



CHILD WELLBEING AND PROTECTION HANDBOOK



FOREWORD

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

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

Club staff and volunteers are expected to uphold the core values of enjoyment, respect, teamwork, sportsmanship, learning and discipline which are key to creating a positive experience for all.

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

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

These policies and procedures will be widely circulated and implemented throughout the club and will be overseen by Arlene Sinclair, the Rangers FC Safeguarding & Player Care Manager, who can be contacted on 07545059463 or by emailing arlenesinclair@rangers.co.uk.

Yours sincerely.

Technical Director

Board Director Responsible for Child Wellbeing and Protection



INTRODUCTION

A rights-based approach focuses on the indisputable human rights of the individual and at Rangers, we believe it is our responsibility as duty bearers to promote, respect and protect those rights.

The overarching aim within Scottish football:

Our Vision

Children flourish because we put their safety, wellbeing, rights and enjoyment at the heart of every level of Scottish football.

Scottish Football Mission

Children are the priority. We lead with confidence taking responsibility to create a culture of safety and wellbeing. We empower children through active promotion of their rights.

Rangers Mission

To successfully implement and deliver a strategy that is underpinned by the Scottish Government principles of GIRFEC; improving outcomes and supporting the wellbeing of our children and young people, by ensuring that we create a culture in which children can and are READY to succeed. This will be done in conjunction with the Rangers Vision, Mission and Values

DEFINITIONS

The Club's Child Wellbeing and Protection Policy includes:

- An introduction – Overarching Aim, Definitions, Children's Wellbeing in Scotland, Risks to Children's Wellbeing in Scottish Football, Everyone's Responsibility and Review
- Our Policy Statement
- Rangers specific Code of Conduct – Behaviours, Expectations and Requirements
- Rangers Procedures – Appointment and Selection, Responding to Concerns and Case Review
- All associated Safeguarding Practice Notes

Herein all the documents listed above will be referred to as the 'Child Wellbeing and Protection Policy' or 'this policy'.

Definition of Child

Article 1 of the United Nations Convention on the Rights of the Child states that everyone under 18 has the rights set out the Convention. Within the Children and Young People (Scotland) Act 2014, a child is defined as anyone who has not reached the age of 18.¹

¹ Children and Young People (Scotland) Act 2014 section 97(1)



For the purpose of this policy "children", "child", "young person" and "young people" refer to any persons under the age of 18.

The Child Wellbeing and Protection Policy applies to all children and young people regardless of age, gender, sexual orientation, disability, race, religion, nationality, socio-economic status or family circumstance.

Definition of Adult

For the purpose of this policy an "adult" is any individual aged 18 and over or any individual under the age of 18 years old but who is in a 'position of trust'.

Definition of Child Abuse

Child abuse is the act or omission that harms a child or young person. An individual may abuse a child or young person directly or may indirectly be responsible for abuse because they fail to prevent another person from harming that child or young person, or their inaction leads to harm or the risk of harm. Abuse can be physical, emotional, sexual or by neglect. Abuse can take place in person or online. Although typically thought of as when an adult is mistreating a child or young person, children and young people can also be perpetrators of abuse against other children or young people.

Definition of Safeguarding

Safeguarding is taking action to ensure that *all* children and young people are safe from harm when involved in football. It means proactively doing everything possible to minimise risk and prevent abuse of children and young people.

Definition of Child Protection

Child protection refers to the actions in response to a *specific* concern for a child or young person who is at risk or suffering from abuse. Child protection is an essential part of safeguarding if there is a concern that a child or young person is being abused or their safety is compromised.

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

It is important to recognise what we mean by children's wellbeing. As part of Scotland's national approach to 'Getting it Right for Every Child' (GIRFEC), the wellbeing wheel below demonstrates the eight indicators that are believed to be essential for a child's overall wellbeing; giving them the best possible start in life and providing them with the opportunity to grow up:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective contributors



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

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

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

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

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

GIRFEC has several key components:

1. A focus on improving outcomes for children, young people and their families based on a shared understanding of wellbeing;
2. A common approach to gaining consent and sharing information where appropriate;



3. An integral role for children, young people and families in assessment, planning and intervention;
4. A co-ordinated and unified approach to identifying concerns, assessing needs, agreeing actions and outcomes, based on the wellbeing indicators;
5. Streamlined planning, assessment and decision-making processes that result in children, young people and their families getting the right help at the right time;
6. Consistent high standards of co-operation, joint working and communication, locally and across Scotland;
7. A named person in universal services for each child and a lead professional to co-ordinate and monitor multi-agency activity where necessary;
8. Maximising the skilled workforce within universal services to address needs and risks as early as possible;
9. A confident and competent workforce across all services for children, young people and their families; and, capacity to share demographic, assessment and planning information within and across agency boundaries.
10. The capacity, proportionately and appropriately to share demographic, assessment and planning information within and across agency boundaries.

GIRFEC reflects the rights and principles as set out within [United Nations Convention on the Rights of a Child](#) but also respects parents' rights under the [European Convention on Human Rights](#).

Wellbeing Concern

A wellbeing concern, is if a child's wellbeing (measured using the 8 SHANARRI indicators, as demonstrated in the wellbeing wheel above) is, or is at risk of being, adversely affected.

A range of experiences can have a negative impact on children and young people. These can range from harmful or abusive behaviour to a family bereavement or social economic factors, such as poverty. The nature of a wellbeing concern will influence how to support the child or young person.

Behaviour which is abusive or neglectful and is, or is likely to cause harm, will often be referred to as a 'child protection concern'. Regardless of whether a concern is a wellbeing or child protection concern, it must be responded to in line with the Responding to Concerns Procedure.

RISKS TO CHILDREN'S WELLBEING & THE VULNERABILITIES PRESENT

Risk assessments are important to ensure we continue to promote, support and safeguard children's wellbeing and these should be carried out regularly and appropriately throughout the various areas of the clubs at various times. While we recognise that there are numerous risks, these are assessed and acted upon in a variety of ways but it is important that we highlight some areas where risk exist and those groups of children that may be considered more vulnerable;
**these examples are not exclusive.*

In respect of adults, these areas include; recruitment, relationship and position of trust and grooming.

In respect of children, these areas include; those with a disability, those from black and ethnic communities and those in performance football.



RECRUITMENT

The risks posed within recruitment are around the suitability of a person working with children. Safe recruitment is a key aspect of making Rangers a safer place and reducing the risks for children participating at the club.

The 'Appointment and Selection' process exists for those in regulated roles with children; incorporating safeguarding considerations. This includes our legal responsibility under the *Protection of Vulnerable Groups (Scotland) Act 2007* to ensure those engaging in a regulated role are not listed on the Children's List which bars them from working with children.

In addition to the legal requirement through PVG scheme membership, two suitable references are gained and an annual Self – Declaration form is completed to ensure the ongoing suitability of the individual. Further to this the PVG membership is updated three-yearly during the continued employment or volunteering with the club.

RELATIONSHIPS & POSITION OF TRUST

The power and influence that an individual working or volunteering may have over a child that they are working with cannot be underestimated or minimised. It is acknowledged that the child trusts, has confidence in and may be reliant upon that individual for skill development and/or success. Therefore, it is important that it is recognised that relationships between adults in positions of authority over children are unequal, with a power imbalance that may be used to initiate sexual activity and abuse that position. It is vital to recognise the individual's responsibility for actions, to ensure that they do not abuse their position of trust.

Genuine relationships may occur; however, no intimate relationship should begin whilst the individual is in a position of trust. This is also true of young people who have taken up a leadership role with the club. As it is widely acknowledged that children may suffer abuse at the hands of other young people.

Sexual Offences (Scotland) Act 2009 defines a 'position of trust' for the purposes of the offence, as including those who look after children in a range of institutional settings, including schools, hospitals and residential establishments such as care homes or young offenders' institutions.

While sports coaching is not currently included in the legislation, we must work to the principles behind the legislation for all roles that are considered a 'position of trust' within the club. The Rangers FC Code of Conduct for Children's Wellbeing clearly states that, 'forming intimate emotional, physical or sexual relationships with children' is unacceptable behaviour and any breach of the Code of Conduct will result in disciplinary action or report to the police if it is believed that the actions are of a criminal nature.

GROOMING

Most adults involved in our sport do so with good intentions; to provide enjoyment and a positive experience for the children with whom they are working. However, there are a minority that may seek to gain access to children through football activities for inappropriate reasons, such as sexual abuse.



In order to gain access to children, those with the intent to harm (the perpetrator) will in the first instance make an effort to establish and develop a trusting relationship with others around the child; including members of staff or volunteers, parents and/or carers and even other children. This process is known as 'grooming'. Grooming is a gradual process that may take place over a varying

period of time, from days to months or even years. This process will not always develop in the same way.

The perpetrator may attempt to gain the trust of the young footballer and his/her parents/carers by; making promises of introduction to advance his/her playing career, providing gifts, taking on outings and trips overseas, providing special attention or favouritism toward the child, as well as creating opportunities to be alone with the child. Once a trusting relationship has been established, the perpetrator will manipulate and control the child in order to gratify his/her own sexual needs.

Having an awareness and understanding of grooming will strengthen the safeguarding measures to reduce the risk and protect children from sexual predators.

Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005 addresses 'grooming' behaviour as an offence. Any signs of adult behaviour that may indicate grooming is taking place, should be reported to the Safeguarding & Player Care Manager immediately.

CHILDREN THAT ARE DEAF OR HAVE A DISABILITY

All children have the right to be safe and happy and UNCRC Article 23 further reminds us that a child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Research shows that children with communication impairments, behavioural disorders, learning disabilities and sensory impairments are particularly vulnerable and are more likely to be abused than non-disabled children (*Jones 2012).

Children with disabilities may be more vulnerable because they may:

- Depend on others for intimate care or handling
- Depend on the abuser for their participation in sport (football)
- Fear disclosing abuse
- Have a reduced capacity to resist either verbally or physically
- Having a reduced capacity to resist either verbally or physically
- Limited verbal communication, use sign language or other form of non-verbal communication
- Lack of supportive network to protect them
- Unable to recognise or understand the inappropriateness of actions or behaviours
- Not be believed due to negative attitudes towards children with disabilities

**Source: Jones, L et al Prevalence and risk of violence against children with disabilities: a systematic review and meta-analysis of observational studies (NSPCC) (2012)*

CHILDREN FROM BLACK & ETHNIC COMMUNITIES

All children should be treated equally and should not be discriminated against (UNCRC Article 2) but unfortunately, within wider society and football, discriminatory behaviour still exists. Racism remains the most common form of discrimination in football. Therefore, children from these groups are additionally vulnerable. They may:

- Experience racism, racist abuse/bullying and harassment and racist attitudes



- Have experience of racism being ignored or not responded to by others
- Be afraid of further abuse/bullying if they challenge the discriminatory behaviour
- Want to 'fit in' and therefore, avoid making a fuss'
- Not use English as their first language

CHILDREN IN ELITE FOOTBALL

Some children have the talent, skill and dedication to realise a dream of playing at an elite level within football and this too may lead to an increased number of risks to their wellbeing. Including rivalry upon their peers, inappropriate or detrimental relationships with their peers, pressure from their family, friends and the wider public, or, in some cases, exploitation by a trusted adult who can, or who they perceive can, help them 'achieve' this dream.

