



NETBALL SCOTLAND

WELLBEING & CHILD PROTECTION POLICY

CONTENTS

PAGE

1.	POLICY INTRODUCTION	3
2.	POLICY STATEMENT	4
3.	MONITORING & REVIEW	5
4.	PRINCIPLES	5
5.	ROLES & RESPONSIBILITIES	6
6.	PROTECTING CHILDREN	9
7.	ADDITIONAL VULNERABILITIES	12
8.	RESPONDING TO CONCERNS	13
9.	REPORTING THE CONCERN	17
10.	RECORDING, HANDLING & SHARING INFORMATION	19
11.	PROCEDURES FOR MANAGING CASES	20
12.	DATA PROTECTION, SECURE STORAGE & GDPR	21
13.	RELATIONSHIP WITH OTHER POLICIES/PROCESSES	21
14.	APPENDIX	22

1. INTRODUCTION

This policy is designed to outline Netball Scotland's commitment to ensure everyone who participates and performs in our sport can do so in a safe and inclusive environment.

1.1 AIM/PURPOSE

Netball Scotland's Wellbeing and Child Protection Policy outlines the behaviours expected from all within the 'Netball Family'¹ and provides a standardised process on how to monitor, record and respond to concerns effectively.

1.2 RESPONSIBILITIES

Netball Scotland recognises its responsibility to promote safe practice and to protect children and young people from harm, poor practice, exploitation, bullying and abuse.

1.3 AUDIENCE

This policy applies to all within the 'Netball Family'.

1.4 CONSULTATION

Netball Scotland always welcomes feedback. Consultation has taken place with the following:

- Netball Scotland Wellbeing & Protection Panel
- Children 1st

1. The "Netball Family" refers to everyone involved in the sport of netball at all levels of the game including individuals, clubs, local associations and other organisations, regardless of their role, paid or voluntary, or whether they are members of Netball Scotland or not.'

2. POLICY STATEMENT

Netball Scotland values a rights-based approach within our sport. Our Wellbeing and Child Protection Policy takes into account the National Guidance for Child Protection in Scotland 2014, the principles of “Getting it Right for Every Child” (GIRFEC) and we recognise the general principles of the UN Convention on the Rights of the Child (UNCRC). Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people. Netball Scotland is committed to ensuring every child and young person who takes part in the sport of netball is able to participate in an enjoyable and safe environment which promotes inclusion and protects them from harm, poor practice, exploitation, bullying and abuse.

2.1 DEFINITION

Within **The Children and Young People (Scotland) Act 2014** - a child is defined as anyone who has not reached the age of 18. For the purposes of this policy, “children”, “child” and “young person” refer to persons under the age of 18.

3. MONITORING AND REVIEW

This policy and these procedures will be regularly monitored and reviewed, with a full review being carried out every 2 years. The policy and procedures will also be reviewed in the following circumstances:

- In accordance with changes in legislation
- Changes in Netball Scotland or its governance
- Following any issues or concerns raised about the protection of children within Netball Scotland
- On advice from Netball Scotland's Wellbeing & Protection Panel, **sportscotland** and/or Children 1st

This policy will be monitored by:

- Keeping records of cases brought and their outcomes
- Accepting comments from clubs on the ease of implementation and effect of the policy
- Internal reviews/advice from Netball Scotland's Wellbeing & Protection Panel

4. PRINCIPLES

This policy is based on the following key principles:

- The wellbeing of children is the primary concern
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm, poor practice, exploitation, bullying and abuse
- Children have the right to express views on all matters which affect them, should they wish to do so
- Wellbeing and Protection and child protection is everyone's responsibility
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Adults working with children are provided with opportunities for education and training to ensure best practice becomes the norm
- Working in partnership with children and their parents/carers is essential for the promotion of an inclusive sport and a safe enjoyable environment

