

Mountaineering Council of Scotland (MCofS)
Child Protection Policy Statement (approved at SGM February 2007)
& Recommendations for Good Practice (MCofS Procedures)

Recommendations for Good Practice updated 17 April 2008, 13 October 2008, following audits by Children 1st

Contents

- 1. Introduction**
- 2. Scope**
- 3. Policy Statement**
 - 3.1. Purpose**
 - 3.2. Definitions**
 - 3.3. Notes to the Policy Statement**
- 4. Recommendations for Good Practice (Procedures)**
 - 4.1. The Meaning of Good Practice**
 - 4.2. Activities to be Avoided**
 - 4.3. Use of Photographic & Filming Equipment at Events Involving Children**
 - 4.3.1. Use of Video as a Coaching Aid**
 - 4.3.2. Guidance on Use of Photography**
 - 4.4. Recruitment and Selection of Staff and Volunteers**
 - 4.5. Dealing with Bullying**
 - 4.6. What Happens in the Event of a Disclosure / Referral?**
 - 4.6.1. When a Child Tells You About Abuse**
 - 4.6.2. Defamation**
 - 4.6.3. Actions to Avoid – and Types of Questions to Ask**
 - 4.6.4. Responding to Non-Verbal Concerns**
 - 4.6.5. Allegations of Previous Abuse**
 - 4.6.6. If You are the Subject of a Disclosure / Referral**
 - 4.7. Some Indicators That A Child May Have Been Abused**
 - 4.7.1. Physical Abuse**
 - 4.7.2. Emotional Abuse / Neglect**
 - 4.7.3. Sexual Abuse**
- 5. Forms for Use with These Recommendations**
 - 5.1. Sample Incident Report Form**
 - 5.2. Volunteer Application Form**
 - 5.3. Volunteer Self Declaration Form**
 - 5.4. Volunteer Reference Reply Form**
- 6. Useful Reading, Online Sources of Information and Contact Numbers**
- 7. Record of Revisions to the Recommendations for Good Practice**

1. Introduction

Children have a lot to gain from involvement in sport. Like other sports, mountaineering provides an opportunity to learn new skills, explore new environments, gain confidence and of course have fun. The full potential of these benefits can only be gained with a positive and progressive approach to the child's involvement. The focus should be on the needs of the child rather than on competition or success. A child-centred approach to mountaineering involving young people will result in continued participation, a positive public image of our sport and contribute to long-term benefits in terms of the health and well-being of our future adult population.

MCofS recognises that child protection is every member's responsibility and that we should safeguard all children involved in youth mountaineering activities organised by staff or volunteers. All members have a right to protection, and the MCofS policy will be inclusive and take full account of the needs of disabled children and others who may be particularly vulnerable.

2. Scope

This document details the Child Protection Policy and related procedures adopted by the MCofS.

The Child Protection Policy Statement is the principle which informs the MCofS approach to Child and Adults at Risk Protection.

The Child Protection Policy Statement and Recommendations for Good Practice define the child protection procedures which have been implemented by the MCofS in respect of all activities promoted or organised by the MCofS.

The policy statement and recommendations are provided for the guidance of clubs affiliated to the MCofS.

3. Policy Statement

The MCofS is committed to safeguarding its members, and to ensuring that unaccompanied children on MCofS or club activities are protected from harm, abuse and exploitation.

3.1 Purpose

- To provide a policy framework which protects unaccompanied children on Council or club activities
- To provide a policy framework which protects club officials and members in the event of unwarranted allegations of abuse by children participating in club activities
- To ensure club officials and members are aware of the risks and implications for clubs relating to child protection issues through this Policy and the MCofS Recommendations for Good Practice

3.2 Definitions

- A person under the age of 18 is defined as a 'child' in the 'Protection of Children (Scotland) Act 2003
- 'Unaccompanied children' are children involved in a club activity or event who are not in the care of their parent or guardian at any time
- 'Accompanied children' are children in the care of their parent or guardian at all times during an activity or event
- A 'Person in a Position of Child Care' is one who acts in a supervisory or leadership role of a group, activity or event involving children

