 18.
  - All children and young adults, regardless of age, gender, disability, racial origin, religious belief and sexual orientation have a right to be protected from abuse.
  - It is the responsibility of the statutory agencies to determine whether abuse has taken place but it is everyone's responsibility to report it.
  - All allegations of abuse and discrimination will be treated seriously and responded to swiftly and appropriately.
  - Confidentiality should be upheld in line with the data Protection Act 1998.

### **4. Guidance and Legislation**

- 4.1** There are a number guidance documents which reflect OFSC's responsibilities in protecting children and young adults which include:
- South Lanarkshire Council's Child Protection Policy and Procedures.
  - South Lanarkshire Council's Child Protection Committee's guidance for protecting children.
  - Protection of Children (Scotland) Act 2003 Guidance for Organisations.
  - National ice Skating Association's (NISA) policies and procedures for child protection.
- 4.2** In addition to this guidance there are a number of which are pieces of legislation which apply to this policy and guidance which include:
- The Children (Scotland) Act 1995.
  - The Protection of Children (Scotland) Act 2003.
  - The Criminal Procedures (Scotland) Act 1995.
  - The Human Rights Act 1998.
  - The UN Convention of the Rights of the Child.
  - The Data Protection Act 1998.



## **5. Dealing With Child Protection Concerns**

- 5.1** All children have a right to grow up in a caring and safe environment and all adults have a responsibility for ensuring that children are protected.
- 5.2** For a variety of reasons, however, sometimes a child may be harmed or mistreated in a way that is abusive. In such cases it is important that the child and their family receive help and support to ensure that the child is properly cared for and protected.
- 5.3** Child abuse is categorised into the following areas:
- Physical injury; where a child is hit kicked or punched,
  - Physical neglect; where a child is not being properly fed, clothed, cared for or poor hygiene,
  - Sexual abuse; where there is inappropriate sexual behaviour or language by an adult towards a child,
  - Emotional abuse; where a child is constantly being criticised, ignored or humiliated.
- 5.4** Child protection is a term used to describe the responsibilities and activities undertaken to prevent or to stop children being abused or ill-treated.

## **6. When should a referral be made?**

- 6.1** Children rarely tell if they are being abused, however, there may be signs which may make adults concerned which may be indicators of abuse or neglect.
- 6.2** The child may:
- Have unexplained bruising or bruising in an unusual place
  - Appear afraid, quiet or withdrawn
  - Be afraid to go home
  - Appear hungry, tired or unkempt
  - Be left unattended or unsupervised
  - Have too much responsibility for their age
  - Be acting out in a sexually inappropriate way
  - Be misusing drugs or alcohol.
- 6.3** Not all children who are abused or neglected will display these signs and equally a child may display some of these signs and symptoms for some other legitimate reason.



- 6.4** Children who are being abused or neglected may wish to tell someone who they trust. This might be one of OFSC's coaches, a member of the committee, a friend who they know in the club (either a peer or a parent of a friend) or another member of the club.
- 6.5** Where this happens then the concern should be discussed with a member of OFSC's committee.
- 6.6** The OFSC committee member will ensure that the incident is recorded on the Child Protection Form (**See APPENDIX A**).
- 6.7** The completed form will be passed to the local social work team and the committee will only keep a record of the following:
- Date incident was brought to the attention of the committee member;
  - Name of person raising concern;
  - Name of child or young adult concern is attributed to;
  - Date and details of person receiving the details on behalf of the social work department or police.
- 6.8** Where a concerned individual does not wish to bring their concern to the attention of the committee then they should always take advice from the local social work department or police who will advise what should happen next.
- 7. Steps to Dealing With Child Protection Concerns Effectively.**
- 7.1** The responsibility of protecting children should not be underestimated.
- 7.2** Dealing with child protection concerns can be and is a very difficult thing to do, especially if the report concerns someone known to you.
- 7.3** One of the key principles that should underpin our approach to protecting children is that children who tell about abuse should be believed.
- 7.4** Adults receiving information might think "this is really serious, what if I'm wrong?"
- 7.5** Adults need to think "what if I'm right?"
- 7.6** If a child tells an adult something has happened,
- adults should:
    - Stay calm,
    - Listen to the child,
    - Keep any questions to a minimum,
    - Reassure the child they were right to tell,



