

SCOTTISH YOUTH FOOTBALL ASSOCIATION

ROLES, RESPONSIBILITIES & GUIDELINES

(Extracted from the Scottish Youth Football Association Player Protection Policy)



SUPPORTED BY



FORWARD

The Scottish Youth Football Association (SYFA) is an organisation set up in 1999 to oversee grassroots recreation youth football. The objects of the Association are to legislate for, foster, develop and improve the game of Association Football amongst all classes of youth football clubs, leagues or associations of such clubs in 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 protect players from harm, abuse and exploitation.

SYFA Staff and all 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 revised document outlines the SYFA commitment to protect 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*
- *Player protection is the responsibility of all SYFA members*
- *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 player.*

Why protecting players is important to the SYFA Executive Committee

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

Part V of the Police Act 1997 is aimed at helping employers and voluntary organisations assess the suitability of applicants for particular posts and to make safer recruitment decisions in relation to positions of trust by widening access to criminal record information. To this end, the Act provides for the issue of criminal conviction certificates, criminal record certificates, and enhanced criminal record certificates. In Scotland, Disclosure Scotland will issue these certificates. Due to the flexible nature of the work carried out by our volunteers and the ability to have unrestricted access to children the SYFA will only carry out Enhanced Disclosure checks.

The Protection of Children (Scotland) Act 2003 aims to improve safeguards for children by preventing unsuitable people from working with them.

The Act provides for Scottish Ministers to keep the Disqualified from Working with Children List.

The Scottish Youth FA has a legal duty to make a referral to Scottish Ministers if an individual working with players harms a child or puts a child at risk of harm **AND** is dismissed or moved away from access to children as a consequence. In addition, a person working with players who harms a child or puts a child at risk of harm **AND** would have been dismissed if they had not resigned, retired, been made redundant or left at the end of a temporary contract, must also be referred to Scottish Ministers. The Scottish Youth FA will have committed an offence if it fails to make referrals to the list where the criterion for making referrals has been met. The List will include those convicted of an offence against a child, when the court considers them to be unsuitable to work with children.

Those who have been fully listed by the Scottish Ministers will commit a criminal offence if they apply to or work with children. It will be an offence for an organisation to knowingly employ a person to work with children if that person has been fully listed by the Scottish Ministers. The fact that someone is on the List, either fully listed or provisionally listed, will be released as part of a Disclosure Application available from Disclosure Scotland.

The List helps to strengthen the safeguards already in place to protect children.

The 2006 Accord for the Protection of Children in Scottish Sport presents a support framework to help organisations work towards recommended good practice in protecting children and to fulfill their responsibilities as part of the Scottish Executive's Reform Programme.

The SYFA has designed the policy statement listed at section 1 of this policy, which assists compliance with the various laws, both national and international, and must be implemented by all SYFA member officials, clubs, leagues, associations and regions.

1. POLICY STATEMENT AND PRINCIPLES

POLICY STATEMENT

The Scottish Youth Football Association plus its standing 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.

BACKGROUND AND THE RIGHTS OF THE CHILD

The United Nations Convention on the Rights of the Child (1989) (UNCRC) is the international framework within which children's rights and welfare are safeguarded. The rights which form the basis of these guidelines are:

- *The right of all children to enjoy all the rights contained in the convention irrespective of the child or their parent's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status (Article 2)*
- *The right of all children to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child" (Article 19)*
- *The right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts (Article 31)*
- *The right of the children affected by physical or learning disabilities to enjoy a full and decent life in conditions that ensure dignity promote self-reliance and facilitate the child's active life in the community (Article 23)*

- *The right of all children who are capable of forming a view to express those views in all matters affecting the child (Article 12)*

What does this mean for the SYFA?

The UNCRC and government guidance makes it clear that all children have a right to be safe when they participate in sport and that those who organise/deliver sport to children have a duty to make sure children are safe and protected from harm in and through sport.

Child protection in all sport is not just about protecting children from others who may seek to harm them through sport. A trusted coach or leader may be the person a child chooses to tell about something that is happening at home or outwith sport. In either case, we all have a responsibility to act on concerns.

Participation in sport also makes an important contribution to a child's development. A child's natural sense of fun and spontaneity can blossom in a positive environment created by sports organisations. Sport provides an excellent opportunity for them to maintain good health, learn new skills, become more confident, build resilience, self-esteem and maximise their own unique potential. This is particularly important for children who are affected by adversity and who may be particularly vulnerable.

