



# AC OXGANGS

Football Club

# Child Protection and Adults at Risk Policy



AC Oxfords Football Club is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them.

AC Oxfords Football Club has a Duty of Care to implement effective policies and procedures for safeguarding the welfare of children and young people.

In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised. Furthermore we will endeavour to keep up-to-date with national developments relating to the care and protection of children and young people.

**AC Oxfords Football Club** will:

1. Ensure that all staff/volunteers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation
2. Develop best practice in relation to the recruitment of all staff/volunteers
3. Provide opportunities for all newly appointed staff/volunteers through the provision of induction training, which gives an overview of the organisation's purpose, values, structure and services
4. Ensure that all staff/volunteers understand their responsibility to work to the standards and procedures detailed in the Club's Code of Conduct, Code of Good Practice and Child Protection procedures
5. Ensure that all staff/volunteers understand their obligations to report care or protection concerns about a child/young person, or a workers conduct towards a child/young person, to the Club's designated person for child protection
6. Ensure that all procedures relating to the conduct of staff/volunteers are implemented in a consistent and equitable manner



7. Ensure that the designated child protection officer understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)
8. Ensure that the Club meets all its responsibilities in adhering to the requirements of the Protection of Children (Scotland) Act 2003
9. Provide opportunities for all staff/volunteers to develop their skills and knowledge particularly in relation to the care and protection of children and young people
10. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the Club's complaints procedures
11. Endeavour to keep up to date with national developments relating to the care and protection of children and young people
12. The Club will develop best practice in relation to the recruitment of all staff and volunteers. This will include:
  - Ensuring all applicants complete an Application Form
  - Ensuring all successful applicants provide suitable and validated references
  - Ensuring all successful applicants complete a Self Declaration Form
  - Ensuring all successful applicants complete the correct level of Disclosure Certificate application
  - Ensuring all staff/volunteers appointed to a child care position, as defined in Schedule 2 of the Protection Of Children (Scotland) Act 2003, are checked against the Disqualified from Working with Children List
  - Ensuring all newly appointed staff/volunteers complete the agreed probationary period on commencement of their role within the Club.

13. The Club will provide opportunities for all staff/volunteers through the provision of induction training for all successful applicants which will give an overview of the Club's purpose, values, structure and services. This will include:

- Details of the structure of the Club
- An assessment of training and development requirements
- Details of the roles and responsibilities of staff/volunteers within the Club
- Details and clarification of the expectations, roles and responsibilities of newly appointed staff members/volunteers
- Clarification, agreement and signing up to the Club's Child Protection Policy and procedures.

14. The Club will ensure that all staff/volunteers understand their responsibility to work to the standards and procedures detailed in the Club's Code of Conduct, Code of Good Practice and Child Protection Procedures by:

- Ensuring all staff/volunteers receive training, information and a copy of the Club's Code of Good Practice
- Ensuring all staff/volunteers receive training, information and a copy of the Club's Child Protection Procedures
- Ensuring all staff/volunteers are given details of the Club's Child Protection Officer(s) contact details and role within the Club
- Details of the structure of the Club
- An assessment of training and development requirements.

15. The Club will ensure that all staff/volunteers understand their obligations to report care or protection concerns about a child/young person to the Club's designated Child Protection Officer by providing training and guidance on:

- Types of abuse and a summary of signs and indicators
- Procedures for responding to concerns about abuse/neglect
- Procedures and practice for responding and listening to disclosure of abuse
- Details of why organisations have a responsibility to refer child protection concerns to the statutory child protection agencies (i.e. Police and/or Social Work)
- Details of who within the Club staff/volunteers should report care and protection concerns
- Details of the protection of staff/volunteers who report care and protection concerns
- Details of the referral process to child protection agencies via the Club's Child Protection Officer
- Details of the Club's responsibility to refer staff/volunteers to Scottish Ministers when a staff member or volunteer has harmed a child or placed a child at risk of harm and been removed from their position within the Club.