5. ROLES AND RESPONSIBILITIES

5.1 NETBALL SCOTLAND WILL:-

- Promote the health and wellbeing of children by providing opportunities for them to take part in netball safely
- Respect and promote the rights, wishes and feelings of children
- Appoint a Lead Wellbeing & Protection Officer to provide guidance on safeguarding child wellbeing and protection
- Promote and implement appropriate procedures, support and guidance to safeguard the wellbeing of children and protect them from abuse
- Recruit, train, support and supervise staff and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves
- Require staff, affiliated clubs and volunteers to adopt and abide by this Wellbeing & Child Protection Policy & procedures
- Respond to any allegations of misconduct or abuse of children in line with the relevant policy being either, this Wellbeing & Child Protection Policy, or the Netball Scotland RESPECT document - A process for managing complaints
- Maintain confidential records of all complaints, concerns and sanctions against clubs and individuals
- Ensure best practice is extensively promoted, and clubs, coaches/teachers, officials and all members are encouraged to follow guidelines set down by Netball Scotland
- Provide a suitable programme of training via the inclusion and integration of Wellbeing and Protection and Child protection issues within Netball Scotland's coach education programmes as well as specific training opportunities for club members to attend workshops on:
 - Child Wellbeing & Protection in Sport training or an equivalent course
 - Wellbeing and Protection Officer Training
 - Wellbeing and Protection Officer Networking sessions
 - Other relevant training on contemporary issues
- Maintain registration as an Intermediary Body with Volunteer Scotland Disclosure Service (VSDS) to facilitate a Protecting Vulnerable Groups (PVG) service on behalf of clubs to prevent unsuitable people from working within our sport
- Require all member Clubs and Districts to adhere to Netball Scotland's Safe Recruitment Guidance
- Require all those who are deployed by Netball Scotland to work with children including those who act in a pastoral role whilst on trips, to attend child protection training
- Regularly monitor and evaluate the implementation of this Policy and these procedures

5. ROLES AND RESPONSIBILITIES

5.1 AFFILIATED CLUBS MUST:-

- Adopt the Club Wellbeing & Child Protection Policy ([Appendix 1](#))
- Adhere to the guidelines and procedures contained within this Policy
- Appoint a Wellbeing & Protection Officer in accordance with Netball Scotland requirements for club affiliation ([Appendix 2](#))
- Accept that all office bearers and committee members have a responsibility for Wellbeing and Protection and Child Protection and be prepared to respond to any indication of abuse or poor practice
- Safely recruit club volunteers/staff in accordance with the recruitment policy ([Appendix 3](#))
- Champion best practice and implement Netball Scotland guidelines on key areas – minimum coach to player ratios, transport, accident reporting, behaviour management, consent forms, social media, overnight trips/accommodation, safe use of public facilities ([Appendix 4 - 15](#))
- Have all volunteers, coaches, players and parents agree to and sign the club's Code of Conduct ([Appendix 16](#))
- Be prepared to challenge and alter poor practice
- Implement any recommendations of Netball Scotland relating to this area
- Promote an environment where all legitimate concerns can be raised without fear of victimisation or reprisal
- Require all those working with children to attend a Child Wellbeing and Protection in Sport (CWPS) or equivalent workshop and have a satisfactory PVG check

5.2 CLUB WELLBEING AND PROTECTION OFFICER WILL:-

- Ensure all persons working either paid or unpaid with children and young people at the club are fully aware of what is required of them within the guidelines of their club, the Wellbeing & Child Protection Policy and Codes of Conduct
- Conduct the administrative work associated with processing of information on volunteers/staff (PVG scheme applications, self-declarations, see [Appendix 3](#))
- Liaise closely with club volunteers/staff ensuring that agreed procedures for the prevention of risk are followed
- Counsel/advise the club committee on matters of policy relating to child wellbeing, poor practice and protection
- Act as the contact person for coaches/teachers, helpers, club volunteers, parents and participants on any issues concerning the wellbeing of children within the club, (poor practice or alleged abuse) as well as matters relating to child protection at the club

- Ensure all incidents are correctly recorded and reported in accordance with Netball Scotland's Policy and procedures
- Work with Netball Scotland's Wellbeing and Protection Officer on education, training and case management for the club