- Tell the child what they are going to do next,
    - Record in the child's own words what has been said,
    - Act promptly and immediately bring the concern to the attention of the committee member, social work department or police.
  - adults should not:
    - Ask too many questions,
    - Make any false promises to the child about being able to keep a secret,
    - Express shock or anger about what is being said to them,
    - Interpret what the child is saying to them – just record and report,
    - Delay listening to the child or passing on their concerns,
    - Carry out an “investigation” into the allegation.
- 7.7** Adults should never forget their personal responsibility to protect children.
- 8. Responding Positively to Bullying and Discrimination**
- 8.1** OFSC is committed to an open environment and will support members, parents and carers and coaches to tackle any instances of bullying or discrimination that they encounter.
- 8.2** OFSC will not tolerate bullying or discriminatory behaviour by any of its members, parents and carers of members and coaches.
- 8.3** Where such behaviour is deemed to be serious and persistent then it should be brought to the attention of the committee.
- 8.4** The committee may decide to investigate this behaviour and aims to do this in transparent manner and with the full cooperation of all involved.
- 8.5** In determining what action is best to tackle the issue the committee reserves the right to make a decision about the continued membership of one of its members. This may involve temporary suspension to allow an investigation to take place or revoking a membership without any financial compensation to the member if bullying or discriminatory behaviour has been found to have taken place.
- 8.6** The committee may also report instances of bullying or discrimination to the social work department if the bullying is thought to constitute emotional abuse or to the police if it is believed that a criminal offence has been committed.



## Olympia Figure Skating Club

### Child Protection Incident Form

<b>PART 1</b>		
<b>Details of Person completing the form</b>		
<b>Title</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Position in Olympia Figure Skating Club:</b>		
<b>Address:</b>		
<b>Post Code:</b>		
<b>Telephone:</b>		
<b>Mobile:</b>		
<b>E-mail:</b>		
<b>Name of Person Raising Concern:</b>		
<b>Address (if known):</b>		
<b>Post Code:</b>		
<b>Telephone:</b>		
<b>Mobile:</b>		
<b>E-mail:</b>		
<b>Relationship to alleged victim:</b>		
<b>Details of the Child</b>		
<b>Name:</b>		
<b>Date of Birth:</b>		
<b>Age:</b>		
<b>Gender:</b>		
<b>Address of Parent/Carer:</b>		
<b>Post Code:</b>		
<b>Telephone:</b>		



<b>PART 2</b>	
<b>Details of the incident:</b>	
(Please detail the incident giving as much information based on fact as possible. Also detail times, locations, number of previous incidents (if any) any witnesses. Use additional sheets if needed.)	
<b>Any actions taken:</b>	
(Please detail any actions taken. Including contact names, dates times and designations.)	
<b>Social Work Department:</b>	
<b>Police:</b>	
<b>Other:</b>	
<b>Additional Information:</b>	
(Please provide any additional information you feel is helpful.)	
<b>Signed:</b>	<b>Date:</b>

**Guidance on completing this form:**

1. If there is more than one child involved in the incident then a separate form must be completed for each child.
2. All efforts must be made to keep this information confidential.
3. This information must only be shared with those who need to know. NB – this does not necessarily mean the parent or carer where they are the alleged abuser.
4. This form should be completed for all levels of concern, even where no immediate is considered to be necessary.



5. **Completed forms are the property of Olympia Figure Skating Club and cannot be copied for any reason.**
6. **Original forms must be passed to Social Work Departments or Police as appropriate and the procedure as outlined in 6.7 of the Child Protection followed.**