



Child Wellbeing and Protection Handbook

CW&P HANDBOOK

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Owner	CW&P Department



FOREWORD

Football is considered to be our national sport and is an extremely significant part of Scotland's culture. It belongs here naturally; it's in our hearts. At Rangers, we believe it is in our DNA.

Football can have both a powerful and positive influence and in order for the game to thrive, there is a need to look after the welfare and wellbeing of all children and young people involved. Rangers Football Club is committed to ensuring that the football environment at all levels, is a safe and happy one. Regardless of age, gender, ability, ethnicity, location or ambition to play, the goal is to ensure a consistent positive experience for every child.

All our club staff and volunteers are expected to uphold the core values of enjoyment, respect, teamwork, sportsmanship, learning and discipline which are key to creating this positive experience.

This Child Wellbeing and Protection Handbook has been based on best practice and provides information and guidance on the Club's policies and procedures which must be followed in order to safeguard and protect all of the children and young people involved across our Club.

We all have a responsibility to promote, support and safeguard children's wellbeing. At Rangers FC we recognise and are committed to always report concerns and to share information where necessary about a child's welfare or wellbeing, in accordance with the policies and procedures set out in this handbook.

These policies and procedures will be widely circulated and implemented throughout the club and will be overseen by Arlene Sinclair, the Rangers FC Child Wellbeing and Protection Officer, who can be contacted on **07545059463** or by emailing **arlenesinclair@rangers.co.uk**.



Yours sincerely,.

Andrew Dickson
Director of Finance & Administration
& Director Responsible for Child Wellbeing and Protection

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CHILDREN'S WELLBEING AND PROTECTION POLICY STATEMENT

Rangers Football Club recognise our responsibility and are fully committed to promote, support and safeguard children's wellbeing while participating in Scottish football.

Our policies, procedures and safeguards, as well as training will give us the confidence and support needed to fulfil our responsibility to keep children safe from harm, abuse and exploitation.

Rangers FC acknowledge that:

- The wellbeing and rights of the child are paramount.
- All children, regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance have the right to be protected from all forms of harm and abuse, as set out in Article 19 of the United Nations Convention on the Rights of the Child (UNCRC – see Appendix 1).
- There is a need to work in partnership with children and their families to promote and implement these policies.

Rangers FC will meet its commitment to safeguard and protect children from harm guided by the following principles:

- **Awareness**: We will ensure that all staff and volunteers have the appropriate training in order to recognise the possible signs of child abuse and the potential risks to a child's wellbeing.
- **Prevention**: A combination of safeguarding practices and the implementation of policy and procedures will ensure we minimise the potential risk of harm to children and ensure that our club environment is a safe one.
- **Responding**: If a concern about a child is identified that affects one (or more) of the child's wellbeing indicators (Safe/Healthy/Active/Nurtured/Achieving/Respected/Responsible/Included) this may be discussed with the parent/carer. The best interest of the child will be considered as to what is the best and most suitable support for the individual child. When responding to concerns about the conduct of an adult, we will implement, where appropriate, the relevant disciplinary and appeals procedures.
- **Recording and Reporting**: We will ensure that all staff and volunteers are knowledgeable in recording the required information and passing this on to Rangers FC Child Wellbeing and Protection Officer
- **Review**: We will ensure that the policy and procedures are monitored, evaluated and updated in line with changes at Rangers FC, any changes in legislation and government guidance on the wellbeing and protection of children, at least every three years.

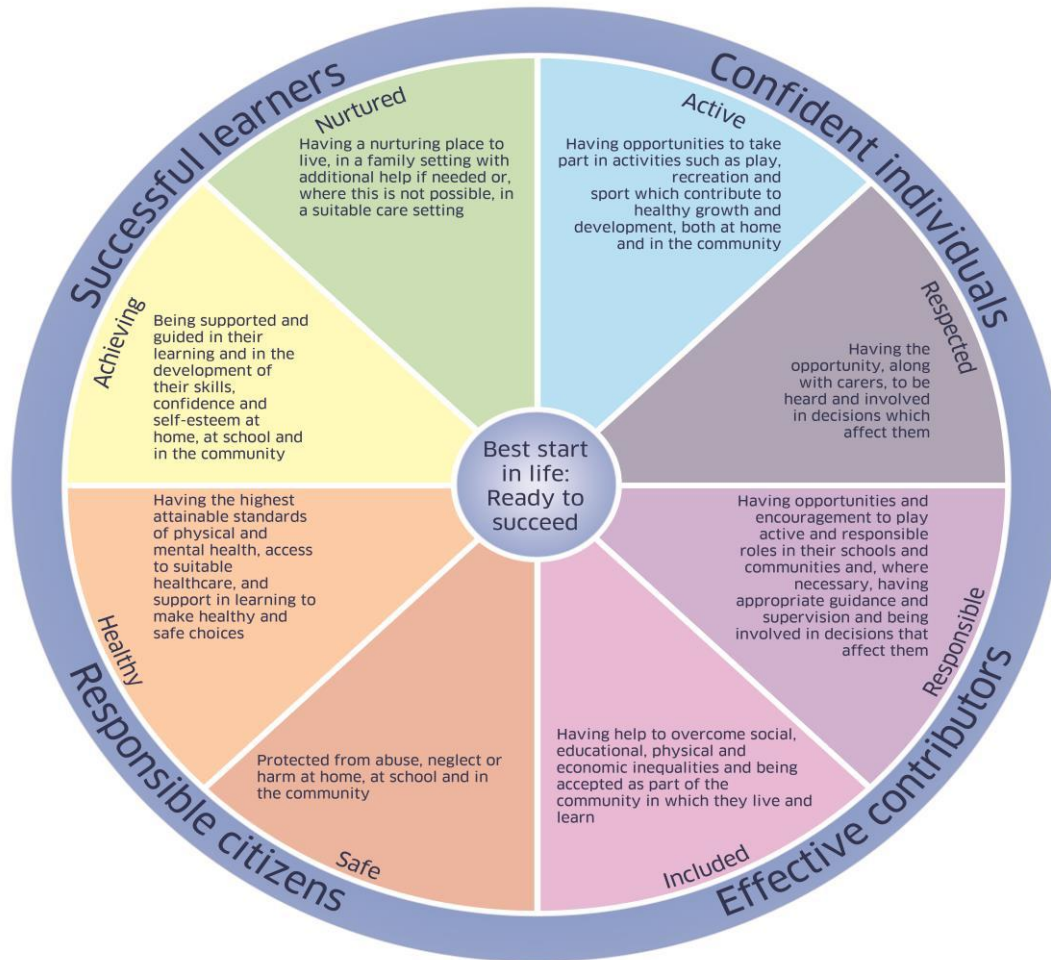
For absolute clarity, a child is recognised by UNCRC as someone under the age of 18 years and these policies and procedures will apply across all areas of the Club where children and young people participate.

The Club's Child Wellbeing and Protection Officer - Contact Details

Where there are concerns about the wellbeing and protection of a child or the conduct of an adult toward a child, please contact Arlene Sinclair, Rangers FC Child Wellbeing and Protection Officer on **07545059463** to seek advice and support, and to report the concern. All concerns must be recorded on the Concern Recording form and emailed to **arlenesinclair@rangers.co.uk**

CHILDREN'S WELLBEING IN SCOTLAND - GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

It is important to recognise what we mean by children's wellbeing. As part of Scotland's national approach to 'Getting it Right for Every Child' (GIRFEC), the wellbeing wheel below demonstrates the eight indicators that are believed to be essential for a child's overall wellbeing.



By having a universal language and understanding for all people that work with children, collectively we can contribute to promoting, supporting and safeguarding a child's wellbeing whether they are in an educational, health, community or sporting setting. It is essential that all Rangers FC staff and volunteers who work with children understand these wellbeing indicators and if we are ever worried that something is impacting a child's wellbeing, we know who to share that with. As part of the 'Children and Young People (Scotland) Act 2014', the concept of wellbeing and the GIRFEC approach is now enshrined in law.

Source: <https://www.gov.scot/Topics/People/Young-People/gettingitright/wellbeing>

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

The GIRFEC approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential. It promotes a shared approach and accountability that:

- Builds solutions with and around children, young people and families.
- Enables children and young people to get the help they need when they need it.
- Supports a positive shift in culture, systems and practice.
- Involves working better together to improve life chances for children, young people and families.

GIRFEC has a number of key components:

1. a focus on improving outcomes for children, young people and their families based on a shared understanding of wellbeing;
2. a common approach to gaining consent and sharing information where appropriate;
3. an integral role for children, young people and families in assessment, planning and intervention;
4. a co-ordinated and unified approach to identifying concerns, assessing needs, agreeing actions and outcomes, based on the wellbeing indicators;
5. streamlined planning, assessment and decision-making processes that result in children, young people and their families getting the right help at the right time;
6. consistent high standards of co-operation, joint working and communication, locally and across Scotland;
7. a Named Person in universal services for each child and a Lead Professional to co-ordinate and monitor multi-agency activity where necessary;
8. maximising the skilled workforce within universal services to address needs and risks as early as possible;
9. a confident and competent workforce across all services for children, young people and their families; and, capacity to share demographic, assessment and planning information within and across agency boundaries.

CHILDREN'S RIGHTS POLICY STATEMENT

Rangers Football Club is fully committed to embedding a rights-based approach. We recognise and work within the general principles of the United Nations Convention on the Rights of the Child (UNCRC) for the best interests of the child, non-discrimination, participation; as well as survival and development.

For absolute clarity and for the purposes of this policy, a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

Rangers Football Club will:

- Respect the rights of children as paramount.
- Provide opportunities for every child interested to play football to gain a positive experience.
- Include and involve children in decision making, providing opportunities for children to be heard.
- Promote and implement policies and procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Promote and implement policies and guidelines to prevent and respond to bullying, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff, volunteers and members of the Board to adopt and abide by this policy.
- Train, support and supervise its members of staff, volunteers and members of the Board to adopt best practice in embedding children's rights and promoting, protecting and respecting these rights to children.
- Respond to any concerns raised where a child's rights are being denied.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards in developing our child-rights based approach and include children's views in this process.

Review

This policy and associated policies, procedures and safeguards will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in legislation and guidance on children's rights or following any changes within Rangers Football Club.
- Following any issue or concern raised about children's rights being denied within Rangers Football Club.
- In all other circumstances, at least every three years.

CHILD PROTECTION POLICY STATEMENT

Rangers Football Club is fully committed to promoting, supporting and safeguarding the wellbeing of all children in its care. We recognise the child's rights to protection as provided in Article 19 of the UNCRC: all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. 'Child protection' means protecting a child from child abuse or neglect, as stated within the National Guidance for Child Protection in Scotland 2014.

For absolute clarity and for the purposes of this policy, a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

Rangers Football Club will:

- Respect the rights of children as paramount.
- Promote the rights and wellbeing of children by providing opportunities for them to take part in football safely.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff, volunteers and members of the Board to adopt and abide by this policy and sign up to the Code of Conduct for Safeguarding Children's Wellbeing
- Safely recruit and select individuals who will be working with children to ensure appropriate measures have been taken and risk assessed when needed.
- Train, support and supervise its members of staff, volunteers and members of the Board to adopt best practice to safeguard and protect children from abuse and to reduce risks.
- Respond to any allegations of poor practice, misconduct or abuse of children in line with procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards and include children's views in this process.

