



# Scottish Rowing Child Wellbeing & Protection Policy

Approved by the Board- February 2017

Scottish Rowing has a responsibility to all children and young people taking part in the sport of rowing in Scotland and is fully committed to promoting children's wellbeing by keeping them safe, promoting their development and respecting their views.

For the purpose of this policy, a child is recognised as anyone under the age of 18.

This policy sets out the role Scottish Rowing will take in lead on Child Wellbeing & Protection within the sport across Scotland. This policy covers all Scottish Rowing activity and the Working with Children Procedures (and linked policies/ procedures referred to) will apply to all staff, volunteers and board members of Scottish Rowing and also all members of Scottish Rowing affiliated clubs (including rowers, coaches, volunteers, committee members, employees and any equivalent members of sub affiliated groups) and any other individuals involved with working with children at any Scottish Rowing organised activity.

The key principles for underpinning this policy are;

- ❖ The wellbeing of children is the primary concern
- ❖ It is **everyone's** responsibility to promote and safeguard the wellbeing of children
- ❖ All children, whatever their age, disability, gender reassignment, race, religion or belief, sex and/or sexual orientation, have the right to protection from all forms of harm, poor practice and abuse.
- ❖ Children have the right to express views on all matters which affect them, should they wish to do so.
- ❖ Scottish Rowing and its affiliated clubs shall work in partnership together with children and parents to promote the wellbeing, health and development of children.



Scottish Rowing will:

- a) Promote the rights and wellbeing of children by providing opportunities to take part in rowing safely
- b) Appoint a Child Wellbeing & Protection Officer to lead on implementation of this policy and all its procedures
- c) Provide and implement procedures, support and guidance to safeguard the wellbeing of all participants
- d) Set governance requirements for Scottish Rowing affiliated clubs to ensure they have their own adequate policy and procedures for Child Wellbeing & Protection (using this policy and procedures as a basis) and provide support and guidance on the implementation and use of these
- e) Promote the policy and procedures to all those it applies to, to ensure they know what to do and who to speak to
- f) Safely recruit and select individuals who will be working with children
- g) Train, support and supervise its members of staff, volunteers and members to adopt the good practice approach laid out by Scottish Rowing to promote child wellbeing and safeguard children against child protection concerns
- h) Respond to all concerns about/ from children in line with the procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedure
- i) Maintain confidential records of all complaints, concerns and sanctions applied in line with this policy
- j) Regularly monitor and evaluate the implementation of this policy and the associated procedures

This policy and the procedures will be regularly monitored and reviewed, with a full review being carried out every 3 years. The policy and procedures will also be reviewed in the following circumstances:

- In accordance with changes in legislation and guidance on the protection and safeguarding of children or following any relevant changes within Scottish Rowing
- Following any issue or concerns raised about child wellbeing or protection within Scottish Rowing
- On advice from Children 1<sup>st</sup> and **sportscotland's** Safeguarding in Sport service



# Scottish Rowing Child Wellbeing & Protection Working with Children Procedures

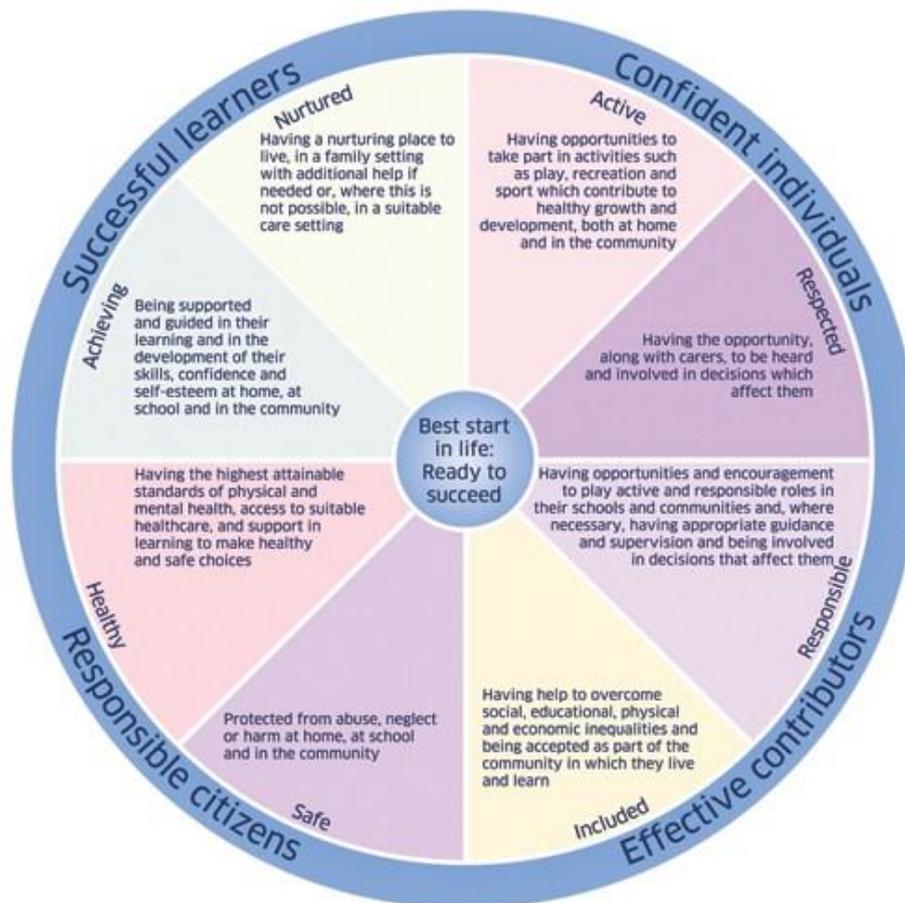
(Incorporating "The Good Practice Approach" & "Responding to Concerns" Procedures)