5.3 ADULTS WORKING WITH CHILDREN - POSITIONS OF TRUST

- All adults who work with children and young people are in a position of trust which has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position
- Codes of Conduct covering in detail expected behaviour and boundaries are set out in Appendix 16 of this policy
- In the sport of netball it is recognised that there are certain boundaries between the coach/official/volunteer and the young player which must not be crossed. The relationship is no different to that between a teacher and the young people in their care - it is a position of trust
- Adults must not encourage a physical or emotionally dependent relationship to develop between the person in a position of trust and the young person in their care
- Sexual activity or touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. Any sexual relationship between an adult in a position of trust within the netball setting and a young person over 16 years of age [consensual or otherwise] is a breach of the Netball Scotland Wellbeing & Child Protection Policy and will result in disciplinary action being taken.
- Adults who do not observe best practice with young people will be in breach of Netball Scotland's Wellbeing & Child Protection Policy/Anti-Bullying Policy/Netball Scotland's Codes of Conduct and may find that they are investigated through Netball Scotland's RESPECT process or referred to the Netball Scotland Wellbeing and Protection Panel

6. PROTECTING CHILDREN

Wellbeing concerns, poor practice and abuse can occur in many situations including the home and within the netball environment. We know that within sport sometime children hurt each other and there are individuals who will actively seek access to children and young people through sport in order to harm them.

We are safeguarding children from:

- Wellbeing concerns
- Poor practice
- Abuse

6.1 WELLBEING CONCERNS

Definition: A wellbeing concern is if a child's wellbeing (measured using the 8 SHANARRI indicators: safe, healthy, achieving, nurtured, active, respected, responsible and included), is, or is at risk of, being adversely affected in any manner (see [Appendix 17](#) for more details on SHANARRI)

A wellbeing concern may be identified by the child, or by anyone who knows or supports the child and can be identified for many reasons, such as (but not limited to) the following:

- A child may be worried, anxious or upset about an event/set of circumstances, including socio-economic circumstances
- A coach/parent/carer or family member may have noticed a change in the child's behaviour, demeanour or developmental progress
- A coach/parent/carer may have concerns about the impact on the child of an event or set of circumstances

Or can be identified using the **SHANARRI** indicators for example:

- **Healthy** – the child has started to self-harm, is depressed or shows other signs of poor physical or mental health
- **Achieving** - the child has struggled to master and develop skills at training that are normal for the age and stage of child
- **Included** - a child who is being excluded or bullied ([Appendix 15](#) Netball Scotland's Anti-Bullying Policy for Children & Young People)

6.2 POOR PRACTICE

Definition: Poor practice includes any behaviour that contravenes the Wellbeing & Child Protection Policy or accompanying guidelines, any behaviour that does not respect children's rights or those of their parents'/carers'. Poor practice is behaviour that falls short of abuse but has a negative and adverse effect on the wellbeing of children and is considered unacceptable.

The following definitions set out common areas within sport where poor practice can occur, (further details for each heading and specific examples are contained in [Appendix 18](#)):

- Breaches of Netball Scotland's/Club's Wellbeing & Child Protection Policy and Procedures
- Breaches of recognised best practice in coaching
- Practices that may be carried out with the best intentions but fall into a category of behaviours that are used by people who sexually abuse or 'groom' children/young people

6.3 CHILD ABUSE

Definition: 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. This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them and is split into 4 categories of abuse:

- Emotional abuse
- Physical abuse
- Neglect
- Sexual abuse

These categories are not mutually exclusive, e.g. a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The following definitions show the different ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child.

(All definitions taken from 'National Guidance for Child Protection in Scotland 2014')

6.4 IDENTIFYING CHILD ABUSE

There are many indicators that a child may be suffering abuse, some general signs are included in the following list. Please note that this list is not exclusive.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in the behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness or behaving in a sexually explicit way
- Distrust of adults, particularly those with whom a close relationship would normally be expected and seems to have difficulty in making friends
- Displays variations in eating patterns including overeating or loss of appetite
- Refusal to remove clothing for normal activities or keeping covered up in warm weather
- Becomes increasingly dirty or unkempt or loses/gains weight for no apparent reason

The presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns by reporting them via the appropriate channels.

For more information see [Appendix 19](#).

7. ADDITIONAL VULNERABILITIES

7.1 CHILDREN AND YOUNG PEOPLE WHO ARE DEAF, DISABLED OR HAVE A LEARNING 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 unable to 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

Coaches, Volunteers and Staff should be aware of the additional vulnerabilities that may affect deaf and disabled children and be mindful of this when working with them

7.2 TALENTED ELITE PLAYER

A major independent report called the Duty of Care in Sport Review, commissioned by the UK government, led by Baroness Tanni Grey-Thompson, identified common factors that can make some talented players more vulnerable to harmful behaviours, either from themselves, their coaches or parents, or members of their entourage.