3.3 Notes to the Policy Statement

- a. The MCofS has procedures, 'Recommendations for Good Practice', for its own events. Clubs organising activities with unaccompanied children are recommended to adopt these procedures or procedures of their own, to ensure Civil Liability Cover in case of alleged child abuse against a member.
- b. Where any affiliated club organises a supervised activity involving unaccompanied children, the person supervising or leading is defined in the "Protection of Children (Scotland) Act 2003" as a 'Person in a Position of Child Care', and is required to have a mandatory disclosure check
- c. Clubs organising unsupervised activities or events involving accompanied children are recommended to adopt the MCofS Policy and should ensure they are aware of the "Recommendations for Good Practice"
- d. Clubs which do not include children in their activities are not required to have a Child Protection Policy, but should be aware of the MCofS Policy.

4. Recommendations for Good Practice (Procedures) for MCofS Volunteers and Staff

By adhering to these Recommendations for Good Practice, MCofS volunteers and staff will ensure that our sport is safe and fun for young participants, while those undertaking roles within our sport will be protected.

4.1 The Meaning of Good Practice

In the context of climbing and mountaineering activities, good practice means:

- Putting the child's welfare, safety and enjoyment first, before winning or achieving goals.
- Treating all young people / adults at risk equally, and with respect and dignity.
- Making sport and activities fun, enjoyable and promoting fair play.
- Building balanced relationships based on mutual trust, which empowers children to share in the decision-making process.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Planning and preparing appropriately so that each session suits the needs of the group (e.g. activities are age-appropriate and allow each child to participate in an enjoyable way).
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment - i.e. no secrets).
- Recognising the developmental needs and capacity of young people and adults at risk – avoiding excessive training or competition and not pushing them against their will.
- Ensuring that manual or physical support is only provided when necessary, and that this is in the interest of the child and takes place openly. Young people should always be consulted and their agreement gained. Care is needed, as it is difficult to maintain hand positions when a child is constantly moving. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with the technical skills, qualifications and insurance for sport.
- Involving parents / carers wherever possible (e.g. for the responsibility of their children in changing rooms). If groups have to be supervised in a changing area, always ensure parents / teachers / coaches / officials work in pairs.
- Securing parental consent in writing to *act in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with details of any treatment given.
- Ensuring that if mixed groups are taken away, they should always be accompanied by an adult male and an adult female.
- Ensuring that on residential activities, adults should not enter children's rooms or invite children into their rooms.
- Requesting written parental consent if club officials are required to transport young people in their cars.

It is important that all MCofS volunteers and staff follow these Recommendations for Good Practice. By keeping young people at the forefront of our planning and practice we can be confident that participants will enjoy their mountaineering experiences and that our actions will be regarded as safe.

4.2 Activities to Avoid

In addition volunteers and staff must never:

- Exert undue influence over a young participant in order to gain personal benefit or reward.
- Share a room or tent alone with a young person on away trips.
- Engage in rough contact, sexually provocative games, inappropriate touching of any kind, and / or make sexually suggestive comments about or to a child.
- Engage in a sexual relationship with a young person. This is considered a breach of trust and a disciplinary matter. If the young person is below the age of consent it may be illegal and hence a criminal matter.
- Use any form of corporal punishment or physical force on a young person.
- Take body measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (hypnosis, etc.) in the training of young people.

MCofS volunteers and staff, particularly those involved in climbing activities, will be working in an environment where a 'hands on' approach may sometimes be necessary (e.g. demonstrating a technique during coaching or assisting with personal protective equipment such as a climbing harness). Ensure that such contact is kept to the safe minimum, done openly, is in response to the child's need, and is with the knowledge and consent of the child and their parent / guardian.

Minimum reasonable force or restraint may be used in exceptional circumstances; self defence, preventing risk of injury, or damage to property. Record and report any such incidents to the MCofS National Children's Officer or Club Children's Officer as appropriate. Contact details for the MCofS National Children's Officer are located on the website at:

<http://www.mcofs.org.uk/policies.asp>

Challenge sensitively any inappropriate behaviour from a child, such as a crush on an instructor or attention seeking behaviour. If this is focused on you, seek support and inform the MCofS National Children's Officer.