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## Good Practice Approach

### Legislative Environment/ Background

The Children and Young People (Scotland) Act 2014 has provisions for improving the wellbeing of children and young people in Scotland through the Getting It Right For Ever Child (GIRFEC) approach. Wellbeing sits at the heart of the GIRFEC approach and reflects the need to tailor the support and help that children, young people and their parents are offered to support their development. A child or young person's wellbeing is influenced by everything around them and the different experiences and needs they have, at different times in their lives. This includes the time they spend involved with the sport of rowing. A child's wellbeing is made up of 8 indicators, shown in the diagram below and are commonly known as 'SHANARRI'.



The full Children and Young Persons (Scotland) Act 2014 can be found at <http://www.legislation.gov.uk/asp/2014/8/contents/enacted>

Further information about the GIRFEC national approach can be found at <http://www.gov.scot/Topics/People/Young-People/gettingitright>



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(Incorporating "The Good Practice Approach" & "Responding to Concerns" Procedures)

Each child is unique and there is no set level of wellbeing that children should achieve. Each child should be helped to reach their full potential as an individual. It is essential that in sport we understand not only how participation in sport contributes to these wellbeing indicators, but also what we need to do if we are ever worried that something is impacting a child's wellbeing. The wellbeing indicators help make it easier for everyone to be consistent in how they consider the quality of a child or young person's life at a particular point in time. Everyone working with children and young people must play their part to promote, support and safeguard children and young people's wellbeing and be mindful of their contribution to the child's wellbeing.

## Good Practice

Sport can and does have a positive impact on children and young people and therefore the way we deliver rowing needs to ensure that we are promoting and supporting the wellbeing of all children by understanding wellbeing and the SHANARRI indicators and taking a Good Practice Approach to working with young rowers at all times.

The following good practice is expected from all working with children and young people in rowing;

- be an excellent role model by maintaining appropriate standards of behaviour by being positive, encouraging and respectful
- make the experience of rowing fun and enjoyable
- promote fairness and playing by the rules
- treat all children with respect, dignity and fairness
- be participant-focused
- respect the developmental stage of each rower and put the wellbeing of each child first before winning or achieving performance goals
- ensure the training intensity is appropriate to the physical, social and emotional stage of the development of the rower
- build balanced relationships based on mutual trust and respect, encouraging children to take responsibility for their own development and decision-making
- maintain a safe and appropriate relationship with rowers. It is inappropriate for coaches and others in positions of trust to have an intimate relationship with athletes or assistants/ helpers. In some circumstances, this could also be a criminal offence
- involve parents/ carers, along with children wherever possible; this includes involving them to develop training and competition schedules which are suited to the needs and the lifestyle of the rower
- maintain an appropriate and open environment at all times
- always be publically open when working with children:
  - avoid coaching sessions or meetings where a coach and an individual rower are completely isolated from view



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- try to avoid one on one situations in changing rooms (if children need to be supervised/ helped try to involve parents or additional helpers where appropriate)
- keep parents informed about the content and nature of any communications you have directly with their children and choose open communication methods with groups, rather than one to one communication methods
- give enthusiastic and constructive feedback rather than negative criticism
- ensure any physical contact with children is appropriate and necessary, e.g. to provide support. Ensure:
  - it is neither intrusive nor disturbing
  - the reason that it is necessary has been fully explained
  - the rower's permission has been openly given
  - it is proportionate and delivered in an open environment
- conduct a risk assessment before undertaking any rowing related activities and be sure to engage in an on-going mental dynamic risk assessment through-out the activities
- be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given
- arrange that someone with appropriate training in and current knowledge of emergency first aid is available
- gain written parental for;
  - the administration of emergency first aid or other medical treatment if the need arises
  - use of still and moving images of participants
  - use of agreed digital communication methods
  - attendance at events where the parents/ carers are not available or on site
  - any significant travel arrangements, especially if an overnight stay is involved (we recommend referring to Scottish Rowing guidance for how to manage travel and overnight stays)



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## Poor Practice and Abuse

Scottish Rowing is committed to promoting children's wellbeing and keeping them safe by attempting to minimise the risks of poor practice and abuse in the sport and to ensure those working with children within rowing are able to respond to any concerns about children's wellbeing and safety both within and out-with the sport.