These factors include:

- a "win at all costs" approach
- intense coach–player relationships
- a self-image that is linked closely with performance excellence child
- players operating in an adult-focused environment
- being away from family and support networks
- fear of losing funding or a place on the programme if they speak out

8. RESPONDING TO CONCERNS

8.1 COMPLAINT, CONCERN OR ALLEGATION

A complaint, concern or allegation may come from a number of sources: the child, one of their friends, their coach, a parent or someone else within your organisation. It may involve the behaviour of a volunteer/employee, or something that has happened to the child outside the sport e.g. at home or at school. Children may confide in adults they trust, in a place where they feel safe.

8.2 RESPONSIBILITIES

A report/concern may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to:

- Reassure the person making the report they have done the right thing in raising a concern
- Listen openly without judgment
- Record anything that is said
- Report it to the appropriate statutory authorities and Netball Scotland

Following Netball Scotland's published procedures when dealing with concerns and discourses helps:

- To avoid those receiving information from engaging in judgements
- Reassure those who report concerns that an appropriate course of action will ensue
- Support those charged with managing concerns by providing them with a step-by-step process to follow
- Safeguard the rights of those against whom complaints or allegations have been made

8.3 RESPONDING TO DIRECT DISCLOSURE

It takes considerable courage for a child to disclose abuse. Allegations of abuse must always be taken seriously. False allegations are very rare. Disclosures need to be handled sensitively to avoid causing further distress to the child. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure:

ALWAYS

- Stay calm – ensure that the child is safe and feels safe
- Show and tell the child that you are taking them seriously
- Reassure the child and stress that they are not to blame
- Gather the outline of the disclosure
- 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
- Be careful about physical contact. It may not be what the child wants
- Explain what will happen next
- Be honest, explain that you will have to tell someone else to help
- Make a record of what the individual has said as soon as possible after the event
- Follow Netball Scotland's Wellbeing and Protection procedures

NEVER

- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g. you won't tell anyone)
- Ask more questions than are necessary for you to be sure that you need to act
- Take sole responsibility – consult someone else (ideally Netball Scotland's Wellbeing & Protection Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself

YOU MUST

- Report all direct disclosures from children or any situation where you have not received a disclosure but you suspect that a child is at risk or experiencing abuse
- Reporting disclosures and concerns ensures that a child receives appropriate help and support, this ensures that appropriate action is taken against those who pose a risk to children and will help protect not only the child involved but all other children. Where there is uncertainty about what to do with the information, Netball Scotland must first be consulted for advice on the appropriate course of action

- However, if Netball Scotland is unavailable or an immediate response is required, the Police and Social Work services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given.