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

2. 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 protect 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 must sign the relevant SYFA/SFA 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 make all necessary arrangements to have appropriately trained personnel in attendance should their child require specialist assistance e.g. injections

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

Only parents/guardians who are officials of a club and have regular and/or unsupervised contact with the club's players will be Disclosure Scotland checked.

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

THE ROLE OF THE CLUB OFFICIAL IS AS FOLLOWS:

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

All officials e.g. managers, coaches, first aiders, physiotherapists, that have regular and/or unsupervised contact with children must complete a Disclosure Scotland Disclosure Application Form, submit it to the relevant SYFA Additional Signatory who will on approval send it directly to the National Secretary.

All officials seeking membership of the SYFA MUST complete an SYFA Self-Declaration Form. A form is included within the Appendix at the end of this policy or can be downloaded from the SYFA website.

The Player 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 Player Protection Officer at Scottish Youth FA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked **PRIVATE AND CONFIDENTIAL**.
The SYFA Player 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 Player Protection Officer and safely stored by the club. These forms should be available for viewing as part of the SYFA Monitoring Programme.

All officials who refuse to submit a fully completed SYFA Self-Declaration Form will be debarred from membership.

All officials who submit an SYFA Self-Declaration Form and deliberately provide false information will be debarred from membership.

All officials who submit an SYFA Self-Declaration Form and deliberately omit information may be debarred from membership.

An official in membership of the association who is charged with any criminal offence must immediately report this charge to the National Secretary 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 immediately notified to the National Secretary in writing.

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 Constitution and Rules.

All officials must protect 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 Constitution of the SYFA.

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

THE ROLE OF THE CLUB IS AS FOLLOWS:

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

All clubs on seeking membership of the SYFA must complete the official membership application form signing the declaration to enable all club officials to be Disclosure Scotland checked. The names, addresses and dates of birth of all club officials shall be submitted by the club when seeking membership and upon annual renewal. All club officials will be subject to Disclosure Scotland checking procedures and must adhere to the terms of the Scottish Youth FA Player Protection Policy and Guidelines. Any official who does not agree to be Disclosure Scotland checked or is deemed unsuitable by the SYFA Player Protection Panel will not be eligible for membership of the club or the SYFA.

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

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

All clubs, including community clubs, **MUST** appoint a Player 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 a Disclosure Scotland Disclosure Application Form and submit them to the relevant SYFA Additional Signatory who will on approval send them directly to the National Secretary complete with any Disclosure Application fee.

All clubs must request Disclosure Scotland Disclosure Application Forms plus SYFA Self-Declaration Forms for **ALL** officials. Forms can be obtained from the local SYFA Additional Signatory or the National Secretary.

All officials seeking membership of the SYFA **MUST** complete an SYFA Self-Declaration Form. A form is included within the Appendix at the end of this policy or can be downloaded from the SYFA website.

The Player 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 Player Protection Officer at Scottish Youth FA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked **PRIVATE AND CONFIDENTIAL**. The SYFA Player 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 Player 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 Constitution and Rules.

All clubs must protect 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 persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Player Protection Policy & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

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

Take all reasonable steps, where possible, to protect 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 official membership application form signing the declaration to enable all league/association officials to be Disclosure Scotland 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 Disclosure Scotland checking procedures and must adhere to the terms of the Scottish Youth FA Player Protection Policy. Any official who does not agree to be Disclosure Scotland checked or is deemed unsuitable by the SYFA Player Protection Panel will not be eligible for membership of the league/association or the SYFA.

All appointments, changes or resignation of league/association officials must be immediately notified to the National Secretary in writing.

A league/association official in membership of the association who is charged with any criminal offence must immediately report this charge to the National Secretary 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 a Disclosure Scotland Disclosure Application Form and submit them to the relevant SYFA Additional Signatory who will on approval send them directly to the National Secretary complete with any Disclosure Application fee.

All leagues/associations must request Disclosure Scotland Disclosure Application Forms plus SYFA Self-Declaration Forms for ALL officials. Forms can be obtained from the local SYFA Additional Signatory or the National Secretary.

All officials seeking membership of the SYFA MUST complete an SYFA Self-Declaration Form. A form is included within the Appendix at the end of this policy or can be downloaded from the SYFA website.

The Player 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 Player Protection Officer at Scottish Youth FA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked **PRIVATE AND CONFIDENTIAL**. The SYFA Player 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 Player 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 National Secretary in writing of any officials whom the League consider be Disclosure Scotland checked as a matter of urgency.