Some of the areas below highlight our need to protect and support children from abuse and bullying at the elite level of the game. Cultural values in football may indicate that 'victimisation' is seen as a sign of weakness and failure and unflinching resolve is a sign of resolve.

*Brackenridge (2010) research study also informs us that:

- Highest rank athletes are at greater risk of emotional and sexual abuse.
- Athlete to athlete bullying is widespread.
- Athletes perpetrate more sexual harassment on their peer than coaches.
- Coach perpetrators are often very highly qualified and, highly respected which masks their poor practice and abuse.
- Poor practice, emotional abuse and bullying are probably more prevalent in sport than sexual abuse.

**Brackenridge, C.H (2010) 'Myths and evidence – learning from our journey', keynote address to the conference 'How Safe is Your Sport' held at the Excel Sports Centre, Coventry on 25 Feb, hosted by the Coventry Sports Foundation and the NSPCC Child Protection in Sport Unit - <http://bura.brunel.ac.uk/handle/2438/4177>*

EVERYONE'S RESPONSIBILITY

The responsibility to safeguard, promote, support and protect a child or young person's wellbeing does not rest on one person. **We are all responsible.**

Football can contribute in many ways to a child or young person's positive wellbeing including health benefits of being active, the achievements they can make in gaining new skills and their experiences of being included and respected as part of a team. Supporting and promoting a child or young person's wellbeing at all times includes forming positive relationships, understanding their circumstances and responding appropriately to any concerns about their wellbeing. To ensure we can respond when a child or young person needs help or support, we must firstly understand their rights and the meaning of wellbeing. Secondly, we must recognise and acknowledge the risks that exist for children and young people in football and put in place a range of safeguards that minimise these risks. Leadership is essential to ensure that these safeguards are managed and promoted, and this will be done by staff and volunteers within particular roles at the Club who receive specific training for their level of responsibility. However, *everyone* must understand the risks associated for children and young people, and the appropriate processes which are in place should a child or young person's wellbeing be at risk or they are in need for protection.

Everyone has the responsibility to recognise the concern, to ensure the child or young person is safe if they are at risk of *immediate* harm, and to report the concern to the Safeguarding & Player Care



Manager. Thereafter, the Safeguarding & Player Care Manager will respond appropriately in line with the Responding to Concerns Procedure.

The Child Wellbeing and Protection Policy combined with relevant training, mentoring and support will give us the confidence and support needed to fulfil our role and responsibility to keep children

and young people safe in football. In addition to this, advice can be sought at any point from the Safeguarding & Player Care Manager.

The Club's Safeguarding & Player Care Manager – Contact Details

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

REVIEW

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

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

CHILDREN'S WELLBEING AND PROTECTION POLICY STATEMENT

Rangers Football Club recognise our responsibility and are fully committed to promote, support and safeguard children's wellbeing while participating in Scottish football. We will ensure that every child who takes part in football, in any capacity, is able to participate in an enjoyable and safe environment, which promotes inclusion and protects them from harm, poor practice, exploitation, bullying or abuse. We value a rights-based approach within our sport and our child wellbeing policy is based on the fundamental rights of the child; as set out in United Nations Convention of the Rights of the Child.

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

Rangers FC acknowledge that:

- The wellbeing and rights of the child are paramount and we will act in the best interest of children and young people
- Child wellbeing and protection is everyone's responsibility
- All children, regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance have the right to be protected from all forms of harm and abuse, as set out in Article 19 of UNCRC.
- We see the child before the player, coach, volunteer, spectator or referee
- Children have the right to express their views on matters that affect them and those views given appropriate consideration



- Children have the right to relax, play and join in a wide range of activities as set out in Article 31
- There is a need to work in partnership with children and their families to promote and implement these policies and other external agencies if and when required.

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

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

All staff and volunteers involved in activities with children will be:

INCLUSIVE

Football is for everyone, irrespective of background. We celebrate what makes us unique and embrace our differences. We create a culture where rights are respected and everyone is treated fairly, with dignity and respect.

APPROACHABLE

We are visible, accessible, open and caring. We build respectful and supportive relationships, listening to children's voices, and championing their views in everything we do.

EMPOWERING

We are forward facing and strive to be the best for children and young people. We are brave, challenging ourselves and others to continually strive for the best outcomes for children and young people. We encourage and support children and young people to express their views.

ACCOUNTABLE

We accept responsibility and take ownership of the wellbeing and protection of children in our game. Our collective leadership calls upon integrity, consistency and confidence in our everyday behaviours.



PROCEDURES



APPOINTMENT AND SELECTION OF ADULTS IN REGULATED WORK WITH CHILDREN (*Safe recruitment)

In line with Article 2 without discrimination and Article 3 in the best interests of the child of the United Nations Convention on the Rights of the Child (UNCRC), Rangers Football Club will take all reasonable steps to ensure that coaches and other adults working with children in football have been recruited appropriately and that the individuals work in a way that reflect the Scottish football Wellbeing and Protection Values – **Inclusive, Approachable, Empowering and Accountable**.

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

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

1. Advertising & pre-application information

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

- A statement that the position includes regulated work with children and will require membership to one of the following; PVG Scheme/DBS/Access NI/relevant country Police Check.
- A role description outlining the roles and responsibilities of the position. Where appropriate a person specification; stating qualifications or experience of working with children is required.

2. Applications

Applicants will be requested to complete an application form or submit a current CV and Cover Letter, as appropriate by the HR department, in collaboration with the Hiring Manager. This will ensure we obtain all of the relevant details for the role and get contact details for the appropriate individuals to provide suitable references.

3. Review Applications

Rangers Football Club will review application forms/CV's and select applicants to invite to interview. Interviews will then be carried out by the most appropriate people within the club.

4. Offer of Position



Following the interview process, the successful candidate will be made a conditional offer of appointment. Once this has been accepted, a pre-arranged meeting with a member of the HR team, will be scheduled to complete the following tasks:

- PVG Scheme Membership/Update online application; Access NI, DBS or Police Check, from relevant country.
- Viewing of ID documents to confirm identity and right to work in the UK.

Following this meeting, the HR department will e-mail the candidate the following Rangers Football Club documents and request for actions to be completed:

- Code of Conduct for Safeguarding Children's Wellbeing
- Self-Declaration Form
- Fair Processing Notice Form
- Regulated Role Reference Form: Referee Contact Details (**this must include a contact telephone number for verification purpose*)
- Child Wellbeing and Protection Handbook (includes Policies, Procedures and Safeguarding Best Practice)
- 'How to Guide', to assist the candidate to register with the Scottish FA Live system and complete the Child Wellbeing in Scottish Football e-learning.
- Details for the Child Wellbeing face to face workshop (**must register*)

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

- Two satisfactory verified references
- A completed Self-Declaration form (returned in sealed envelope) and approval from the Club's Safeguarding & Player Care Manager.
- Satisfactory PVG Scheme Record/Scheme Record Update/ANI/DBS or relevant country Police Check.

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

5. References

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

6. Membership of the PVG Scheme or relevant country *disclosure check* regulatory body

Rangers Football Club is registered with Disclosure Scotland, DBS and the Irish FA. Individuals carrying out regulated work with children within Rangers Football Club must be members of one of the aforementioned bodies.

Suitability for position



Should Rangers Football Club receive any information via the Self-Declaration Form and/or the appropriate disclosure check body, that needs a risk assessed, this will be carried out by the CWPO and members of the Club's Safeguarding Panel. This risk assessment considers any criminal convictions or other information that would be considered relevant to the role. The outcome of the

decision from the Safeguarding Panel, then contributes to the final decision of the applicant's appointment as mentioned above.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children within Rangers Football Club are required to join the PVG Scheme. Applicants from overseas must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country where possible (<https://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 and/or the country from which they are transferring regarding their participation and suitability for the position.
- A statement from the international federation of the sport regarding their participation and suitability for the position.

7. Induction

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

- An assessment of any specific training required, individual goals, needs and aspirations
- Clarification of the expectations, roles and responsibilities of the position.

8. Mandatory Training for members of staff in regulated work

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

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

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

9. Probation



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

10. Monitoring and Performance Appraisal

All staff in positions of regulated work with children and young people will be monitored and their performance appraised. This will provide an opportunity to evaluate the individual's progress, set

new goals, identify if there are any training needs and address any concerns of poor practice or failure to meet expectations.

11. Ongoing suitability

Once an individual is in a position of regulated work, we will require the individual to complete a Code of Conduct and Self-Declaration Form on an annual basis (unless there is a requirement to declare any information, ahead of the annual renewal date).

Furthermore, there is the requirement to apply for the relevant disclosure body check every three years. This ensures we are continually assessing risk that may be presented by members of staff and volunteers, in order to keep children and young people safe from harm.

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

Both aforementioned groups are expected to further complete the Scottish FA Child Wellbeing in Scottish Football e-learning every three years.

12. New vetting information

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

13. Consideration for Children's List or Barred Individuals

If Disclosure Scotland/DBS or Irish FA, notifies the Club and/ or the Scottish FA that a member of staff/volunteer is being considered for listing, that individual will be suspended as a precaution until the outcome of the case is determined. **Note – suspension **is not** a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the best interests of the child will be the primary consideration. **At no time will anyone under precautionary suspension, be permitted carry out any work on behalf of the Club or Rangers Charity Foundation.; anyone knowingly working/volunteering whilst suspended will face disciplinary action.**

If Disclosure Scotland/DBS or Irish FA, notifies the Club or the Scottish FA that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 or other relevant country legislation 'duties for organisations'.



RESPONDING TO CONCERNS PROCEDURE

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

The following procedure **must** be followed, regardless of whether the concerns arise through the adult or child or young person's involvement in football or from outside of football.

The following procedures will help:

- Those receiving information, avoid engaging in subjective judgments.
- Reassure those reporting the concern that an appropriate course of action will ensue.
- Safeguard the rights of the individual whom complaints or allegations have been made against.

At any time if you have a concern about the wellbeing of a child or young person, or think you may have a concern about the conduct of an adult, you can contact the Club Safeguarding & Player Care Manager for advice and support on **07545059463** or by sending an email to arlenesinclair@rangers.co.uk

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

- Take whatever action is required to ensure the child's immediate safety.
- Pass the information immediately to the police and seek their advice. (**it is their duty to protect the public*)

In addition, you must report the concern to the Club Safeguarding & Player Care Manager, advising that the matter has already been reported to the police.