Abuse can occur in many situations, including the home, school and the rowing club. It is known that some individuals will actively seek access to children through sport in order to harm them.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.

While it is not necessary to identify a specific category of abuse when responding to a concern, it is helpful to consider and understand the different ways which children can be abused.

There are four categories of abuse;

- Emotional Abuse
- Physical Abuse
- Neglect
- Sexual Abuse

For more information on these types of abuse, see Appendix 1- Types of Abuse

It is not always easy to distinguish between poor practice and abuse, whether intentional or accidental. It is not the responsibility of an individual in rowing to make judgements about whether or not abuse is taking place, but everyone has a responsibility to:

- identify possible wellbeing concerns, including possible poor practice and/or abuse
- act if they have concerns about a child's wellbeing, as explained in the "Responding to Concerns" section

Poor Practice includes any behaviour that contravenes the Child Wellbeing & Protection Policy or any procedures and guidelines which accompany it or any behaviour that does not respect children's rights or impacts negatively on their wellbeing; or does not respect their parents'/carers' rights.

This may be behaviour that falls short of abuse but is still considered unacceptable.

The following list shows examples of areas within sport where poor practice and/or abuse can occur (the list is not exhaustive).



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All examples of poor practice should be avoided

- communicating directly with a child without the parents' knowledge, this includes via telephone, text or instant messages, email or social media (see Child Wellbeing & Protection Guidelines for advice on good practice for communications)
- spending excessive amounts of time alone with children away from others (see Child Wellbeing & Protection Guidelines for advice on good practice for necessary time alone with children)
- engaging in rough, physical or sexually provocative games
- allowing or engaging in inappropriate touching of any form
- using inappropriate language to a child or allowing children to use inappropriate language unchallenged
- making sexually suggestive comments to a child, even in jest
- reducing a child to tears as a form of control
- letting allegations made by a child go un-investigated, unrecorded, or not acted upon (see the "Responding to Concerns" section on how to respond appropriately)
- doing things of a personal nature that children can do for themselves (see Child Wellbeing & Protection Guidelines for advice on good practice for personal assistance of children)
- taking children alone in a car on journeys, however short (see Child Wellbeing & Protection Guidelines for advice on good practice for travel arrangements for trips)
- inviting or taking children to your home or office where they will be alone with you (see Child Wellbeing & Protection Guidelines for advice on good practice for necessary time alone with children)
- sharing a room with a child (see Child Wellbeing & Protection Guidelines for advice on good practice for trips away)

Children and Young People with a Learning or Physical Disability Research, including "It doesn't happen to disabled children" Child Protection and Disabled Children, NSPCC (2003), tells us that children and young people who have a learning or physical disability are more vulnerable to abuse.

This is because:

- They are often dependent on a number of people for care and handling, some of which can be of an intimate nature.
- They may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong.
- Signs of abuse can be misinterpreted as a symptom of the disability.
- Like other children, they are fearful of the consequences of disclosing abuse.
- Attitudes and assumptions that children with disabilities are not abused.
- They may be unable to resist abuse due to physical impairment.
- Of negative attitudes towards children with disabilities.



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- Possible failures to recognise the impact of abuse on children with disabilities. Particular care should be taken by all staff and volunteers when working with children affected by disability.

Wellbeing and protection of children is everyone's responsibility!

People involved in sport work closely with children and young people and can often notice that something is having an impact on a child. All concerns should be acted on whether the cause is thought to be within or out-with the sport.

The wellbeing of children is the primary concern.



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## Responding to Concerns

Concerns about the wellbeing of children may arise in a number of ways, including:

- You see it happening
- You recognise signs such as those listed previously (under the Poor Practice and Abuse section) or through a child's behaviour
- Someone reports it to you
- A child approaches you directly and may disclose something

The concern may involve the behaviour of a member of staff, volunteer or club member of Scottish Rowing, or it may concern something that has happened to the child outside of the sport e.g. at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

Concerns raised may range from peer relationship break-downs, bullying behaviour and concerns about any aspect of wellbeing, to concerns about poor practice by an adult in the sport or child abuse.

