

**PART 4 – PROCEDURES**

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## **APPOINTMENT AND SELECTION PROCEDURE**

Scottish Amateur Football Association will take all reasonable steps to ensure that its staff and volunteers working with Young People in football have been recruited appropriately and that the individuals work in a way that reflect the Wellbeing and Protection Values – Inclusive, Approachable, Empowering and Accountable.

As part of this process, we aim to select the best possible candidate for the role. For those working in a role which is regulated work with young people , Scottish Amateur Football Association will fulfil its legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with Young People are not engaged (either paid or unpaid) in regulated work with young people within Scottish Amateur Football Association.

The following procedure will be completed for all staff and volunteers who will be working in a role which requires them to be in contact with young people .

### **1. Pre-application Information**

Individuals who are applying for a position with Scottish Amateur Football Association will be provided with pre-application information for the positions available to applicants and will include:

- A role description outlining the roles and responsibilities of the position
- A person specification, stating qualifications or experience of working with Young People required
- An application form

### **2. Application Form**

Applicants will be requested to complete an application form. The purpose of the application form is to obtain relevant details for the position and referee contact details.

### **3. Review Applications and Interview**

Scottish Amateur Football Association will review application forms and consider applicants for interview. Successful applicants will be invited to interview. Interviews will then be carried out.

#### **4. Offer of Position**

Once a decision has been made to offer appointment, the applicant will be notified either in writing or verbally. The applicant will be given details of the position, any special requirements and any obligations e.g. agreement to the Young Person Wellbeing and Protection Policy, the probationary period and responsibilities of the role.

The applicant will be sent a Basic Disclosure form to complete and return, unless the role involves regulated work with Scottish Amateur Football Association in which case they will require to be a member of the PVG Scheme.

#### ***Regulated work with Young People***

If the role involves regulated work with Young People a PVG Scheme Membership form and self-declaration form will be sent out for the successful applicant to complete and return for processing. It is recommended that the offer is formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to Scottish Amateur Football Association.

The applicant's appointment will only be confirmed when:

- Two references have been received, checked and accepted;
- Self-declaration form has been returned and approved; and
- PVG Scheme Record/Scheme Record Update has been received and accepted.

#### **5. References**

References will be sought for all staff and volunteers who by virtue of their role will be working with Young People within Scottish Amateur Football Association.

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 Young People. References from relatives will not be accepted. If the applicant has no experience of working with young people, specific training requirements may be agreed before their appointment commences.

## 6. Membership of the PVG Scheme

Scottish Amateur Football Association must be registered with Disclosure Scotland or Volunteer Scotland Disclosure Services. All staff volunteers carrying out regulated work with young people within Scottish Amateur Football Association must be a member of the PVG Scheme for regulated work with Young People.

### ***Suitability for position***

Should Scottish Amateur Football Association receive any information via the self-declaration form PVG scheme record that needs risk assessed, this will be carried out Scottish Amateur Football Association Safeguarding Panel.

The Safeguarding Panel will consist of at least three members, including the Young Person Wellbeing and Protection Officer, **[insert role]** and **[insert role]**. This risk assessment considers any criminal convictions or other information that would be considered relevant to the role. The decision is either unanimous or by majority. The outcome of the decision with the Safeguarding Panel then contributes to the final decision of the applicant's appointment as mentioned at point 4 above.

### ***Overseas Applicants***

Applicants from overseas being appointed to regulated work with Young People within Scottish Amateur Football Association are required to join the PVG Scheme. If the applicant is applying for a position of employment they must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country where possible. For further information see [www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants](http://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants).

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 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.

## 7. Induction and Training

Staff and volunteers will receive an induction. This process should include clarification of the expectation, roles and responsibilities of the position and identify any training needs.

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Newly appointed staff and volunteers should complete recommended training over an agreed period. This training will include an introduction to the Young Person Wellbeing and Protection Policy. Further training, where the role works directly with young people, is then provided.

### **8. Probation**

Newly appointed members of staff will complete an agreed period of probation.