ANTI-BULLYING POLICY STATEMENT

Rangers Football Club is fully committed to safeguarding the wellbeing of all children in its care. We understand that children's wellbeing can be seriously impacted by bullying behaviour. Rangers Football Club therefore recognises the information provided for children by respectme, Scotland's Anti-Bullying Service: 'Bullying is never acceptable; it doesn't make a child better or stronger to get through it and it should never be seen as a normal part of growing up. Bullying is a behaviour that can make a child feel frightened, threatened, left out and hurt. Something only has to happen once to make a child feel worried or scared to go to school or other places they enjoy going'.

For absolute clarity and for the purposes of this policy, a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

Rangers Football Club will:

- Respect the rights of children as paramount.
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require members of staff, volunteers and members of the Board to adopt and abide by this policy.
- Train, support and supervise its members of staff, volunteers and members of the Board to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of children of poor practice/misconduct or abuse caused by an adult's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

ANTI-BULLYING GUIDELINES

Bullying can take some children's rights away from them. There have been many different definitions and theories about what constitutes bullying, but it's not helpful to define bullying purely in terms of behaviour. Bullying is a mixture of behaviours and impacts, behaviours that can impact on a person's capacity to feel in control of themselves. This is what is termed as their sense of 'agency'. Bullying takes place in the context of relationships; it is behaviour that can make people feel hurt, threatened, frightened and left out, it strips a person of their capacity for agency.

Bullying may be seen as particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. It can be a 'one-off' occurrence or repeated over a period of time, and can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate.

Bullying behaviours can be:

- Being called names, teased, put down or threatened.
- Being hit, tripped, pushed or kicked.
- Having belongings taken or damaged.
- Being ignored, left out or having rumours spread about you.
- Receiving abusive messages, threats or comments on social media sites.
- Behaviour which makes people feel like they are not in control of themselves.
- Being targeted because of who you are or who you are perceived to be.

When talking about bullying, it's never helpful to label children as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

Support for children involved in bullying behaviour:

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children.
- Take all signs and reports of bullying very seriously.
- Encourage all children to speak and share their concerns. Help those being bullied to speak out and tell a coach or adult who can support them. Create an open environment.
- Take all allegations seriously and take action to ensure the child is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the child that you can be trusted and will help them, although you can't promise to tell no-one else. Explain what will happen next, and how they are going to be kept informed.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of online/electronic bullying advise children who are being bullied by text, email or online to retain the communication or to print it out. Be clear that online bullying behaviour will be treated seriously as any other form of bullying behaviour, as it can impact on both the child and football.
- Report any concerns to Rangers FC Child Wellbeing and Protection Officer and complete a Concern Recording Form as part of the Procedures for Responding to Concerns about a Child.
- Talk with the child(ren) who has/have been displaying bullying behaviour. Explain the situation and try to get them to understand the consequences of their behaviour.
- In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine.

- Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the child at the centre – will telling the parents/carers result in more problems for the child? What are the child's views on parents/carers knowing?
- If appropriate, insist on the return of 'borrowed' items.
- Aim to restore positive relationships and only consider imposing consequences as necessary, e.g. exclusion from the team or particular activity until behaviour standards are improved.
- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

*These guidelines have been informed and developed with support from **respectme**, their publication 'Bullying in Scotland 2014' and the National Approach to Anti-Bullying for Scotland's Children and Young People, Scottish Government 2010. Copyright remains with **respectme** and we acknowledge all and any material taken from www.respectme.org.uk.*



CODE OF CONDUCT FOR SAFEGUARDING CHILDREN'S WELLBEING

This Code of Conduct details the standards and practice required by all members of staff and volunteers, as well as Board members at Rangers Football Club including verbal and non-verbal actions when involved in activities with children and young people. For the purposes of Children's Wellbeing, we include all activities within Rangers Football Club with children and young people under the ages of 18 years old.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Rangers Football Club Procedures for Responding to Concerns about the Conduct of an Adult, club member of staff or volunteer.

GOOD CONDUCT

- Make football fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity, sensitivity and fairness (Article 2, UNCRC).
- Build balanced relationships based on mutual trust.
- Put the wellbeing and best interests of each child first before winning or achieving performance goals (Article 3, UNCRC).
- Support children to understand their Rights in football and the safeguards put in place to protect them.
- Include children in decisions and activities affecting them wherever possible, respecting and taking seriously the views they contribute (Article 12, UNCRC).
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Always work in an open environment, wherever possible.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Involve parents/carers wherever possible.

PRACTICE TO BE AVOIDED

In the context of your role within Rangers Football Club, the following practice should be avoided:

- Having 'favourites' - could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Excessive training and competition, pushing children against their will and placing undue pressure.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.
- Doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE CONDUCT

In the context of your role within Rangers Football Club, the following practices are unacceptable:

- Failing to act on, record or acknowledge allegations or concerns raised by a child.
- Allowing bullying behaviour in any form between children to go on unchallenged.
- Displaying bullying behaviour or making inappropriate comments to a child causing emotional harm.
- Allowing children to swear or use sexualised language unchallenged.
- Engaging in sexually provocative games, including horseplay or touching a child in a sexually suggestive manner.
- Making sexually suggestive comments to a child, even in fun.
- Forming intimate emotional, physical or sexual relationships with children.
- Engaging in rough physical contact.
- Establishing inappropriate contact with children via social media either online or on mobile phones.
- Reducing a child to tears as a form of control.
- Inviting or allowing children to stay with you at your home.
- Sharing a room alone with a child.

PROCEDURE FOR RESPONDING TO CONCERNS ABOUT A CHILD

Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). This must be at the forefront of any concerns that are raised about a child. Their views must be considered based on the age and maturity of each child. They also have a right to privacy (Article 16, UNCRC) which is also important to consider when assessing if and at what stage information is shared and who with.

These procedures apply to all members of staff, volunteers and members of the Board involved in activities with children and young people under 18 years old at Rangers Football Club.

1. Best interests of the child

Rangers Football Club is committed to working in partnership with parents/carers whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and wellbeing of their children.

Where concerns are raised about a child, this will be considered in line with the 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 gained from the child.

Confidentiality will not be maintained if it is assessed that a child is at risk of harm or their wellbeing is being impacted in such a way that their right to be protected becomes more significant. Any incidents which cause concern about the wellbeing of a child should be recorded on the Concern Recording Form and reported to the Rangers FC Child Wellbeing and Protection Officer as soon as possible. In line with early intervention, the principles of the Children and Young People (Scotland) Act 2014 and the Getting it Right for Every Child approach, appropriate and proportionate information may be shared with the child's Named Person.

2. Information regarding a concern about a child

Members of staff, volunteers or members of the Board may be informed in different ways with regards to details of a concern about a child. This may be a direct disclosure by the child. In this situation follow section 4 in responding to that disclosure. The details may become clear due to the observation of a child, which is perhaps demonstrated in a change in their behaviour, appearance or nature. A third option could be information that is shared from another individual or organisation. A concern or possible abuse of a child may be observed by another child or adult.

Depending on the nature of the concern, observations or information from others, this may not need to be discussed with the child, instead the information recorded then reported. Advice should be sought from Rangers FC Child Wellbeing and Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about a child's wellbeing which can be discussed by anonymising the child, therefore maintaining confidentiality if appropriate.

If Rangers FC Child Wellbeing and Protection Officer is not available and an immediate response is required, the police (101) and social work services must be contacted. 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, actions taken and the response by other agencies. At the earliest opportunity thereafter Rangers FC Child Wellbeing and Protection Officer should be informed and the child's Named Person may be notified. Where Rangers Football Club has a service level agreement in place with a local authority, the members of staff based in these local authorities under the Children and Young People (Scotland) Act 2014 may have a legal duty to share information with the child's a Named Person.

3. Concerns affecting a child's wellbeing

If a concern about a child is identified that affects one or more of their eight wellbeing indicators (SAFE, HEALTHY, ACTIVE, NURTURED, ACHIEVING, RESPECTED, RESPONSIBLE, INCLUDED), complete Part A of the Concern Recording Form.

When information is being recorded about a child, it is important that the child understands why we are recording their details and gain their consent where possible for further reporting of the concern. If a child recognises that people can help and support, and that this is the purpose of their details being shared, they will be more included and informed of the processes.

Where there is information or details in relation to the conduct an adult affecting a child's wellbeing, this should be recorded in Part B of the Concern Recording Form.

4. Child's right to be protected

Where the concern about a child's wellbeing suggests they are in need of protection, the information must be passed on with or without their consent for the purposes of their protection. Allegations of abuse must always be taken seriously. ***No member of Rangers Football Club shall investigate allegations of abuse or decide whether or not a child has been abused.***

False allegations are very rare. 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.

What to Do if a Child Discloses Abuse

4.1 Respond

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- 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 assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the *possibility* that abuse may have occurred. Only use open-ended, non-leading questions e.g. What? When? Where? Who?
- Do not introduce personal information from either your own experiences or those of other children.

Avoid:

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises, agreeing to keep secrets and/ or giving a guarantee of confidentiality.

4.2 Record

Make a written record of the information as soon as possible using the Concern Recording Form completing as much of the form as possible.

4.3 Report

Contact the Club's Child Wellbeing and Protection Officer, Arlene Sinclair on **07545059463** to report the concern then email the completed form to arlenesinclair@rangers.co.uk as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

4.4 Sharing Concerns with Parents/Carers

Where 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 firstly be sought from the police (101) or social work services as to who informs the parents/carers.***

PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT

In all cases where there are concerns about the conduct of an adult towards a child, the best interests and wellbeing of the child will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult are dealt with in a timely, appropriate and proportionate manner. No member of staff, volunteer or member of the Board in receipt of information that causes concern about the conduct of an adult towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

At any point in responding to concerns about the conduct of an adult, advice may be sought from the police (101) or social work services.

1. Initial Reporting of Concerns

Any concerns for the wellbeing of a child arising from the conduct of an adult must be reported to Rangers FC Child Wellbeing and Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about Rangers FC Child Wellbeing and Protection Officer it must be reported to Andrew Dickson, the Director responsible for Children's Wellbeing. In this situation, Andrew will then take on the role and responsibilities as listed below of Rangers FC Child Wellbeing and Protection Officer.

2. Recording and Reporting

Concerns must be recorded using the Concern Recording Form as soon as possible. Contact Arlene Sinclair, Rangers FC Child Wellbeing and Protection Officer on **07545059463** to report the concern then email the completed form to **arlenesinclair@rangers.co.uk** as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened). These records should be signed and dated by Rangers FC Child Wellbeing and Protection Officer. Where Disciplinary Procedures are invoked for members of staff or volunteers, a written record will be made of all actions and reasons for decision.

3. Establishing the Basic Facts

Once the concerns have been reported, Rangers FC Child Wellbeing and Protection Officer will:

- Establish the basic facts.
- Conduct an initial assessment of the facts in order to determine the appropriate course of action. 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

Rangers FC Child Wellbeing and Protection Officer will conduct the initial assessment. The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine if the adult's conduct was inappropriate behaviour, serious poor practice/misconduct or whether there is reasonable cause to suspect an adult's behaviour and conduct has been criminal. Every situation is unique so guidance cannot be prescriptive.

Where the established facts support a concern of criminal behaviour, the initial assessment will not form part of the disciplinary investigation.

- 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 or member of the Board may be approached as part of the information gathering process.
- 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 or member of the Board is approached.
- An initial assessment of the basic facts may require the need to ask a child 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.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent/carer be obtained.

Possible outcomes of initial assessment:

1. No further action (facts do not substantiate complaint).
2. Situation is dealt with under Rangers Football Club Disciplinary Procedures for members of staff and volunteers or complaint raised about a member of the Board.
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 that raised the concern).