Following any incident where a volunteer or member of staff feels their actions could be misinterpreted, a written report should be submitted to the MCofS National Children's Officer.

Finally, prepare yourself, and those who work with you, by taking preventative measures.

Think through:

- ◆ The reasons for doing what you are doing
- ◆ How you do it
- ◆ Any possible misinterpretations of your actions

4.3 Use of Photographic & Filming Equipment at Events Involving Children

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports-people in vulnerable positions. Photographers should have the participants' and their parents (if under 18) permission or accreditation where appropriate. It is advisable that all clubs be vigilant and that any concerns are reported to the MCofS National Children's Officer or Club Children's Officer.

4.3.1. Use of Video as a Coaching Aid

There is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, permission should be sought and performers (and parents / carers)

should be aware that this is part of the coaching programme. Care should be taken in the storing of such films, and where possible deleting them at the end of each session.

4.3.2 Guidance on Use of Photography

- Ask for parental permission to use the young person's image. This ensures that parents are aware of the way the image is to be used to represent the sport.
- Ask for the athlete's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport.
- If the athlete is named, avoid using their photograph.
- If a photograph is used, avoid naming the athlete.
- To reduce the risk of inappropriate use, only use images of athletes in suitable dress. The content of the photograph should focus on the activity not on a particular child.
- The use of inappropriate images should be reported to the MCoFS's National Children's Officer.

Amateur photographers / film / video operators wishing to record an event or practice session should seek accreditation with the MCoFS's National Children's Officer, the Club Children's Officer, or the leader of the session. The club / organisation should display the following information prior to the start of an event to inform spectators of the policy:

"In line with the recommendation in the Mountaineering Council of Scotland's Child Protection Policy – Guidelines for Good Practice, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. On no account should children be photographed or filmed without their permission and the permission of their parents".

Those commissioning professional photographers or inviting the press to an activity or event should ensure the media representatives are clear about expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the MCoFS National Children's Officer, Club Children's Officer, or event organiser by producing their professional identification for the details to be recorded.

The Children's Officer / event organiser must then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.
- Keep a record of accreditations.
- Inform athletes and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Not allow unsupervised access to athletes or one to one photo sessions at events.
- Not approve / allow photo sessions outside the event or at an athlete's home.

4.4 Recruitment and Selection of Staff and Volunteers

The vast majority of Mountaineering Council actions are undertaken by volunteers with the aid and guidance of a small number of paid staff. The MCoFS seeks to position itself to support its members by allowing the recruitment of volunteer workers to provide technical, physical and clerical assistance.

The MCofS will endeavour to recruit and select volunteers and staff in a transparent and equitable fashion in line with current guidelines set out by the sports councils and labour agencies.

The MCofS recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. When undertaking pre-selection checks the following should be included:

- All volunteers / staff working with young people should complete an application form. The application form should elicit information about the applicant's past and include a self-disclosure about any criminal record.
- For those working or volunteering in a role caring for, training, supervising or in sole charge of children under 18, consent should be obtained from the applicant to seek information from an Enhanced Disclosure Scotland check.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).

4.5 Dealing with Bullying

Action to prevent bullying in sport and to help the victims of bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. If unchecked abuse could go on for many years, influencing the young persons development, leading to self abuse, use of substances and even suicide. Help the victim to speak out and tell the person in charge or someone in authority.
- Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Children's Officer or the school (wherever 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 to the victim(s).
- Inform the bully's parents.
- Insist on the return of *borrowed* items and that the bully(ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform Club Committee / relevant authority of action taken.
- Keep a written record of action taken in incident book

Further information and advice on Dealing with Bullying is available from the Anti-Bullying Fact-sheet published by the NSPCC

4.6 What Happens in the Event of a Disclosure / Referral?

Child abuse, in any form, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection.

All suspicious cases of poor practice should be reported following the guidelines in this document. When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

All those working with children within a sporting organisation, whether in a paid or voluntary capacity, have a responsibility to ensure that children are protected from harm, but do not hold responsibility for deciding whether or not abuse has taken place. It is the role of statutory agencies to make enquiries to assess whether a child is at risk of abuse and to take any necessary action to protect that child or young person.