### **9. Review of ongoing suitability**

All members of staff and volunteers will have a performance review on a regular basis. Performance reviews should include an evaluation of progress and identification of training needs.

All individuals in regulated work for Scottish Amateur Football Association will require 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 Young People safe.

### **10. New vetting information**

If new vetting information becomes available through a self-declaration form or PVG scheme record updates, this will be considered through a risk assessment by Scottish Amateur Football Association Safeguarding Panel. Should any risk be identified, it will then be necessary to follow the Responding to Concerns Procedure.

### **11. Consideration for Young People's List or Barred Individuals**

If Disclosure Scotland notify Scottish Amateur Football Association that a member of staff or volunteer is being considered for listing, that individual will be suspended as a precaution, or not contracted in regulated work with Scottish Amateur Football Association, until the outcome of the case is determined. Suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the best interests of the young person will be the primary consideration.

If Disclosure Scotland inform Scottish Amateur Football Association that an individual is barred, that member of staff or volunteer will be removed from regulated work with Young People immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 section 5 duties for organisations.

## RESPONDING TO CONCERNS PROCEDURE



In all cases where there are concerns about a young person the conduct of an adult which affects, or may affect, a young person, the best interests and wellbeing of the young person will be the paramount consideration.

The purpose of this Procedure is to safeguard and protect young people involved in Scottish football and to respond appropriately to any concerns ensuring they are dealt with in a timely, appropriate and proportionate manner. Following set of published procedures when dealing with concerns helps:

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

No staff or volunteer in receipt of information that causes concern about a young person or the conduct of an adult shall keep that information to themselves, or attempt to deal with the matter on their own. Instead in all cases the following procedure **must** be followed regardless of whether the concerns arise through the adult or young person's involvement in football or from outside of football.

### REMEMBER:

**If you are concerned about the *immediate* safety of the young person:**

- 1. Take whatever action is required to ensure the young person's immediate safety.**
- 2. Pass the information immediately to the police and seek their advice.**
- 3. Report the concern to the Young Person Wellbeing and Protection Officer, advising that the matter has been reported to the police**

At any time if you have a concern about the wellbeing of a young person, or think you may have a concern, you can contact the Scottish Amateur Football Association Young Person Wellbeing and Protection Officer for advice and support on 077182 89945 or at [safeguardingSAFA@scottish-football.com](mailto:safeguardingSAFA@scottish-football.com).

## 1. EVERYONE'S RESPONSIBILITY

A concern may range from mild verbal bullying to physical or sexual abuse and occur either through football or outside of it, for example in the young person's home. All concerns will be investigated by the Young Person Wellbeing and Protection Officer. If a member of staff or volunteer has a concern it is **NOT** their responsibility to investigate **BUT** it is their responsibility to:

- Reassure the person making the report that they have done the right thing in raising the concern with them
- Listen openly without judgement
- Record anything that is said
- Report the concern to Scottish Amateur Football Association Young Person Wellbeing and Protection Officer
- If there is a concern about the immediate safety of the young person, take the necessary steps to ensure their safety and contact the police

Everyone has a responsibility to **recognise** a concern, to **record** the concern either on the Concern Recording Form or in email format, and **report** the concern to the Young Person Wellbeing and Protection Officer.

## 2. RECOGNISE

Staff and volunteers may become aware of a concern in different ways. For example:

- Direct disclosure by the young person.
- Observation of the concern, such as a change in the behaviour, appearance or nature of the young person or the conduct of an adult.
- Information that is shared from another individual or organisation e.g. an incident observed by another young person or adult and reported to them

All concerns must be reported to the Young Person Wellbeing and Protection Officer on the day the concern arises or as soon as practically possible thereafter.

