



SCOTTISH FENCING

Wellbeing and Protection Policy Pack

This document contains basic policies relating to wellbeing and protecting those participating in fencing in Scotland

This pack may be edited for club use as required and is appropriate for all clubs and in particular those working towards SWORDMARK

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Scottish Fencing: Wellbeing and Protection Policy Pack

The following documents are basic policies relating to safeguarding and protecting the wellbeing of anyone participating in the sport of fencing.

These can be adapted for club use and should be used in partnership with the Good Practice Guidance. These documents are available as separate word documents for adaptation. You will find these on the Scottish Fencing Child Protection pages

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Version History

Version Number	Date Updated	Created/ Updated by	Comments	Approved by Board
V1	31/08/2105	LOD	For Board approval	02/09/2015
V2	01/03/2017	LOD	For Board approval	May 2017

Dingwall Fencing Club is fully committed to safeguarding the wellbeing and welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years and is framed within the context of the UN Convention on Rights of the Child.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Dingwall Fencing Club's commitment to protecting children.

These guidelines are based on the following principles:

- The wellbeing and welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

Dingwall Fencing Club will:

- Promote the health, wellbeing and welfare of children by providing opportunities for them to take part in fencing safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these 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 and these procedures.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Scottish Fencing.
- Following any issues or concerns raised about the protection of children within Scottish Fencing.
- In all other circumstances, at least every three years.

If you are concerned about the *immediate* safety of the child:

Take whatever action is required to ensure the child's immediate safety.

Pass the information immediately to the police and seek their advice.



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Anti-bullying policy:

Dingwall Fencing Club believes that every child has the right to experience sport in a safe environment, free from abuse and bullying.

Sports organisations play an important role in creating a positive club ethos that challenges bullying. They should empower young people to understand the impact of bullying and how best to deal with it, and to agree to standards of behaviour.

Scottish Fencing will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of the organisation to be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying ensure that coaches are given access to information, guidance and on bullying

Each participant, coach, volunteer or official will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying

Bullying

- all forms of bullying will be addressed
- everybody in the club/organisation has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include: -
 - physical pushing, kicking, hitting, pinching etc.*
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals*
 - posting of derogatory or abusive comments, videos or images on social network sites - racial taunts, graffiti, gestures, sectarianism*
 - sexual comments, suggestions or behaviour - unwanted physical contact*
 - Children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.*

Support for the child:

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to Helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/guardians:

- parents/guardians should be advised on the club/organisation's bullying policy and practice
- any incident of bullying will be discussed with the child's parent(s)/guardians
- parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parent(s) including information on other agencies or support lines.
- Useful contacts ChildLine 0800 1111 / www.childline.org.uk
- Respectme: <http://www.respectme.org.uk>
- Kidscape www.kidscape.org.uk
- Anti-Bullying Alliance www.antibullyingalliance.org



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V1	01/03/2017	LOD	For Board approval	May 2017

Adult Protection Policy

Dingwall Fencing Club is committed to ensuring that everyone is safe in all respects when involved in our activities.

This policy should be read along with the Child Protection policy.

We will do this through our policy and procedures, which are designed to protect and safeguard all who participate in the sport of fencing. Adherence to our policy and procedures will also protect our employees, including volunteers.

The aim of this policy is to outline the practice and procedures for paid and voluntary staff in Scottish Fencing to contribute to the prevention of abuse of vulnerable adults through raising awareness and providing a clear framework for action when abuse is suspected.

This guidance has particular relevance for those working/volunteering with "protected adults" (1) or "adults who may be at risk" (2)

(1) Section 94 of the Protection of Vulnerable Groups Act defines a 'protected adult' as an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service. This definition of protected adult replaces the definition of "adult at risk" used for the purposes of eligibility for enhanced disclosure and avoids labelling adults on the basis of their having a specific condition or disability.

(2) Although Section 94 (above) replaces the old definition of „adult at risk“ that was used for enhanced disclosure, the term "adult at risk" is now used in the Adult Support and Protection (Scotland) Act 2007 and is defined as an individual aged 16 or above who finds it difficult to keep themselves or their property safe and might be more vulnerable to harm from other people because of a disability, illness or mental disorder/infirmity. It doesn't mean that all people with learning disabilities, mental health problems or illnesses or disabled people are always "at risk". It means that there are certain people in this situation who find it more difficult to keep themselves or their property safe.

The preferred terminology now refers to an adult at risk of harm rather than vulnerable adults.

Who is an adult at risk of harm?

In Scotland, an "adult at risk" is someone aged 16 or over who:

- is unable to look after their own well-being, property, rights or other interests; and
- is at risk of harm (either from another person's behaviour or from their own behaviour); and
- because they have a disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than other adults.

*The presence of a particular condition or disability does not automatically mean that an adult is an adult at risk. A person can have a disability but be perfectly able to look after their own well-being etc. Their circumstances as a whole should be considered and all three elements of the definition **must** be met in order for them to be classed as an adult at risk.*

All members of staff have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse. [The term Staff includes paid employees and volunteers].

A member of the Board of Directors within the organisation with overall responsibility for Adult Protection will normally deal with any allegations or suspicions of abuse. You will find the details of this person on the Scottish Fencing website. If you cannot access this please call the Scottish Fencing office where someone will provide these details for you.

The scope of this Adult Protection policy is broad ranging and in practice will be implemented via a range of policies and procedures in the organisation. Links with other policies and procedures include:

- Recruitment and selection policy
- Induction process
- Codes of conduct
- Responding to concerns
- Risk assessment process

All allegations or suspicions are to be treated seriously. No abuse is acceptable. Abuse can be a criminal offence and must be reported to the Police as soon as possible.