8.4 HISTORICAL 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 was (or still is) involved in the sport.

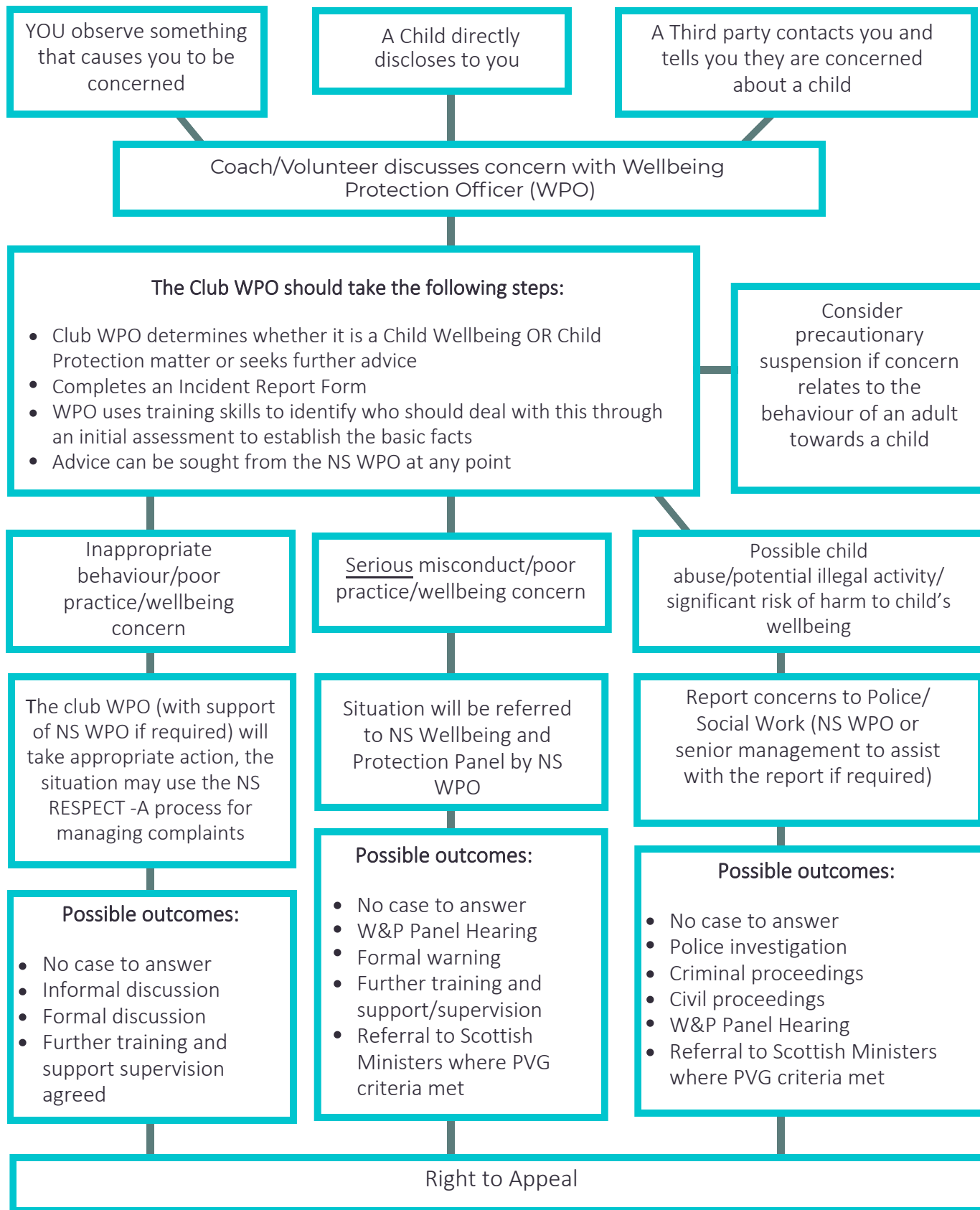
- If somebody raises a child/adult protection concern in relation to a coach/staff member/volunteer who is currently active within the sport then you should follow the 'Responding to Concerns' procedure (noted in Section 10, with reference to the flow chart in point 8.5)
- If it is a historical allegation then you should follow the same 'Responding to Concerns' procedure (noted above)
- Record the information using the Incident Report Form ([Appendix 26](#)), and signpost the individual to Police Scotland on '101'
- If you have a concern about a child or adult's immediate safety then this should be passed on to Police or Social Services, and after ensuring the child/adult has been made safe, record and report as normal to Netball Scotland

8.5 REPORTING/RESPONDING TO ABUSE

If in doubt at any stage consult with professionals such as Netball Scotland's Wellbeing & Protection Officer or a statutory agency such as the Police or Social Work.

It is not the responsibility of anyone within Netball Scotland to decide whether or not a child has been abused. It is however, everyone's responsibility to report concerns.

REPORTING/RESPONDING TO A CONCERN - PROCESS FLOW CHART



9. REPORTING THE CONCERN

The discovery that someone you know may be causing harm to or abusing a child will raise feelings and concerns; although it can be difficult to report such matters, you must remember that:

- The welfare of the child is paramount
- Being vigilant helps to protect others
- Everyone has a duty of care to report any concerns they have immediately
- A good reporting structure ensures that concerns are dealt with fairly

Netball Scotland's Whistleblowing Policy assures all members, staff and volunteers that it will fully support and protect anyone who, in good faith, reports a concern where someone within the sport is or may be harming or abusing a child.