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 within the child's home or school setting. All concerns will be responded to by the Club's Safeguarding & Player Care Manager. If a member of staff or volunteer has a concern it is **not** their responsibility, and they must not make any attempt to investigate. However, it is their responsibility to:

- Reassure the person making the report, that they have done the right thing in raising the concern.
- Listen openly and without judgement.
- Record anything that is said, using the person's own words where possible.
- Report the concern to the Club's Safeguarding & Player Care Manager
- If there is a concern about the immediate safety of the child or 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 Club Safeguarding & Player Care Manager.

RECOGNISE

Staff, volunteers and Board members may be informed of a concern about a child in a variety of ways:

- This may be a direct disclosure by the child or young person.
- It may become clear due to your observation of a child or young person which may represent a change in behaviour, appearance or nature.
- It may be information shared from an individual, another organisation or it may be observed by another child or an adult.

Any concerns affecting the wellbeing of a child must be reported to the Club Safeguarding & Player Care Manager on the day the concern arises or as soon as practically possible.

What to do if a child or young person makes a disclosure to you:

- React calmly to ensure the child feels safe.
- Listen attentively to the child and tell them that you are taking what they say seriously.
- Never show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they are younger in age, have learning or physical disabilities, which affect their ability to communicate or if English is not their first language.
- Do not assume that the experience was bad or painful – it may have been neutral or even pleasurable e.g. the child or young person may believe that they are in a consenting relationship with the adult
- Avoid asking any unnecessary questions. Only ask enough questions to gain the basic facts and information to establish what may have occurred. Only use open-ended, non-leading questions e.g.
 - What happened/is happening?
 - When did this happen?
 - Where did this happen?
 - Who was it/ is involved?

Consider and act:

- Do not show outward signs of panic, alarm or fear.
- Do not display shock or distaste.
- Do not project your own reactions onto the child.
- Do not introduce any personal information from either your own experiences or those of other children.
- Do not probe for more information than is being offered to you.
- Do not speculate or make any assumptions.
- Do not rush into any form of action that may be inappropriate.
- Do not make negative comments about the person against whom the allegation has been made.
- Do not approach the individual against whom the allegation has been made.



- Do not discuss the disclosure with anyone other than the Safeguarding & Player Care Manager or a member of the police.
- Do not make any promises, agree to keep secrets and/ or give a guarantee of confidentiality, to the child.

RECORD

All concerns must be recorded using the Concern Recording Form or via email as soon as possible. Record keeping is of critical importance, as the information may be used in a court of law. Use the guide below to assist in recording;

Do

- Make a written record of the information as soon as possible.
- Make the record factual, accurate and ensure it is fully legible.
- If the concern arises from a disclosure from a child or young person, record using the child or young person's own words, where possible
- Include dates, times, locations and contexts, if known, in which the concern occurred, together with any other relevant information.

Do not

- Give your opinion, unless it is backed up by substantial evidence.
- Use judgemental language.
- Write the record in a way that protects the reputation of the Club or the individual whom the concern relates to; you should remain unbiased throughout.

Where the child or young person has made a direct disclosure, and when appropriate, it is important that you help the child or young person to understand why there is a need to record the details. If a child/young person recognises, that by sharing information people can help and support them, they will feel more included and informed of the processes.

REPORT

All concerns must be reported as soon as possible. Contact Arlene Sinclair, Rangers FC Safeguarding & Player Care Manager on **07545059463** to report the concern then email the completed form/details to arlenesinclair@rangers.co.uk; do not delay by attempting to obtain information to complete all sections or if you are unable to contact the Safeguarding & Player Care Manager by phone. Submit what detail you have anyway.

If there is any uncertainty about the appropriate course of action where there are concerns about a child's wellbeing, advice should be sought from the Safeguarding & Player Care Manager. This can be discussed by anonymising the individual involved, therefore maintaining confidentiality if appropriate.

**If Rangers FC Safeguarding & Player Care Manager is not available and an immediate response is required, the police and social work services must be contacted. Both have a statutory responsibility for the protection of children, and they may already hold other concerning information about the child. Record any advice given, actions taken and the response by other agencies. At the earliest opportunity thereafter, the Club Safeguarding & Player Care Manager 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 and the CWPO has confirmed receipt of the form. The Safeguarding & Player Care Manager will maintain a copy of the information in a secure and confidential manner.

Support

The Club 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 child/parent who is known to you. However, sharing information about the wellbeing of a child or young person is paramount to prevent the child or young person from suffering 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 the club.

Concern about the conduct of the Safeguarding & Player Care Manager

Where the concern is about the Club's Safeguarding & Player Care Manager, it must be reported to the Director responsible for Children's Wellbeing. In this situation, the Director responsible for Children's Wellbeing will then take on the role and responsibilities as listed below of Rangers FC Safeguarding & Player Care Manager.

RESPOND

The following sets out the steps which will be taken by the Club's Safeguarding & Player Care Manager after the concern has been reported.

a) Establish the Facts

Once the concerns have been reported, the Safeguarding & Player Care Manager will:

- Establish the basic facts and conduct an initial assessment to determine the appropriate course of action, depending on whether the concern relates to the wellbeing of a child or the conduct of adult towards a child or young person.
- Decide who should be informed of the concern; this may include the child or young person, their parent/carer or external agencies.
- Consult with members of the Rangers Safeguarding Panel and/or external agencies such as the police and social work services for advice at any time. This is important, as these agencies may hold other important information which, when considered alongside the current concerns, may build a greater more significant picture of concern.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened). These records should be signed and dated by the Safeguarding & Player Care Manager. Where Disciplinary Procedures are invoked for members of staff or volunteers, a written record will be made of all actions and reasons for decision and passed to the Head of HR.

b) Conducting the Initial Assessment

The Club Safeguarding & Player Care Manager will conduct 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.

In all cases, the initial assessment may involve:

- Speaking to the individual that raised the concern for further information.
- Speaking to other members of staff, volunteer or member of the Board, who may have other information relating to the concern.



- The member of staff, volunteer or member of the Board whose conduct has been reported, may be approached as part of the information gathering process. This is subject to the nature and seriousness of the situation and should not be carried out if the concern indicates that the conduct may be of a criminal nature.
- Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff, volunteer or member of the Board is approached.

If the concern relates to a child or young person:

- It may be appropriate to speak to the child or young person involved. This may require the need to ask the some basic, open-ended, non-leading questions solely *with a view to clarifying the basic facts*. However, this should not be done, if it is suggested that the conduct is of a criminal nature, without first gaining advice from the police. If it is necessary to speak to the child to clarify the basic facts, best practice suggests that another adult known to the child or young person is present and the child or young person understands what you wish to talk about. Best practice also suggests that consent should be gained from the child or young person's parent/carer unless by doing so, it would place the child at risk/further risk.
- It may also be necessary to ask similar basic, open-ended, non-leading questions of other children, or other appropriate individuals, *again with a view to clarifying the basic facts*.

Views of the Child

Children have the right to express their views, feelings and wishes in all matters affecting them and to have their views considered and taken seriously (Article 12, UNCRC). This must be at the forefront of any concerns that are raised about a child. Those views should be given due weight based on the age and maturity of the individual child.

Each child also has the right to privacy (Article 16, UNCRC); this is important to consider when assessing if and at what stage, information will be shared and with whom the information will be shared with.

Where concerns are raised about a child, we will consider which of the wellbeing indicators are being negatively impacted upon and we may decide to discuss this with parents/carers. Common sense is advised in these situations, with the individual child's needs and best interests being considered as the top priority. Children should be asked, who they would like to be informed and if relevant; consent gained from the child.

If the information indicates that a criminal offence has been committed against the child or young person, it would not be appropriate to speak to or ask the child or young person questions about the incident, unless it is a direct disclosure from the child. *Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment, should always be avoided as far as possible.

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



False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with this procedure.

Fairness and natural justice

The Safeguarding & Player Care Manager will deal with the concern in line with the Club's Disciplinary Procedures for members of staff and volunteers, in conjunction with Head of HR. In the event of an investigation into the conduct of a member of staff, volunteer or member of the Board, all actions will be informed by the *principles of natural justice*:

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

Pending the outcome of any investigation, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff, volunteer or member of the Board towards a child / young person. **At no time will anyone under precautionary suspension, be permitted carry out any work on behalf of the Club or Rangers Charity Foundation.; anyone knowingly working/volunteering whilst suspended will face disciplinary action*

Concluding the Initial Assessment

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

A concern about the wellbeing of a child/young person

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

- The facts do not substantiate the concern; therefore, no further action will be taken.
- The concern has been successfully addressed by the child or young person, their parent and/or club staff or volunteers and no further action is needed.
- The concern has not been successfully addressed and further support is needed for the child or 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 child's Named Person, (if applicable).

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

Sharing Concerns with Parents/Carers

The Club is committed to working in partnership with parents/carers whenever there are concerns about a child or young person. Parents/carers have the primary responsibility for the safety and wellbeing of their children. Where concerns are raised about a child or young person this will be considered in line with the wellbeing indicators and *may* be discussed with parents/carers. For



example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support them. Children and young people will be asked who they feel is suitable to be informed and when relevant, consent gained from the child or 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 child or young person at further risk. *In such cases advice must always firstly be sought from the police and/or social work services to who informs the parents/carers.*

Sharing Information with the police and statutory agencies

Where the concern about a child or young person's wellbeing suggests that they need protection or that a criminal offence has been committed against them, the concern must be reported to the police and/or social work services as soon as possible. The police and local authority have a statutory duty of care for all children.

A concern about the conduct of an adult

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

- The facts do not substantiate the concern; therefore, no further action will be taken.
- Information supports concern of poor practice.
- Information supports concern of serious poor practice and/or misconduct.
- Information supports concern of possible criminal behaviour.

Initial Assessment Supports concern of poor practice

If the initial assessment supports a concern that the conduct of a member of staff or volunteer amounts to poor practice, Rangers FC Safeguarding & Player Care Manager will deal with the concern in line with Rangers Football Club Disciplinary Procedures for members of staff and volunteers and take appropriate action depending on the nature and seriousness of the conduct.

Initial Assessment supports concern of poor practice and/or misconduct

If the initial assessment supports a concern that the conduct of a member of staff or volunteer amounts to serious poor practice and/or misconduct, the Safeguarding & Player Care Manager will share the findings of the initial assessment with the Head of HR, if applicable, who will respond in line the club's Disciplinary Procedures.

Initial Assessment supports concern of possible criminal behaviour

Where the initial assessment of information gives reasonable cause to suspect an adult's behaviour and conduct has been a criminal offence, the Safeguarding & Player Care Manager will:

- Report the concerns to the police as soon as possible on the day the information is received; 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



- A copy of the Concern Recording Form should be provided to the police upon request.
- The parent/carer of the child/young person involved, will be informed as soon as possible unless the police advice is not to do so.

Advice will firstly be obtained from the police about informing the member of staff, volunteer or member of the Board involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. As the matter will be *sub judice* (i.e. under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the member of staff, volunteer or member of the Board.