***What to do if a young person discloses abuse***

<b>DO:</b>	
<ul style="list-style-type: none"> <li>• Stay calm – ensure that the young person is safe and feels safe</li> <li>• Listen to the young person and take what they say seriously. Do not show disbelief. Show and tell them that you are taking what they say seriously</li> <li>• Reassure the young person that they are not to blame and were right to tell someone</li> <li>• Be aware of interpreting what a young person says, especially if they have learning or physical disabilities which affects their ability to communicate or English is not their first language</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid projecting your own reactions onto the young person</li> <li>• Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the <i>possibility</i> that abuse may have occurred. Only use open-ended, non-leading questions e.g. What? When? Where? Who?</li> <li>• Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable e.g. the young person may think that they are in a consenting relationship with the adult</li> <li>• Do not introduce personal information from either your own experiences or those of other Young People</li> </ul>
<b>DON'T:</b>	
<ul style="list-style-type: none"> <li>• Panic</li> <li>• Show shock or distaste</li> <li>• Probe for more information than is offered</li> <li>• Speculate or make assumptions</li> <li>• Rush into actions that may be inappropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Make negative comments about the person against whom the allegation has been made</li> <li>• Approach the individual against whom the allegation has been made</li> <li>• Make promises or agree to keep secrets and give a guarantee of confidentiality</li> </ul>



### 3. RECORD

Record keeping is of critical importance and all information should be recorded in line with the following:

DO:	DON'T:
<ul style="list-style-type: none"><li>• Make a written record of the information as soon as possible</li><li>• Make the record factual, accurate and legible</li><li>• If the concern arises from a disclosure from a young person using the young person's exact words, where possible</li><li>• Include dates, times, locations and contexts, if available, in which the concern occurred together with any other relevant information</li></ul>	<ul style="list-style-type: none"><li>• Give your personal opinion, unless it is backed up by substantial evidence</li><li>• Use judgemental language</li><li>• Write the record in a way that protects the reputation of the Association or the individual who the concern relates to – remain unbiased</li></ul>

Where the young person has made a direct disclosure, and when appropriate, it is important that the young person understands why we are recording their details. If a young person 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.

### 4. REPORT

The Young Person Wellbeing and Protection Officer can be contacted in a number of ways:

- By telephone on 077182 89945
- By email at [safeguardingSAFA@scottish-football.com](mailto:safeguardingSAFA@scottish-football.com)

*How to report the concern:*

- Report the concern as soon as possible. It is recommended that initial contact is made with the Young Person Wellbeing and Protection Officer by telephone.
- Email the completed Concern Recording Form to [safeguardingSAFA@scottish-football.com](mailto:safeguardingSAFA@scottish-football.com), if you are able to do this via secure email.

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Do not delay in reporting the concern

- By attempting to obtain information to complete all sections of the Concern Recording Form
- By waiting until you return to the office to complete the Concern Recording Form, if you are working remotely,
- If you have been unable to contact the Young Person Wellbeing and Protection Officer by telephone

If you are unable to access a Concern Recording Form, please contact the Young Person Wellbeing and Protection Officer by telephone or email the information to the above address, if you are able to do so securely, in order to report the concern.

**If you are unsure whether the information you have should be a cause for concern advice and support can be sought at any time from Scottish Amateur Football Association Young Person Wellbeing and Protection Officer by contacting them for advice and support.**

**This can be done in a confidential manner anonymising the details of the parties involved.**

If the Young Person Wellbeing and Protection Officer is not available and an immediate response is required the police and social work services must be contacted. They have a statutory responsibility for the protection of young people they may already hold other information about the . If the information is shared with the police or other agencies record what information as shared and any advice given and actions taken. At the earliest opportunity thereafter the Young Person Wellbeing and Protection Officer should be informed.

### ***Confidentiality***

To maintain confidentiality do not keep any electronic, printed or written versions of the information you have provided. The Concern Recording Form should be deleted or destroyed (by means of shredding) as soon as the information has been passed on. The Young Person Wellbeing and Protection Officer will maintain a copy of the information in a secure and confidential manner.

### ***Support***

Scottish Amateur Football Association recognises that voicing concerns, suspicions or allegations of poor practice, misconduct or abuse can cause great concern and stress – particularly if it relates to a colleague, volunteer or young person parent who is known to you. However, sharing information about the wellbeing of a young person is paramount in order to prevent the young person from suffering

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harm or further harm. Any member of staff or volunteer whom, in good faith, discloses information related to a concern will receive full support from Scottish Amateur Football Association.