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

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

The League/Association MUST appoint a minimum of one Player 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 persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Player Protection Policy & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

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

Qualities required of a Player 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 protecting children to all members
 - be able to communicate with children
- Note:** PPO'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 Player 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 Membership Application Form. Refer to your League Secretary for SYFA League Membership Application Forms.

To report allegations or concerns to the National Secretary or in his absence the SYFA National Player 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 persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Player Protection Policy & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

Duties required of a Community Club Player Protection Officer:

Take all reasonable steps, where possible, to protect 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 Club Membership Application Form. Refer to your League Secretary for SYFA Club Membership Application Forms.

All appointments, changes or resignation of Community Club Officials must be immediately notified to the National Secretary 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 National Secretary 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 National Secretary 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 National Secretary or the police.

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

Club Player 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 National Secretary or in his absence the SYFA National Player 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 persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Player Protection Policy & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

Duties required of a single team Club Player Protection Officer:

Take all reasonable steps, where possible, to protect 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 National Secretary in writing.

A Club Official in membership of the association who is charged with any criminal offence must immediately report this charge to the National Secretary 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 National Secretary 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 National Secretary or the police.

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

Club Player 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 National Secretary or in his absence the SYFA National Player 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 persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Player Protection Policy & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

Duties required of an Additional Signatory

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

Check that all Disclosure Application Forms are completed properly, witness identification documentation and send all fully completed and approved Disclosure Scotland Disclosure Application Forms to the SYFA National Player Protection Officer at Hampden Park.

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

All Additional Signatories must request Disclosure Scotland Disclosure Application Forms plus SYFA Self-Declaration Forms on behalf of their members. Forms can be obtained from the local SYFA Additional Signatory or the National Secretary.

THE ROLE OF THE SYFA PLAYER PROTECTION PANEL IS AS FOLLOWS:

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

To ensure that the Executive Committee of the SYFA is fully informed regarding all player protection issues.

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 player 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 Disclosure Scotland checked.

To make sure any officials highlighted as top priority by their club, league or association are prioritised for Disclosure Scotland 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 Player Protection Panel in respect of membership. All decisions of the Player 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 persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Player Protection Policy & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

THE ROLE OF THE SYFA EXECUTIVE COMMITTEE IS AS FOLLOWS:

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 appoint a Player Protection Collator for 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 Player Protection Collator is David Little, National Secretary SYFA, Hampden Park, Glasgow, G42 9BF, 0141.620.4590

To appoint a National Player Protection Officer for protection issues. 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.

The SYFA National Player Protection Officer is Hazel Killen, SYFA, Hampden Park, Glasgow, G42 9BF, 0141.620.4590

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 child protection and pass it on to those who need to know in clubs, leagues, associations and regions.

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

Where the criteria for referral has been met, to refer officials to the Scottish Ministers in order that they be added to the Disqualified from Working with Children List.

The Scottish Youth FA will have a duty to make a referral to Scottish Ministers if an individual working with players harms a child or puts a child at risk of harm **AND** is dismissed or moved away from access to children as a consequence. In addition, a person working with players who harms a child or puts a child at risk of harm **AND** would have been dismissed if they had not resigned, retired, been made redundant or left at the end of a temporary contract, must also be referred to Scottish Ministers. The Scottish Youth FA will have committed an offence for failing to make referrals. The List will include those convicted of an offence against a child, when the court considers them to be unsuitable to work with children.

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.

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

3. CODE OF CONDUCT/SAFE IN CARE GUIDELINES

By the introduction of good practice throughout the SYFA it is possible to reduce the risk of child abuse taking place.

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 the SYFA Player Protection Panel.

SYFA has *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 players and young people under the age of 18 years. 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 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.

Involve parents wherever possible. Always be open and honest with players and parents.

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 protect 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 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 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 or reports the incident to the club's Player Protection Officer.

Allowing Players or Officials to swear unchallenged.

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

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.

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

Make sure all outings are planned with health and safety of uppermost importance

Inform all parents timeously in writing of the 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.

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.

Inform all parents timeously in writing of the date and time of departure, pick up points, date and time of return with drop off points and emergency contact details.

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.

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.

Allowing officials to supervise or have any responsibility for players while under the influence of alcohol or any banned 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 the venue
- 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 treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible
- An SYFA Player 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

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 Player Protection Incident Record Form and passed to the relevant Player 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.

E INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

The aim of these guidelines is not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements. They aim to ensure that players are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms players or places them at risk of harm.