9.1 CIRCUMSTANCES WHERE REPORTING TO THE CLUB WELLBEING AND PROTECTION OFFICER (WPO) IS NOT POSSIBLE

- If the club WPO is unavailable or is implicated, talk directly to a senior club officer or go directly to Netball Scotland's Wellbeing & Protection Officer for advice
- When on an away trip, inform the person who has responsibility for safeguarding, this may be the team manager or head coach

9.2 CIRCUMSTANCES SHARING CONCERNS WITH PARENTS/CARERS

- Partnership working with parents is an important part of safeguarding. In most situations, the club WPO or Netball Scotland's Wellbeing & Protection Officer will involve parents to clarify any initial concerns e.g. if a child seems withdrawn, they may have experienced a recent bereavement
- Where a parent or carer may be responsible for the abuse or may not be able to respond to the situation appropriately they should not be involved, as it may place the child at greater risk
- Where it is unclear whether the parents/carer's involvement may place the child at risk further advice should be sought from Netball Scotland's Wellbeing & Protection Officer or the child's school/Social Work before involving them

9.3 INVOLVING NETBALL SCOTLAND

Netball Scotland's Wellbeing & Protection Officer must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- What further action should be taken by the club or if the issue should be referred to Netball Scotland's Wellbeing and Protection Panel
- Whether further action, advice or investigation is needed by/from the Police or Social Work

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It supports Netball Scotland's Wellbeing & Protection Officer to act appropriately to support/deal with the concern and to analyse trends and improve existing policy and guidance.

If Netball Scotland is unavailable or an immediate response is required, the Police and Social Services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given.

9.4 INVOLVING STATUTORY AUTHORITIES

In any case where there is suspected abuse or where a child's safety is at risk, you should contact one of the following statutory agencies immediately:

- Your local Police Child Protection Team or in an emergency dial 999
- The police should be involved if the apparent abuse is of a criminal nature or if the incident involves a person outside the child's family. A record should be made of the crime reference number
- Local Authority Social Work
- In an emergency the Samaritans (08457 909 090) will hold the duty officer's contact number

All telephone referrals to the above bodies should be confirmed in writing within 24 hours to Netball Scotland's Wellbeing & Protection Officer. You should record the following:

- Name and job title of the member of staff to whom the concerns were passed
- The time and date of the call
- A summary of the information shared and the response received

9.5 HANDLING THE MEDIA

If there has been an allegation, incident or recent court case the media may contact Netball Scotland or an affiliated club for comment. All such enquires will be handled by Netball Scotland's CEO/Marketing and Communications Team, advised, if required, by Netball Scotland's Wellbeing & Protection Officer. Affiliated clubs should also direct any such enquires to Netball Scotland to handle on their behalf and provide Netball Scotland with the relevant information to provide a statement to the media.

10. RECORDING

10.1 CONFIDENTIALITY AND INFORMATION SHARING

All concerns that you may receive should be recorded, ideally using Netball Scotland's Incident Report Form ([Appendix 26](#)) You are recording this information for:

- Yourself, so you have a record of what happened
- The WPO or other designated safeguarding person within your club, who will coordinate any action that needs to be taken
- Netball Scotland's Wellbeing & Protection Officer so that they can advise you
- The Police/Social Services if appropriate

It is NOT appropriate to share sensitive and confidential information with other people, e.g. : general members of your club, personal acquaintances outside of sport

10.2 WHEN RECORDING INFORMATION ON THE INCIDENT REPORT FORM

- Confine yourself to the facts – what you have observed/seen, heard or had reported to you
- Distinguish between what is your own personal knowledge and what you have been told by other people
- Do not include your own opinions on the matter. Be clear where you are giving either your own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge)
- The incident report form is Appendix 26

11. PROCEDURES FOR MANAGING CASES

After receiving an incident report Netball Scotland's Wellbeing and Protection Officer will consider the initial report and decide how the case should be managed:

- Dealt with by the Club, i.e. a case of wellbeing/poor practice
- More formal response i.e. and serious incident (wellbeing/misconduct/ poor practice), referral to the Netball Scotland Wellbeing and protection Panel
- For cases of abuse, suspected abuse these will be referred to the statutory authorities i.e. Police/Social Work
- As cases are managed, they may require referral to statutory authorities