If a concern is related to suspected abuse or involves the child being in imminent/immediate danger, it is NOT anyone in the sports' responsibility to investigate further, BUT it is your responsibility to act on these concerns. You can either report this directly to the appropriate authorities (police and/or social work) or report to Scottish Rowing's CWPO who will make the report for you. In both instances a record of the concern should be made on the Scottish Rowing Concern Reporting Form and submitted to Scottish Rowing for review.

Scottish Rowing is committed to working in partnership with parents/ carers whenever there is a concern about a child. Exceptions may occur if the concern is related to the parents/ carer or if the concern is a wellbeing concern with no child protection concerns (concerns involving abuse or imminent/ immediate danger) and the child does not wish the parents/ carers to know or is not ready to tell them. In the latter case, every effort will be made to support the child and positively encourage them to inform the parents/ carers. Support and advice can be sought from the Child Wellbeing & Protection Officer or the Safeguarding in Sport team at Children 1<sup>st</sup>.

Parents/ carers have the primary responsibility for the safety and well-being of their children.

In any of these circumstances the concern should be acted upon as best you can in line with these procedures, recorded and passed to the Child Wellbeing & Protection Officer. You can seek advice from Scottish Rowing's CWPO and/or the relevant statutory agencies at any stage of the process.



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What to do if a child approaches you directly with a concern:

- Remain calm and try to make them feel safe and comfortable
- Listen to what they tell you and take it seriously
- Be honest about what you may have to do with information they tell you, but also be reassuring and supportive that they have done the right thing
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language
- Do not make any assumptions about what is said, their feelings or the experience or speculate
- Avoid asking too many questions and probing for more information than is offered
- If you need to ask questions to understand the basic information then use open-ended, non-leading questions to do so
- Do not introduce personal information from either your own experiences or those of other children

The information a child tells you, or you obtain through observations or reports, may highlight a possible concern about the child. The actions taken to respond may fall into one or more of the following categories, which are all detailed further in the next sections:

1. Responding to a Wellbeing Concern
2. Responding to a Wellbeing Concern which suggest possible Abuse
3. Responding to a Concern about the Conduct of a member of Staff or a Volunteer



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### **Responding to a Wellbeing Concern:**

Any wellbeing concern about a child should be considered in line with the GIRFEC wellbeing indicators and may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent should be gained from the child.

This should be reported to the Child Wellbeing & Protection Officer (CWPO) who will advise on what actions may need to be taken and help to implement any support that can be offered to the child. The CWPO can also support the staff member/ volunteer and/ or child to discuss this with the parents/ carers or other organisation which may be able to help (including discussions with the child's school for support).

If the wellbeing concern comes directly from the child themselves, they may request for confidentiality. Wherever possible, this should be granted if there are no indications the child is at risk of harm or in need of protection. The staff member/ volunteer should support the child in the best way they can.

If there is any uncertainty about the appropriate course of action with a wellbeing concern, this should be discussed with the CWPO and if the child has requested confidentiality, then the child can be anonymised during the discussion to obtain the best advice.

If the concern suggests that the child is in need of protection, then this must be passed on with or without consent and the child should be made aware of this.

A record of the concern should be made and passed to the CWPO using the Concern Reporting Form.



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### **Responding to a Wellbeing Concern which suggest possible Abuse:**

Wellbeing concerns which suggest possible abuse can come from your own or other people's observations, information from an individual or agency or directly from the child themselves as described above.

If the information you have suggests abuse, then it should be reported to either police or social work as soon as possible on the day the information is received and all advice they provide should be followed.

As soon as possible, you should also make a record of the concern and the actions using the Concern Reporting Form and pass this to the CWPO.

If there is uncertainty about the information you have and there is no evidence of immediate or imminent danger, then you can obtain advice from the CWPO.

However, if they are unavailable, then advice should be sought from social work on the best course of action.

In all circumstances, the person responding to the concern should record as many of the following details as soon as possible after the concern has been raised (if any information is not available then it should be left blank and the child should not be pressed for any missing information):

1. Child's name, age and date of birth
2. Child's home address and telephone number
3. Any times, dates or other relevant information
4. Whether the person making the report is expressing their own concern or the concerns of another person
5. The child's account, if it can be given, of what has happened and how any injuries occurred using the child's own words
6. The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location)
7. A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child)
8. Details of any witnesses
9. Whether the child's parents/ carers have been informed
10. Details of anyone else who has been consulted and the information obtained from them
11. If it is not the child making the report, whether the child has been spoken to, if so what was said using the child's own words
12. The child's view on the situation

It is best if this record is a hand written paper copy, but if it needs to be completed in an electronic format, then this should not be saved to any device and should be printed then deleted to ensure no other copies of this sensitive data can be made. Sending via email or any other digital format should also be avoided where possible



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as this automatically creates multiple additional copies.