The Club will take all reasonable steps to support a member of staff, volunteer or member of the Board against whom a concern has been raised, as well as others who may be involved as witnesses.

Possible outcomes include one or more of the following:

- Police investigation: this may involve a child protection investigation jointly by police and social work services.
- Criminal proceedings.
- Civil proceedings (by the child/family who raised the concern).
- Disciplinary Proceedings.
- Referral to Disclosure Scotland, DBS, Irish FA; where the referral criteria is met .

Referral to appropriate disclosure regulatory body

Depending on the nature of the concern and the action taken by the club; there may be a requirement in law, to notify Disclosure Scotland, DBS, Irish FA. The following will apply where the member of staff or volunteer is in regulated work with the club and holds a PVG Record, DBS or ANI certificate.

Making a referral

The Club will refer to the relevant body, the case of any member of staff or volunteer who (*whether or not in the course of their role with the Club*) has:

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

AND as a result:

1. Rangers Football Club has dismissed the member of staff or volunteer.
2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. Rangers Football Club has transferred the member of staff or volunteer to another position in the Club which is **not** regulated work with children.
4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,



5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

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

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

Information from disclosure body

If the Club is notified that a member of staff or volunteer is considered for listing, that individual will be suspended as a precautionary measure until the outcome of the case is determined. Precautionary suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the best interests and wellbeing of children will be the paramount consideration.

If the Club is notified that an individual is barred, that member of staff or volunteer will be removed from regulated work with children immediately in line with the current legislation.

PRECAUTIONARY SUSPENSION

Suspension is not a form of disciplinary action. The member of staff or volunteer involved may be suspended whilst an investigation is carried out in accordance with the Club's Disciplinary Procedures. Within the Suspension Letter, the member of staff or volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement; which will be recorded, should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the member of staff or volunteer in accordance with the Club's Disciplinary Procedures.

**At no time will anyone under precautionary suspension, be permitted carry out any work on behalf of the Club or Rangers Charity Foundation.; anyone knowingly working/volunteering whilst suspended will face disciplinary action.*

CRIMINAL PROCEEDINGS

An ongoing criminal investigation does not necessarily rule out investigation by the Club's Safeguarding & Player Care Manager or disciplinary action by the club Head of HR. However, any action taken must not jeopardise the criminal investigation and advice must be taken from the police in this situation. Sufficient information should be available to enable the club to decide whether to go ahead with disciplinary action/response.

Once all criminal proceedings have been concluded, the Safeguarding & Player Care Manager and Head of HR will consider the matter and the outcomes in accordance with the Responding to Concerns procedure and the Club's Disciplinary Procedures.

FALSE OR MALICIOUS ALLEGATIONS

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



- The member of staff, volunteer or member of the Board involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. **They may wish to seek legal advice, and*
 - All records pertaining to the circumstances and investigation shall be kept confidentially; and
 - The Safeguarding & Player Care Manager and Head of HR will take all reasonable steps to support the individual in this situation; and
 - In these circumstances the Club will review the participation or continued involvement at the club, of the individual that made the false or malicious allegation. If this was a child or young person, it may be appropriate to have a discussion with them (with parental/carer permission) to determine their views and opinions; and
-
- Data collected for the investigation will be destroyed in accordance with the requirements of the General Data Protection Regulation (GDPR).

ALLEGATIONS OF NON-RECENT ABUSE

The Club 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 child by someone who is still currently working with children. These procedures will be followed in the event of an allegation of non-recent abuse, including the club's responsibility to refer to the appropriate disclosure regulatory body.

MEDIA

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

CASE REVIEW

PURPOSE OF A CASE REVIEW

Case reviews take place to establish whether there are lessons to be learned about the ways in which a concern has been investigated and responded to. Reviewing a concern allows the Club 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.

DECIDING TO CONDUCT A REVIEW

The Club may consider the following criteria whilst considering and establishing the need for a case review:

- The harm or risk of harm to a child was high; and/or
- Views expressed by those involved in the case have raised concern about the way it was handled; and/or
- There was a clear failure of procedure in handling the case: and/or
- The case attracted a significant amount of media interest; and/or
- The case concerned an unusual practice or behaviour; and/or
- The case took a significantly long period of time to resolve; and/or
- The Board decides a review is appropriate.



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

Rangers FC may decide at any time to review a sample of cases to ensure the level of service provided in case management is consistent and to highlight any learning to take forward into the future.

IDENTIFYING WHO UNDERTAKES THE REVIEW

The Club's Safeguarding & Player Care Manager should help identify a person to carry out the review; in some circumstances, this may be appropriate to have an independent person. The case

reviewer whether internal or external, will have expertise in the concern. These skills may differ according to the circumstances of each case and the agreed role of the *Reviewer*.

External Case Reviewer

The following criteria will be considered when deciding whether the case review should be independent and external to the club:

- Are the recommendations likely to influence and/or change practice across the whole of Scottish football?
- Was the harm or risk of harm to the child 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 above, there is a presumption that an external Reviewer will be appointed by the club. The club will 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 without input into the findings or review recommendations.

Consideration will be given to any formal contractual arrangements required, appropriate legal advice sought, which agencies will enter 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 the club.

TIMESCALES FOR REVIEW

Timescales will be open to change due to circumstances relating to each individual case. However, it is desirable that the case review should be undertaken as speedily as possible and where able, within an 8-week period from all relevant evidence and correspondence being received.



Where an extension is necessary a progress report and explanation for the extension must be submitted for approval to the Safeguarding & Player Care Manager or Member of the Board (as appropriate).

FIRST STEPS OF THE REVIEW

The 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 and/or 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.

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. The review is not in place to reopen or reinvestigate concerns. All relating evidence and correspondence will be considered and only in exceptional circumstances will contact be made with those involved e.g. parents, children and witnesses for opinions or comment.

People may feel anxious about their actions being scrutinised and to relieve any concerns, the purpose of the review should be made clear from the start. For example:

"I've been asked by the club 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..."

Throughout the review, Reviewer will make a record of the review and its findings. This need not be a lengthy report, although in certain circumstances, a full report may be appropriate.

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.

ESTABLISH THE FACTS OF THE CASE, A CHRONOLOGY OF EVENTS AND THE ROLES OF INDIVIDUALS AND ORGANISATIONS INVOLVED

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



IDENTIFY ANY ISSUES OF KEY QUESTIONS RELATION TO THE AIMS OF THE REVIEW

The Reviewer should then be able to answer the questions contained in the specific remit of the review.

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

IDENTIFY ANY OTHER RELEVANT POINTS OR OBSERVATIONS

The Reviewer may identify issues which are worth exploring further. This list is not exhaustive but may include:

PROCEDURES

- Were all of the relevant procedures followed?
- If not, is there a reasonable explanation for this?
- Were the timescales appropriate?
- Do the current procedures provide adequate information about what to do in such a situation?
- If appropriate, was a referral made to the appropriate disclosure regulatory body as required?

PEOPLE

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

OUTCOMES

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

RECORDING

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

IDENTIFY ANY LESSONS TO BE LEARNED, CHANGES NEEDED AND MAKE RECOMMENDATIONS

If the Reviewer has gone through the above table and can identify gaps or areas of missed opportunity, these should inform the Reviewer's 'recommendations'.

Recommendations may include; changes to procedures, forms and/or the provision of training. It may be helpful for the Reviewer to prioritise the recommendations, for example, essential, desirable or helpful.

RESPONDING TO THE FINDINGS AND RECOMMENDATIONS

Recommendations will be reported to the Safeguarding & Player Care Manager or Member of the Board (as appropriate).

The Report should include recommendations of learning, training needs or update to policy and procedures should be addressed and responded to within an appropriate timescale. Where



appropriate, outcomes of the review may then be shared for wider learning or specific improvements to activities within Scottish football.

The report should include the recommendations only and not any details about the case. This will preserve the child or young person's privacy, as well as other individuals involved. The club will consider how to respond to the findings, any recommendations and how to advise and support any others on whose behalf it has conducted the review.

Where recommendations are accepted and to be followed, the club will identify:

- How will we prioritise these?
- What action is required?
- Who will take action to address the recommendations?
- What are the 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 Safeguarding & Player Care Manager or Member of the Board (as appropriate) will consider whether this decision requires to be communicated further e.g. interested parties; persons involved in concern or individual who conducted the Review.



Safeguarding Best Practice & Guidance



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

ANTI-BULLYING

Bullying can take some children's rights away from them. There have been many different definitions and theories about what constitutes bullying but it is not helpful to define bullying purely in terms of behaviour. Respectme, Scotland's Anti-Bullying service define bullying as;

"Bullying is a mixture of behaviours and impacts; what someone does and the impact that it has on you, which affects your ability to feel safe and in control of yourself. Bullying takes place in the context of relationships. It is behaviour that can make people feel hurt, threatened, frightened and left out and it can happen face to face and online".

What is bullying?

Bullying can harm both physically and emotionally and may be a 'one-off' occurrence or repeated over a length of time. It may take many forms including children being bullied by adults, their peers and in some cases by members of their families; typically, by actions, messages, confrontation, physical intervention or fear of these. Bullying may not always deliberate but must always be challenged and responded to appropriately.

Bullying can sometimes be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone about it for fear of repercussions. Therefore, it is important to be able to recognise signs of bullying and understand the impact it may have on a child or young person's wellbeing.

Prejudice-based bullying

Prejudice-based bullying is when bullying behaviour is motivated by prejudice, based on an individual's actual or perceived differences and can be based on characteristics unique to a child or young person's identity or circumstance e.g., their ethnicity or religion or sexuality. To respond effectively, we must seek to address the root cause of the prejudice.

Recognising bullying behaviours

This behaviour may take many forms and can include but not limited to:

- Being called names, teased, put down or threatened. (Either face to face or online).
- Being hit, tripped, pushed or kicked.
- Having belongings taken or damaged.
- Being ignored, left out or having rumours spread about you. (Either face to face or online)



- Receiving abusive messages, threats or intimidating comments on social media sites and/or electronic communications.
- Behaviour which makes an individual feel like they are not in control of themselves. (Either face to face or online)
- Being targeted because of who you are or who you are perceived to be. (Either face to face or online)

When talking about bullying, it is never helpful to label children as either *bullies* or *victims*. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – we know and recognise that behaviour can be changed with the right help and support.