We believe that everyone regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a protected adult being physically or psychologically damaged.

In Scottish Fencing, if there are suspicions about a protected adult's physical, sexual, emotional or financial well-being, action must be taken. All volunteers or staff of Scottish Fencing are encouraged to share concerns.

If the situation is clearly an urgent case, the protected adult is too frightened to go home or we have very serious doubts about the protected adult's safety, it is essential to contact Social Work Services or Police immediately.

It is important that all volunteers and staff communicate concerns accurately. To this end, volunteers and staff will follow the procedures below;

1. Upon the receipt of any information from a protected adult or suspicions, it is necessary to make an accurate and detailed written record of what they have seen, heard or know, at the time the event occurs;
2. Share their concerns with the appropriate Director within Scottish Fencing and agree what action to take; If the Director is not available the Equality and Safeguarding Officer for British Fencing may also be contacted.
3. Avoid asking any more questions than are necessary to clarify whether there is a concern. Always REFER to statutory services to undertake any INVESTIGATION of any suspicions or allegations about abuse.
4. Complete an incident form (available from Scottish Fencing or online/within the Good Practice Guidance) and send to Scottish Fencing

Recognise, Respond and Record



Policy Statement Regarding the Regulation of Consumption of Alcohol by Dingwall Fencing Staff Whilst Participating in Positions of Responsibility on Youth Squad Trips

1. Definitions

- 1.1. “SF Staff” or “Staff” includes any adult who has accepted a position of responsibility on a SF youth trip. SF Staff include both paid staff and volunteers.
- 1.2. “SF Youth Trip” is any youth squad trip (including U20 trips) organised by Scottish Fencing in which fencers under the age of 18 are participating. This does not include senior squad trips where squads may include some fencers under the age of 18. Under such circumstances, whilst SF recognises its duty of care responsibilities to the squad members under the age of 18, it will agree case-by-case arrangements with parents or guardians to ensure the provision of the duty of care.
- 1.3. “Team Manager” (TM) is the designated Team Manager for the trip. If the position changes (e.g., because of offset travel arrangements) all SF Staff accompanying the trip will be informed. Every SF Youth Trip will have a designated Team Manager for the duration of the trip.

2. Purpose of the Policy Statement

- 2.1. This Policy Statement aims to provide unequivocal direction to SF Staff regarding consumption of alcohol by Staff on SF Youth Trips. It defines behaviours which are and which are not acceptable, the way in which behaviours will be managed by the TM and the consequences of the failure to comply with the Policy.

3. Underpinning Principles

- 3.1. Any SF Staff member who is not expressly off-duty (see Section 5) may be required, at any time, to make decisions which affect the welfare of children for whom they have responsibility. As the consumption of any amount of alcohol could impair such judgement, any consumption of alcohol by SF Staff who are not defined as off-duty is proscribed by this policy.
- 3.2. This Policy recognises the Children 1st Guidelines in general and specifically that staff on squad trips should represent, “an excellent role model including not smoking or drinking alcohol in the company of children”.

3.3. It is acknowledged that some squad trips are of long duration. Furthermore, SF Staff, particularly those accompanying the trip in volunteer capacities, may wish to have some time off-duty. However, SF Staff should not assume that they have a right to any off-duty periods on trips. The decision to allocate off-duty periods for individuals will be made by the TM and their decision is final.

4. Policy Objectives

4.1. The Policy aims to assure the welfare of youth squad members and to cultivate a healthy environment for the squad in which consumption of alcohol by Staff plays no part.

5. The Policy

5.1. All SF Staff will indicate their Agreement with the specific trip Code of Conduct (CoC) by signing the CoC prior to departure. The CoC will include this Policy Statement regarding consumption of alcohol.

5.2. The TM alone has the authority to define which staff are “On-duty” and which, if any, are “Off-duty”. The TM will instigate an appropriate means of recording consent to staff altering their duty status, and for the staff correspondingly to acknowledge the consent and any associated terms (eg by exchange of text messages or emails).

5.3. If Staff are not designated as “Off-duty” by the TM, they may not consume any alcohol.

5.4. If Staff are designated as “Off-duty” they may consume alcohol in moderation, such that they are completely free of any influence of alcohol by the time they are required to resume an “On-duty” status.

5.5. If Staff are “Off duty” they must avoid consuming alcohol in the presence of members of the squad.

6. Actions in the Event of a Policy Breach

6.1. Consumption of Alcohol by Staff Whilst “On-Duty”

6.1.1. Staff who are found to be consuming alcohol whilst “On Duty” will be permanently removed from any position of responsibility for the remainder of the trip. The TM will prepare a report for the CEO who will consider further disciplinary action after the trip.

6.2. Excessive Consumption of Alcohol Whilst Officially Off Duty

6.2.1. If Staff are considered to have consumed alcohol beyond what the TM considers “Moderate” they will be reprimanded by the TM and withdrawn from any official role duty of care for a period at the TM’s discretion. Following the trip, a written report of any transgression will be made by the TM and sent to the CEO who will decide if further disciplinary action is merited.

6.3. “Off-duty” Staff setting a bad example to squad members by drinking alcohol in the company of squad members

6.3.1 If Staff are, in the opinion of the TM, seen to be setting a bad example to squad members by consuming alcohol in their presence, the TM will warn the Staff member to alter their behaviour immediately. Any continuing breach will be progressed by the TM to disciplinary action as appropriate.

6.4 Any history of Policy breach will be taken into account by SF management in the selection of Staff for future trips.