### ***Concern about the conduct of the Young Person Wellbeing and Protection Officer***

Where the concern is about the Young Person Wellbeing and Protection Officer it must be reported to the **[insert role]** directly. In this situation, the **[insert role]** will take on the role and responsibilities as listed below of the Young Person Wellbeing and Protection Officer.

## **5. RESPOND**

The following sets out the steps which will be taken by the Young Person Wellbeing and Protection Officer after the concern has been reported.

### **A. The process on receipt of a concern**

Once the concern has been reported the Young Person Wellbeing and Protection Officer will:

- Establish the basic facts and conduct an initial assessment of the facts in order to determine the appropriate course of action. The appropriate course of action may differ depending on whether the concern is about the wellbeing of a young person or about the conduct of an adult.
- Decide who should be informed of the concern, this may include the young person, their parent/carer, or external agencies.
- Consult external agencies such as the police and social work services for advice at any time, if required. This is important because they may hold other important information which, when considered alongside the current concern, builds a significant picture of concern.

All subsequent actions taken by the Young Person Wellbeing and Protection Officer shall be recorded, in the order in which they happen, and the records should be signed and dated.

### **B. Conducting the Initial Assessment**

The purpose of the initial assessment is to clarify the nature and context of the concerns. Every situation is unique so guidance cannot be prescriptive.

Where the concern relates to the conduct of an adult, pending the outcome of any investigation, precautionary suspension will be considered in all cases where there is significant concern about the

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conduct of a member of staff and volunteers towards Young People . For further information on precautionary suspension see section 6 of this Procedure.

In all cases, the initial assessment may involve:

- Speaking to the member of staff or volunteer who raised the concern;
- Speaking to other members of staff or volunteers who may have information related to the concern;
- Speaking to the member of staff or volunteers whose conduct has been reported – this will be subject to the nature and seriousness of the situation and should not be done if the concern suggests that the conduct may be criminal behaviour;
- If the concern involves a named young person it may be appropriate to speak to the young person. This should never been done in cases where there is a suggestion of criminal conduct without first seeking the advice of the police. If it is appropriate to speak to the young person all questions should be basic, open-ended, non-leading and asked *solely with a view to clarifying the basic facts*. When speaking to a young person another adult should always be present. It is recommended that this other adult is known to the young person and the meeting is pre-arranged so the young person will be aware that you are going to speak to them about a concern;
- Speaking to other Young People other individuals to establish the basic facts. As above, all questions should be basic, open-ended, non-leading and asked *solely with a view to clarifying the basic facts*.

### ***Best practice advice***

**Questioning of Young People by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the young person's in order to clarify the basic facts, best practice suggests that consent from the parent/carer be obtained unless obtaining that consent may place the young person at risk.**

### ***Views of the Young Person***

young people 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. The nature of the concern will impact on the decision as to whether it is appropriate to discuss the concern directly with the young person. The views of the young person must be considered based on the age and maturity.

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An initial assessment of basic facts may require the need to ask a young person some basic, open-ended, non-leading questions solely for with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other young people , or other appropriate individuals who may have information.

It will not always be appropriate to speak directly with the young person about the concern. Advice should be sought from the Young Person Wellbeing and Protection Officer if there is any uncertainty about the appropriate course of action.

If the information indicates that a criminal offence has been committed against the young person it would not be appropriate to ask the young person questions about the incident or speak to them directly about the incident(s), unless it is a disclosure directly from the young person. Interviewing young people about possible abuse or criminal offences is the sole remit of specially trained police officers and social workers.

**Where the concern about a young person'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 Scottish Amateur Football Association shall investigate allegations of abuse or decide whether or not a young person has been abused. False allegations are very rare. If a young person says or indicates they are being abused or information is obtained which gives concern that a young person is being abused, the information must be responded to on the same day in line with this procedure.**

### ***Fairness and natural justice***

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

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

### C. Concluding the Initial Assessment

Decisions reached on conclusion of the Initial Assessment may differ depending on whether the concern relates to the wellbeing of a young person or to the conduct of an adult. Sometimes, the concern may relate to both the wellbeing of a young person and the conduct of an adult in which case two sets of conclusions should be reached.