Impact of bullying behaviour

Bullying can have both short term and long term effects on a child's wellbeing. The impact on a child's wellbeing can include but is not limited to:

- A reluctance to attend or avoid training sessions, matches or other club activities.
- Being late to training sessions or matches to avoid individuals and/or situations.
- Their performance being inhibited; not performing to the usual level of ability and/or displaying a lack of self-confidence and/or self-esteem.
- Unexplained injuries: including injuries that may have been self-inflicted.
- A child or young person saying that they have 'lost' or 'misplaced' personal items.
- A change in usual behaviours; withdrawn from activities and from other people, demonstrating signs of anxiety (loss of appetite, cannot sleep or feeling sick)

Preventing bullying behaviour & creating the right environment

It is important to ensure that the ethos of anti-bullying is embedded into our day-to-day practice. We will:

- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of the Child Wellbeing & Protection Policy and by ensuring that children and young people know what to do and who to speak to if they are worried.
- Promote respectful relationships; including repairing relationships where it is appropriate to do so.
- Highlight and respond to prejudice-based bullying and effectively address the root cause of the prejudice.
- Seek to understand the experiences and address the needs of children and young people who are bullied, as well as those who bully, within a framework of respect, responsibility, resolution and support.
- Create an environment where bullying behaviour is not tolerated and is responded to in the best interests of the children and/or young people involved.

A culture that encourages respect, values opinions, celebrates differences and promotes positive relationships will make it difficult for bullying behaviour to flourish or be tolerated. All children, young people and adults should understand the role they play in addressing bullying behaviour. We will:

- Cultivate an anti-bullying culture where adults are good role models for children.
- Treat all signs, disclosures and reports of bullying promptly and in serious manner; taking action to ensure the child or young person is safe.



- Promote an open environment where children are encouraged to speak out; to tell a coach or another trusted adult who can offer support to them.
- Speak with the individual being bullied and the person displaying the bullying behaviour separately.
- Every situation will be unique and we must respond to each incident individually; adopting the most appropriate and effective practice as required. It is important to get it right.
- Provide information and contact details for other agencies that may support a child or young person to speak to someone for help.

Support for children involved in bullying behaviour:

Children and young people will often have been through a lot of upset before they tell someone what has/is happening to them. Our response must be child centred and meet the needs of the child or young person involved.

We will:

- Be attentive and listen to what the child or young person is telling us.
- Reassure the child that you can be trusted and will help them, although you cannot promise to tell no-one else. Explain what will happen next, and how they are going to be kept informed.
- Make a record of what is said i.e., what happened, by whom, where and when.
- Allow the child or young person to express what they would like to happen.
- In cases of cyberbullying, advise children to retain the communication as a screenshot or to print a copy and encourage them to report this behaviour to the site/platform and ask if they might consider whether to block the person or not.
- Reassure the child that online bullying behaviour will be treated equal to any other form of bullying behaviour.
- Report any concerns to the Club Safeguarding & Player Care Manager as soon as possible.

Children and young people that display bullying behaviour will also need support and guidance too. We must be prepared to listen and to help to address a change in behaviour.

We will:

- Talk with the child(ren) who has/have been displaying bullying behaviour. Explain the situation and try to help them to understand the impact on the other child(ren).
- Help them to identify the feelings that have caused them to behave in this way and support by providing an alternative response to those feelings.
- Be sensitive and use good judgement when considering informing the parents/carers of the individual demonstrating the bullying behaviour. Put the child at the centre – will telling the parents/carers result in more problems for the child? What are the child's views on parents/carers knowing?
- If appropriate, insist on the return of 'borrowed' items.
- Aim to restore positive relationships. In some cases, it might be worth seeking an apology from those involved in bullying behaviour (e.g., if the child on the receiving end, wishes a reconciliation). However, apologies are only of real value when they are genuine and meaningful.
- Encourage and support those displaying bullying behaviour to change this behaviour.



- Only consider imposing consequences as necessary to ensure the safety of children and young people, e.g. temporary exclusion from the team or activity until behaviour standards are improved

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

BEHAVIOURS

From time-to-time members of staff and volunteers delivering football to children may be required to deal with a child's behaviour that they find challenging. These guidelines aim to promote good

practice which can help support children to manage their own behaviour. It also helps to identify unacceptable actions or interventions which must *never* be used by members of staff, volunteers or Board members.

These guidelines are based on the following principles:

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

Managing Behaviour

It is important to create a positive environment and model the behaviour expected of children and young people. We can create the desired environment by:

- Demonstrating strong leadership.
- Engaging in constructive communications.
- Praise and reward good behaviour and agreeing consequences for negative behaviour.
- Ensuring staff and volunteers working with children and young people are appropriately trained and supported to address behavioural issues through regular supervision.

Preparation and Planning Activities

Good coaching practice requires planning sessions around the whole group but also involves taking into consideration the needs of each individual player within that group.

As part of a risk assessment, coaches should:

- Consider whether any members of the group have presented challenges in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.
- Where members of staff or volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity.



- Identify the appropriate number of adults required to safely manage and support the session, including being able to adequately respond to any behaviour deemed to be unacceptable.

If it is identified that a child or young person is likely to display challenging behaviour:

- Speak to their parents/carers before the session or at the start of the season to identify techniques used within the home setting to support the child or young person and manage difficult behaviour, if appropriate.
- If appropriate, seek advice from professionals if the child or young person has particular needs. This should always be done with the support and agreement of the child/young person and their parents/carers.

Only in circumstances where the risk is too great towards the child or young person or other children, should the child or young person be asked to sit out of the activity.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour; widely known as a Code of Conduct. Everyone involved, should sign to confirm that they have read and agree to abide by their Code of Conduct and uphold the values included within it.

It is also helpful to ask the children and young people to agree upon a range of options which may be applied in response to unacceptable behaviour or breaking the agreed Code of Conduct. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session.

Issues of behaviour and control should regularly be discussed with members of staff, volunteers, parents/carers and children in the context of rights and responsibilities. It can then be beneficial to have a copy of the 'agreement' visible for reference during the activity.

Managing Behaviour

Staff and volunteers should be aware of their role in managing challenging behaviours. A calm and considered approach should always be used.

We will:

- Recognise the heightened emotions and seek to immediately calm the situation.
- Be attentive; ask the child or young person what happened and listen to their response.
- Separate the behaviour and the child.
- Offer the opportunity for time out to reflect.
- If there is a consequence for the behaviour; explain to the child or young person what that may be and what behaviour has led to it.

Good practice when dealing with children who display risk-taking or unacceptable behaviours, members of staff and volunteers might consider the following options as consequences for actions:

- Making up – the act or process of making amends.
- Payback – the act of giving something back.
- Taking time out from the activity, group or individual work
- Use of individual 'contracts' or agreements for their future or continued participation.



- Consequences e.g. missing an activity

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

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.
- Invading a child or young person's space, shouting or threatening or preaching or arguing.
- Threatening the child or young person's place on the team or non-selection.

Members of staff and volunteers should regularly reflect current practice and discuss individual needs with parents/carers and their child/young person. We will also review, as necessary, the needs of any child on whom consequences are frequently imposed. This review will also involve the

child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or team. Whilst it would always be against the wishes of everyone involved in Rangers Football Club, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may not be able to continue participating.

Physical Contact

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

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a player who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable. Manual support should be provided openly in the presence of other adults and must always be proportionate to the circumstances.

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

Physical Interventions

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

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

The following must always be considered:



- Members of staff and volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- Staff and volunteers must never initiate unnecessary physical contact, or engage in sexually provocative games, or engage in 'rough' physical contact.
- Physical intervention should achieve an outcome that is in the best interests of the child or young person.
- Members of staff and volunteers must never employ physical interventions which are deemed to present an unreasonable risk to children or adults.
- Members of staff and volunteers shall never use physical intervention as a form of punishment.
- Contact should be avoided with buttocks, genitals and breasts. Members of staff and volunteers must never behave in a way which could be interpreted as sexual.

Any physical intervention used, should be recorded as soon as possible after the incident by the member of staff and/or volunteers involved using the Concern Recording Form which must then be reported to and passed to the Club Safeguarding & Player Care Manager as soon as possible. In terms of wellbeing indicators, safety and any others in relation to the circumstances would be highlighted in terms of their behaviour risking their wellbeing.

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

CELEBRATION

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

Potential risks

It is recognised that there are those that may seek to take or manipulate photos or recorded images that places children and young people at risk of harm. Some of these risks are as listed but not limited to:

- Inappropriate use, adaption or copying of images online.
- Inappropriate photographs or recorded images taken of children and young people.
- Identification of children and young people from photographs or videos, including the ability to locate children or young people, which places them at risk.

Permission



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

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

Safe use of Images

Where permission has been given for the taking of photos and video recordings, to ensure the safety of children and young people, the following general principles will apply:

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

Taking of Images:

All players, parents/carers and Rangers Football Club members of staff and volunteers will be informed on the safe practice procedures and should sign to agree that they will follow and enforce the following guidelines:

- During training, members of staff and volunteers will use Rangers Football Club's equipment only for the purposes of taking photographs or video for player development/performance analysis. There should be no use of personal equipment, including mobile phones by anyone.
- External agencies must have permission from Rangers Football Club to take any images within the training centre environment.



- For both safety and safeguarding reasons, players should not use mobile phones, tablets or photographic/videoing equipment during training or at match/event activities.
- Where images/videos of U18 players are taken, agreement and arrangements can be in place for players and their parents/carers to be given copies but they must confirm that they will not upload any of these to their own or their child's social media accounts or other online platforms.
- Rangers Football Club may seek publicity to positively promote football and some of the elite young players receiving endorsements or sponsorship may welcome the positive media coverage that they may be exposed to. It is important for these players, their parents/carers
- and media representatives to be clear on appropriate arrangements and ground rules for interviews, filming and photo sessions.

Matches/Events

- Any photography or videos taken will be restricted to immediate family members for private, non-commercial purposes and must not be put online on any personal social media or any online media platforms. **These photographs/videos should only include their child.*
- External agencies must have permission from Rangers Football Club to take any images during the match/event activities. They must also adhere to the club's safeguarding standards.
- Information about the right to take photographs on public land; e.g. the club cannot prohibit the taking of appropriate photographs or videos in a public area. However, any concerns about inappropriate filming or photography should be reported to the Safeguarding & Player Care Manager or the police, if the behaviour causes serious concern about a possible child protection issue

Rangers Football Club will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, Rangers Football Club has no power to prevent individuals photographing or filming in public places.

Rangers Football Club always reserves the right to prohibit the use of photography, film or video at any event or activity with which it is associated and in locations where Rangers Football Club has jurisdiction.

When participating away from home and overseas matches/events, the managing host's safeguards should be followed but with Rangers FC safeguards as a minimum level of requirement.

Mobile Phones, Cameras/Videos

There have been cases where children have been placed at risk because of the ability to discreetly record and transmit images through mobile phones. There is also scope for humiliation and embarrassment if images or videos are shared on popular websites or social network sites. The use of mobile phones in this way can be very difficult to monitor. The guidelines for Safe Use of Images should be observed in relation to the use of mobile phones as cameras/videos. Extra care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping areas. No photographs or video footage will be permitted in such areas of personal privacy.



Concerns about inappropriate filming or photography should be reported to the Safeguarding & Player Care Manager.

Internet/Website

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

- Posts must never include personal information about the child or young person.
- Posts must never portray children or young people in a demeaning, tasteless or provocative manner.
- Children and young people must be appropriately dressed in the images.