Some sports take place in areas where organisers have little or no control over the environment such as an open river or areas to which the public have general rights of access. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

Photographs, Film and Video

SYFA will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated.

SYFA reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated. Refusal to cease may result in the match being abandoned and the offending person reported to the relevant authority.

Anyone wishing to use photographic/film/video equipment during any Scottish Youth FA activity must firstly obtain the approval from the following:

For a single match, the secretaries of the competing clubs.

For tournaments, the secretaries of the competing clubs plus they must also seek approval from the Organising Secretary.

For Scottish Cup fixtures, the secretaries of the competing clubs plus they must also seek approval from the National Secretary.

Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

Photography in changing rooms and associated areas is not allowed.

To be used in conjunction with the SYFA Code of Good Conduct for the Use of Photographs & Images

Internet

Permission

- Written consent must be obtained from the player's parent, using an SYFA Parental Consent Form, before publishing any information about a player. If the material is changed from the time of consent, the parents must be informed and consent provided for the changes
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk
- Players who have a public profile as a result of their achievements are entitled to the same protection as all other players. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the player

Use of Images and Information

- Information published on the websites must never include personal information that could identify a player e.g. home address, e-mail address, telephone number of a player. All contact must be directed to the player's club. Credit for achievements by a player should be restricted to first name's e.g. Jack was Player of the Year 2006
- Players must never be portrayed in a demeaning, tasteless or a provocative manner. Players must never be portrayed in a state of partial undress. Attire such as tracksuits or t-shirts may be more appropriate
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned

Concerns

Any concerns or enquiries about publications or the internet should be reported to club, league or associations Player Protection Officer or the National Secretary.

Mobile Phones

Short Message Service (SMS) messaging is a quick and easy way to communicate with others and is a popular and often preferred means of communication with players. All officials must be aware that intimidating, bullying or even abusive messages can be discreetly sent by text. Information sent in this way, even where well-meaning, could be misinterpreted.

Further, the risks presented by developments in modern technology are becoming increasingly recognised. Adults who seek to harm children have been known to use text messaging and internet chat rooms to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

Texting

Officials must consider whether it is necessary and appropriate to hold the mobile phone numbers of players. The general principle is that all communications with players should be open, transparent and appropriate to the nature of the relationship.

In the first instance contact should always be made at the phone number the parent has provided on the player's behalf. Good practice would include agreeing with players and parents what kind of information will be communicated directly to players by text message. This information should only be "need to know" information such as the last minute cancellation of a training session.

The following good practice is also required:

- The mobile phone numbers of players will be carefully stored (in accordance with data protection principles) and access will only be provided to those who need access for a legitimate reason
- Officials must never engage in personal or sensitive communications with players via text message
- All concerns about the inappropriate use of text messaging will be dealt with by the SYFA Player Protection Panel

Cameras/videos

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. The use of mobile phones in this way can be very difficult to monitor.