5. Initial Assessment Supports Concerns about Poor Practice and/or Misconduct

Rangers FC Child Wellbeing and Protection Officer will deal with the concern in line with Rangers Football Club Disciplinary Procedures for members of staff and volunteers, in conjunction with Rangers FC HR department. In the event of an investigation into the conduct of a member of staff, volunteer or member of the Board, all actions will be informed by the principles of natural justice:

- They will be made aware of the nature of concern.
- They will be given an opportunity to put forward their case.
- Rangers Football Club will act in good faith, ensuring the matter is dealt with impartially and as quickly as possible in the circumstances.

Pending the outcome of any investigation, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff, volunteer or member of the Board towards a child / young person.

6. Initial Assessment Supports Concerns about Possible Criminal Behaviour

Where the initial assessment of information gives reasonable cause to suspect an adult's behaviour and conduct has been a criminal offence, Rangers FC Child Wellbeing and Protection Officer will report the concerns to the police as soon as possible on the day the information is received. Rangers FC Child Wellbeing and Protection Officer will make a written record of the name of the 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 will be confirmed in writing by Rangers FC Child Wellbeing and Protection Officer within 24 hours. A copy of the Concern Recording Form should be provided to the police on request. Appropriate steps will be taken to ensure the safety of the child(ren)/ young people who may be at risk. The parents/carers of the child(ren) young people involved will be informed as soon as possible following advice from the police.

Advice will firstly be obtained from the police about informing the member of staff, volunteer or member of the Board involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. 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 member of staff, volunteer or member of the Board.

Rangers Football Club will take all reasonable steps to support a member of staff, volunteer or member of the Board against whom a concern has been raised.

7. Precautionary Suspension

Suspension is not a form of disciplinary action. The member of staff or volunteer involved may be suspended whilst an investigation is carried out in accordance with Rangers Football Club's Disciplinary Procedures. At the suspension interview the member of staff or 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 member of staff or volunteer in accordance with Rangers Football Club's Disciplinary Procedures.

8. 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 Rangers FC Child Wellbeing and Protection Officer to make a decision whether to go ahead with disciplinary action.

9. False or Malicious Allegations

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

- The member of staff, volunteer or member of the Board 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.
- All records pertaining to the circumstances and investigation shall be kept confidentially.
- Rangers FC Child Wellbeing and Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances Rangers Football Club will review the child/young person's participation in football. It will be appropriate to have a discussion with the child (with parental/carer permission) or young person in determining their views and opinions.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 2018.

10. Historical (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 historical abuse.

11. Protection of Vulnerable Groups (Scotland) Act 2007

Rangers Football Club will refer to Disclosure Scotland the case of any member of staff or volunteer who (whether or not in the course of their role with Rangers Football Club) has:

- harmed a child
- placed a child at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child, or
- given inappropriate medical treatment to a child

AND as a result:

1. Rangers Football Club 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. Rangers Football Club has transferred the member of staff or volunteer to a position in Rangers Football Club 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.

Rangers Football Club will also refer the case of a member of staff or volunteer where information becomes available after the member of staff or volunteer has:

- been dismissed by Rangers Football Club,
- resigned, retired or been made redundant,
- transferred to another position in Rangers Football Club which is not regulated work with children; and, where Rangers Football Club receives 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 regulated work with children.

b) If Disclosure Scotland notifies Rangers Football Club that a member of staff or volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Precautionary suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the best interests and wellbeing of children will be the paramount consideration.

c) If Disclosure Scotland informs Rangers Football Club that an individual is barred, that member of staff or volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

12. Media

All media enquiries relating to the conduct of a member of staff, volunteer or member of the Board will be referred to Rangers Football Club's Press Office.

REVIEW OF THE MANAGEMENT OF CONCERNS PROCEDURE (HR)

1. Planning the review.

Set out the remit, aim and purpose of carrying out the review. Rangers FC Child Wellbeing and Protection Officer should help identify a person to carry out the review and in some circumstances, this may be appropriate to have an independent person. In this case, confidentiality must be maintained. Agree a timescale and format for completing the review.

2. Establish the facts of the case, a chronology of events and the roles of individuals and organisations involved.

Set out the actual sequence of events to help to understand what happened, when, and who was involved.

3. Identify any issues or key questions relating to the aims of the review.

Having established the sequence of events, the reviewer should then be able to answer the questions contained in the specific remit of the review.

If the reviewer considers that a child may still be at risk despite action taken during the case or as a result of the Rangers Football Club's failure to take appropriate action, they should be prepared to act. Any urgent issues should be addressed immediately without waiting for the conclusion of the review.

4. Identify any other relevant points or observations and complete review.

The reviewer may identify issues which are worth exploring further. These may include:

PROCEDURES

- Were the relevant procedures followed?
- If not, is there a reasonable explanation for this?
- Were the timescales appropriate?
- Do the current procedures provide adequate information about what to do in such a situation?
- If appropriate, was a referral made to Disclosure Scotland as required by the Protection of Vulnerable Groups (Scotland) Act 2007?
- CYP 2014 Information Sharing to named person?

OUTCOMES

- Was the outcome appropriate in the case?
- If not, why not?
- Is there a need to take further action in this case; for example, referring the case to police/social work?

PEOPLE

- Were the right people involved?
- Were the views of the child/family obtained?
- Were those involved aware of the procedures?
- Had the people involved been trained on the procedures?
- Where appropriate, were external organisations involved; for example, the police or social work?

RECORDING

- Were records kept?
- Is the quality of the information recorded satisfactory?
- Can the forms be improved?

5. Respond to anything identified within the review.

On completion of the review, any learning, training needs or update to policy and procedures must be addressed and responded to within an agreed timescale. Where appropriate, outcomes of the review should then be shared for wider learning or specific improvements to particular activities.

SAFEGUARDING PROCEDURES AND GUIDELINES

The following safeguards are a combination of best practice and guidelines to support children and adults in a range of situations. Their purpose is to minimise risks that have been identified through previous experience and risk assessment. Not every situation can be prepared for however, the following are circumstances which need an informed approach and common sense applied. Recognising that the circumstances will always be different, these safeguards provide generic advice which can be applied as appropriate by the member of staff or volunteer who is responsible at a particular time or in preparation of/for a specific activity.

These safeguards include:

1. BEHAVIOURS

- Managing Behaviour
- Physical Contact
- Sexual Activity

2. CHILDREN'S HEALTH

- First Aid and Treatment of Injuries
- Responding to Allergies

3. PLANNING & ORGANISATION

- Adult to Child Ratio
- Collection by Parents/Carers
- Safe Use of Changing Facilities
- Transporting Children
- Trips Away from Home (Including Overnight Stays)

4. CELEBRATION & COMMUNICATION

- Safe Use of Images of U18 players
- ICT (Information & Communications Technology) & Social Media

1. Behaviours

From time to time members of staff and volunteers delivering football to children may be required to deal with a child's behaviour that they find challenging. These guidelines aim to promote good practice which can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions which must *never* be used by members of staff, volunteers or Board members. These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration. A risk assessment should be completed for all activities which take into consideration the needs of all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff or volunteer should attempt to respond to behaviour by using techniques for which they have not been trained.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual player within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented challenges in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where members of staff or volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any behaviour and to safeguard other members of the group and the members of staff and volunteers involved.

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of behaviour through regular supervision.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc.). This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session.

Issues of behaviour and control should regularly be discussed with members of staff, volunteers, parents/carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group or team. It is also helpful to ask them what the consequences of breaking the 'agreement' should be. Experience shows that they will tend to come up with a sensible and working 'agreement'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'agreement' visible for reference during the activity.

Managing Behaviour

In dealing with children who display risk-taking or unacceptable behaviours, members of staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Making up - the act or process of making amends.
- Payback - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- Calming the situation - talking through with the child.
- Increased supervision by members of staff and volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences e.g. missing an activity.

Adults and children shall never be permitted to use any of the following as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Members of staff and volunteers should review the needs of any child on whom consequences are frequently imposed. This review should involve the child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or team. Whilst it would always be against the wishes of everyone involved in Rangers Football Club, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may not be able to continue participating.

Physical Interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' ***The following must always be considered:***

- Contact should be avoided with buttocks, genitals and breasts. Members of staff and volunteers should never behave in a way which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Members of staff and volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the child and the nature of harm/damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Members of staff and volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or adults.
- Members of staff and volunteers shall never use physical intervention as a form of punishment.

Any physical intervention used should be recorded as soon as possible after the incident by the member of staff and/or volunteers involved using the Concern Recording Form (Appendix 4) which should then be reported to and passed to Rangers FC Child Wellbeing and Protection Officer as soon as possible. In terms of wellbeing indicators, safety and any others in relation to the circumstances would be highlighted in terms of their behaviour risking their wellbeing.

A timely debrief for members of staff and volunteers, the child and parents/carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional wellbeing of those involved has been addressed and ongoing support offered where necessary. Members of staff and volunteers, children and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment. There should also be a discussion with the child and parents/carers about the child's needs and continued safe participation in the group, team or activity.

Physical Contact

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a player who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the

child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Members of staff and volunteers should work with parents/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect. Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

Sexual Activity

Within football, as within other activities, sexual relationships do occur. It is important to address sexual activity both between children and between adults and children.

Sexual activity between children involved in football is prohibited during team events, in facilities and social activities organised by Rangers Football Club. Inappropriate or criminal sexual behaviour committed by a child may lead to the information being shared with the child's Named Person and may lead to reports being made to external agencies such as the police or social services.

Sexual interactions between adults and children (16+) involved in football raise serious issues given the power imbalance inherent in the relationship. Where a child is of the age of consent, the power of the adult over that child may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a child's career.

Sexual activity between adults and children (16+) involved in football is prohibited when the adult is in a position of trust or authority (coach, trainer, official) where they have signed the Code of Conduct for Safeguarding Children's Wellbeing.

Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance with Rangers Football Club Disciplinary Procedures, which in the case of criminal behaviour must include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it to the police.

2. CHILDREN'S HEALTH

First Aid and the Treatment of Injuries

All members of staff and volunteers must ensure:

- Where practicable all parents/carers of children under the age of 16 have completed the Consent Form-U18 Players before their child participates in football.
- There is an accessible and well-resourced first aid kit at the venue.
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A Concern Recording Form should be completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant. The completed form should be passed to Rangers FC Child Wellbeing and Protection Officer.
- Where possible, access to medical advice and/or assistance is available.
- A child's parents/carers are informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

Children with Allergies

Rangers Football Club has a duty to be inclusive and to provide opportunities for children of all abilities and regardless of any medical conditions, disabilities or allergies which they may have. These guidelines focus on how members of staff and volunteers should respond to children with allergies, as they have a responsibility to ensure their wellbeing whilst they are attending their football activity. However, it is equally important that children with medical conditions or allergies are not unnecessarily excluded from taking part in activities with their peers and that reasonable steps are taken to accommodate their individual needs.

Parent/Carer Responsibility

When a child joins a football activity, parents/carers should:

- Ensure they complete the Consent Form - U18 Players accurately **and** also take the time to talk to the member of staff or volunteer about the specific needs of their child and how to address and accommodate these needs.
- Update the member of staff or volunteer of any change in circumstances.
- Consider a medic alert bracelet/watch for their child.
- Check the expiry date of adrenaline injectors and any medication regularly. An out-of-date injector may offer some protection, but this will be limited.
- Ensure if the child has a 'rescue pack' that, if necessary, this is given to the member of staff or volunteer. This may include antihistamines for mild reactions, possibly an inhaler and may have two adrenaline injectors for more serious reactions e.g. anaphylaxis.