A child or young person may be involved in a match or event that involves live streaming by the club. In this instance the child and their parent will be advised and consent sought. Further information must be provided; e.g where the live stream will be broadcast, when it will go live and where the footage will be stored afterwards.

Photographs or videos of children and young people attending public games may be used for commercial purposes

Storage and Retention of Images:

All images, still or recorded, will be stored in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR) and:

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

COMMUNICATION AND SOCIAL MEDIA

ICT (Information & Communications Technology) and Social Media

There are various ways in which we can celebrate and communicate using ICT and social media. Depending on the football activity that each child is involved with, Rangers Football Club may contact young people and their parents/carers via text/email or possibly through social networking sites.

Our website hosts a range of information, photographs and videos which is available for all members of the public. However, the misuse of ICT and social media can also put children at considerable risk.

Text/Email

Staff and volunteers must consider whether it is necessary to communicate with children via text and/or email. The general principle is that all communications with children should be open, transparent and appropriate. Good practice would include, agreeing with children and



parents/carers what kind of information will be communicated directly to children by text message and parents/carers copied into said communications.

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

Social Networking Sites

There is absolutely no doubt that social media brings a host of positive opportunities for the children and young people using it. Social media very quickly allows us to be connected to the rest of the world with just the tap of a button. It is a modern way of communicating. However, we must also recognise that the misuse of these technologies can put children and young people at considerable risk of harm. Therefore, we must adopt safeguards to advise and support them whilst using these sites.

Risks identified for children and young people include;

- Inappropriate access to personal details (name, address, school, mobile phone number).
- Unwanted attention/contact with children by adults (or even other young people) with questionable intent.
- Receiving or viewing offensive/abusive content or comments.
- Online (cyber) bullying.
- Grooming for sexual abuse.
- Access to inappropriate websites or inappropriate content.

Risks identified for adults include but not limited to;

- The communication being misinterpreted by the young person.
- Young people or other adults making direct personal contact with them.

Young people can protect themselves and behave responsibly if they understand the advantages and disadvantages and gain the knowledge and understanding.

Social media plays an effective role in connecting people and there are beneficial aspects of communicating in this way; if these general principles and good practice guidelines are implemented and followed:

- Team group chats and/or web pages should be set up in the name of the club.
- A lead administrator(s) should be appointed; only this person/people may have access to the player and their parent/carer mobile numbers. These details must be kept securely and in line with the club safe storage procedure.
- The highest level of privacy and security must be used when setting up group chats or webpages in the first instance; and these settings must be reviewed regularly.
- Parent/carer consent must be gained prior to adding children or young people into group chats or as page members.
- Parent/carers should be copied into all communications via group chat.
- Parent/carers should be added as group members of created web pages.
- Group chats and web pages must be strictly monitored and reviewed regularly by the lead administrator.



- The content of the chats and pages must only celebrate achievements, promote activities and keep people updated.
- There must be no personal or private conversation between adults and children and young people out with the arranged group chat.
- Club mobile phones or other club devices should be used (where this is possible) for all communications of this type.
- All group chat and web page content should be exclusive to and not shared out with the group members.
- Photographs and video clips must not 'tag' individuals or display the location of said images.
- Photographs and video clips must not be uploaded to personal private social media sites without prior consent of the lead administrator.
- Any comments, posts or messages which are considered to be offensive or indicate a cause for concern must be reported to a club representative at the earliest opportunity and further reported to the Safeguarding & Player Care Manager.
- Offensive comments/messages or images must be removed immediately and the individual responsible, dealt with in a proportionate and appropriate manner.
- All group members: young people, parent/carers, and club staff members should be made aware of these protocols and the club 'Social Network Sites: Standards and Safe Practice Guidelines'.

Unacceptable communications between members of staff, volunteers and Board members may include but are not limited to:

- Contact on a 1 to 1 basis with a child or young person, unless in exceptional circumstances and any communication should only relate to football activities.
- Sending messages that contain inappropriate, abusive or offensive material or that are open to misinterpretation.
- Having conversations of a personal nature with children and young people and sending photos or personal jokes.
- Using language that is racist, sexist, homophobic, derogatory, threatening, abusive or sexualised in tone.
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- Having conversations of a personal nature with children and young people and sending photos or personal jokes.
- Using language that is racist, sexist, homophobic, derogatory, threatening, abusive or sexualised in tone.

Communication Concerns from a Child/Young person

- Informal online "chat" with children/young people around subjects outside of football should be immediately discouraged.
- Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with the club Responding to Concerns procedure and passed to Rangers FC Safeguarding & Player Care Manager.

Any inappropriate or offensive or abusive texts/emails/ social media posts must be reported to the Safeguarding & Player Care Manager.

HEALTH

During football there are times when children and young people may sustain an injury which requires treatment. This following looks at best practice in first aid and the treatment of injuries. It also covers situations where a child or young person has a pre-existing medical condition.

Medical & Other Information Form

The 'Medical and Other Information Form' collates information regarding; disability and health/medical conditions and medication being taken by the child/young person. It also provides us with the opportunity to gain consent from parents/carers and young people (16+ years) to receive medical treatment and the sharing of information in order to protect the 'vital interest' of the young person. This form must be renewed annually at the start of the new season.



Once it is completed and returned, the details will be uploaded to The Football Squad system and available to the relevant members of staff including physiotherapists and doctors and appropriate coaching staff and retained for the duration of the football season. The Football Squad and the information contained within, is confidential and password protected.

First Aid and the Treatment of Injuries

Members of staff and/or volunteers must ensure:

- There is a qualified medical professional available within the academy during all training sessions and at all matches (home and away) in order to treat injuries or illness.
 - There is an accessible and well-resourced full medical kit at all training sessions and all match events/competition.
 - That they have details for the nearest local hospital when travelling away from home.
 - That they are aware of any pre-existing medical conditions, including any medicine(s) being taken by participants and existing injuries.
 - Ensure safe and appropriate storage of required medications as provided.
 - A that the child's parents/carers are informed of any injury sustained and treatment administered as soon as possible following. This should be face to face wherever possible to ensure there is no misinterpretation of medical jargon.
 - A chaperone will be present within the Academy Medical Room for all treatment to children.
-
- The child/young person is informed on the injury and what their treatment will be, in a child friendly manner that they may easily understand.
 - The details are recorded and submitted to the child's individual record on The Football Squad system.
 - The circumstances in which any accidents occur, are reviewed to avoid the possibility of any future repetitions.
 - Staff and volunteers should not administer medication to a child or young person unless it is an emergency.

Children with Allergies

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

Parent/Carer Responsibility

When a child joins a football activity within the Club, their parents/carers should:

- Ensure that they complete the Medical & Other Details form accurately **and** take the time to talk to the member of staff or volunteer about the specific needs of their child and how to address and accommodate these needs.
- Update the member of staff or volunteer of any change in circumstances.
- Consider a medic alert bracelet/watch for their child, if appropriate.
- Check the expiry date of adrenaline injectors and any medication regularly. An out-of-date injector may offer some protection, but this will be limited.



- Ensure if the child's required medication is given to the medical staff prior to participating in the football activity. This may include antihistamines for mild reactions, inhalers and adrenaline injectors for more serious reactions e.g. anaphylaxis.

Rangers Football Club's Responsibility

Members of staff and volunteers should:

- Ensure the Medical & Other Details form (see [Appendix 5](#)) for all children attending the football activity is available and up to date together with full details of the child's allergies.
- This form should be available within The Football Squad system for all relevant staff accessibility.
- Have a copy of the child's care plan for allergies and individual risk assessment.
- Appropriately share the information with others involved in the football activity.
- Ensure correct storage and administration of medication.
- Record any concerns about the wellbeing of a child on a Concern Recording form (see [Appendix 4](#)) and report to the [Safeguarding & Player Care Manager](#).
- Have their mobile phones charged and check they have a signal to allow calls to be made.
- Make plans for additional supervision e.g. depending on child's allergies and environment.
- Have details for the nearest local hospital when travelling away from home.

Mental Health and ACE's

It is essential that we recognise the damage that may be inflicted upon young people who may be experiencing or have experienced 'adverse childhood experiences' in their wider world. This may be regarded as 'traumatic stress' and is likely to affect both their health and behaviour.

ACE's may take the form of:

- Living within a domestic violence household
- Experience of parental abandonment or separation
- An imprisoned parent
- Being a victim of abuse
- Parental substance abuse
- Parental mental health issues

By having awareness and understanding of these, we will be able to respond positively to concerns regarding a child/young person. We will promote and support a culture and environment that allows the young person to feel both emotionally and physically safe; where they can speak out, have a sense of feeling empowered and supported in doing so.

We recognise the role that we can play in building resilience to improve the outcome of adverse experiences. The Player Care Programme has expert resource available when needed, to support children and young people who may have or had an experience that is negatively impacting upon their mental or emotional wellbeing.

PLANNING AND ORGANISATION

Planning and organising are a vital part of the delivery of club activities for children and young people and is essential to ensure the safety and wellbeing of all taking part.

Adult to Child Ratios



All activities must be planned to involve at least two adults. As a general guide, the following ratios are recommended:

- Children aged 2 to 3 years old – ratio is 1 adult per 5 children
- Children aged between 4 and 7 years old – ratio is 1 adult per 8 children
- Children aged 8 years old and over – ratio is 1 adult per 10 children

The following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the football activity.
- The age, maturity and experience of the children.
- Whether any of the children or young people have specific needs or special requirements.
- Whether any of the children have challenging behaviour.
- The hazards associated with the football activity or environment.
- The level of qualification and experience of the members of staff and volunteers.
- The nature and programme of activities; training session, match, trip away etc.

Risk Assessment

A key part of planning and organising, is considering risks and potential risks to those participating. These should be identified through a risk assessment and the necessary safeguards should be put in place to manage those risks, wherever possible. Risk assessment should be carried out by an appropriate member of staff or volunteers, as identified.

Collection by Parents

On some occasions, parents/carers can be late when picking their child up at the end of a football activity. It is not the responsibility of Rangers Football Club to transport children home on behalf of any parents/carers who have been delayed. However, we do have a duty of care and it is our responsibility to maintain their safety in the absence of their parent/carer.

Rangers' FC parent/carer communications will:

- State clearly the start and finish times of the football activity.
- State clearly the expectations of the parents/carers *not* to drop children off too early and collect their child(ren) promptly when the football activity finishes.
- Ask parents/carers whether they give consent for children to go home unaccompanied (*this must be considered according to their age and stage).
- Have at least one late collection telephone contact name and number on the Medical & Other Details form.
- Ensure that the appropriate adult to child ratios is adhered to supervise collections e.g. at least two adults.
- Follow the protocol for staff and volunteers if a child or young person is not collected after the activity e.g. appropriate number of staff or volunteers present.
- Follow the protocol for staff and volunteers if they are left alone with a child or young person in an emergency situation e.g. keep a record of actions, inform the Safeguarding & Player Care Manager, contact their parents/emergency contact



- Have access to information about reporting the matter to external agencies e.g. police or social work

****The best interest of the child or young person should be of paramount consideration. At no time or under any circumstance should a child or young person be left alone.***

Safe Use of Changing Facilities

One of the areas where children are particularly vulnerable at football facilities is the locker/changing/shower room.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised and a balance should be struck depending on the situation. In general, it is better if adult work in pairs to supervise and extra vigilance may also be required if there is public access to the facility. If, in an emergency, a male must enter a female changing area, or vice versa, another adult of the opposite gender should, wherever possible accompany him or her. Chaperoning/supervision should only be carried out by staff and volunteers who have been appointed as per the Appointment and Selection Procedure and who are in regulated work with children and young people.