The completed Concern Reporting Form should be passed to CWPO who will store this record securely. A copy can be provided to the police or social work if they request it.

When there are concerns that the parents/ carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents/ carers may place the child at further risk. In such cases advice must always be sought from the police or social work services as to who informs the parents/carers.



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**Responding to a concern about the Conduct of a member of Staff or a Volunteer:**

This section of the procedures should be read in conjunction with Scottish Rowing's Disciplinary Procedure. The following section details the procedure to be followed where the concern is about a member of staff/ volunteer of Scottish Rowing.

These procedures aim to ensure that all concerns about the conduct of a member of staff/ volunteer are dealt with in a timely, appropriate and proportionate manner.

No member of staff/ volunteer in receipt of information that causes concern about the conduct of a member of staff/ volunteer towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

In the event of an investigation into the conduct of a member of staff/ volunteer all actions will be informed by the principles of natural justice:

1. Employees and volunteers will be made aware of the nature of concern or complaint
2. Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee or volunteer
3. An employee or volunteer will be given an opportunity to put forward their case
4. Scottish Rowing will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances

In all cases where there are concerns about the conduct of a member of staff/ volunteer towards children, the wellbeing of the child will be the paramount consideration.

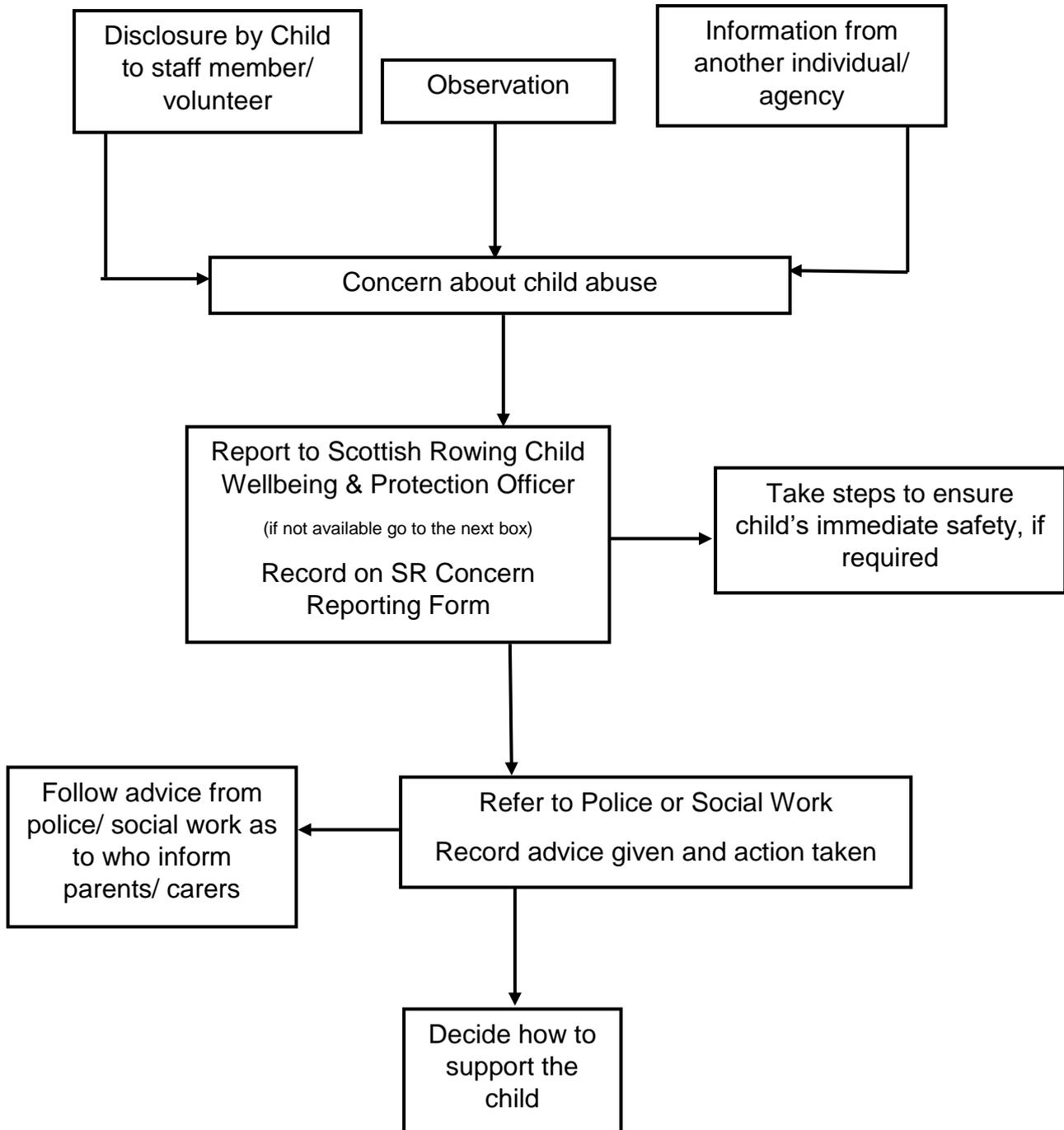
At any point in responding to concerns about the conduct of a member of staff/ volunteer, advice may be sought from the police or social work services.