Rangers Football Club's Responsibility

Members of staff and volunteers should:

- Ensure the Consent Form - U18 Players for all children attending the football activity is available and up to date together with full details of the child's allergies.
- Have a copy of the child's care plan for allergies and individual risk assessment.
- Communicate with parent/carer and child directly.
- Appropriately share the information (do the right people know?) with others involved in the football activity.
- Remember that the Consent Form - U18 Players should always be stored confidentially but be accessible to members of staff and volunteers.
- Ensure correct storage and administration of medication.
- Record incidents or concerns on a Concern Recording Form and pass to Rangers FC Child Wellbeing and Protection Officer.
- Have their mobile phones charged and check they have a signal to allow calls to be made.
- Make plans for additional supervision e.g. depending on child's allergies and environment.

3. PLANNING & ORGANISATION

Adult to Child Ratios

As a general guide, the following ratios are recommended:

- **Age 3 and over, ratio should be 1:8**
- **If all children are over 8 ratio should be 1:10**

All activities should be planned to involve **at least** two adults. The following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the football activity.
- The age, maturity and experience of the children.
- Whether any of the members of staff, volunteers or children have a learning or physical disability or special requirements.
- Whether any of the children have challenging behaviour.
- The particular hazards associated with the football activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the members of staff and volunteers.
- The programme of activities.

Collection by Parents

On some occasions, parents/carers can be late when picking their child up at the end of a football activity. It is not the responsibility of Rangers Football Club to transport children home on behalf of parents/carers who have been delayed. It is therefore important for the guidelines below to be followed:

- It is clear that while the football activity is running then members of staff and volunteers have a duty of care to the children that are in their charge. This is a principle of good practice.
- When the football activity has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.

1. Make sure that Rangers Football Club paperwork or communications:

- State clearly the start and finish times of the football activity.
- State clearly the expectations of parents/carers *not* to drop children off too early and collect children promptly when the football activity finishes.
- Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage).
- Have a late collection telephone contact and number on the Consent Form-U18 Players

2. Where possible, make sure that there is more than one member of staff or volunteer at the end of the football activity.

3. Members of staff and volunteers will know how to deal with being left alone with a child. Put preventative measures in place (points 1 and 2) and agree simple steps about how the situation should be dealt with if it arises. Although as a general rule we should not put ourselves in the position of being alone with a child, there are exceptions and this situation is one of them. Remember the wellbeing and best interests of the child are paramount and have to take precedence, so leaving children alone is not an option.

4. Members of staff and volunteers should have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the child and ask them to collect the child. If you are unable to contact anyone then you have to make a decision of whether to take the child home yourself (see point 5) or call the police 101 non-emergency number (point 6).
5. If you are left alone with a child then transparency is the key. Keep a record of your actions using the guidelines on Transporting Children and make sure that you inform the Club's Child Wellbeing and Protection Officer as well as the parents/carers as soon as possible.
6. When all else fails call the police.

Safe Use of Changing Facilities

One of the areas where children are particularly vulnerable at football facilities is the locker/changing/shower room. Limited changing facilities sometimes mean that people of all ages regularly need to change and shower during the same period.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised and a balance should be struck depending on the situation. In general it is better if one adult is not alone to supervise and extra vigilance may also be required if there is public access to the facility. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

The following guidelines should be followed, wherever possible:

- Adults should avoid changing or showering at the same time as children.
- Parents/carers need to be aware that on occasions, adults and children may need to share a changing facility.
- It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.
- While some activities may be restricted to changing rooms for the purposes of team talks, if at all possible another area should be considered for this. If there are no other options, it is best practice to wait until all children are fully dressed.

Transporting Children

Where it is necessary to transport children, the following good practice is required:

- (i) Where parents/carers make arrangements for the transportation of children to and from the activity, outwith the knowledge of Rangers Football Club, it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
- (ii) Where Rangers Football Club makes arrangements for the transportation of children the members of staff or volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
 - Ensure all vehicles and drivers are correctly insured for the purpose.
 - Ensure that the driver has a valid and appropriate license for the vehicle being used.
 - All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate.
 - There is an appropriate ratio of adults per child.
 - Ensure that drivers have adequate breaks.

Where transport arrangements are being made overseas, members of staff will be aware of the risk assessment and plans in place for transporting the children, then able to inform parents/carers.

- (iii) When transporting children, wherever possible they should be in the back seat of the vehicle for health and safety reasons.
- (iv). Where practicable and planned, written parent/carer consent will be requested or included within the Consent Form-U18 Players if members of staff and volunteers are required to transport children:
 - Agree a collection policy with parents/carers which will include a clear and shared understanding of arrangements for collection at the end of a football activity.
 - Always tell another member of staff or volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
 - Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
 - Where possible, have another adult accompany you on the journey.
 - Call ahead to inform the child's parents/carers that you are giving them a lift and inform them of your expected arrival time

Trips Away from Home (including overnight stays)

Designate Club Child Wellbeing and Protection Officer for the Trip

Those in charge of the squad will be responsible for the safety and wellbeing of children in their care. It is recommended that the member of staff designated as the Club's Child Wellbeing and Protection Officer co-ordinates the arrangements to safeguard the wellbeing of children during the trip. The designated Club Child Wellbeing and Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and wellbeing of children whilst away from home. A detailed itinerary will be prepared and copies provided to the designated contact for Rangers Football Club and parents/carers, including the details of the designated Club Child Wellbeing and Protection Officer for the duration of the trip.

Risk Assessment

Potential areas of risk should be identified at the planning stage through a risk assessment, which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an ongoing process throughout the trip as unexpected situations can happen!

Travel Arrangements

Members of staff must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel overseas, organisers shall ensure they are aware of local procedures for dealing with concerns about the wellbeing of children and are familiar with the details of the emergency services in the location of the visit. Children should be informed of any local customs.

Adult to Child Ratios

All trips away should be planned to involve at least two adults. The guidelines on Adult to Child Ratios will inform an assessment of the numbers of adults required to safely supervise the squad. Where relevant, those involved should be recruited and selected in accordance with the club's Appointment and Selection of Adults in Regulated Work with Children Procedure. Everyone travelling should be familiar with and agree to abide by Rangers Football Club's Children's Wellbeing Policies, Procedures and Safeguards.

Accommodation

Members of staff should find out as much as possible about the accommodation and the surroundings at the planning stage to help identify all practical issues and allow time to address them in advance, in consultation with children and parents/carers where appropriate.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges.
- Accommodation facility: health & safety of building confirmed by owners/providers.
- Sleeping arrangements: these will enable suitable sharing in terms of age and gender and appropriately located members of staff or volunteer bedrooms for both supervision and ease of access in case of emergency. Parents/carers and children should be consulted in advance about arrangements for sharing where possible and appropriate.
- Instigating any appropriate safeguards where the same areas of the accommodation can be accessed by others.
- Special access or adaptive aids required by members of staff, volunteers or children.
- Environmental factors.
- Personal safety.

Exchange Visits/Hosting

Before departure, members of staff should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/families, parents/carers and children themselves. These standards should include arrangements for the supervision of children during the visit. Host families should be appropriately vetted (adults should be PVG Scheme members) where possible or equivalent police checks undertaken and references thoroughly checked. Members of staff, parents/carers and children should all be provided with a copy of emergency contact numbers. Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

Residential at a Facility/Centre

Members of staff should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on Child Protection and Health & Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of children must be appropriately qualified and trained. Members of staff should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

Involving Parents/Carers

Where possible, a meeting should be held with parents/carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour. Parents/carers must complete the [Consent Form-U18 Players](#) and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the designated Club Child Wellbeing and Protection Officer for the trip in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

During the Trip

Members of staff must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places. Members of staff should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

Members of staff should maintain an overview of the wellbeing of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know. Children should also know who they can talk to, or speak directly with the designated Club Child Wellbeing and Protection Officer for the trip if they have any worries or concerns while away from home.

After the Trip

Where appropriate, all those involved in the trip should be involved in a post trip debrief, including the children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

4 CELEBRATIONS AND COMMUNICATION

Safe Use of Images of U18 Players

Photographs, films and video clips can be used to celebrate achievements, promote activities and keep people updated. Footage is also recorded for performance development and analysis reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

- Rangers Football Club will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, Rangers Football Club has no power to prevent individuals photographing or filming in public places.
- Rangers Football Club reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated and in locations where Rangers Football Club has jurisdiction.

Permission

Children and their parents/carers will be informed that the child may, from time to time, be photographed or filmed whilst participating in football. This could be for one of the following reasons:

- (i) Video footage for performance development.
 - (ii) Media coverage of an event or achievement.
 - (iii) Promotional purposes e.g. website or publication.
- Written consent must be obtained from the child's parents/carers for children under 16 years old before any photography or filming takes place which can be captured on the Consent Form- U18 Players.
 - This consent will also be used for any accredited or professional photographers taking and using images of U18 players within Rangers Football Club.
 - Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the pictures/film would place the child at risk.
 - Young players who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

General

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- All photographic/videoing equipment must be switched off prior to going into changing rooms.
- No photographing or filming will be permitted in changing areas, bathrooms or sleeping areas.
- All images and accompanying information will ensure minimal personal details are shared publicly.
- When seeking to create action images, try to focus on the activity rather than the individual.
- When seeking celebration images, try to take group images rather than individual images.
- Ensure all those featured are appropriately dressed (a minimum of shirt and shorts).
- Images will not be shared with external agencies unless express permission is obtained from the child and their parents/carers.

Taking of Images:

- All players, parents/carers and Rangers Football Club members of staff and volunteers should sign to agree that they will follow and enforce these guidelines.
- During training, members of staff and volunteers will use Rangers Football Club's equipment only for the purposes of taking photographs or video for player development/performance analysis. There should be no personal use of equipment, including mobile phones by anyone.
- External agencies need permission from Rangers Football Club to take any images during the training environment.
- For promotional, marketing or social networking use of images for Rangers Football Club publications or online, members of staff will use Rangers Football Club equipment only.
- For both safety and safeguarding reasons, players should not use mobile phones, tablets or photographic/videoing equipment during training or at match/event activities.
- Where images of U18 players are taken, agreement and arrangements can be in place for players and their parents/carers to be given copies but confirm not to upload any of these images or videos to their own or their child's social media or online platforms.
- Rangers Football Club may seek publicity to positively promote football and elite young players. Receiving endorsements or sponsorship may well welcome positive media coverage on local, regional or national level. It is important for these players, parents/carers and media representatives to be clear on appropriate arrangements and ground rules for interviews, filming and photo sessions.

Matches/Events

- Any photography or videos taken should be restricted to immediate family members for private, non-commercial purposes and not put online on any personal social media or online platforms.
- External agencies need permission from Rangers Football Club to take any images during the match/event activities.

Storage and Retention of Images:

- Rangers Football Club will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images, negatives, copies of videos and digital photograph files will be reviewed at the end of each season to identify safe storage to restricted access archives or safe disposal of players' images.

Misuse of an Image:

- If at any time the use of an image or information attached to it appears inappropriate, report the misuse of an image to Rangers FC Child Wellbeing and Protection Officer using the [Concern Recording Form](#) as part of the [Procedures for Responding to Concerns about a Child](#).

Concerns

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day and Rangers FC Child Wellbeing and Protection Officer as part of the [Procedures for Responding to Concerns about the Conduct of an Adult](#).
- Where appropriate, concerns should also be reported to the police and/or social work.

ICT (Information & Communications Technology) and Social Media

There are various ways in which we can celebrate and communicate using ICT and social media. Technology advances extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. Depending on the football activity that each child is involved with Rangers Football Club may contact children and their parents/carers via text/email or possibly through social networking sites.

Our website hosts a range of information, photographs and videos which is available for all members of the public. However, misuse of ICT and social media can also put children at considerable risk. There are some adults who seek to harm children have been known to use messaging or areas online to “groom” children.

