

SALLE OSSIAN FENCING CLUB POLICIES AND PROCEDURES

Our Vision

Salle Ossian Fencing Club is a charity dedicated to promoting the health and fitness benefits of the Olympic sport of fencing across Perthshire. We are a family and community club that provides access to high quality facilities, equipment and coaching for both competitive and recreational fencers and to diverse community groups.

Together with Perth and Kinross Local Authority, Sports Development, Active Schools and Live Active, we work to promote the sport in schools across Perthshire, to identify and nurture talent and to provide pathways to high level performance and to promote the benefit of healthier lifestyles through sport. Salle Ossian aims to be one of the most successful fencing clubs in the UK in terms of both the results of its athletes and its positive impact on the community.

BOARD OF TRUSTEES

Emma Bowman, Chair

Fiona Hetherington, Secretary

Paul Vaughan, Treasurer

Rose Fitzpatrick, Health and Safety

Samantha Lindsay-Dorward, Trustee

Susan Geddes, Trustee

Stephen Fergusson, Trustee

Kate Daykin, Trustee

Aarti Daryanani, Trustee

Salle Ossian Welfare and Child Protection Officer: Julie Graham

SALLE OSSIAN HEALTH AND SAFETY POLICY HEALTH AND SAFETY POLICY STATEMENT:

Salle Ossian is strongly committed to encouraging our members to take part, but the health, wellbeing and safety of each individual is always our paramount concern. We

recommend levels of training dependent on age and ability, and expect our junior athletes to participate within these boundaries.

HEALTH AND SAFETY POLICY:

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the club health and safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.
- AS A CLUB MEMBER YOU HAVE A DUTY TO:
 - Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
 - Co-operate with the club on health and safety issues. • Correctly use all equipment provided by the club.
 - Not interfere with or misuse anything provided for your health, safety or welfare.

CLUB HEALTH AND SAFETY OFFICER: Rose Fitzpatrick

FIRST AID: Salle Office

QUALIFIED FIRST AIDERS: Phil Carson Kate Daykin Jack Geddes

SALLE OSSIAN DATA PROTECTION POLICY

Salle Ossian Fencing Club will be a controller of the personal information that you provide to us in this form, unless otherwise stated.

When you register as a member of Salle Ossian Fencing Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information: contact details - name, address, email address, and date of birth; membership criteria / category athlete, parent, volunteer.

Why we need your personal information - contractual purposes We need to collect our members personal information so that we can manage your membership. We will use our members personal information to: provide you with core member services, including, insurance and PVG checks; set up your online membership account and administer your account online; and send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals and information on membership benefits.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information - legitimate purposes We also process our members personal information in pursuit of our legitimate interests to: promote and encourage participation in the sport of fencing by sending members communications and booking information for upcoming competitions and events.

Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes; provide competition in the sport of fencing by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category; develop and maintain our members qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; and respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of fencing.

We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate. Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes.

If you wish to object to any of the above processing, please contact us on secretary.salleossian@gmail.com

If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Why we need your personal information - legal obligations We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

Other uses of your personal information We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes. **How we protect your personal information** Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our staff and volunteers for the purposes set out above.

How long we keep your personal information We will only keep your personal information for as long as necessary to provide you with membership services.

Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for six years.

Your rights You can exercise any of the following rights by writing to us at secretary.salleossian@gmail.com

Your rights in relation to your personal information are: you have a right to request access to the personal information that we hold about you by making a subject access request if you believe that any of your personal information is inaccurate or

incomplete, you have a right to request that we correct or complete your personal information; you have a right to request that we restrict the processing of your personal information for specific purposes; and if you wish us to delete your personal information, you may request that we do so.

Any requests received by Scotland Sports Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner Office at www.ico.org.uk

SALLE OSSIAN EQUITY POLICY

Equity Policy Statement

Salle Ossian respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. Salle Ossian is committed to ensuring that equity is incorporated across all aspects of its development.

In doing so it acknowledges and adopts the following Sport England definition of sports equity: Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status. Salle Ossian is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse. All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity. Salle Ossian will deal with any incidence of discriminatory behaviour seriously, according to our disciplinary procedures.

SALLE OSSIAN DISCIPLINE PROCEDURE

General Disciplinary matters, applying to all matters of SALLE OSSIAN. (Further referred to as the Club), will be dealt with by the Elected Officers of the Club in the first instance and if necessary subsequently by the Full Executive Committee and if appointed a Disciplinary Committee.

All members of the Club agree to fully comply with this code of conduct and specific codes of conduct for their role and be bound by its terms as under noted.

Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or breach of club rules.

However it is recognised and accepted that every member

Has the right to expect fair and consistent treatment

Has the right to adequate notice from the Club

Has the right to appeal against the Club Secretary's judgement or Disciplinary Committee decision in all disciplinary matters.

Has the right to representation

No member will be expelled for the first breach of Club's rules except in cases of gross misconduct.

However all disciplinary actions taken by Salle Ossian Fencing Club will be duly recorded and placed on file for reference at a future date.

1. Offences Leading to Disciplinary Action

The under noted actions by members may be interpreted by the Executive Committee to fall within this Code.

However, the lists are not to be considered as fully inclusive or covering all possible offences.

Misconduct is the carrying out of an offence considered to be of a minor nature (unless frequently repeated) and will normally incur a written warning from the Elected Officers together with a demand for full and appropriate corrective action. Examples of offences that may be considered misconduct include: - Discourteous, crude or offensive behaviour at games, training session or organised Club event. - Conduct of an unsafe nature - Offensive disregard for equipment or property - Refusal to carry out reasonable instructions issued by event officials or organisers - Failure to attend or participate in events or meetings organised by the Club - Failure to comply with or adhere to the relevant code of conduct for their position within the club - Any other actions of similar gravity to the above, at the discretion of the Elected Officers.

Repetition of the above offences or failure to comply with any demands made in writing by the Elected Officers may result in further action by the Elected Officers involving a disciplinary hearing.

Serious Misconduct is the carrying out of an offence of such gravity that in the opinion of the Elected Officers it warrants a Salle Ossian Fencing Club disciplinary hearing. Examples of offences, which may be considered as serious misconduct include: - Misconduct offences above if specially grave or repeated - Deliberate or consistent breaches of club rules - Any attempt to achieve gains or

advantage over others by unfair or unscrupulous means - Theft or misappropriation - Use of threatening or abusive behaviour - Participating in the sport whilst under the influence of drugs or alcohol - Malicious interference with equipment or property - Disregard for one's own or other people's safety - Any other action, which in the opinion of the Club Officers may bring the sport or Salle Ossian Fencing Club into disrepute, or which left unpunished, may result in the detriment of the Club or its members.

Gross Misconduct is action of such seriousness that the Elected Officers will require the immediate expulsion of the offender from the association. The Elected Officers may by means of an executive decision summarily expel such an offender without invoking a disciplinary hearing. The expelled member will have the right to a disciplinary hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the executive decision.

Examples of gross misconduct are:- Physical violence of assault towards other persons at a Club event or related activity, including serious threatening, intimidating or forceful behaviour - Reckless disregard of safety and basic safety rules - Being convicted of criminal offences involving physical violence or abuse - Other acts that are considered to be of an extremely serious nature perpetrated against the Club, its members or any other party.

Child Protection if the matter relates to a child protection issue follow the child protection procedures for dealing with a complaint then follow disciplinary procedure after outcome has been reached. If in doubt contact the local social services duty team for advice on how to deal with the complaint and the offender.

Disciplinary Procedure - On receipt of a written complaint from a member, or any other fencer within the sport, the governing body, competition organisers or any other party the Elected Officers with advice from a Legal Advisor should they so wish, will decide whether the complaint falls within the scope of this disciplinary code.

If in their opinion it does, then the Elected Officers will decide as to the type of offence as per (section 1) above. If the offence is considered to be one of simple misconduct, the Club Secretary will write to the offender with a formal written warning including the demand for an apology or other corrective action the Elected Officers may deem appropriate.

The Elected Officers will also attempt to obtain approval for their action from the complainant. A disciplinary file will be opened by the Elected Officers in which will be placed copies and records of the original complaint, together with the written warning and any other correspondence.

The action outlined above will normally finalise the process unless any of the parties involved object strongly to the Elected Officers decision in which case they may appeal directly to the Executive Committee for a final decision.

Should the complaint be considered by the Elected Officers as one of serious misconduct, then the following procedure will be implemented: -

- The Elected Officers will appoint an Investigating Officer who will research evidence presented and, if possible, will obtain further written evidence, witness statements, etc.
- If necessary the Investigating Officer will consult all relevant witnesses for supportive evidence
- Advise complainant that if a disciplinary hearing is called, then the complainant and all relevant witnesses will be obliged to attend and give evidence. (Non attendance at a hearing will only be allowed in extenuating circumstances, i.e. Ill-health, threat of violence or intimidation etc).