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## Responding to Concerns about Child Abuse Flowchart

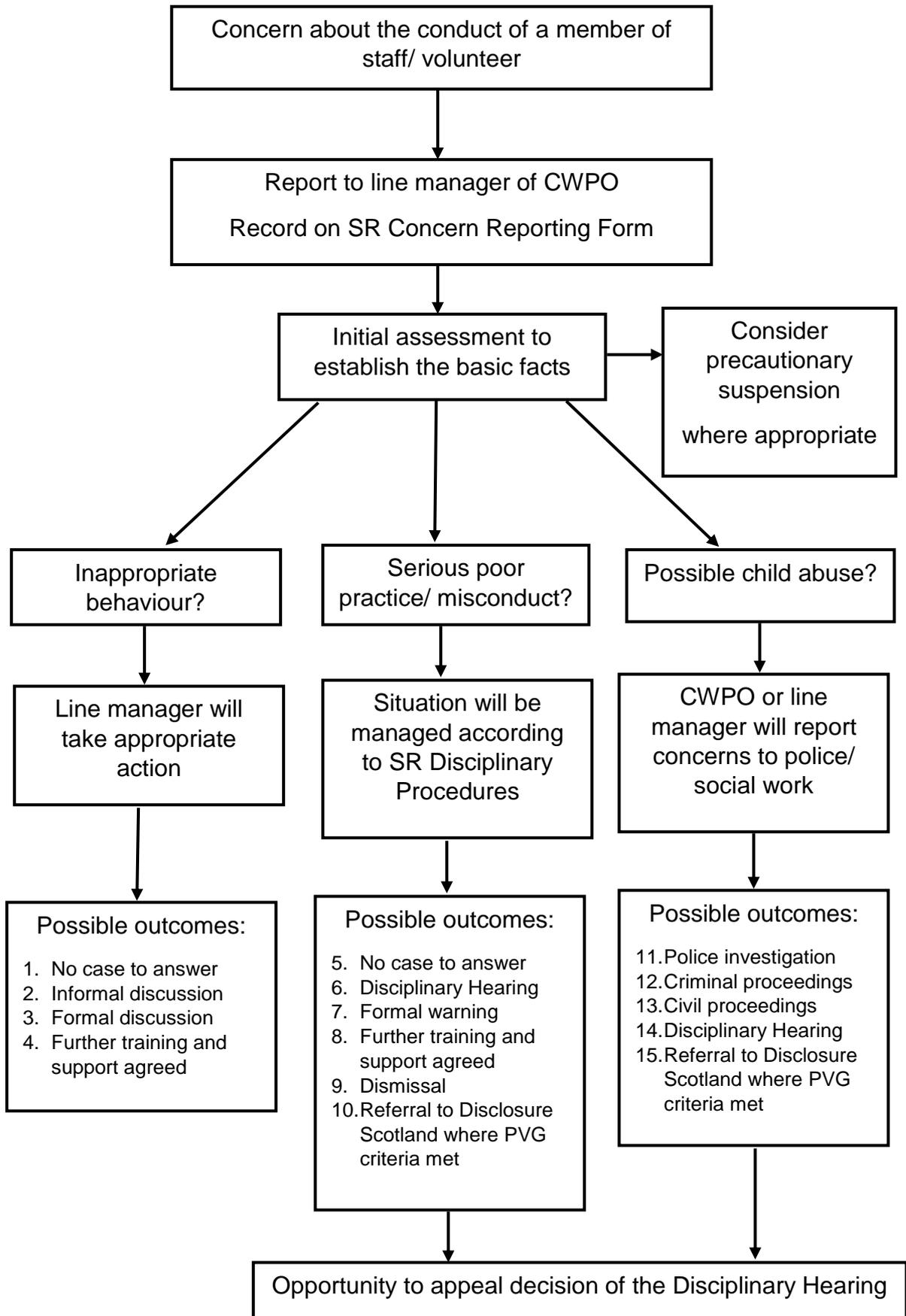




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## Responding to Concerns about the Conduct of a Member of Staff/ Volunteer Flowchart





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## **1 Initial Reporting of Concerns**

Any concerns about the wellbeing of a child arising from the conduct of a member of staff/ volunteer must be reported to the line manager/ Child Wellbeing & Protection Officer (CWPO) on the day the concern arises, as soon as practically possible.