11.1 PROCEDURES

- For all cases dealt with by Netball Scotland, an appropriate process will be used as set out in the Articles, this Wellbeing and Child Protection Policy with reference to the Wellbeing and Protection Panel (Appendix 21) or via RESPECT - A process for managing complaints (Appendix 22)
- For Netball Scotland staff this policy must be applied in conjunction with the Netball Scotland staff handbook
- A procedure for clubs to deal internally with instances of poor practice is set out in Netball Scotland's RESPECT - A process for managing complaints (Appendix 22)
- Clubs will receive support and guidance from Netball Scotland to implement this process

11.2 REQUIREMENT TO REPORT AN INDIVIDUAL FOR CONSIDERATION FOR LISTING (PVG SCHEME)

Netball Scotland and Clubs have a legal responsibility to make a referral in certain circumstances outlined below. If any of the following actions are taken because an individual within the club/sport has behaved inappropriately in one of the following ways:

- Harmed a child/protected adult or placed a child/protected at risk of harm engaged in
- Inappropriate conduct involving pornography
- Engaged in inappropriate conduct of a sexual nature involving a child/protected adult
- Gave inappropriate medical treatment to a child/protected adult

AND WAS

- Permanently dismisses or removes an individual from regulated activity/work
- Would have dismissed an individual if they had not resigned/retired
- Moved an individual to another role within the club/organisation which is not regulated activity/work

It is a criminal offence not to make such a referral if the above threshold has been met. For guidance on the grounds and process for making a referral see Appendix 3a, PVG Procedure or contact Netball Scotland's Wellbeing & Protection Officer for guidance.

12. DATA PROTECTION ACT, SECURE STORAGE & GDPR

Netball Scotland will (within the terms of the Data Protection Act 1998) process personal information held. Information relating to employees or volunteers will form part of personnel records. The information may also be shared in certain limited circumstances in accordance with the Fair Processing Notice.

13. RELATIONSHIP WITH OTHER POLICIES/PROCESSES

Other Policies & processes supporting this Policy are as follows:-

- Anti-Bullying Policy - Children & Young People
- Any relevant Netball Code of Conduct (local or Netball Scotland's)
- Equality Policy
- Trans Policy
- INTEGRITY - Business Conduct & Ethics Policy
- RESPECT - A process for managing complaints
- Communications Policy
- And any others deemed relevant by Netball Scotland

APPENDIX

A1. CLUB WELLBEING & PROTECTION POLICY STATEMENT

A2. CLUB WELLBEING & PROTECTION OFFICER ROLE

A3. DESCRIPTION SAFE RECRUITMENT GUIDANCE

A3 (A) PVG PROCEDURE

A3 (B) RECRUITMENT & SELECTION POLICY

A4. GUIDANCE ON U18 VOLUNTEERS

A5. ADULT TO CHILD RATIO

A6. PHYSICAL CONTACT AND FIRST AID

A7. COLLECTIONS & LATE COLLECTIONS

A8. MANAGING CHALLENGING BEHAVIOURS

A9. TRANSPORTING CHILDREN

A10. TRIPS AWAY AND OVERNIGHT TRIPS

A11. COMMUNICATION POLICY

A12. CHANGING ROOM MANAGEMENT

A13. ADAPTING THE DISCIPLINARY PROCESS FOR U18S

A14. 1 TO 1 COACHING AND LONE WORKING

A15. ANTI-BULLYING POLICY - CHILDREN & YOUNG PEOPLE

APPENDIX

A16. CODE OF CONDUCT:

A16. (A) COACH

A16. (B) PLAYER

A16. (C) PARENT/CARER

A16. (D) SPECTATOR

A16. (E) VOLUNTEER & OFFICIAL

A17. GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

A18. DEFINITIONS OF POOR PRACTICE

A19. IDENTIFYING THE TYPE OF CHILD ABUSE

A20. FLOW CHART FOR INVESTIGATIVE PROCESS

A21. NETBALL SCOTLAND WELLBEING & PROTECTION PANEL

A22. RESPECT - A PROCESS FOR MANAGING COMPLAINTS

A23. PERMISSION FORM INCLUDING: ACTIVITY, TRANSPORT,

A24. MEDICAL, PHOTO/VIDEO

A25. ACCIDENT REPORT FORM

A26. RISK ASSESSMENT FORM AND 25(a)GUIDANCE NOTES

A27. INCIDENT REPORT FORM

LIST OF RELEVANT LEGISLATION