16. The Club will ensure that that all procedures relating to the conduct of staff/volunteers are implemented in a consistent and equitable manner by:

- Conducting a consistent recruitment procedure
- Providing training and guidance to all staff/volunteers on the range of policies and procedures that must be adhered to within the Club for the care and protection of children

- Providing training and information to all staff/volunteers on the Club's disciplinary procedures
  - Ensuring all staff/volunteers receive information on the relevant legislation that the Club must adhere to, for example the Protection of Children (Scotland) Act 2003.
17. The Club will provide opportunities for all staff/volunteers to develop their skills and knowledge by providing information, guidance and training by:
- Providing access to the Club's policies and procedures
  - Providing links to organisations who can provide information, e.g., Central Registered Body in Scotland (CRBS), Volunteer Development Scotland, Citizens Advice, SportScotland, football governing bodies
  - Providing relevant training and support on the staff/volunteers initial and future roles within the Club
  - Providing relevant training and support on specific areas such as Health & Safety and confidentiality
  - Providing staff/volunteers with a designated supervisor who will provide regular feedback and support
  - Ensuring staff/volunteers attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual Reviews will be minuted and copies made available to the member of staff/volunteer.
18. The Club will ensure that children and young people are encouraged to express their ideas and views on a wide range of issues and will have access to the Club's policies and procedures including the Code of Conduct and Complaints procedure.
19. The Club will ensure that parents/carers are encouraged to be involved in the work of the Club and, when requested, have access to all policies and procedures.



## **Recruitment of Ex-Offenders Policy**

1. The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record to paid/unpaid childcare and adults at risk posts within AC Oxfords Football Club.
2. AC Oxfords Football Club undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in a childcare/adults at risk position within the organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in the applicant not being granted the position
3. This Club implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for.
4. To ensure the correct applicant is appointed and to enable the Club to determine the relevance of any convictions or conviction to positions applied for, AC Oxfords Football Club will use the following recruitment tools:
  - Application Form – Childcare Positions
  - Application Form – Adult at Risk Positions
  - Self Declaration Form – Childcare Positions
  - Self Declaration Form – Adult at Risk Positions
  - References
  - Interviews



## **Disclosure Certificate**

1. As part of the Club recruitment policy, we request the appropriate level of Disclosure Certificate at the final part of the recruitment stage, when a position has been offered. Enhanced Disclosures will only be sought for positions that are deemed exempted posts. An exempted post is one, which is detailed in the Exclusions and Exceptions (Scotland) Order 2003.
2. Where a position requires an Enhanced Disclosure we will make this clear on the information provided for the post.
3. Should the Club decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

## **Secure Handling, Use, Storage and Retention of Disclosure Information**

1. In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of Disclosure information, AC O'Gangas Football Club will ensure the following practice. Disclosure will only be requested when necessary and relevant to a particular post and the information provided on a Disclosure Certificate will only be used for recruitment purposes.
2. The Club will ensure that an individual's consent is given before seeking a Disclosure and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, the Club will ensure that all sensitive personal information that is collated for the purposes of obtaining an Enhanced Disclosure will be managed confidentially at all times by those involved in the Disclosure process.



3. Where non-conviction Disclosure information is provided to AC Oxfords Football Club by a Chief Constable or Chief Officer of a relevant Police Force and not to the Disclosure Applicant concerned, the Club will not disclose the actual details of the Disclosure information to the Applicant, but can inform them, if asked, that additional information was provided and whether this information affected the recruitment decision. No details of additional information, or where it was resourced, will be revealed to the Applicant.
  
4. Disclosure information will only be shared with those authorised to see it in the course of their duties. Disclosure information will be stored in a locked non-portable container, for a maximum of 90 days. Only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information will be retained. Recipients of disclosure information may, however, keep a record of the following:
  - Date of issue of Disclosure
  - Name of subject
  - Disclosure type
  - Position for which the Disclosure was requested
  - Unique reference number of Disclosure
  - Recruitment decision taken



5. The Club will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. The Club undertakes to make a copy of this policy available to any applicant for a post with the Club that requires a Disclosure. Before acting as an Intermediary Organisation, AC O'Connell's Football Club will take all reasonable steps to ensure that the organisation on whose behalf we are acting can comply with the Code of Practice, published by Scottish Ministers under Section 112(1) of the Police Act 1997 Part V, and in full accordance with this policy. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the Code of Practice, and in full accordance with this policy. We will also ensure that any organisation or individual at whose request applications for Disclosures are countersigned has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.
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Cheryl Lee  
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AC O'Connell's FC

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