For children the safeguarding risks of these technologies include:

- Inappropriate access to, use or sharing of personal details (e.g. names, email addresses).
- Unwanted contact with children by adults with wrongful/questionable intent.
- Being sent offensive or otherwise inappropriate material.
- Online bullying.
- Grooming for sexual abuse.
- Direct contact and abuse.

For adults, risks involved include:

- Their communication with children being misinterpreted.
- Potential investigation (internal or by statutory agencies).
- Potential disciplinary action.

Text/Email

Members of staff and volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate. Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message. In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent/carer has provided on the child's behalf. Parents/carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged 16 and 17 years, it is still recommended that parents/carers are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16 and 17 year old. The following good practice is therefore required:

- All phone numbers/email addresses of children should be kept secure and confidential.
- The number of people with access to children's details should be kept to a practical minimum.
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.

Internet/Website

Rangers Football Club may post information, photographs and videos on our website which is available to all members of the public. In terms of publishing anything that includes a child, the following good practice should be followed:

Permission

Written parent/carer consent must be obtained for any child aged under 16 years old before publishing any information, photographs or videos of a child which can be captured on the [Consent Form-U18 Players](#). If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.

- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young players who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to Rangers Football Club.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Concerns

Any concerns or enquiries about publications or the website should be reported to Rangers FC Child Wellbeing and Protection Officer.

Social Networking Sites

Where Rangers Football Club allows mutual access to social networking sites:

Permission

- Obtain written permission from parents/carers of under 16s which can be captured on the [Consent Form-U18 Players](#) to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site.
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding Rangers Football Club or football issues.

Concerns

Informal online "chat" with members around subjects outside football should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with [Procedure in Responding to Concerns about a Child](#) and passed to Rangers FC Child Wellbeing and Protection Officer.

Internet Forums

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children. Sites should be well monitored and any offending comments removed. A member of staff, volunteer or member of the Board should refrain from being drawn into any debates concerning selection, performance or personalities - even where the subject of the discussion is anonymous. This could be considered a breach of the Code of Conduct for Safeguarding Children's Wellbeing.

Mobile Phones, Cameras/Videos

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor. The guidelines for [Safe Use of Images of U18 Players](#) should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping areas. No photographs or video footage should ever be permitted in such areas of personal privacy.

APPENDIX 1: SUMMARY OF THE UN CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC)

A SUMMARY OF THE UN CONVENTION ON THE RIGHTS OF THE CHILD



ARTICLE 1 (definition of the child)

Everyone under the age of 18 has all the rights in the Convention.

ARTICLE 2 (non-discrimination)

The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

ARTICLE 3 (best interests of the child)

The best interests of the child must be a top priority in all decisions and actions that affect children.

ARTICLE 4 (implementation of the Convention)

Governments must do all they can to make sure every child can enjoy their rights by creating systems and passing laws that promote and protect children's rights.

ARTICLE 5 (parental guidance and a child's evolving capacities)

Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.

ARTICLE 6 (life, survival and development)

Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

ARTICLE 7 (birth registration, name, nationality, care)

Every child has the right to be registered at birth, to have a name and nationality, and, as far as possible, to know and be cared for by their parents.

ARTICLE 8 (protection and preservation of identity)

Every child has the right to an identity. Governments must respect and protect that right, and prevent the child's name, nationality or family relationships from being changed unlawfully.

ARTICLE 9 (separation from parents)

Children must not be separated from their parents against their will unless it is in their best interests (for example, if a parent is hurting or neglecting a child). Children whose parents have separated have the right to stay in contact with both parents, unless this could cause them harm.

ARTICLE 10 (family reunification)

Governments must respond quickly and sympathetically if a child or their parents apply to live together in the same country. If a child's parents live apart in different countries, the child has the right to visit and keep in contact with both of them.

ARTICLE 11 (abduction and non-return of children)

Governments must do everything they can to stop children being taken out of their own country illegally by their parents or other relatives, or being prevented from returning home.

ARTICLE 12 (respect for the views of the child)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

ARTICLE 13 (freedom of expression)

Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.

ARTICLE 14 (freedom of thought, belief and religion)

Every child has the right to think and believe what they choose and also to practise their religion, as long as they are not stopping other people from enjoying their rights. Governments must respect the rights and responsibilities of parents to guide their child as they grow up.

ARTICLE 15 (freedom of association)

Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

ARTICLE 16 (right to privacy)

Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.

ARTICLE 17 (access to information from the media)

Every child has the right to reliable information from a variety of sources, and governments should encourage the media to provide information that children can understand. Governments must help protect children from materials that could harm them.

ARTICLE 18 (parental responsibilities and state assistance)

Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by creating support services for children and giving parents the help they need to raise their children.

ARTICLE 19 (protection from violence, abuse and neglect)

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

ARTICLE 20 (children unable to live with their family)

If a child cannot be looked after by their immediate family, the government must give them special protection and assistance. This includes making sure the child is provided with alternative care that is continuous and respects the child's culture, language and religion.

ARTICLE 21 (adoption)

Governments must oversee the process of adoption to make sure it is safe, lawful and that it prioritises children's best interests. Children should only be adopted outside of their country if they cannot be placed with a family in their own country.

ARTICLE 22 (refugee children)

If a child is seeking refuge or has refugee status, governments must provide them with appropriate protection and assistance to help them enjoy all the rights in the Convention. Governments must help refugee children who are separated from their parents to be reunited with them.

ARTICLE 23 (children with a disability)

A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

ARTICLE 24 (health and health services)

Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

ARTICLE 25 (review of treatment in care)

If a child has been placed away from home for the purpose of care or protection (for example, with a foster family or in hospital), they have the right to a regular review of their treatment, the way they are cared for and their wider circumstances.

ARTICLE 26 (social security)

Every child has the right to benefit from social security. Governments must provide social security, including financial support and other benefits, to families in need of assistance.

ARTICLE 27 (adequate standard of living)

Every child has the right to a standard of living that is good enough to meet their physical and social needs and support their development. Governments must help families who cannot afford to provide this.

ARTICLE 28 (right to education)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

ARTICLE 29 (goals of education)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

ARTICLE 30 (children from minority or indigenous groups)

Every child has the right to learn and use the language, customs and religion of their family, whether or not these are shared by the majority of the people in the country where they live.

ARTICLE 31 (leisure, play and culture)

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

ARTICLE 32 (child labour)

Governments must protect children from economic exploitation and work that is dangerous or might harm their health, development or education. Governments must set a minimum age for children to work and ensure that work conditions are safe and appropriate.

ARTICLE 33 (drug abuse)

Governments must protect children from the illegal use of drugs and from being involved in the production or distribution of drugs.

ARTICLE 34 (sexual exploitation)

Governments must protect children from all forms of sexual abuse and exploitation.

ARTICLE 35 (abduction, sale and trafficking)

Governments must protect children from being abducted, sold or moved illegally to a different place in or outside their country for the purpose of exploitation.

ARTICLE 36 (other forms of exploitation)

Governments must protect children from all other forms of exploitation, for example the exploitation of children for political activities, by the media or for medical research.

ARTICLE 37 (inhumane treatment and detention)

Children must not be tortured, sentenced to the death penalty or suffer other cruel or degrading treatment or punishment. Children should be arrested, detained or imprisoned only as a last resort and for the shortest time possible. They must be treated with respect and care, and be able to keep in contact with their family. Children must not be put in prison with adults.

ARTICLE 38 (war and armed conflicts)

Governments must not allow children under the age of 15 to take part in war or join the armed forces. Governments must do everything they can to protect and care for children affected by war and armed conflicts.

ARTICLE 39 (recovery from trauma and reintegration)

Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect and social life.

ARTICLE 40 (juvenile justice)

A child accused or guilty of breaking the law must be treated with dignity and respect. They have the right to legal assistance and a fair trial that takes account of their age. Governments must set a minimum age for children to be tried in a criminal court and manage a justice system that enables children who have been in conflict with the law to reintegrate into society.

ARTICLE 41 (respect for higher national standards)

If a country has laws and standards that go further than the present Convention, then the country must keep these laws.

ARTICLE 42 (knowledge of rights)

Governments must actively work to make sure children and adults know about the Convention.

The Convention has 54 articles in total. Articles 43-54 are about how adults and governments must work together to make sure all children can enjoy all their rights, including:

ARTICLE 45

Unicef can provide expert advice and assistance on children's rights.

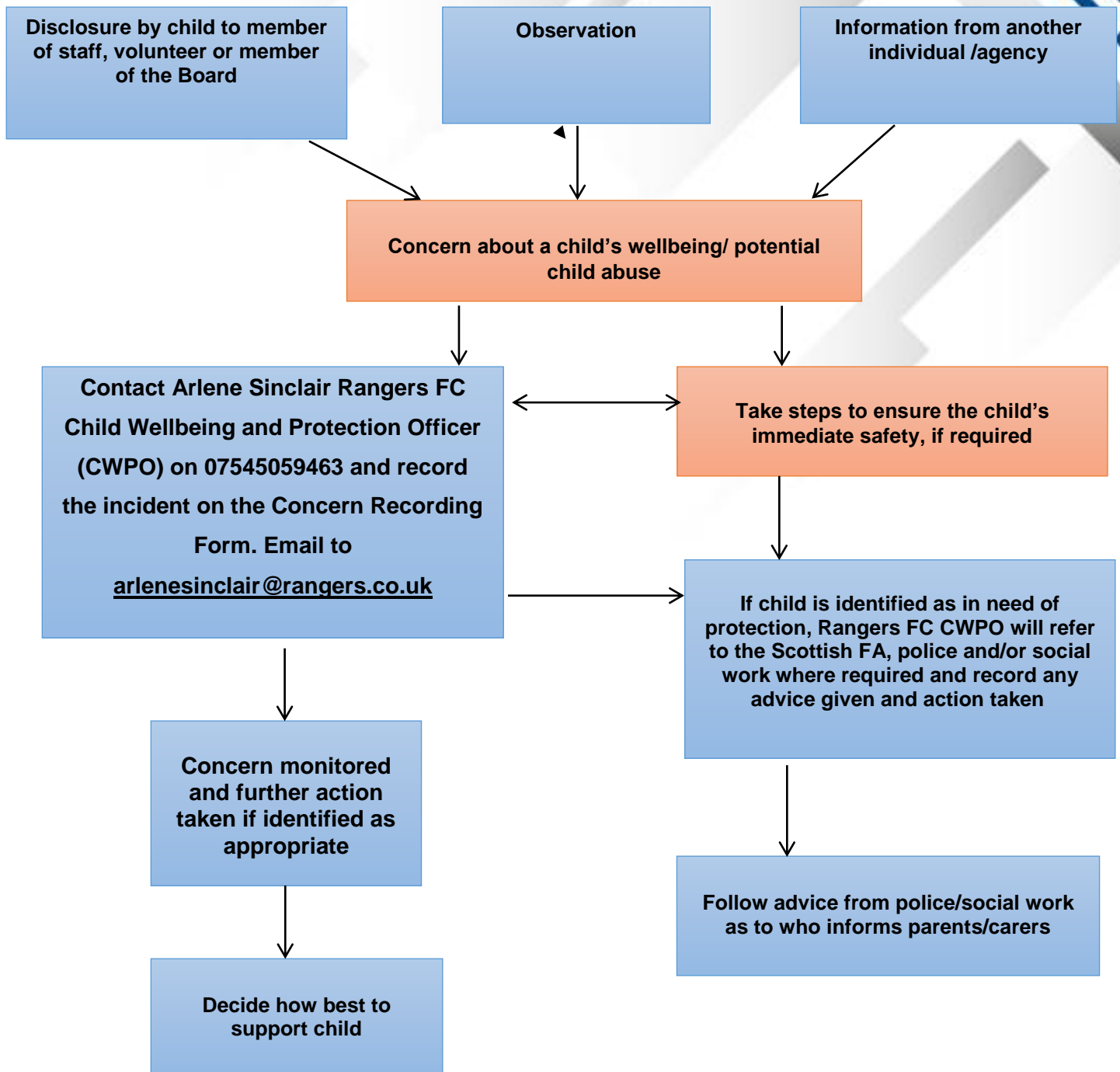
OPTIONAL PROTOCOLS

There are three agreements, called Optional Protocols, that strengthen the Convention and add further unique rights for children. They are optional because governments that ratify the Convention can decide whether or not to sign up to these Optional Protocols. They are: the Optional Protocol on the sale of children, child prostitution and child pornography, the Optional Protocol on the involvement of children in armed conflict and the Optional Protocol on a complaints mechanism for children (called Communications Procedure).