If there is a concern about a child's welfare, or the behaviour of an adult
- **The one thing not to do, is to do nothing!**

4.6.1. When A Child Tells You About Abuse

- A good solution to the discretion and caution required is '*observed confidentiality*' where you are witnessed speaking with the child, but not overheard.
- If a child or young person talks to you about a concern, or if the child tells you about their abuse listen carefully and compassionately to what they tell you.
- It is important to stay calm and not show any extreme reaction to what the child is saying.
- The child is taking a risk by telling you this, you should ensure that the child's experience of telling is a positive one.
- Encourage the child to talk, using open-ended questions such as "What do you want to tell me? or How can I help you?"
- Remember the setting - the child is likely to be frightened or anxious.
- Tell the child he/she that he/she was right to tell and is not to blame.
- Take what the child says seriously.
- Recognise the inherent difficulties interpreting what is said by young children or children with communication difficulties.
- However don't prevent a child from recalling events.
- No judgmental statement should be made about the person against whom the allegation is made.
- Be honest with the child about what you can and cannot do. Tell them you are not able to keep what they have told you secret and that you will try to find them the help they need. Tell them what is likely to happen next (e.g. informing parents / guardians, Children and Family Services within the Local Authority Social Work Department or Family Protection Units within the local police service.
- When they have finished make a detailed note of what they have said and pass that information onto someone in a position of authority as soon as possible.

- If you have serious concerns about the immediate safety of that child contact the statutory authorities. Record who you spoke to and inform the MCoS's National Children's Officer of what you have done.
- Find someone you trust to talk to and support you, but remember not to name or identify those involved in the allegations.

4.6.2. Defamation

Concerned adults are sometimes reluctant to report concerns about abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded.

To be defamatory a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by 'qualified privilege' if it is made to the appropriate authority "in response to a duty, whether legal, moral or social or in the protection of an interest" (Norrie K, Defamation and Related Actions in Scots Law, 1995). Unjustified repetition of the allegations to other persons will not be protected by privilege.

The qualification on privilege refers to statements made by malice. If a statement, even to the appropriate authority, can be shown to be motivated by malice, then an action of defamation could be successful.

(Taken from Guidelines for Child Protection Prepared for the Independent Schools in Scotland, Kathleen Marshall, Second Edition, January 1997)

4.6.3. Actions to Avoid – and Types of Questions to Ask

The person receiving a disclosure of child abuse should not:

- panic
- allow their shock or distaste to show
- ask leading questions, instead ask open questions such as "Who, What Where or When" – you need to establish facts
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises or agree to keep secrets.
- contact or confront the individual who is alleged to be responsible.

4.6.4. Responding To Non-Verbal Concerns

Changes in a child's behaviour can be the result of a wide range of factors and this makes it difficult to identify if the changes are linked to abuse. Even signs such as bruising or other injuries cannot be taken as "proof" of abuse (see appendices). However if you have concerns, you have a responsibility to act on those concerns.

4.6.5. Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person.

4.6.6. If You are the Subject of a Disclosure / Referral

The Mountaineering Council of Scotland assure staff / volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a staff member or volunteer there may be three types of investigation:

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the criminal and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Poor Practice

- If, following consideration, the allegation is clearly about poor practice; the Club Children's Officer / MCofS's National Children's Officer or Disciplinary Committee will deal with it as a misconduct issue.

Suspected Abuse

- Any suspicion that a child has been abused, by either a member of staff or a volunteer, should be reported to the Club Children's Officer / MCofS's National Children's Officer. The Children's Officer will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Club Children's Officer / MCofS's National Children's Officer will report the allegation to the social work department who may involve the Police. Out of hours, the Children's Officer may go direct to the Police.
- The parents or carers of the child should be contacted as soon as possible, unless by doing so the child may be exposed to further risk. If in doubt follow advice from Children and Family Services within the Local Authority Social Work Department or Family Protection Units within the local police service.
- If the Club Children's Officer is the subject of the suspicion/allegation, the report should be made to the MCofS's National Children's Officer. If the MCofS's National Children's Officer is the subject of the suspicion/allegation, the report should be made to the MCofS Chairperson who will refer the allegation to the statutory authorities.
- All members have the option of making a report direct to the statutory authorities if they so wish, or if they are unhappy with how the allegation is being dealt with by the club / MCofS.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a **need to know basis** only. This includes the following people:

- The Club Children's Officer;
- The MCofS's National Children's Officer;
- The parents of the person who is alleged to have been abused, unless doing so would endanger the child further;
- The person making the allegation;
- Children and Family Services within the Local Authority Social Work Department or Family Protection Units within the local police service.