In such circumstances/instances a sworn declaration must be submitted to the Executive Committee

- Contact the member subject of the complaint to advise of the official complaint and request the member to submit a written statement of events
- In cases of disputes of a personal nature, the Elected Officers will attempt to resolve the situation amicably and to the mutual satisfaction of the parties concerned
- If settlement cannot be agreed between the parties, or if the offence merits it, then a disciplinary hearing will be arranged as soon as possible
- Contact the Clubs Legal Advisor if required and supply copies of all evidence
- Notify all parties as to the hearing date and ensure the parties have all relevant copies of paperwork in good time prior to the hearing, copies to be sent by 1st class recorded delivery

3. Disciplinary Hearing - The Clubs Secretary shall take charge of the hearing and all questions will be addressed through the Secretary

- A disciplinary committee will be appointed which will consist of:

- 1. the club chair person 2. two members of the Executive Committee
- The club will appoint a case presenter, who will normally be the Investigating Officer
- All witnesses to be interviewed and all written evidence to be reviewed at the hearing.
- No witnesses or statements can be introduced at the hearing without prior notice and copies of all written evidence produced for consideration prior to the hearing, to be available in advance to the parties
- The Disciplinary Committee may adjourn the hearing to allow further evidence to be referred to if the disciplinary committee considers it fair to do so.
- After the Disciplinary Committee has reached a decision, the subject of the complaint to be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached, penalties will be effective from the date of the decision.

Penalties Following the hearing, the Disciplinary Committee will apply such penalties as the Disciplinary Committee consider appropriate, including temporary or permanent expulsion of the offender from the club, such penalties will have immediate effect, notwithstanding the possibility of an appeal in accordance with (Section 5) under noted.

Offences of cheating or being under the influence of alcohol or drugs during a club training sessions or match or those involving threats of physical violence, will carry automatic expulsion from the club and will preclude the offender from taking part in any FencingFit organised activity in an official capacity.

The club will in all cases comply with the requirements of the Governing body and club child protection policies including immediate notification of the police where required. Appeals If an appeal of the decision or penalty is to be made then written notice of appeal by way of 1st class recorded delivery to the Club Secretary must be given by the offender, within 28 days of being notified of the decision.

No appeal will be valid or considered after that period has elapsed. It will not be sufficient to state they wish to appeal, the offender must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this.

An appeal together with full and recorded argument may be considered relative to: -

- the decision
- the penalty
- other

An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of 3 members of the Executive Committee who did not take part in the first hearing and who will elect their own Chairperson (who will have the casting vote).

New evidence cannot be presented at the appeal hearing. The Appeal Committee shall have power to amend or revoke any decision made at the previous disciplinary hearing.

The decision of the Appeal Committee is final and binding on the parties and not subject to further appeal.

SALLE OSSIAN CODE OF CONDUCT

SALLE OSSIAN is fully committed to safeguarding and promoting the sport of fencing and the wellbeing of all its members.

The club believes that it is important that members and guest fencers, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the club secretary. Parents/Carers Encourage your child to learn the rules and play within them.

Discourage unfair play and arguing with officials. Help your child to recognize good performance, not just results. Never force your child to take part in sport. Set a good example by recognising fair play and applauding good performances of all. Never punish or belittle a child for losing or making mistakes.

Publicly accept officials' judgments.

Support your child's involvement and help them to enjoy their sport. Use correct and proper language at all times.

Encourage and guide performers to accept responsibility for their own performance and behaviour.

Club Officials, Coaches and Volunteers SALLE OSSIAN promotes the essence of good ethical conduct by staff.

Good practice is expected and summarised as follows:

Consider the wellbeing and safety of participants before the development of performance. Develop an appropriate working relationship with participants, based on mutual trust and respect. Make sure all activities are appropriate to the age,

ability and experience of those taking part. Promote the positive aspects of the sport including fair play.

Display consistently high standards of behaviour and appearance. Follow all guidelines laid down by the national governing body and the club. Hold appropriate valid qualifications and insurance cover. Never exert undue influence over performers to obtain personal benefit or reward.

Never condone rule violations, rough play or the use of prohibited substances. Encourage participants to value their performances and not just results.

Encourage and guide participants to accept responsibility for their own performance and behaviour.

Fencers As a member or a guest fencer at SALLE OSSIAN you are expected to abide by the following:

All members must play within the rules and respect officials and their decisions.

All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.

Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.

Members must wear suitable kit – mask, jacket, glove for training and full fencing kit including breeches for competitions and matches Members must pay any fees for training or events promptly.

Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.

Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club

Committee Members - They will represent the club to best of their ability - All committee members will attend meetings when called.

- Any tasks set out by The Chairman, Vice Chairman or Secretary will be carried out.

- Show respect to all players, managers and spectators.

- On match days to carry out the clubs best intentions to visiting teams. - The expectations of the committee members are to promote the club to its full potential.

- To have the safety of all concerned on match days and other club activities.

- To treat everyone equally and fair.

- To abide by the rules of the club.

Spectators

- To encourage players at all times and act as a positive role model.
- To represent the club to the best of their ability.
- To show due respect to visiting spectators.
- Respect match officials' decisions, even if they appear to make a mistake
- Acknowledge good individual and team performance from all players and teams.
- To show due respect when visiting opponents venues.
- Do not use inappropriate language.
- Treat everyone equally and fairly.
- To abide by the rules of the club.
- Be familiar with, and abide by, the clubs child protection guidelines in relation to verbal and emotional abuse.
- Do not use inappropriate behaviour at competitions
- Respect guidance from the Club with regard to spectator behaviour.
- Remember children play sport primarily for their own enjoyment, not for that of the spectators.
- Acknowledge effort and good performance rather than "to win at all costs". –
Verbally encourage all players in a positive manner, shouting for, not at, the players.
- Encourage all players irrespective of the ability
- never ridicule any individual player, regardless of the team in which they play.

SALLE OSSIAN CHILD PROTECTION POLICY

Club Child Protection Officer is Julie Graham

Introduction SALLE OSSIAN will strive to ensure that: The welfare of the child is paramount; All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse; All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately; All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer. Staff/ volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. Policy Statement SALLE OSSIAN has a duty of care to safeguard all children involved in SALLE OSSIAN from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

SALLE OSSIAN will ensure the safety and protection of all children involved in FencingFit through adherence to the Child Protection guidelines adopted by SALLE OSSIAN.

A child is defined as a person under the age of 18 (The Children Act 1989). Policy Aims The aim of the SALLE OSSIAN Child Protection Policy is to promote good practice:

Providing children and young people with appropriate safety and protection whilst in the care of SALLE OSSIAN;

Allow all staff /volunteers to make informed and confident responses to specific child protection issues.

Promoting Good Practice Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school and the sporting environment.

Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection.

All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club activity organiser must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote childrens' welfare and reduce the likelihood of allegations being made.

The following are common sense examples of how to create a positive culture and climate.

Good Practice Means: Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)

Treating all young people/disabled adults equally, and with respect and dignity
Always putting the welfare of each young person first, before winning or achieving goals
Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).

Building balanced relationships based on mutual trust which empowers children to share in the decision-making process making sport fun, enjoyable and promoting fair play

Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving.

Young people and their parents should always be consulted and their agreement gained Keeping up to date with technical skills, qualifications and insurance in sport Involving parents/carers wherever possible.

For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur

Ensuring that at tournaments or residential events, adults should not enter childrens rooms or invite children into their rooms

Being an excellent role model this includes not smoking or drinking alcohol in the company of young people

Giving enthusiastic and constructive feedback rather than negative criticism

Recognising the developmental needs and capacity of young people and disabled adults avoiding excessive training or competition and not pushing them against their will

Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment Keeping a written record of any injury that occurs, along with the details of any treatment given

Requesting written parental consent if club officials are required to transport young people in their cars.

Practices to be avoided The following should be avoided except in emergencies.

If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

Avoid spending time alone with children away from others Avoid taking or dropping off a child to an event or activity

Practices never to be sanctioned

The following should never be sanctioned.

You should never: Engage in rough, physical or sexually provocative games, including horseplay

Share a room with a child

Allow or engage in any form of inappropriate touching

Allow children to use inappropriate language unchallenged

Make sexually suggestive comments to a child, even in fun

Reduce a child to tears as a form of control

Fail to act upon and record any allegations made by a child

Do things of a personal nature for children or disabled adults, that they can do for themselves

Invite or allow children to stay with you at your home unsupervised N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved.

There is a need to be responsive to a persons reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities.

Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident.

You should also ensure the parents of the child are informed:

If you accidentally hurt a player.

If he/she seems distressed in any manner.

If a player appears to be sexually aroused by your actions.

If a player misunderstands or misinterprets something you have done.

Use of photographic/filming equipment

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions.

All clubs should be vigilant and any concerns should be reported to the Club Child Protection Officer.

Videoring as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid.