The following guidelines should be followed, wherever possible:

- Adults *must* not change or shower at the same time as children.
- It is recommended that attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.
- While some activities may be restricted to changing rooms for the purposes of team talks, if possible, another area should be considered for this. If there are no other options, it is best practice to wait until all children are fully dressed.
- If children require assistance when changing due to their age or ability this should be done by the child's parents/carers.

Transporting Children

In extenuating circumstances, where it is necessary to transport a child or young person the Transporting Children good practice guide should be followed in the Trips Away/Overseas section should be followed.

TRAVEL & TRIPS AWAY FROM HOME (INCLUDING OVERNIGHT STAYS)

Travel to away games and trips away from home should be both safe and fun for children and young people. Parents and carers will often worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that consideration has been given to the various needs of their children and the potential risks associated with trips away.



The following guidance lays down good practice and the expectations of the club and the staff and volunteers as part of the travel party. These notes should accompany and complement the Planning and Organising notes as above.

Risk Assessment

Potential areas of risk should be identified at the planning stage through a risk assessment. Safeguards should be put in place, wherever possible to manage those risks. Risk assessment should be an ongoing process throughout the trip as unexpected situations may arise.

Travel Arrangements

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

Transporting Children

(see separate guidance for employee; Rangers FC Drivers Protocol)*

Where it is necessary to transport children and/or young people it is important to consider the risks associated.

Where parents/carers plan for the transportation of children to and from the activity, out with the knowledge of Rangers Football Club, it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.

Where Rangers Football Club plans for the transportation of children the members of staff or volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following:

- Ensure the vehicle and driver is correctly insured for the purpose.
- Ensure the driver has a valid and appropriate license for the vehicle being used.
- Working seatbelts and/or booster seats are available if required.
- Appropriate ratio of adults per child (never sole charge).
- Awareness of any child or young person that may suffer from travel sickness.
- The children/young people must be in the rear seats of the vehicle and seatbelts must be worn.
- Consent must be gained from the parent/carers.
- Pick up and drop off points must be confirmed with parent/carers in advance of the journey. This must be a point at which all young people gather/disperse collectively to ensure there is no sole occupancy within the vehicle.
- Share the intended route and expected length of the journey time with parent/carers.

It is the responsibility of Rangers staff and volunteers in the travelling party to;

- Ensure that all children and young people wear seatbelts.
- Ensure adequate driver(s) comfort breaks are taken.
- Have a fully charged mobile phone.

In addition, there is an expectation that parents/carers will;



- Ensure they have given consent for the transportation of their child or young person.
- Provide information to staff and volunteers of any travel issues including travel sickness.
- Be fully aware of drop off times and be available to collect at designated drop off point at the allotted time.

Children and young people have a responsibility to:

- Wear their club tracksuit to be clearly identifiable to staff and volunteers and others (police, airport staff etc.)
- Follow all instructions from staff and volunteers whilst travelling through busy airports/train stations etc.
- Read and be fully aware of safety procedures.

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

Good practice is that staff and volunteers *must never* travel alone with a child or young person. If it is required, and only in extenuating circumstances, the member of staff or volunteer must inform the Safeguarding & Player Care Manager that they are transporting the child and provide an estimated time of arrival at the child's home.

Trips Away from Home (including overnight stays)

*(*see separate guidance for Rangers employee; Hotel Chaperones Protocol)*

Travelling away from home for matches, events and tournaments and residential stays are regular activities which may require detailed arrangements. Planning and preparation are key to ensure the safe and enjoyable experience for all. The following good practice must be considered and applied whenever possible.

Designate a Safeguarding & Player Care Manager for the Trip

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

Adult to Child Ratios

All trips away should be planned to involve at least two adults. The guidelines on Adult to Child Ratios will inform an assessment of the numbers of adults required to safely supervise the squad. Where relevant, those involved should be recruited and selected in accordance with the club's Appointment and Selection of Adults in Regulated Work with Children Procedure. Everyone travelling should be familiar with and agree to abide by Rangers Football Club's Children's Wellbeing Policies, Procedures and Safeguards. The adults making up the traveling party must include a qualified physiotherapist or sports therapist to deal with injury and illness and he/she must have access to a fully equipped medical bag suitable to treat injuries sustained.



Involving Parents/Carers

A meeting should be held with parents/carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour. Parents/carers must complete the Medical & Other Details form and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the Rangers FC designated lead coach or the designated Club Safeguarding & Player Care Manager in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

RELATIONSHIPS

POSITION OF TRUST

The power and influence that an individual working or volunteering may have over a child that they are working with cannot be underestimated or minimised. It is acknowledged that the child trusts, has confidence in and may be reliant upon that individual for skill development and/or success. Therefore, it is important that it is recognised that relationships between adults in positions of

authority over children are unequal, with a power imbalance that may be used to initiate sexual activity and abuse that position. It is vital to recognise the individual's responsibility for actions, to ensure that they do not abuse their position of trust.

Genuine relationships may occur; however, no intimate relationship should begin whilst the individual is in a position of trust. This is also true of young people who have taken up a leadership role with the club. As it is widely acknowledged that children may suffer abuse at the hands of other young people.

Sexual Offences (Scotland) Act 2009 defines a '**position of trust**' for the purposes of the offence, as including those who look after children in a range of institutional settings, including schools, hospitals and residential establishments such as care homes or young offenders' institutions.

While sports coaching is not currently included in the legislation, we must work to the principles behind the legislation for all roles that are considered a 'position of trust' within the club. The Rangers FC Code of Conduct for Children's Wellbeing clearly states that, 'forming intimate emotional, physical or sexual relationships with children' is unacceptable behaviour and any breach of the Code of Conduct will result in disciplinary action or may result in a report being made to the police, if it is believed that the actions are of a criminal nature.

GROOMING

Most adults involved in our sport do so with good intentions; to provide enjoyment and a positive experience for the children with whom they are working. However, there are a minority that may seek to gain access to children through football activities for inappropriate reasons, such as sexual abuse.

In order to gain access to children, those with the intent to harm (the perpetrator) will in the first instance make an effort to establish and develop a trusting relationship with others around the



child; including members of staff or volunteers, parents and/or carers and even other children. This process is known as 'grooming'. Grooming is a gradual process that may take place over a varying period of time, from days to months or even years. This process will not always develop in the same way.

The perpetrator may attempt to gain the trust of the young footballer and his/her parents/carers by; making promises of introduction to advance his/her playing career, providing gifts, taking on outings and trips overseas, providing special attention or favouritism toward the child, as well as creating opportunities to be alone with the child; including online activity. Once a trusting relationship has been established, the perpetrator will manipulate and control the child to gratify his/her own sexual needs.

Having an awareness and understanding of grooming will strengthen the safeguarding measures to reduce the risk and protect children from sexual predators.

Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005 addresses 'grooming' behaviour as an offence. Any signs of adult behaviour that may indicate grooming is taking place, should be reported to the Safeguarding & Player Care Manager immediately.

SEXUAL ACTIVITY

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

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

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

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

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

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

PEER ON PEER ABUSE



Football is a great place to make new friends and increase your social circle. Through a common interest in football, friendships will form and relationships will develop between the children and young people. This may include intimate emotional relationships between children and/or young people. Often no harm comes from them, indeed they can be positive relationships. However, children and/or young people who suffer abuse can do so at the hands of other children and/or young people. Peer on peer abuse may include physical, emotional and/or sexual abuse. The Club takes harmful behaviour by children and/or young people towards other children and/or young people seriously. Any concerns about such conduct **must** be reported to the Safeguarding & Player Care Manager and, if appropriate, reported to the police and local statutory services.

'Positions of trust' also apply to children and young people who have taken on a leadership role within football. If there is a concern that a young person has abused their position of trust or acted inappropriately towards another young person this will be responded to in line with the Responding to Concerns Procedure.

OPPORTUNISTIC OR SITUATIONAL BEHAVIOUR

Not all people who abuse children and young people are predatory or go into a role with the intention of abusing children and young people. In some circumstances, the adult may take advantage of the opportunity through misuse of their position of trust and a lack of clear boundaries ("opportunistic behaviour"). Others may be in a situation where through working with a child or young person they start to feel an attraction ("situational behaviour"). For those whose behaviour is opportunistic or situational, they may have never previously considered abusing a child

or young person or had a sexual attraction to children or young people and may be just as confused about their own behaviour, thoughts and feelings. This does not mean that their behaviour is any less concerning. The wellbeing and safety of the child or young person must always be the paramount consideration and all actions should be taken in their best interests. Any concerns of such behaviour must be responded to under the Responding to Concerns Procedure and reported to the police, if possible criminal behaviour.

In circumstances of opportunistic or situational behaviour the Appointment and Selection Procedure becomes less effective as a preventative measure and prevention planning becomes necessary as part of an on-going assessment to the safety of all children and young people involved in the activity or event.







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

unicef UNITED KINGDOM

ARTICLE 1 (definition of the child)
Everyone under the age of 18 has all the rights in the Convention.

ARTICLE 2 (non-discrimination)
The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

ARTICLE 3 (best interests of the child)
The best interests of the child must be a top priority in all decisions and actions that affect children.

ARTICLE 4 (implementation of the Convention)
Governments must do all they can to make sure every child can enjoy their rights by creating systems and passing laws that promote and protect children's rights.

ARTICLE 5 (parental guidance and a child's evolving capacities)
Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.

ARTICLE 6 (life, survival and development)
Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

ARTICLE 7 (birth registration, name, nationality, care)
Every child has the right to be registered at birth, to have a name and nationality, and, as far as possible, to know and be cared for by their parents.

ARTICLE 8 (protection and preservation of identity)
Every child has the right to an identity. Governments must respect and protect that right, and prevent the child's name, nationality or family relationships from being changed unlawfully.

ARTICLE 9 (separation from parents)
Children must not be separated from their parents against their will unless it is in their best interests (for example, if a parent is hurting or neglecting a child). Children whose parents have separated have the right to stay in contact with both parents, unless this could cause them harm.

ARTICLE 10 (family reunification)
Governments must respond quickly and sympathetically if a child or their parents apply to live together in the same country. If a child's parents live apart in different countries, the child has the right to visit and keep in contact with both of them.