- The alleged abuser (and parents if the alleged abuser is a child)*
*Seek advice of the statutory authorities on who should approach alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

- The MCoS member accused of abuse will be asked to stand down pending the outcome of any investigation by the statutory authorities. It should be made clear to a person asked to stand aside, that this is only a precautionary measure and will not prejudice any later disciplinary procedure.
- The MCoS's National Children's Officer's name should be known and disseminated, it is recommended that MCoS clubs should publicise this name and that of their Club Children's Officer to their members.
- Irrespective of the findings of the criminal and child protection inquiries, the MCoS Executive Committee will appoint a Disciplinary Committee who will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police in such cases. The MCoS Disciplinary Committee must reach a decision based upon the available information. **The welfare of children should always remain paramount.**

Support to Deal with the Aftermath

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of helplines, support groups (see page 17 for contact numbers) and open meetings will maintain an open culture and help the healing process.
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

If You (An Adult) Are Accused Of An Abusive Action

- Make notes of all your actions/contacts with the child in question as soon as possible.
- Seek access to professional and legal advice.
- Ensure you are no longer working with the child/children making the allegation.
- Consult MCoS procedures and make sure these are followed correctly
- Accept that colleagues may be expected not to contact you whilst an investigation is underway.
- Don't believe it couldn't happen to you.

Think about your relationship with a colleague who is under investigation. Ask management to confirm the contact arrangements and what support is available to your colleague and all other staff they work with.

4.7 Some Indicators That A Child Or Young Person May Have Been Abused.

4.7.1. Physical abuse

Staff should be aware of the difference between accidental and non-accidental bruising:-

Accidental bruising – is usually found in areas where bone is close to the skin, e.g. elbows, knees, shins.

Non-accidental bruising – usually found on soft tissue areas, e.g. cheek, buttocks, lower back.

Other signs that should raise concern:-

- Torn fraenulum (connection between upper lip & upper gum – this is one of the most common non-accidental injuries)
- Bruised ear
- Bruised eye(s)
- Belt / strap marks
- Slap / grab marks
- Burns (unless known to be accidental)
- Marks on neck
- Baby with bruising of any kind
- Young person saying they are frightened of a particular person.

4.7.2. Emotional Abuse / Neglect

Signs that should raise concern:

- Injury / illness left untreated
- Young person who is regularly appears to be hungry
- Poor personal hygiene / persistently dirty clothes
- Knowledge that young person is consistently left in sole charge of younger children (depending on the age of the young person)
- Constant attention seeking behaviour / appearing to be desperate to make friends or please others
- Young person tells of being threatened or constantly criticised
- Knowledge that parent / guardian are regularly under influence of drugs/alcohol
- Very withdrawn young person

4.7.3. Sexual abuse

Signs that should raise concern:

- Inappropriate sexual behaviour
- Depression
- Young person who talks about or attempts suicide
- Self-harm
- Young person running away from home (depending on age of young person)
- Eating disorders
- Injury / infection to genital area

5. Forms for Use with these Guidelines

CONFIDENTIAL [5.1] MCoFS - Sample Incident Record Form

Your name: _____ Your position: _____
Child's name (Initials): _____ Child's date of birth: _____
Parents / guardians names: _____
Child's home address (and phone number, if available): _____

What prompted your concerns (include date and time of any incident, also any physical and behavioural signs you have observed):

Have you spoken to the child about this? As best you can, record exactly what the child said and what you said: (remember, do not lead the child – record actual details. Continue on separate sheet if necessary)

Action taken so far:

Have parents been contacted?
(if unsure contact an agency – see below)
What has been said?