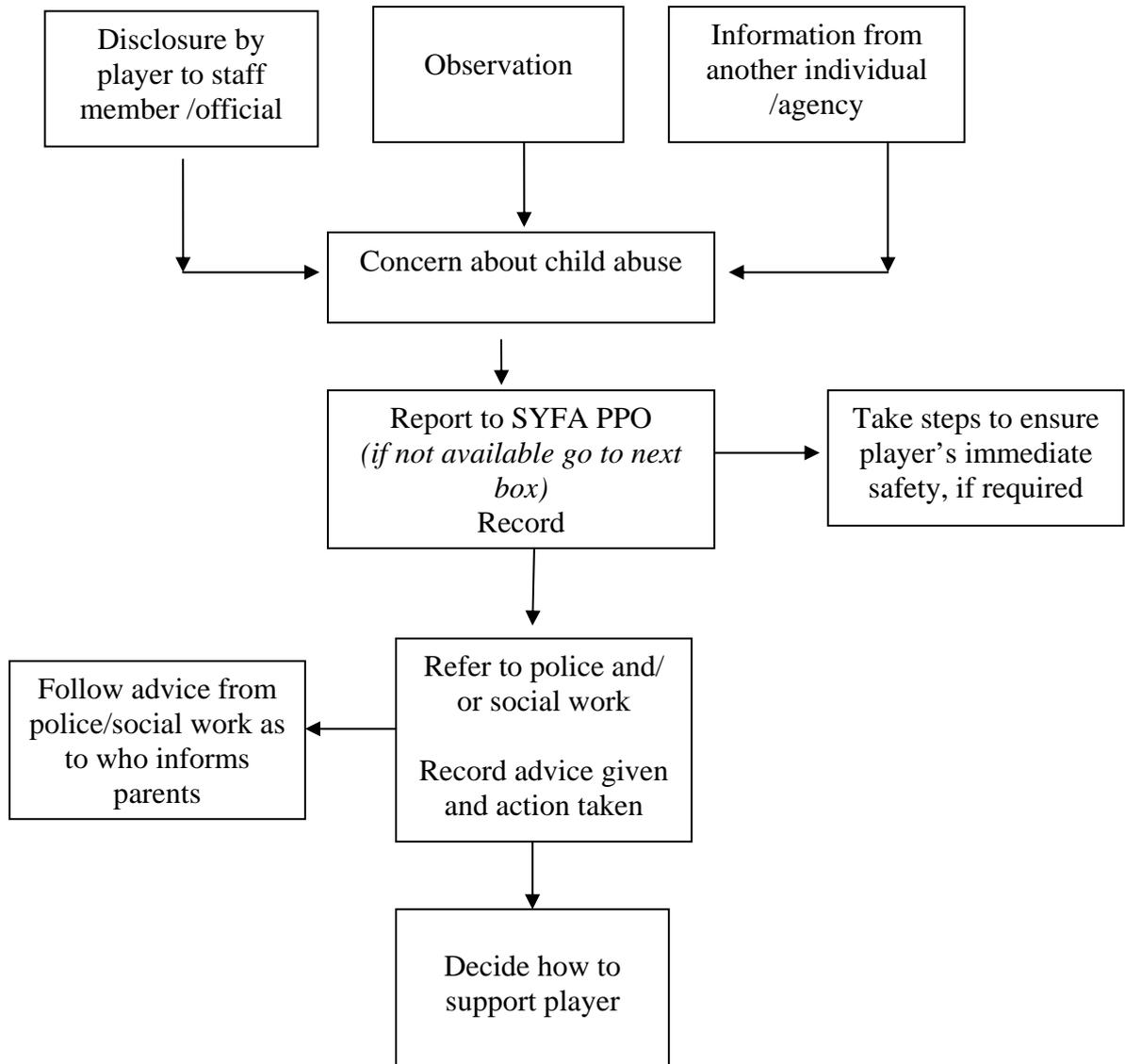
The SYFA Code of Good Conduct for the Use of Photographs & Images in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

All concerns about the inappropriate use of mobile phones, to record photographs or video footage, will be dealt with by the SYFA Player Protection Panel.

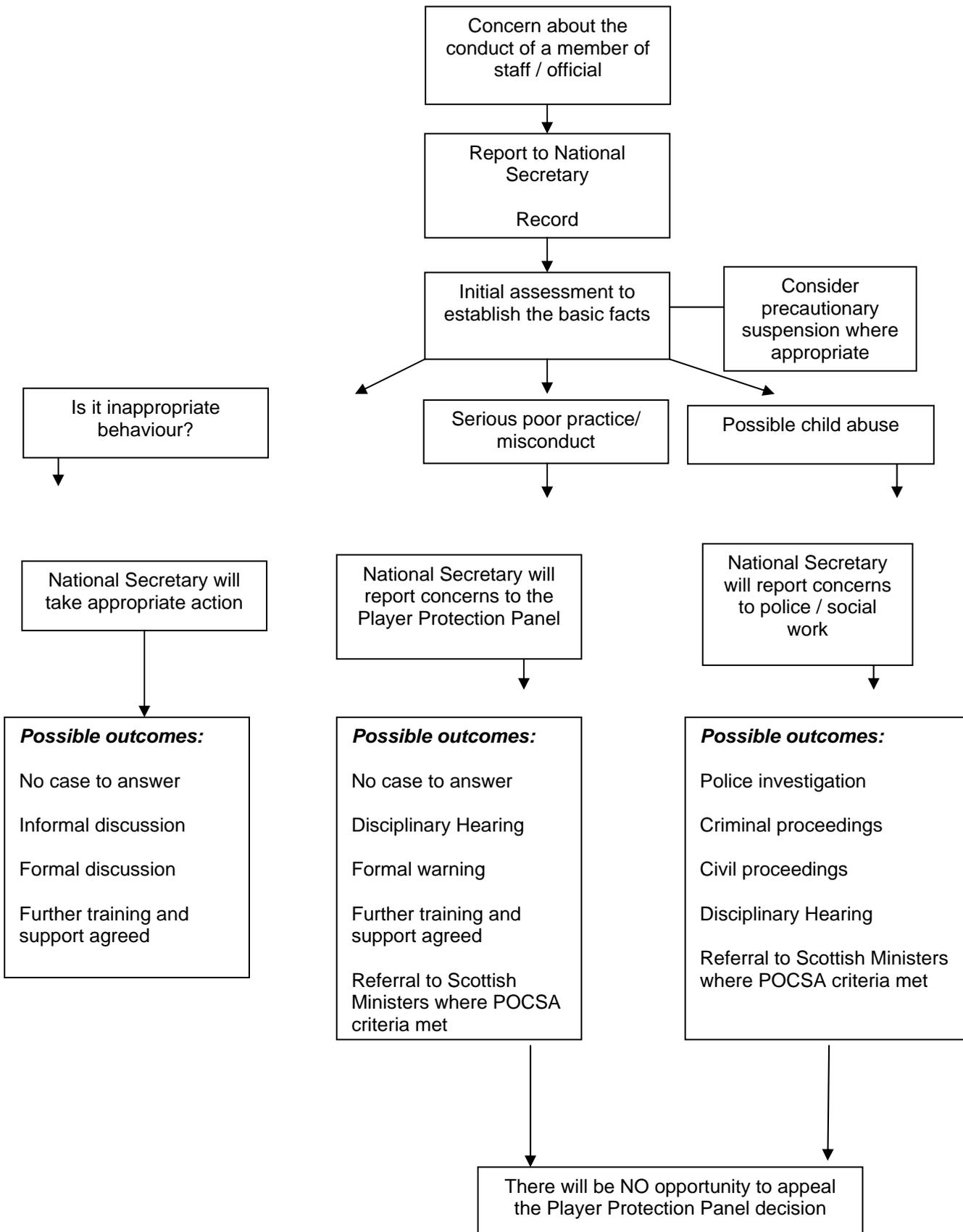
This may include the concerns being reported to the police.