#### ***A concern about the wellbeing of a young person***

At the end of the initial assessment one of the following conclusions should be reached:

- The facts do not substantiate the concern and therefore no further action will be taken
- The concern has been successfully addressed by the young person, their parent staff or volunteers and therefore no further action is needed
- The concern has not been successfully addressed and further support is needed for the young person
- Information should be shared with statutory services, for example Police Scotland or the Social Work Department due to the gravity of the concern
- Information should be shared with the young person's Named Person for consideration

In all cases consideration should be given support as to what support, if any, is required for the young person and whether there is a need to share information with the Scottish FA in terms of a Data Sharing Agreement.

#### ***Sharing Concerns with Parents/Carers***

Scottish Amateur Football Association is committed to working in partnership with parents/carers whenever there are concerns about a young person. Parents/carers have the primary responsibility for the safety and wellbeing of their Young People. Where concerns are raised about a young person this will be considered in line with the wellbeing indicators and *may* be discussed with parents/carers. For example, if a young person 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 young person will be considered as to what is the best support them. young people will be asked who they feel is suitable to be informed and when relevant, consent gained from the young person.

**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 young person at further risk. *In such cases advice must always firstly be sought from the police/social work services or Named Person as to who informs the parents/carers.***

### ***Sharing Information with Police and statutory agencies***

Where the concern about a young person's wellbeing suggests that they are in need of protection or that a criminal offence has been committed against them the concern must be reported to the police social work services. The police and local authority have a statutory duty of care for all Young People.

### ***A concern about the conduct of an adult***

At the end of the initial assessment one of the following conclusions should be reached:

1. The facts do not substantiate the concern and therefore no further action will be taken
2. Information supports concern about inappropriate behaviour
3. Information supports concern about poor practice misconduct
4. Information supports concern about possible criminal behaviour

### ***Initial Assessment Supports concern about inappropriate behaviour***

If the initial assessment supports a concern that the conduct of an adult amounts to inappropriate behaviour, the Young Person Wellbeing and Protection Officer will share the findings of the initial assessment with the relevant member of staff at Scottish Amateur Football Association who will respond in line with Scottish Amateur Football Association procedures.

The Young Person Wellbeing and Protection Officer will carry out any further investigation, as necessary and take appropriate action depending on the nature and seriousness of the conduct.

### ***Initial Assessment supports concern about poor practice misconduct***

If the concern relates to the conduct of a member of staff or volunteer the Young Person Wellbeing and Protection Officer will share the findings of the initial assessment with the relevant member of staff in the **[HR Department]** who will respond in line with Scottish Amateur Football Association Disciplinary Procedures.

Initial Assessment supports concern about possible criminal behaviour

Where the initial assessment of information gives reasonable cause to suspect an adult's behaviour has been a criminal offence, the Young Person Wellbeing and Protection Officer will:

- report the concern to the police as soon as possible on the day the information is received, along with supporting information; and
- make a written record of the name of the police officer to whom the concerns were passed together with the crime reference number, time and date of the call, in case any follow up is required; and
- on request, provide the police with a copy of the Concern Recording Form; and
- following the advice of the police, inform the parents/carers of the young person involved as soon as possible unless the police advice is not to do this; and
- if appropriate, share the information with the young person's Named Person if there is any impact on a young person's wellbeing caused by an adult's possible criminal behaviour unless the police advise not to do this.

Advice will firstly be obtained from the police about informing the member of staff or volunteer 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 and volunteer.

Scottish Amateur Football Association will take all reasonable steps to support a member of staff or volunteer whom a concern has been raised about, as well as others who may be involved as witnesses.