External agencies contacted (date & time)

Police Yes/no
If 'yes' Name, unit and contact number:
Details of advice received:

Social services yes/ no If 'yes' which service?
Social worker Name and contact number:
Details of advice received:

Other – see page 17 of this Which:
paper for contact numbers Name and contact number:
Details of advice received:

Signature: _____ Print name: _____ Date: _____

Remember to maintain confidentiality on a *need to know* basis [information about an incident should only be divulged if it is needed to remove the child from harm. Do not discuss this incident with anyone other than those who need to know. If unsure get advice before contacting child's parents.

NB: A copy of this form should be sent to the local Social Services after the telephone report with the original going to the MCoFS's National Children's Officer who will keep it in a designated locked drawer.

CONFIDENTIAL

[5.2] MCoFS Volunteer Application Form

1. Name (Mr/Mrs/Ms) _____

Other surname previously known by: _____

2. Address _____

Previous addresses within last 5 years:

i) _____

ii) _____

iii) _____

Tel No. (Daytime) _____ (Evening) _____

3. Date of Birth ____/____/____ Place of Birth _____

4. Occupation and place of work

5. National Insurance No. (NI) _____

6. Please outline why you wish to become a voluntary Youth Leader with the MCoFS:

7. Please give details of leadership training/any previous experience/involvement in youth activity/clubs:

8. Do you suffer from any illness/disability/medical condition which may at times affect your ability to work with young people? If so, please give details:

9. Times available (Please indicate times when you will be available)

Day: Mon Tues Wed Thurs Fri Sat Sun

Morning

Afternoon

Evening

10. Please supply the name, address, telephone numbers and position of two people (non-relative), who know you well and can provide us with a reference.

10.1 _____ 10.2 _____

Tel No. _____

Tel No. _____

Position _____

Position _____

PRIVATE & CONFIDENTIAL
[5.3] MCoFS Volunteer Self Declaration Form

It is the policy of the MCoFS that ALL applicants for posts involving contact with children complete this self-declaration form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. Details given will help support information we obtain from your application, references and Disclosure Certificate.

Please complete and return this self declaration form in a sealed envelope. If your application is unsuccessful this form will be sent back to you unopened.

The post that you have applied for is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003 and the Police Act 1997 (Criminal Records) (Scotland) Regs. 2006. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information.

Please give details regarding any convictions and cautions under the heading in Section 1.

Please give details of any relevant non-conviction information in Section 2.

If you have no convictions, cautions, or relevant non-conviction information please go to Section 3 and sign the declaration form.

Should you be appointed for the position applied for you will also be required to undergo an Enhanced Disclosure under the terms of the Police Act 1997 (Part v).

Section 1

- a) Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was heard.

- b) Please give details of the reasons and circumstances that led to your offence(s)

- c) Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.

- d) Has any other organisation(s) supported you to work through any of the above issues?

- e) What have you learned from the experience?

Section 2:

Non-conviction relevant information:

Section 3

For the purposes of your application for a position of child care relating to the post of _____ it is our policy to ask for disclosure checks to be carried out by the Central Registered Body in Scotland (www.crbs.org.uk), relevant to Disclosure Scotland checks and the legislation Protection of Children (Scotland) Act 2003.

The purpose is to ensure that people are not appointed who might be a risk to children and to other vulnerable people. The check will tell us whether you have a criminal record, or whether the DHSS & SPS holds any other information about you which might have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information will be destroyed.

Declaration

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

Please sign the declaration below.

Signature:

Date:

NOTE: The information given in this form will be treated in the strictest confidence. Please seal this form in a separate envelope clearly marked PRIVATE AND CONFIDENTIAL SELF DECLARATION FORM and return prior to your interview.

CONFIDENTIAL
[5.4] MCoFS Volunteer Reference Reply Form

Mr/Ms _____ has expressed an interest in becoming a volunteer and has given your name as a referee. This post involves substantial access to young people. As an organisation committed to the welfare of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with young people.

Yes [] No []

If you have answered "YES" we will contact you in confidence.

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person and thank you in advance for completing this form.