5. RESPONDING TO CONCERNS

RESPONDING TO CONCERNS ABOUT CHILD ABUSE



RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR OFFICIAL



APPENDIX B: GUIDELINES FOR MANAGING BULLYING

Bullying may be seen as particularly hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms including:

Physical e.g. hitting, kicking, theft

Verbal (including teasing) e.g. making racist remarks, spreading rumours, threats or name-calling

Emotional e.g. isolating a player from the activities or social acceptance of the peer group

Harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress

Players may be bullied by adults, their peers and in some cases by their families

Action to Help the Victim(s) and Prevent Bullying:

Take all signs of bullying very seriously.

Encourage all players to speak and share their concerns. Help the victim(s) to speak out and tell the person in charge or someone in authority. Create an open environment.

Take all allegations seriously and take action to ensure the victim(s) is safe. Speak with the victim and the bully(ies) separately.

Reassure the victim(s) that you can be trusted and will help them, although you cannot promise to tell no-one else.

Keep records of what is said i.e. what happened, by whom and when.

Report any concerns to the person in charge at the organisation where the bullying is occurring.

Action towards the Bully(ies):

Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour.

Seek an apology from the bully to the victim(s).

Inform the bully's parents/guardians.

If appropriate, insist on the return of 'borrowed' items and that the bully(ies) compensates the victim.

Impose sanctions as necessary.

Encourage and support the bully(ies) to change behaviour

Keep a written record of action taken.

7. USEFUL CONTACTS

David Little, National Secretary SYFA

or

Hazel Killen, SYFA National Player Protection Officer

Scottish Youth Football Association

Hampden Park

Glasgow

G42 9BF

Tel: 0141 620 4590

Fax: 0141 620 4591

e-mail:

syfa@scottish-football.com

Confidential e-mail:

nationalsecretary@scottish-football.com

Child Protection in Sport Service

Children 1st

61 Sussex Street

Glasgow

G41 1DY

0141 418 5674

Child Protection in Sport Unit

01162 347 278

www.thecpsu.org.uk

Children 1st

83 Whitehouse Loan

Edinburgh

EH9 1AT

0131 446 2300

www.children1st.org.uk

Childline Scotland

0800 1111 (free)

www.childlinescotland.org.uk

Parentline Scotland

0808 800 2222

Kidscape

0171 730 3300

National Drug Helpline

0800 77 66 00

Scottish Executive

www.scotland.gov.uk/childprotection

The Samaritans

0345 909 090

or

Ask the operator to connect dial 100

Volunteer Development Scotland

01786 479 593

www.vds.org.uk

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