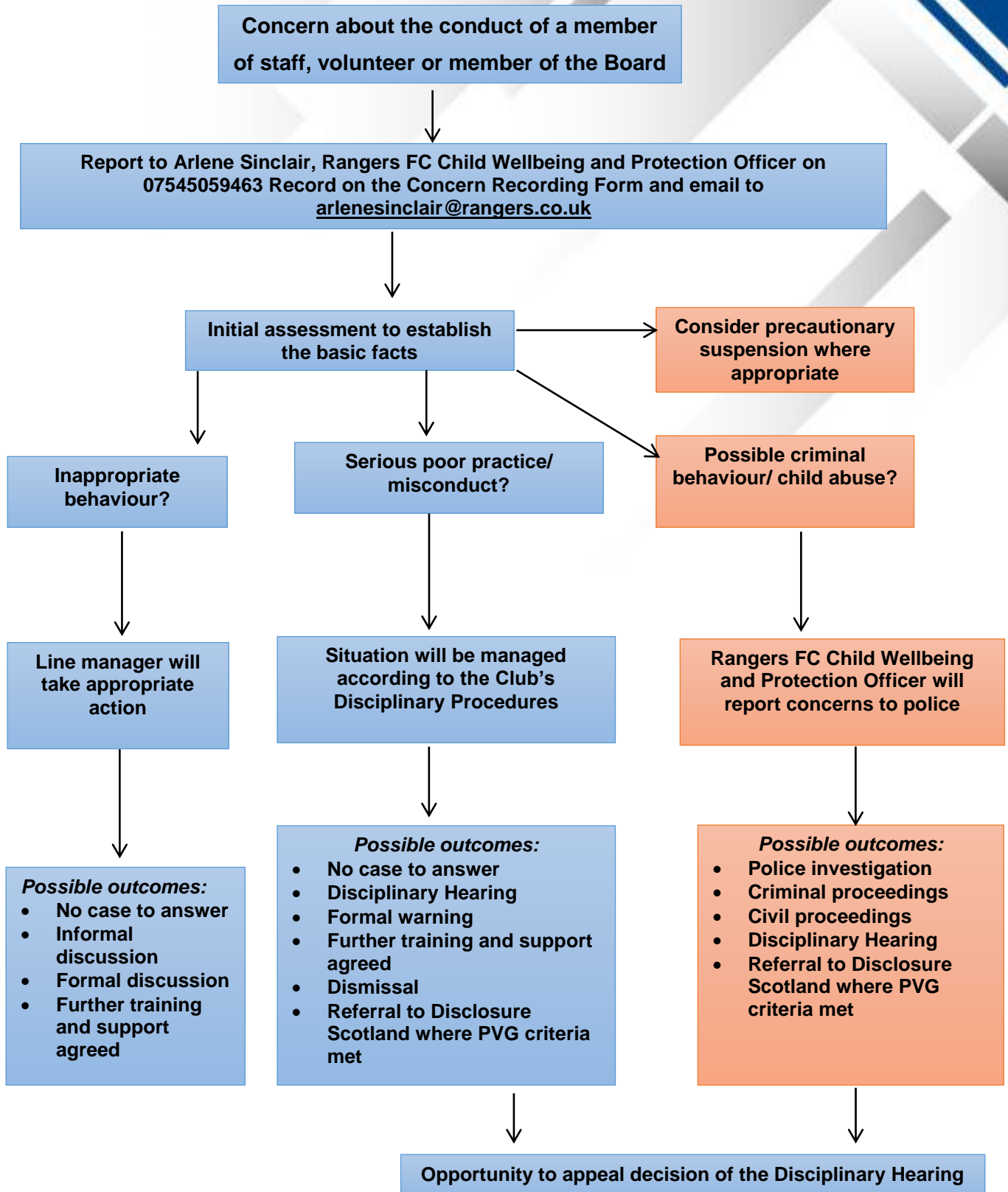
For more information go to [unicef.org/uk/croop](https://www.unicef.org/uk/croop)

Source: https://www.unicef.org/uk/wp-content/uploads/2010/05/UNCRC_summary.pdf

APPENDIX 2: FLOWCHART - PROCEDURE FOR RESPONDING TO CONCERNS ABOUT A CHILD



APPENDIX 3: FLOWCHART - PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT



APPENDIX 4: CONCERN RECORDING FORM

This form must be completed as soon as possible after receiving information that causes a concern. Contact Rangers FC Child Wellbeing and Protection Officer on 07545059463 to report the concern then email the completed form to arlenesinclair@rangers.co.uk as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

All information is confidential and must not be discussed with anyone other than Rangers FC CWPO and/or if advised to do so. If you require support to complete this form, please contact Rangers FC CWPO.

*Complete part A where the concern is about the wellbeing of a child
Complete part B where the concern is about the conduct of an adult
Complete part C to provide your contact information*

PART A – WHERE THERE ARE CONCERNS ABOUT THE WELLBEING OF A CHILD

(SAFE, HEALTHY, ACTIVE, NURTURED, ACHIEVING, RESPECTED, RESPONSIBLE, INCLUDED)

1. Child's Details	
Name:	Date of Birth:
Address:	Tel No:
Post Code:	
Child's Named Person (if known):	Named Person Tel No:
Preferred Language:	Is an interpreter required? YES / NO
Any Additional Needs?	

Details of situation giving rise to Concerns (including date, time, location, nature of concern, who, what, where, when, why- continue on a separate sheet if necessary)
Details of any witnesses/other people involved (including names, addresses and telephone contacts)
Details of any injuries (including all injuries sustained, location of injury and action taken)
Child's views on situation (if expressed). Where possible, please use the child's own words.

--

PART B – WHERE THERE ARE CONCERNS ABOUT THE CONDUCT OF AN ADULT

Details of adult where there are concerns about their conduct

Name:	Tel No:
Address:	Relationship to Child:
Post Code:	

Details of concerns (including date, time, location, nature of concern, who, what, where, when, why - continue on a separate sheet if necessary)
--

--

Details of any action taken

--

Details of agencies contacted (including date, time, name of person contacted and advice received)

--

Have the child's parents/carers been informed? YES / NO (delete as appropriate)
If yes, record details / If no, please state why not

PART C – YOUR CONTACT INFORMATION

Name:	Tel No:
Address:	Position/Role:
Post Code:	

Signed: _____

Date: _____

APPENDIX 5: CONSENT FORM- U18 PLAYERS

Please complete this form at the start of every season and let us know as soon as possible *if any* of the details/information change. All information will be treated with sensitivity, respect and will only be shared with those who need to know.

Player's Full Name: _____ Date of Birth: _____

Player's Preferred Name (if different from above): _____

Home Address: _____

Postcode: _____ Tel No: _____

Emergency Contact Name: _____ Tel No: _____

Relationship to Player: _____

Late Collection Contact: _____ Tel No: _____

Relationship to Player: _____

U18's *Named Person (*see Section B Consent): _____ Tel No: _____

Name of GP: _____ Tel No: _____

Address of GP: _____

Postcode: _____

School name & Address: _____

Passport Number: _____ Expiry date: _____

A. GENERAL & MEDICAL INFORMATION

Please complete the following details. If none, please state "none".

1. Does the player have a disability/medical condition that will affect their ability to take part in football? If yes, please give details: _____

2. Does the player take any medication? If yes, please give details (**any regular medication must be supplied/present with the child while participating in football*): _____

3. Does the player have any existing injuries (*include details of when the injury was sustained and treatment received*)?

If yes, please give details: _____

4. Does the player have any allergies, including allergies to medication? If yes, please give details:

5. Is there any other relevant information which you would like us to know about the child/young person? (*E.g. access rights, disabilities, etc.*) _____

B CONSENT - SHARING OF INFORMATION

U18 Player

I consent/I do not consent* to Rangers FC sharing information as deemed appropriate, with my *Named Person if something is impacting upon my wellbeing.

Parent/carer (if young player is under 16 years old)

I consent/I do not consent* to Rangers FC sharing information as deemed appropriate, with the child/young person's *Named Person if something is impacting upon his/her wellbeing.

**The Named Person is a clear point of contact for a child/young person and their family, to listen, advise and support if extra help is needed or they do not know where to go to for extra help. There is no obligation for a family to accept the advice/support from the Named Person. The Named Person is usually the Head Teacher or Guidance Teacher at the child/young person's school.*

U18 Player

I consent/I do not consent* to Rangers FC sharing information about me with its affiliated organisations which it governs as deemed appropriate for my wellbeing.

Parent/carer (if young player is under 16 years old)

I consent/I do not consent* to Rangers FC sharing information about the young player with its affiliated organisations which it governs as deemed appropriate for the young player's wellbeing.

C. CONSENT – MEDICAL TREATMENT

U18 Player

I consent/I do not consent* to receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

Parent/carer (if young player is under 16 years old)

I consent/I do not consent* to the player receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

D. CONSENT – TRANSPORTATION OF CHILDREN

Rangers FC will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport U18 players.

U18 Player

I consent/I do not consent* to being transported by persons representing the Rangers FC for the purposes of taking part in football.

Parent/carer (if young player is under 16 years old)

I consent/I do not consent* to the player being transported by persons representing Rangers FC for the purposes of taking part in football.

E. CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Young players may be photographed or filmed when participating in football and this may be published.

U18 Player

I consent/ I do not consent* to be involved in photographing/filming and for information about me to be used for the purposes stated in Rangers FC 'Safe Use of Images of U18 Players'.

Parent/carer (if young player is under 16 years old)

I consent/ I do not consent* for the player to be involved in photographing/filming and for information about my child to be used for the purposes stated in the Rangers FC 'Safe Use of Images of U18 Player'.

F. CONSENT – CONTACT INFORMATION

Rangers FC may contact young players from time to time via email, text or social networking site.

U18 Player

I consent/ I do not consent* to be contacted via email, text or social networking site for the purposes stated in Rangers FC Safeguards.

Parent/carer (if young player is under 16 years old)

I consent/ I do not consent* for player to be contacted via email, text or social networking site for the purposes stated in Rangers FC Safeguards. I do/do not* wish to be copied in to these messages.

G. PARENT/CARER CONSENT – SIGNATURE

All U18 players are required to sign the consent below at Section H.

*Young players under 16 years also require parental /carer consent within this section.

- i) I have read and understand Rangers FC Code of Conduct for Safeguarding Children's Wellbeing and their Policies and Procedures in Child Wellbeing and Protection.
- ii) I will inform Rangers FC should any of the information contained in this form change.

**I am aware that I can withdraw any of the above consent at any time.*

Parent/Carer's Signature: _____ Date: _____

(Please state relationship to child if not parent): _____

Print Name: _____ Email: _____

H. CONSENT – U18 PLAYER

- i) I have read and understood the Rangers FC Code of Conduct for Safeguarding Children's Wellbeing and their Policies and Procedures in Child Wellbeing and Protection.
- ii) I will inform Rangers FC should any of the information contained in this form change.