1. How long have you known this person? _____

2. In what capacity? _____

3. What attributes does this person have that would make them a suitable volunteer in a youth organisation?

Please rate this person on the following (please tick one heading on each line)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Trustworthiness					
Reliability					

Signed _____

Date: _____

6. Useful Reading, Online Sources of Information and Contact Numbers

Useful Reading:

Safe Sport Away

Published by the NSPCC

Online Sources of Information:

<http://www.sportscotland.org.uk>

www.children1st.org.uk/

<http://www.thecpsu.org>

<http://www.crb.gov.uk/>

<http://www.disclosure.gov.uk/>

<http://www.irishsportsCouncil.ie/home.asp>

<http://www.sportnet.org>

www.crbs.org.uk/

Sport Scotland

Royal Scottish Society for Prevention of
Cruelty to Children

Child Protection in Sport / NSPCC

Criminal Records Bureau

Disclosure Service

Irish Sports Council

Youth Sport NI

Central Registered Body in Scotland

Contact Telephone Numbers:

Childline 0800 1111

Child Protection Line 0800 022 3222

(Scottish Government Service)

Child Protection in Sport 0141 418 5674

NSPCC Helpline 0808 800 5000

7. Record of Revisions to the Recommendations for Good Practice

17 April 2008

Following an audit by Children 1st, amendments were made to the original Recommendations:

Page 2: (and throughout the document) vulnerable / disabled adult is updated to 'adults at risk'

Page 5: The location of contact details for the MCoFS National Children's Officer is included

Page 7: In the recruitment and selection process, the SCRO check is updated to an Enhanced Disclosure Scotland check, in cases where an individual is in a childcare role: caring for, training, supervising or in sole charge of children under 18 years

Page 7 onwards: There are references to health board officers used in connection with 'responding to concerns' which have been amended to the correct referral method in Scotland - to Children and Family Services with local authority Social Work teams or Family Protection Units within the local police service.

Page 11: Correction of SSPCC which should read NSPCC, and the ChildLine number which is 0800 1111

Page 14 / 15: The Volunteer Application Form is updated from SCRO check and reference to Police Act, to be relevant to CRBS, Disclosure Scotland checks and the legislation Protection of Children (Scotland) Act 2003.

Page 17: Updates to Sources of Information.

Updated by David Gibson, 17 April 2008

13 October 2008

Following an audit by Children 1st, further amendments were made to the Recommendations:

Contents: 4.6.2 Defamation added and subsequent sections in Section 4 renumbered. Section 7 added

Page 2 Section 1: Paragraph 2, line 1 amended from "The (MCoFS) will safeguard all children involved in youth mountaineering activities organised by its staff or volunteers." to "MCoFS recognises that child protection is every member's responsibility and that we should safeguard all children involved in youth mountaineering activities organised by staff or volunteers."

Page 8 Section 4.6.1. 5th bullet amended from "Encourage the child to talk, using open-ended questions such as "Do you want to tell me about this?" to "Encourage the child to talk, using open-ended questions such as "What do you want to tell me? or How can I help you?""

Page 9 Section 4.6.2 New section added "Defamation"

Page 9 Section 4.6.2 "Actions to Avoid" amended to read 4.6.3. "Actions to Avoid – and Types of Question to Ask". 3rd bullet "ask direct or leading questions – "Who, What Where or When" amended to ""ask direct or leading questions - instead ask open questions such as "Who, What Where or When" – you need to establish facts""

Page 9 Section 4.6.3 amended to read Section 4.6.4

Page 9 Section 4.6.4 amended to read Section 4.6.5

Page 9 Section 4.6.5 amended to read Section 4.6.6 (now on page 10)

Page 11 'Support to Deal with the Aftermath' contact details amended from "NSPCC Childline 0800 1111" to read "see page 17 for contact numbers".

Page 14 5.2 MCoS Volunteer Application Form "4. Occupation" amended to read "4. Occupation and place of work"; subsequent question numbering corrected.

Page 15 deleted. New page 15 & 16 added – Form 5.3 MCoS Volunteer Self Declaration Form

Page 16 renumbered - page 17

Page 17 "Useful Reading & Sources of Information" renamed "Useful Reading, Online Sources of Information and Contact Numbers"; Contact Telephone Numbers corrected and updated