Possible outcomes include one or more of the following:

- Police investigation – may involve a young person protection investigation jointly by police and social work services
- Criminal proceedings
- Civil proceedings (by the young person family who raised the concern)
- Disciplinary Proceedings
- Referral to Disclosure Scotland, where the PVG criteria is met



***Referral to Disclosure Scotland under Protection of Vulnerable Groups (Scotland) Act 2007***

Depending on the nature of the concern and the action taken, there may be a requirement, in law, to notify Disclosure Scotland. The following will apply where the member of staff or volunteer is in regulated work with Scottish Amateur Football Association and a member of the PVG scheme.

**Referring to Disclosure Scotland**

Scottish Amateur Football Association 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 Scottish Amateur Football Association) has:

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

**AND** as a result Scottish Amateur Football Association has taken or would have taken one of the following options:

1. Scottish Amateur Football Association has dismissed the member of staff or volunteer; or
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; or
3. Scottish Amateur Football Association has transferred the member of staff or volunteer to a position which is not regulated work with Young People; or
4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or
5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

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

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- been dismissed by Scottish Amateur Football Association; or
- resigned, retired or been made redundant; or
- been transferred to another position in Scottish Amateur Football Association which is not regulated work with Young People;
- where Scottish Amateur Football Association receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Young People’s List, the member of staff or volunteer will be removed from the regulated work with Young People post.

### ***Information from Disclosure Scotland***

If Disclosure Scotland notifies Scottish Amateur Football Association that a member of staff or volunteer is being 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 young people will be the paramount consideration.

If Disclosure Scotland informs Scottish Amateur Football Association that an individual is barred, that member of staff or volunteer will be removed permanently from regulated work with Young People immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

## **6. PRECAUTIONARY SUSPENSION**

Suspension is not a form of disciplinary action. The member of staff involved may be suspended whilst an investigation is carried out. Suspension will be carried out in accordance with the Scottish Amateur Football Association Disciplinary Procedures.

## **7. CRIMINAL PROCEEDINGS**

An ongoing criminal investigation does not necessarily rule out disciplinary action by Scottish Amateur Football Association or investigation by the Young Person Wellbeing and Protection Officer. 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 Scottish Amateur Football Association to make a decision whether to go ahead with disciplinary action/response under this concerns procedure.

In any event, once criminal proceedings have concluded Scottish Amateur Football Association will consider the matter and the outcomes in line with this procedure.

## 8. 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 and volunteers involved will receive an account of the circumstances investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice; and
- All records pertaining to the circumstances and investigation shall be kept confidentially; and
- Scottish Amateur Football Association will take all reasonable steps to support the individual in this situation; and
- In these circumstances Scottish Amateur Football Association will review the participation or continued involvement in Scottish Amateur Football Association activities of the individual who made the false or malicious allegation. If the false or malicious allegation has been made by a young person, it will only be appropriate to have a discussion with the young person to determine their views and opinions with parental/carer permission; and
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

## 9. ALLEGATIONS OF NON-RECENT ABUSE

Scottish Amateur Football Association recognises that sharing personal experience of abuse can be difficult, challenging and sensitive. Therefore allegations of abuse may be made some time after the event e.g. an adult who was abused as a young person by someone who is still currently working with Young People. These procedures will be followed in the event of an allegation of non-recent abuse, including Scottish Amateur Football Association responsibility to refer to Disclosure Scotland.

## 10. MEDIA

All media enquiries relating to concerns under this procedure must be referred to **[insert name and role at ANA/League]**.

## **REVIEWING THE MANAGEMENT OF CONCERNS**

### **1. PURPOSE OF CASE REVIEW**

Case reviews take place to establish whether there are lessons to be learnt about the ways in which a concern has been investigated and responded to. Reviewing a concern allows Scottish Amateur Football Association to consider:

- How the Responding to Concerns Procedure was implemented; and
- The effectiveness of the Responding to Concerns Procedure; and
- Informing policy and improving practice with regards to wellbeing & protection matters.

### **2. DECIDING TO CONDUCT A REVIEW**

Scottish Amateur Football Association will follow the criteria set out below when considering and establishing a case for review.