Where the concern is about the line manager or the CWPO it must be reported to the Chief Operating Officer or the Scottish Rowing President.

## **2 Recording**

Concerns must be recorded using the Concern Reporting Form as soon as possible. Reporting the concerns to the line manager/ CWPO should not be delayed by gathering information to complete the Concern Reporting Form.

All subsequent actions taken and reasons for decisions shall be recorded on the Concern Reporting Form. This should be signed and dated by the line manager/ CWPO or the person appointed to manage the response to the concerns.

Where Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision.

Guidance on the storage, sharing and retention of such records is contained in the Scottish Rowing Data Protection Policy/ Secure Storage Policy.

## **3 Establishing the Basic Facts**

Once the concerns have been reported, the line manager/ CWPO will:

1. Establish the basic facts
2. Conduct an initial assessment (see point 4 below) of the facts in order to determine the appropriate course of action
3. Where appropriate, consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern

## **4 Conducting the Initial Assessment**

The line manager/ CWPO will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/ harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.

1. Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation
2. Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff/ volunteer may be approached as part of the gathering process



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3. Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff/ volunteer is approached
4. An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.

However, formal interviewing of children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers therefore questioning of children by those conducting an initial assessment should only be conducted if absolutely necessary and police/ social work advice should be sought in what can be asked.

If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

1. No further action (facts do not substantiate complaint)
2. Situation is dealt with under Scottish Rowing Disciplinary Procedures
3. Child protection investigation (jointly by police and social work services)
4. Criminal investigation (by the police)

The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases

5. Civil proceedings (by the child/ family who alleged abuse)

**Initial Assessment supports concerns about poor practice and /or misconduct**  
(but not possible child abuse)

The line manager/ CWPO will deal with the situation in line with Scottish Rowing's Disciplinary Procedures.

Pending the outcome of any investigation conducted under Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff/ volunteer towards children.

The wellbeing of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, Scottish Rowing has a duty to make a referral to Disclosure Scotland.

**Initial Assessment supports concerns about possible child abuse**

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse the line manager/ CWPO will refer the concerns to the police and/or social work services as soon as possible on the day the information is received.



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The line manager/ CWPO will make a written record of the name and designation of the social worker or police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the police/ social work services will be confirmed in writing by the line manager/ CWPO within 24 hours.

A copy of the Concern Reporting Form should be provided to the police/ social work services on request.

Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents/ carers of the child(ren) involved will be informed as soon as possible following advice from the police/ social work services.

Advice will firstly be obtained from the police/ social work service about informing the staff member or volunteer involved in the concerns. If the advice is to inform the staff member or volunteer, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be sub judice (i.e. under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the employee or volunteer.

Scottish Rowing will take all reasonable steps to support a member of staff/ volunteer against whom an allegation of abuse has been made.

## **5 Precautionary Suspension**

Suspension is not a form of disciplinary action. The member of staff/ volunteer involved may be suspended whilst an investigation is carried out.

Suspension will be carried out in accordance with Scottish Rowing's Disciplinary Procedures. At the suspension interview the member of staff/ volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement- which will be recorded- should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the staff member of volunteer in accordance with the Disciplinary Procedures.

## **6 Disciplinary Investigation**

An ongoing criminal investigation does not necessarily rule out disciplinary action.

However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the line manager/ CWPO to make a decision whether to go ahead with disciplinary action.



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## **7 False or Malicious Allegations**

In exceptional circumstances where an investigation establishes an allegation is false, unfounded or malicious:

1. The staff member or volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
2. All records pertaining to the circumstances and investigation should be kept in accordance with Scottish Rowing's Secure Storage of Information Policy.
3. The line manager/ CWPO will take all reasonable steps to support the individual in this situation
4. In these circumstances Scottish Rowing will review the child's participation in rowing. It may be appropriate to have a discussion with the child (with parental/carer permission)
5. Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

## **8 Non-recent Allegations of Abuse**

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. These procedures will be followed in the event of an allegation of non-recent abuse.