However, performers and their parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

Recruitment and training of staff and volunteers

SALLE OSSIAN recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks must include the following: All volunteers/staff should complete an application form.

The application form will elicit information about an applicant's past and a self-disclosure about any criminal record. Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.

Two confidential references, including one regarding previous work with children.

These references must be taken up and confirmed through telephone contact.

Evidence of identity (passport or driving licence with photo)

Interview and Induction All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations.

All employees and volunteers should receive an induction, during which:

A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).

Their qualifications should be substantiated. The job requirements and responsibilities should be clarified.

Child protection procedures are explained and training needs are identified. They should sign up to the organisation's Code of Ethics and Conduct and Child Protection policy.

Training In addition to preselection checks, the safeguarding process includes training after recruitment to help staff and volunteers to: Analyse their own practice

against established good practice, and to ensure their practice is not likely to result in allegations being made.

Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.

Respond to concerns expressed by a child or young person.

Work safely effectively with children. Salle Ossian requires: Coaching staff to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.

Non-coaching staff and volunteers to complete a recognised awareness training on child protection.

Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.

Relevant personnel to gain a national first aid training (where necessary). Attend update training when necessary.

Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC, and the Sport Council Responding to allegations or suspicions. It is not the responsibility of anyone working in SALLE OSSIAN, in a paid or unpaid capacity to decide whether or not child abuse has taken place.

However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

SALLE OSSIAN will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

A criminal investigation,

A child protection investigation,

A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Action if there are concerns

1. Concerns about poor practice: If, following consideration, the allegation is clearly about poor practice; the designated/Club Child Protection Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the Organisation/Club Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer at Scottish Fencing who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Organisation/ Club Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk The Organisation/Club Child Protection Officer will refer the allegation to the social services department who may involve the police

The parents or carers of the child will be contacted as soon as possible following advice from the social services department

The Organisation/Club Child Protection Officer should also notify the relevant officer at Scottish Fencing who in turn will inform the Child Protection Officer who will deal with any media enquiries

If the Organisation/Club Child Protection Officer is the subject of the suspicion/ allegation, the report must be made to the appropriate Manager or in his/her absence the Scottish Fencing Child Protection Officer who will refer the allegation to Social Services Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

The Club Child Protection Officer

The parents of the person who is alleged to have been abused

The person making the allegation Social services/police

The Salle Ossian and Scottish Fencing Child Protection Officers

Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child) Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

The SALLE OSSIAN Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the SALLE OSSIAN Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police.

In such cases, the SALLE OSSIAN Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true.

The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse: Consideration should be given to the kind of support that children, parents and members of staff may need.

Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: <http://www.bacp.co.uk>.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator

1. Allegations of previous abuse Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.
2. Action if bullying is suspected If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above. Action to help the victim and prevent bullying in sport: Take all signs of bullying very seriously. Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment. Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately. Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else. Keep records of what is said (what happened, by whom, when). Report any concerns to the Club Child Protection Officer or the school (wherever the bullying is occurring). Action towards the bully(ies): Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s). Inform the bullies' parents. Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim. Provide support for the victim's coach. Impose sanctions as necessary. Encourage and support the bully(ies) to change behaviour. Hold meetings with the families to report on progress. Inform all organisation members of action taken. Keep a written record of action taken. Most 'low level' incidents will be dealt with at the time by coaches and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the designated/Club Child Protection Officer as in "responding to suspicions or allegations" above.

3. Concerns outside the immediate sporting environment (e.g. a parent or a carer) Report your concerns to the Club Child Protection Officer, who should contact social services or the police as soon as possible. See 4. below for the information social services or the police will need: If the Club Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately. Social Services and the Club Child Protection Officer will decide how to involve the parents/ carers. The Club Child Protection Officer should also report the incident to the Scottish Fencing. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in FencingFit and act accordingly. Maintain confidentiality on a need to know basis only. See 4 below regarding information needed for social service

4. Information for social services or the police about suspected abuse To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

The child's name, age and date of birth of the child. The child's home address and telephone number.

Whether or not the person making the report is expressing their own concerns or those of someone else.

The nature of the allegation. Include dates, times, any special factors and other relevant information.

Make a clear distinction between what is fact, opinion or hearsay. A description of any visible bruising or other injuries.

Also any indirect signs, such as behavioural changes. Details of witnesses to the incidents.

The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.

Have the parents been contacted? If so what has been said? Has anyone else been consulted? If so record details.

If the child was not the person who reported the incident, has the child been spoken to? If so what was said? Has anyone been alleged to be the abuser? Record details.

Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.