1. The harm or risk of harm to a young person was high;
2. Views expressed by those involved in the case have raised concern about the way it was handled;
3. There was a clear failure of procedure in handling the case;
4. The case attracted a significant amount of media interest;
5. The case concerned an unusual practice or behaviour;
6. The case took a significantly long period of time to resolve;
7. The Board decides a review is appropriate.

A case deemed eligible for review may be a particular concern or matter or, in some cases, may be cumulative concerns.

From time to time Scottish Amateur Football Association may, internally, take a sample of cases to review to ensure the level of service provided in case management is consistent and to highlight any learning to take forward into future cases.

### 3. IDENTIFYING WHO UNDERTAKES THE REVIEW

Scottish Amateur Football Association will appoint a case reviewer, this may be internal or external to Scottish Amateur Football Association. The case reviewer, whether internal or external, will have expertise in the area of the concern. These skills may differ according to the circumstances of each case and the agreed role of the case reviewer.

#### ***External Case Reviewer***

The following criteria will be considered when deciding whether the case review should be external to Scottish Amateur Football Association.

- Are the recommendations likely to influence change practice across the whole of Scottish football?
- Was the risk of harm to the young person high?
- Has the case attracted a significant amount of media interest?
- Is there a lack of experience and knowledge internally regarding the nature of the case?
- Have the Board expressed a preference towards an external reviewer as being more appropriate?

Where the answer has been **yes** to one or more of the criteria above, there is a presumption that an external case reviewer will be appointed by Scottish Amateur Football Association. Scottish Amateur Football Association continue to have an overview of the review and will set out clear expectations in respect of timescales (see section below), milestones in the process and deadlines for completion of reports but will not have any input into the findings or recommendation of the review.

Where an external reviewer is commissioned, consideration will be given to any formal contractual arrangements required, appropriate legal advice sought, which agencies will enter into the arrangements (if any) and a contract drawn up covering timescales, fees and confidentiality including data protection.

#### ***Internal Case Reviewer***

Reviews may also be undertaken internally and a case reviewer will be appointed from within Scottish Amateur Football Association. A case will not be reviewed by any individual who had an involvement in the concern or incident, either as a named individual or witness, in the matter of concern.

#### 4. TIMESCALES FOR REVIEW

It is desirable that the case review should be undertaken as speedily as feasible and all cases will aim to be reviewed within an 8 week period from the point the case reviewer has been appointed and received all evidence and correspondence relating to the case.

Timescales will be open to change due to particular circumstances relating to each case. Where an extension is necessary a progress report and explanation for the extension must be submitted for approval to Scottish Amateur Football Association **[insert role]**.

#### 5. FIRST STEPS OF THE REVIEW

After an individual has been identified, the Case Reviewer will give consideration where there may be some outstanding investigations or proceedings that are still ongoing. These considerations will be:

1. Is there a Police social work protection investigation still ongoing?
2. Is there a criminal investigation by the police still ongoing?
3. Are there any related legal proceedings in relation to the case?

**If the answer to any of these questions is yes, the review cannot proceed until any of the above has concluded.**

#### 6. OTHER CONSIDERATIONS

If the review can proceed, the case reviewer will need to consider how people may feel about the case being reviewed and the possible impact this could have. These reviews are not in place to reopen concerns or reinvestigate them. All evidence and correspondence relating to the concern itself will be considered and only in exceptional circumstances will contact be made with those involved e.g. parents, young people witnesses for opinions or comment.

People may feel anxious about their actions being scrutinised but it should be made clear at the start of the review what it is set out to achieve to relieve any concerns, for example:

*“I’ve been asked by Scottish Amateur Football Association to review how the organisation dealt with the concerns about XXXXX. This will consider how procedures were followed and whether appropriate action was taken to protect those involved. I understand that you were involved in this case but I would like to clarify that this review is in place to...”*

## **Scottish Amateur Football Association – Young Person Wellbeing and Protection Policy**

Throughout the whole case review, the case reviewer will make a record of the review and its findings. This may not be a lengthy report, although a full report may be appropriate in certain circumstances. Generally, any record of a review should contain the following information:

- The source of the concern.
- The nature of the concern.
- A chronology of events, individuals and organisations involved.
- Action taken.
- An analysis of the key issues or matters linked to the aims of the review.
- Any other relevant points or observations.
- Lessons to be learned and changes to be made.
- Recommendations.