## **9 Protection of Vulnerable Groups (Scotland) Act 2007**

1. Scottish Rowing will refer to Disclosure Scotland the case of any member of staff/ volunteer who (whether or not the in the course of their role within the organisation has:
  1. harmed a child
  2. placed a child at risk of harm
  3. engaged in inappropriate conduct involving pornography
  4. engaged in inappropriate conduct of a sexual nature involving a child; or
  5. given inappropriate medical treatment to a childAND as a result:
  1. Scottish Rowing has dismissed the member of staff or volunteer
  2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant
  3. Scottish Rowing has transferred the member of staff/ volunteer to a position in Scottish Rowing which is not regulated work with children
  4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or
  5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

Scottish Rowing will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

1. Been dismissed by Scottish Rowing
2. Resigned, retired or been made redundant



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3. Been transferred to another position in Scottish Rowing which is not regulated work with children; and
4. Where Scottish Rowing received information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post
5. If Disclosure Scotland notify Scottish Rowing that a member of staff/ volunteer is considered for listing that individual will be suspended from regulated work with children as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involved pre-judgement. In all cases of suspension the wellbeing of the children will be the paramount concern.
6. If Disclosure Scotland inform Scottish Rowing that an individual is barred from working with children, that member of staff/ volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

## **10 Media**

All media enquiries relating to the conduct of a member of staff or volunteer will be referred to the Scottish Rowing Chief Operating Officer or President or Child Wellbeing & Protection Officer.

## Appendix 1- Types of Abuse

### (i) EMOTIONAL ABUSE

*"...is the persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. "*

It may involve the imposition of age or developmentally inappropriate expectations of a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

#### Examples of Emotional Abuse in Sport

- Persistent failure to show any respect to a child e.g. continually ignoring a child.
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child making them feel frightened.
- Acting in a way which is detrimental to the child's self-esteem.

Specific examples in a rowing situation could include:

- Subjecting a young rower to constant criticism, name calling, sarcasm or racism.
- Putting a young rower under unrealistic pressure in order to perform to high expectations.

Signs which may raise concerns about emotional abuse include:

- significant decline in concentration
- indiscriminate friendliness and neediness
- extremes of passivity or aggression

### (ii) PHYSICAL ABUSE

*"...is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after".*

Most children sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered. It is possible that some injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.

#### Examples of Physical Abuse in Sport

Bodily harm that may be caused by:

- Over training or dangerous training of athletes.
- Over playing an athlete.
- Failure to do a risk assessment of physical limits or pre-existing medical conditions.
- Administering, condoning or failure to intervene in drug use.

Specific examples in a rowing situation could include:

- Disregarding the individual requirements of each child's growing body or needs when setting a training programme e.g. allowing 14 year olds to undertake hour-long, continuous ergos.

Signs which may raise concerns about physical abuse include:

- refusal to discuss injuries
- improbable excuses given to explain injuries or unexplained injuries, particularly if recurrent
- fear of parents being approached for an explanation
- untreated injuries
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- wearing long or extra clothing to hide injuries

#### (iii) NEGLECT

*"...is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs".*

In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

#### Examples of Physical Neglect in Sport

- Exposing a child to extreme weather conditions e.g. heat and cold.
- Failing to seek medical attention for injuries.
- Exposing a child to risk of injury through the use of unsafe equipment.
- Exposing a child to a hazardous environment without a proper risk assessment of the activity.
- Failing to provide adequate nutrition and water.

Specific examples in a rowing situation could include:

- Allowing young rowers to train or race inappropriately clothed for the prevailing conditions
- Consistently leaving a child without adequate provisions e.g. food, water, clothing, sun protection, etc.

Signs which may raise concerns about neglect include:

- constant hunger
- poor personal hygiene and/or poor state of clothing
- constant tiredness
- frequent lateness or unexplained non-attendance
- untreated medical problems
- stealing

#### (iv) SEXUAL ABUSE

*"...is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways".*

Some of the aforementioned activities can occur through the internet. Some children may never be able to tell someone they have been sexually abused. Changes in a child's behaviour may be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that a child has been sexually abused.

#### Examples of Sexual Abuse in Sport

- Exposure to sexually explicit inappropriate language or jokes.
- Showing a child pornographic material or using a child to produce such material.
- Inappropriate touching.
- Sexual intercourse and/or sexual activity with a child under 16.

Specific examples in a rowing situation could include:



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- Engaging in unnecessary and inappropriate physical contact e.g. massaging a young rower in a suggestive manner
- Making suggestive comments to or in earshot of a young rower
- Inappropriately close relationships developing between a rower and a coach
- Spending an unnecessary amount of time in the changing area when young rowers are present

The following signs may raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- girls taking over the mothering role
- reluctance or refusal to participate in physical activity or to change clothes for games
- display of sexual knowledge beyond the child's age
- sexual promiscuity, over-sexualised behaviour, compulsive masturbation
- unusual interest in the genitals of adults, children or animals
- discomfort/difficulty in walking or sitting
- fear of bathrooms, showers, closed doors
- abnormal sexual drawings
- having irrational fears
- developmental regression/acting younger than their age