**I am aware that I can withdraw any of the above consent at any time.*

U18's Signature: _____ Date: _____

U18's Email: _____ U18's Mob No: _____

**(delete as appropriate)*

APPENDIX 6: CODE OF CONDUCT FOR SAFEGUARDING CHILDRENS WELLBEING

This Code of Conduct details the standards and practice required by all Rangers FC members of staff and volunteers including verbal and non-verbal actions when involved in activities with children and young people. For absolute clarity and for the purposes of Child Wellbeing and Protection, we include all activities within Rangers FC with children and young people under the ages of 18 years old.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Rangers FC Responding to Concerns about the Conduct of an Adult and/or Rangers FC Disciplinary Procedures.

GOOD CONDUCT

- Make football fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity, sensitivity and fairness (Article 2, UNCRC).
- Build balanced relationships based on mutual trust.
- Put the wellbeing and best interests of each child first before winning or achieving performance goals (Article 3, UNCRC).
- Support children to understand their rights in football and the safeguards put in place to protect them.
- Include children in decisions and activities affecting them wherever possible, respecting and taking seriously the views they contribute (Article 12, UNCRC).
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Always work in an open environment, wherever possible.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Involve parents/carers wherever possible.

PRACTICE TO BE AVOIDED

In the context of your role within Rangers FC, the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Excessive training and competition, pushing children against their will and placing undue pressure.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.
- Doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE CONDUCT

In the context of your role within the Rangers FC, the following practices are unacceptable:

- Failing to act on, record or acknowledge allegations or concerns raised by a child.
- Allowing bullying behaviour in any form between children to go on unchallenged.
- Displaying bullying behaviour or making inappropriate comments to a child causing emotional harm.
- Allowing children to swear or use sexualised language unchallenged.
- Engaging in sexually provocative games, including horseplay or touching a child in a sexually suggestive manner.

- Making sexually suggestive comments to a child, even in fun.
- Forming intimate emotional, physical or sexual relationships with children.
- Engaging in rough physical contact.
- Establishing inappropriate contact with children via social media either online or on mobile phones.
- Reducing a child to tears as a form of control.
- Inviting or allowing children to stay with you at your home.
- Sharing a room alone with a child.

Sign-up:

I have read and agree to abide by Rangers FC Code of Conduct.

I have also read and agree to abide by Rangers FC Child Wellbeing and Protection Policies, Procedures and Safeguards included within this Handbook.

Name: _____

Signature: _____

Date signed: _____

This is for the purpose of your reference only. You will be asked to sign a separate Code of Conduct for your personnel file

PARENTS/CARERS' CODE OF CONDUCT

I will:

- Encourage and help my child meet targets including Rangers FC Code of Conduct and where applicable, the rules of the Academy.
- Support my child without pressure, praise good work and refrain from criticising lapses in performance
- Ensure my child arrives for training and games as promptly as possible.
- Inform the office/coaches/bus drivers of any dates that my child is not available to attend training or games.
- Attend scheduled parents evenings.
- Refrain from speaking to a coach on a match day about my child's progress
- Book an appointment via the appropriate channels to meet at a mutually convenient time if I require speaking to a coach/member of staff.
- Stay in the designated areas when visiting training venues and match venues.
- Not interrupt coaches while they are working.
- Adhere strictly to the advice of the medical staff regarding injuries and rehabilitation.
- Not use still or moving photographic equipment including film/digital cameras, video cameras and mobile phone cameras at training and/or match venues.
- Inform the Academy of any change of contact details, address, etc.
- Communicate with Academy staff, keeping them informed about matters affecting my child.
- Ensure that my child adheres to the club policy on playing schools' football.
- Respect the opportunity given to my child and not approach or permit any other person to approach any other club during his time in the Academy.
- Support and encourage during matches without using bad language, shouting or using negative comments.
- Never pass comment regarding other players and opposition players as this may cause offence.
- Not criticise the officials as they are part of our programme of development and are learning the game along with the players.
- Remain open minded about my child's long term prospects in the Academy and enjoy the time he/she is here without putting pressure on him/her.
- Recognise that while praise is important, assist the club in creating 'growth mind sets' by not over praising my child, ensuring that when praising it is for an action or something he/she has achieved and I will ensure that I point out the areas he/she requires to work on in a constructive manner.
- Ensure that I conduct myself and that my child conducts himself/herself in a way which is befitting of an institution such as Rangers, upholding the high standards for which the club has become famous.

Failure to comply with this code of conduct may result in the termination of the player's registration

I confirm I have read and understood the above Parent/Guardian Code of Conduct.

Parent/Guardian

Name:

Parent/Guardian

Date:

Signature:

Player Name:

Age Group:

YOUNG PERSON'S CODE OF CONDUCT

I will:

- Recognise that I am representing Rangers Football Club on and off the field.
- Be responsible, disciplined and mature at all times.
- Remember that I am the role model representing my family, school and the club.
- Attend punctually and give notice and reason for any absence.
- Attend school punctually, complete school assignments and behave in school as I will at the club.
- Always apply maximum effort and determination during matches, training sessions and all other footballing activities.
- Show respect to club staff and players and create a positive team atmosphere.
- Never use bad language.
- Always be supportive to team mates, as we will all benefit from each other's learning experiences.
- Be totally committed to every aspect of my development.
- Follow a lifestyle appropriate to the development of a footballer – spending leisure time positively; eating, drinking, relaxing and sleeping sensibly.
- Ensure that all kit and equipment is looked after.
- Set high standards – top tucked in, socks pulled up, shin guards on for training and games, boots cleaned.
- Wear appropriate clothing as instructed by club staff. No dyed hair, no jewellery and where this applies to me, I will be clean shaven.
- Show respect to all visitors and individuals within the building by being courteous and pleasant.
- Always shake hands with the opposition at the end of a match.
- Never argue back with referees.
- Win and lose with the same dignity and high standards of behaviour expected at Rangers.
- Make the most of the fantastic opportunity I have at Rangers.

Failure to comply with this code of conduct may result in the termination of the player's registration.

I confirm I have read and understood the above Player Code of Conduct.

Player Name:

Age group:

Signature:

Date:

APPENDIX 7: HR DOCUMENTS & PROCEDURES FOR APPOINTMENT AND SELECTION OF ADULTS IN REGULATED WORK WITH CHILDREN

In line with Article 2 without discrimination and Article 3 in the best interests of the child of the United Nations Convention on the Rights of the Child (UNCRC), Rangers Football Club will take all reasonable steps to ensure that coaches and other adults working with children in football have been recruited appropriately. This will allow that; within their Right of Article 31, to access leisure, play and recreation, Rangers Football Club will ensure that during that participation at any level of football we take all measures to protect them in line with Articles 19 and 34.

As part of this process, we aim to ensure that unsuitable people are prevented from undertaking regulated work with children. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within Rangers Football Club.

The following procedure will be completed for all positions deemed to be regulated work with children within Rangers Football Club. In line with the UNCRC and regulated work with children definition, this applies to all children and young people under the ages of 18 years old.

1. Advertising

Any forms of advertising used to recruit members of staff and volunteers for regulated work with children will include the following:

- A statement that the position includes regulated work with children and will require PVG Scheme membership.
- A role description outlining the roles and responsibilities of the position. Where appropriate a person specification, stating qualifications or experience of working with children required

1. Review of Applications and Interview

Rangers Football Club will review applications and select applicants for interview.

2. Offer of Position

Following the interview process the successful candidate will be made a conditional offer of appointment. Once accepted a pre-arranged meeting with HR/Hiring Manager will be scheduled to complete the following:

A PVG Scheme Membership/Update form,
Self-Declaration Form,
Fair Processing Notice Form

Referee Request Letters will be given to applicant to forward to their referees for completion and return to the HR department.

Following this meeting HR will e-mail the candidate the following Rangers Football Club documents:

- Child Wellbeing and Protection Handbook (includes Policies, Procedures and Safeguards)
- Code of Conduct for Safeguarding Children's Wellbeing
- How to register as an individual with the Scottish FA administration system
- How to guide to assist you to complete the Child Wellbeing in Scottish Football e-learning.
- How to book the Child Wellbeing in Scottish Football face to face workshop.

The applicant's offer of appointment will only be confirmed upon receipt of:

- Two satisfactory references
- A completed Self-Declaration form (returned in sealed envelope) and approval from the Club's Child Wellbeing and Protection Officer.
- Satisfactory PVG Scheme Record or Scheme Record Update.

The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating the offer letter and returning to Rangers Football Club, HR Department.

3. References

Two references will always be requested and thoroughly checked. Where possible, at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements may be agreed before their appointment commences.

4. Membership of the PVG Scheme

Rangers Football Club is registered with Disclosure Scotland. Individuals carrying out regulated work with children within Rangers Football Club must be members of the PVG Scheme.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children within Rangers Football Club are required to join the PVG Scheme. Applicants from overseas must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

Suitability for position

Should Rangers Football Club receive any information via the Self-Declaration Form and/or PVG Scheme Record that needs a risk assessed, this will be carried out by Rangers Football Club's Safeguarding Panel. This risk assessment considers any criminal convictions or other information that would be considered relevant to the role. The outcome of the decision with the Safeguarding Panel then contributes to the final decision of the applicant's appointment as mentioned at point 2 above.

5. Induction

After the applicant accepts post in writing, the induction process will include the following:

- An assessment of training, individual aims, needs and aspirations.
- Clarification of the expectations, roles and responsibilities of the position.

6. Mandatory Training for members of staff in regulated work

Newly appointed members of staff and volunteers in regulated work with children should complete recommended training over an agreed period. This training will include an introduction to Rangers FC Child Wellbeing and Protection policies, procedures and safeguards that are relevant to their post including the following which are mandatory:

1. Read the Child Wellbeing and Protection Handbook – immediately upon appointment.

2. Returned signed Code of Conduct for Safeguarding Children's Wellbeing – immediately upon appointment.
3. Complete the Child Wellbeing in Scottish Football e-learning - *within 1 month of appointment in post.*
4. Attend the Child Wellbeing In Scottish Football face to face workshop - *within 3 months of appointment in post (date will be set by Rangers Football Club).*

Please note: failure to complete this mandatory training within the timescales set, may result in temporary removal from your role in regulated work with children and young people.

7. Probation

Newly appointed members of staff and volunteers will complete an agreed period of probation of 13 weeks.

8. Monitoring and Performance Appraisal

All staff in positions of regulated work with children and young people will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

9. Ongoing suitability

Once an individual is in a position of regulated work, Rangers Football Club will require the individual to complete a Self-Declaration Form on an annual basis and apply for a Scheme Record Update every three years. This ensures we are continually risk assessing members of staff and volunteers to keep children and young people safe.

Other members of staff or volunteers that hold a Basic or Enhanced Disclosure and who work in a role that involves children participating in Rangers Football Club, will apply for the appropriate Disclosure update every three years. Again, this is to ensure that we are continually risk assessing all members of staff and volunteers to keep children and young people safe.

Both of the aforementioned groups are expected to further complete child wellbeing training every three years.

10. New vetting information

If a new disclosure or vetting information becomes available through a Self-Declaration Form, a PVG Scheme Record Update, Basic Disclosure or Enhanced Disclosure renewal, this will be considered through a risk assessment by Rangers FC Safeguarding Panel. Should any risk be identified, it will then be necessary to follow the club's Responding to Concerns about the Conduct of an Adult and/or Disciplinary Procedures.

11. Consideration for Children's List or Barred Individuals

If Disclosure Scotland notifies Rangers Football Club and/ or the Scottish FA that a member of staff/volunteer is being considered for listing, that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the best interests of the child will be the primary consideration.