## CASE REVIEW PROCEDURE

### 1. Establish the facts of the case, a chronology of events and the roles of those involved

Setting out the actual sequence of events will help the case reviewer to understand what happened, when, and who was involved; for example:

23 April 2018	Young person discloses physical abuse to their coach during a training session
23 April 2018	Coach reports the matter to Wellbeing and Protection Department
24 April 2018	Concern allocated to Young Person Wellbeing and Protection Officer (CWPO) in the Wellbeing and Protection Department
24 April 2018	Advice sought by CWPO from DC Smith at the Family Protection Unit, Police Scotland and the disclosure is reported to the police
25 April 2018	CWPO speaks to coach about any appropriate support for the young person

### 2. Identify any issues of key questions relation to the aims of the review

The case reviewer should then be able to answer the questions contained in the specific remit of the review. If the case reviewer considers that a young person may still be at risk despite action taken during the case or as a result of 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.**

### 3. Identify any other relevant points or observations

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

<b><u>PROCEDURES</u></b>	<b><u>PEOPLE</u></b>
<ul style="list-style-type: none"><li>◆ Were the relevant procedures followed?</li><li>◆ If not, is there a reasonable explanation for this?</li></ul>	<ul style="list-style-type: none"><li>◆ Were the right people involved?</li><li>◆ Were the views of the young person family obtained?</li></ul>



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<ul style="list-style-type: none"> <li>◆ Were the timescales appropriate?</li> <li>◆ Do the current procedures provide adequate information about what to do?</li> <li>◆ If appropriate, was a referral made to Disclosure Scotland as required in law?</li> </ul>	<ul style="list-style-type: none"> <li>◆ Were those involved aware of the procedures?</li> <li>◆ Had the people involved been trained?</li> <li>◆ Where appropriate, were external organisations involved; for example, the police or governing body of sport?</li> </ul>
<p><b><u>OUTCOMES</u></b></p> <ul style="list-style-type: none"> <li>◆ Was the outcome appropriate in the case?</li> <li>◆ If not, why not?</li> <li>◆ Is there a need to take further action in this case; for example, referring the case to police/social work?</li> <li>◆ Were the right people told the right things about the outcome?</li> </ul>	<p><b><u>RECORDING</u></b></p> <ul style="list-style-type: none"> <li>◆ Were records kept?</li> <li>◆ Is the quality of the information recorded satisfactory?</li> <li>◆ Can the forms be improved?</li> </ul>

*(This list is not exhaustive)*

### 4. Identify any lessons to be learned, changes needed and make recommendations

If the case reviewer has gone through the above table and can identify gaps or missed opportunities then this will inform the case reviewer's recommendations.

Recommendations may include things like changes to procedures, forms the provision of training. It may be helpful for the case reviewer to prioritise the recommendations; for example, essential, desirable or helpful.

### 5. Responding to the Findings and Recommendations

Recommendations will be reported to Scottish Amateur Football Association **[insert role]**.

The report should include the recommendations only and not any details about the case, in order to preserve the young person's privacy, as well as others involved. Scottish Amateur Football Association will consider how to respond to the findings, any recommendations and how to advise/support any others on whose behalf it has conducted the review.

## **Scottish Amateur Football Association – Young Person Wellbeing and Protection Policy**

Where recommendations are to be followed, Scottish Amateur Football Association will identify:

- the priorities;
- what action is required;
- who will take action to address the recommendations; and
- timescales for completion.

This information must be clearly communicated to those involved.

If it is decided not to follow any recommendations, this decision and the reasons shall be clearly recorded. The **[insert role]** will consider whether this decision requires to be communicate further e.g. the Scottish Amateur Football Association Board or any interested parties e.g. persons involved in concern or individual who conducted the case review.

**Remember that many of the details of the case will be confidential, so any information shared must be presented in a way that protects the anonymity and privacy of those involved.**