If Disclosure Scotland inform Rangers Football Club or the Scottish FA that an individual is barred, 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 section 5 duties for organisations.

APPENDIX 8: SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN

Rangers Football Club requires that anyone applying to do 'regulated work with children' must complete a self-declaration form as part of the appointment and selection process.

Individuals entering into 'regulated work with children' are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. Candidates are not required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a higher level disclosure issued by Disclosure Scotland. If you need clarification on what to disclose, please visit www.disclosurescotland.co.uk/about/SummaryofChanges.htm and/or refer to final page of this form.

Please note that any information you give in this form will be managed according to the club's Data Protection Policy. Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and the nature of the position.

Completing the form:

1. Please give details regarding any charges, convictions and/or cautions under the heading in **Section 1**.
2. Please provide details of any disciplinary action in **Section 2**
3. Please give details of any further information in relation to Social Work services **Section 3**.
4. If you have no convictions, cautions or further information please go to **Section 4** and sign the declaration in **Section 5**.
5. **It is important that this is returned in a separate sealed envelope marked 'Private and Confidential – Self Declaration'**. Please do not put your completed application form in the same envelope. Your completed self-declaration form will only be seen by individuals in the organisation who have a responsibility for appointing staff and volunteers.

*You will be asked to complete this form on an annual basis and submit to the HR Dept. for your personnel folder. In addition:-

You must also use this form, if prior to the annual resigning date, you have information that must be disclosed.

PERSONAL DETAILS

Title		Tel No	
Full Name		E-mail	
Address	<div style="border: 1px solid black; padding: 5px; transform: rotate(-2deg);"> This is for the purpose of your reference only. You will be asked to sign a separate Self Declaration Form for your personnel file </div>		
Post code			

ROLE DETAILS

Current Role/Role being applied for/volunteering for: <i>(please delete as applicable and enter role below)</i>

Section 1 – Cautions, charges or convictions

- a) Please give the **date** of any: cautions, charges, convictions OR pending cases including ongoing police enquiries
- b) Please give **details** of the offences for which you were cautioned, charged or sentenced as above
- c) Please provide details of the **charge/sentenced** received
- d) Please **name** the court
- e) Please give details of the reasons and circumstances that led to your conviction
- f) Have any other organisation(s) supported you to work through any of the above issues
- g) Please give details of how you completed the sentence imposed, (e.g. 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.)?
- h) What have you learned from the experience?

This is for the purpose of your reference only. You will be asked to sign a separate Self Declaration Form for your personnel file

Section 2 – Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? **YES/NO**
If YES, please give details and continue on a separate sheet if necessary:

Section 3 – Further information

Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? **YES/NO**
If yes, please give details and continue on a separate sheet if necessary:

Section 4 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. *Section 34* of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. *Section 35* of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
3. A person is barred from regulated work with children if they are:
 - The subject of an automatic listing (under *section 14* of the PVG Act).
 - Included in the PVG Children’s List (and, by default, the Independent Safeguarding Authority Children’s List which covers the rest of the UK) under *section 15* of the PVG Act.
4. Under *section 12* of the PVG Act an individual can be ‘considered for listing’ as information on their suitability to work with children is assessed.

***I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out in section 12 of the same Act. OR *(delete as appropriate)**

***I am under ‘consideration for listing’**

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. I understand that deliberately giving false information can result in prosecution.

Section 5 – Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I will assist Rangers Football Club to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform Rangers Football Club if I am convicted of an offence while a member of staff or volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.
4. If I become considered for listing, I understand this will result in precautionary suspension.
5. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

Signed: _____ **Date:** _____

Which convictions should be disclosed on the self-declaration form?

In line with the Police Act 2007 and the Protection of Vulnerable Groups (Scotland) Act 2007 Remedial Order 2015 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015, there are offences which always must be disclosed and other offences which are to be disclosed subject to the rules. The rules are applied as follows:

Age at Conviction	Period of Disclosure	Treatment of Disclosure
18 years or older	15 years	No disclosure after 15 years
Younger than 18 years	7.5 years	No disclosure after 7.5 years

Offences which are always disclosed:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesThatWillAlwaysBeDisclosedv1website10September2015.pdf>

Offences which are subject to the rules as shown in the table:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesThatWillBeDisclosedSubjectToRulesv1website10September2015.pdf>

For office use only
Comments

Reviewed by name:
Signed:

Date:

APPENDIX 9: LETTER TO REFEREES FOR REGULATED WORK WITH CHILDREN

PLEASE COMPLETE USING BLOCK CAPITALS
Referee Name:
Company Name:
Referee Contact Number:
Referee E-mail Address :
Relationship to Candidate:

..... is currently being considered as _____ with Rangers Football Club and has given your name as a referee. The position includes regulated work with children therefore we would be most grateful if you could complete the form below to the best of your knowledge. Once this information has been received by the Club, we will use the contact details provided above to verify the reference.

As an organisation committed to the wellbeing and protection of children, we would like to know if there is any reason at all to be concerned about this applicant being in contact with children?

YES/NO (delete as appropriate). If you have answered yes, we will contact you in confidence.

We would appreciate your honesty in providing us with some information which will allow us to consider their application. All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position.

How do you know the applicant and how long have you known them?
What qualities does this person have that would make them suitable to work with children?

Please rate this person on the following (please tick one):

	Unsatisfactory	Satisfactory	Good	Excellent
Attendance				
Responsibility				
Maturity				
Self-motivation				
Can motivate others				
Ability to work as a team				
Willingness to follow instructions				
Commitment				
Communication skills				
Trustworthiness				
Reliability				

If you have ticked unsatisfactory for any of the above, please provide more details (continue on a separate sheet if necessary).

Please also use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary).

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

Signature: _____

Date: _____

Print Name: _____

Instructions on Completion

Please ensure that the contact details of your referee are clear as we will contact them to verify this reference.

Please return this either in an envelope marked **PRIVATE and CONFIDENTIAL** to:

HR Department
Rangers Football Club
Ibrox Stadium
150 Edmiston Drive
Glasgow
G51 2XD

OR

E-mail recruitment@rangers.co.uk

APPENDIX 10: FAIR PROCESSING NOTICE FORM

The Data Protection Act 2018 (DPA) requires that I am informed about how my personal information will be used. This includes what information about me may be shared and who it may be shared with. For the purposes of child protection matters and to protect the vital interests of children and young people, Rangers Football Club (Rangers FC) may share information about me with the Scottish FA, where Rangers FC has been alerted to circumstances that might affect my status as a member of the PVG Scheme for regulated work with children or my suitability to carry out the regulated work role for which I have been appointed or am already doing. I have been advised that, in the event such sharing is deemed necessary, it will be carried out by the named Child Wellbeing and Protection Officer at Rangers FC and/or the Child Wellbeing and Protection Manager of the Scottish FA for the purpose of keeping children and young people safe.

Please complete in block capitals and sign below

Name	
Date	
Signature	<p><i>I confirm that I have been advised and I understand that;</i></p> <ul style="list-style-type: none"> (i) if my status as a member of the PVG Scheme for regulated work with children or (ii) my suitability to carry out the regulated work for which I have been appointed or am doing; <p>the Child Wellbeing and Protection Officer at Rangers FC and/or the Child Wellbeing and Protection Manager of the Scottish FA may share information about me with affiliated associations and member clubs that they govern as necessary for the purpose of keeping children and young people safe.</p> <p>I understand that the impact of sharing this information may be that I am removed from any positions of regulated work with children until the outcome of legal and/or disciplinary proceedings.</p> <p>.....</p>

Appendix 11 Academy Documents

(The following documents are for Academy use only)

ACADEMY COACHES' CODE OF CONDUCT

- Coaching staff will concentrate on developing the highest standards in preparation, performance and behaviour on and off the field.
- In order to deliver current best practice to the Academy players, staff will attend in-service meetings and sessions to remain up to speed with the latest trends and techniques.
- Coaches are expected to be at the Academy early enough prior to sessions to set up their sessions and supervise players on their arrival.
- All preparation time should be finalised no later than 15 minutes prior to the start of the session to allow time to be spent with players in your squad. This is valuable time to be discussing performance, targets, etc. with individual players.
- Coaches should demonstrate a dedication and commitment to our activities and should preserve and foster the fundamental values of the Club.
- All staff should respect the confidentiality of information which is obtained or given for the clubs operational benefit.
- Coaches within the Academy should assume a dynamic, innovative, efficient and thinking role and use always use the Academy philosophy as a point of reference in their operational practice.
- Coaches must ensure that the players in their charge represent the club in the correct manner showing respect to officials, opponents, supporters and guests at all times.
- Coaches must understand the impact they can have on young lives and always set the highest possible standards with their conduct.
- Coaches should be demanding but fair.
- Coaches should deal quickly and diligently with all administrative and communication matters.
- Coaches should share the many duties outlined in their job description and club communications with their colleague as equally as possible ensuring that record keeping and data collection is up to date.
- Coaches should work closely and communicate with the medical, sports science, administration and welfare staff to ensure the interests of the players are best served.
- Coaches must adhere to all club policies including, but not limited to the policies set out in the Club's Children's Wellbeing Handbook.
- Continuous Professional Development is important for all coaches to ensure they are remaining current and obtaining best practice which can be shared within the Academy.
- Coaches must make themselves available whenever required to cover Academy activities out with their normal working pattern.
- Coaches must ensure that they conduct themselves in a way which is befitting of an institution such as Rangers by upholding the high standards for which the club has become famous.

Our Academy Ambition is:

“To create one of the best Academies in Europe which produces players of international standard who can excel at the highest level of the Scottish game and in European competition”

I confirm I have read and understood the above Coaches Code of Conduct.

Name:	
Signature:	
Date:	

ACADEMY BUS/TRANSPORT CODE OF CONDUCT

Guidelines for using any bus/transport service operated by the club are as follows:

- Priority will be given to the players who live the furthest distance from the training ground regardless of age.
- The club will decide the pick-up points and routes once the playing squads are complete at the start of each season. No bus route can be guaranteed as it will solely depend on the number of players in each area.
- Local players may use the bus service provided a space exists once the players from the furthest distances have been collected. Local players use the service on the understanding that if a player joins the club and who lives further away from the training ground, then the local player(s) may have to give up their seat(s).
- It is the responsibility of parents to drop off and collect the players at the pick-up point at the agreed time. The bus will not be able to wait for any players who have not arrived at the pick-up point at the agreed time.
- All players should bring a packed lunch for the bus containing food and drink appropriate for young athletes (see nutrition guidelines). Bus drivers will be asked to check to ensure that all players bring appropriate food on the bus. All players will receive a cereal bar after training.
- Parents will be issued with the contact number for the bus/vehicle's driver. **It is the responsibility of the parent to notify the driver if their child will not be using the service for any reason** i.e. midweek match, changed training night, illness, etc.
- Any player found dropping litter on the bus will immediately lose their place on the bus.
- The players' behaviour on the bus will be monitored closely and any inappropriate behaviour will be brought to the attention of the Head of Academy who may prevent the individual from using the service and take any other action considered appropriate.

All U18 players are required to sign the consent below. Young players under 16 years also require a parental/carer consent within this section.

i) *I have read and understood Rangers Football Club's Bus/Transport Guidelines.*

Parent / Carer's Signature:	Date:
(Please state relationship to child if not parent):	
Print Name:	Email:
U18's Signature:	Date:
Print Name:	Email:

ACADEMY CULTURE

Rangers Football Club's Academy Ambition is:

“To create one of the best Academies in Europe which produces players of international standard who can excel at the highest level of the Scottish game and in European competition”