ARTICLE 11 (abduction and non-return of children)
Governments must do everything they can to stop children being taken out of their own country illegally by their parents or other relatives, or being prevented from returning home.

ARTICLE 12 (respect for the views of the child)
Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

ARTICLE 13 (freedom of expression)
Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.

ARTICLE 14 (freedom of thought, belief and religion)
Every child has the right to think and believe what they choose and also to practise their religion, as long as they are not stopping other people from enjoying their rights. Governments must respect the rights and responsibilities of parents to guide their child as they grow up.

ARTICLE 15 (freedom of association)
Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

ARTICLE 16 (right to privacy)
Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.

ARTICLE 17 (access to information from the media)
Every child has the right to reliable information from a variety of sources, and governments should encourage the media to provide information that children can understand. Governments must help protect children from materials that could harm them.

ARTICLE 18 (parental responsibilities and state assistance)
Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by creating support services for children and giving parents the help they need to raise their children.

ARTICLE 19 (protection from violence, abuse and neglect)
Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

ARTICLE 20 (children unable to live with their family)
If a child cannot be looked after by their immediate family, the government must give them special protection and assistance. This includes making sure the child is provided with alternative care that is continuous and respects the child's culture, language and religion.

ARTICLE 21 (adoption)
Governments must oversee the process of adoption to make sure it is safe, lawful and that it prioritises children's best interests. Children should only be adopted outside of their country if they cannot be placed with a family in their own country.

ARTICLE 22 (refugee children)
If a child is seeking refuge or has refugee status, governments must provide them with appropriate protection and assistance to help them enjoy all the rights in the Convention. Governments must help refugee children who are separated from their parents to be reunited with them.

ARTICLE 23 (children with a disability)
A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

ARTICLE 24 (health and health services)
Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

ARTICLE 25 (review of treatment in care)
If a child has been placed away from home for the purpose of care or protection (for example, with a foster family or in hospital), they have the right to a regular review of their treatment, the way they are cared for and their wider circumstances.

ARTICLE 26 (social security)
Every child has the right to benefit from social security. Governments must provide social security, including financial support and other benefits, to families in need of assistance.

ARTICLE 27 (adequate standard of living)
Every child has the right to a standard of living that is good enough to meet their physical and social needs and support their development. Governments must help families who cannot afford to provide this.

ARTICLE 28 (right to education)
Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

ARTICLE 29 (goals of education)
Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

ARTICLE 30 (children from minority or indigenous groups)
Every child has the right to learn and use the language, customs and religion of their family, whether or not these are shared by the majority of the people in the country where they live.

ARTICLE 31 (leisure, play and culture)
Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

ARTICLE 32 (child labour)
Governments must protect children from economic exploitation and work that is dangerous or might harm their health, development or education. Governments must set a minimum age for children to work and ensure that work conditions are safe and appropriate.

ARTICLE 33 (drug abuse)
Governments must protect children from the illegal use of drugs and from being involved in the production or distribution of drugs.

ARTICLE 34 (sexual exploitation)
Governments must protect children from all forms of sexual abuse and exploitation.

ARTICLE 35 (abduction, sale and trafficking)
Governments must protect children from being abducted, sold or moved illegally to a different place in or outside their country for the purpose of exploitation.

ARTICLE 36 (other forms of exploitation)
Governments must protect children from all other forms of exploitation, for example the exploitation of children for political activities, by the media or for medical research.

ARTICLE 37 (inhumane treatment and detention)
Children must not be tortured, sentenced to the death penalty or suffer other cruel or degrading treatment or punishment. Children should be arrested, detained or imprisoned only as a last resort and for the shortest time possible. They must be treated with respect and care, and be able to keep in contact with their family. Children must not be put in prison with adults.

ARTICLE 38 (war and armed conflicts)
Governments must not allow children under the age of 15 to take part in war or join the armed forces. Governments must do everything they can to protect and care for children affected by war and armed conflicts.

ARTICLE 39 (recovery from trauma and reintegration)
Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect and social life.

ARTICLE 40 (juvenile justice)
A child accused or guilty of breaking the law must be treated with dignity and respect. They have the right to legal assistance and a fair trial that takes account of their age. Governments must set a minimum age for children to be tried in a criminal court and manage a justice system that enables children who have been in conflict with the law to reintegrate into society.

ARTICLE 41 (respect for higher national standards)
If a country has laws and standards that go further than the present Convention, then the country must keep these laws.

ARTICLE 42 (knowledge of rights)
Governments must actively work to make sure children and adults know about the Convention.

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

ARTICLE 45
Unicef can provide expert advice and assistance on children's rights.

OPTIONAL PROTOCOLS

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

For more information go to unicef.org.uk/crc/op



This form must be completed as soon as possible after receiving information/seeing something that causes a concern to the wellbeing of a young person or if you are concerned about the behaviour of a young person.

Contact Arlene Sinclair, the Club's Safeguarding & Player Care Manager on 07545059463 to report the concern then email the completed form to arlenesinclair@rangers.co.uk as soon as possible after completion; **do not delay** your response by attempting to obtain information to complete all sections. **SEND IT IN ANYWAY!**

**All information is confidential and must not be discussed with anyone other than the CWPO unless you are advised to do so.*

If you require support to complete this form, please contact the Club CWPO, as above.

Complete Part A where the concern relates to the wellbeing or the behaviour of a child

Complete Part B where the concern relates to the conduct of an adult towards a child

Complete Part C to provide your contact information

Please use the SHANARRI indicators to help identify what area of a child's life may be affected; SAFE, HEALTHY, ACTIVE, NURTURED, ACHIEVING, RESPECTED, RESPONSIBLE, INCLUDED

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

Child's Details	
Name: Click or tap here to enter text.	Date of Birth: Click or tap to enter a date.
Address: Click or tap here to enter text.	Tel No: Click or tap here to enter text.
Post Code: Click or tap here to enter text.	
Parent/carer name (if known) Click or tap here to enter text.	Parent/carer Tel No: Click or tap here to enter text.
Child's Named Person (if known): Click or tap here to enter text.	Named Person Tel No: Click or tap here to enter text.
Preferred Language: Click or tap here to enter text.	Is an interpreter required? YES / NO
Is there any additional support required for the child if yes; please explain requirements; Click or tap here to enter text.	YES / NO
Details of situation giving rise to Concerns (including date, time, location, nature of concern, who, what, where, when, why – continue on a separate sheet if necessary) Click or tap here to enter text.	

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



Name: Click or tap here to enter text.	Tel No: Click or tap here to enter text.
Address: Click or tap here to enter text.	Relationship to Child: Click or tap here to enter text.
Post Code: Click or tap here to enter text.	

Details of concerns (including date, time, location, nature of concern; who, what, where, when, why - continue on a separate sheet if necessary) Click or tap here to enter text.
Details of any action taken Click or tap here to enter text.
Details of agencies contacted (including date, time, name of person contacted and advice received) Click or tap here to enter text.
Have the child's parents/carers been informed? YES / NO (delete as appropriate) If yes, record details / If no, please state why not: Click or tap here to enter text.

PART C - YOUR CONTACT INFORMATION (Details of Person Recording the Concern)

Name: Click or tap here to enter text.	Tel No: Click or tap here to enter text.
Email address: Click or tap here to enter text.	Position/Role: Click or tap here to enter text.

Signed:

Date:

Medical & other Details Form (players under 18 years)



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

Young Person's Details	
Full Name: Click here to enter text.	Preferred Name (if different): Click here to enter text.
Date of Birth: Click here to enter text.	Home Tel No: Click here to enter text.
Passport Number: Click here to enter text.	Passport Expiry Date: Click here to enter a date.
Home Address & Postcode: Click here to enter text.	

Emergency Contact Details	
Contact 1 Name: Click here to enter text.	Tel No: Click here to enter text.
Relationship to Young Person: Click here to enter text.	
Contact 2 Name: Click here to enter text.	Tel No: Click here to enter text.
Relationship to Young Person: Click here to enter text.	

Late Collection Contact Details (if different to emergency contacts)	
Full Name: Click here to enter text.	Tel No: Click here to enter text.
Relationship to Young Person: Click here to enter text.	

GP Details	
Name: Click here to enter text.	Tel No: Click here to enter text.
Address & Postcode: Click here to enter text.	

School Details	
School Name, Address & Postcode: Click here to enter text.	
Young Person's Named Person (*see Section F): Click here to enter text.	
Named Person and/or School Tel No: Click here to enter text.	

A. GENERAL & MEDICAL INFORMATION



Please complete the following details. If none, please state "none" or N/A

1. Does the young person have a disability or medical condition that will affect their ability to take part in football? **If yes, please give details.**

[Click here to enter text.](#)

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

[Click here to enter text.](#)

3. Does the young person have any existing injuries (include details of when the injury was sustained and treatment received)? **If yes, please give details**

[Click here to enter text.](#)

4. Does the young person have any allergies, including allergies to medication? **If yes, please give details**

[Click here to enter text.](#)

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

[Click here to enter text.](#)

6. Will your child observe Ramadan? ***Please note, if your child falls unwell, medical attention will be a priority & if hydration or sustenance is the solution, this will be prioritised.**

[Click here to enter text.](#)

**PLEASE USE THE DROP DOWN MENU TO SELECT AN OPTION FOR SECTIONS B-E (inclusive).
(Please see accompanying Privacy Policy)**

B. MEDICAL PROVISION

Please note that personal information may be shared in order to protect the 'vital interests' of you/(the young person) / your child.

Young person (16 -17 years old)

[Choose an item.](#) * to receiving medical treatment (including anaesthetic), other diagnostic procedures & tests which the medical professionals present (including Rangers Academy medical staff), consider to be appropriate and necessary.

[Choose an item.](#) * to a representative of Rangers accompanying me to any visit to a clinic or hospital or other relevant health care provider.

Parent/carer (if young person is under 16 years)

[Choose an item.](#) * to receiving medical treatment (including anaesthetic), other diagnostic procedures & tests which the medical professionals present (including Rangers Academy medical staff), consider to be appropriate and necessary.

[Choose an item.](#) * to a representative of Rangers accompanying my child/young person to any visit to a clinic or hospital or other relevant health care provider and act on my behalf for the best interest of my child/young person.

**I am aware that I can withdraw consent at any time by notifying the relevant person within Rangers FC*

C. TRANSPORTATION OF CHILDREN

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



Young person (16 –17 years old)

Choose an item: * to being transported by persons representing the Rangers FC for the purposes of taking part in football.

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

Choose an item: * to the player being transported by persons representing Rangers FC for the purposes of taking part in football.

**I am aware that I can withdraw consent at any time by notifying the relevant person within
Rangers FC*

D. PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Young people may be photographed or filmed when participating in football and this may be published. For further information please see Rangers FC Privacy Policy.

Young person (16 –17 years old)

Choose an item: * to be involved in photographing / filming and for information about me to be used for the purposes stated in Rangers FC 'Safe Use of Images'.

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

Choose an item: * for the young person to be involved in photographing / filming and for information about my child to be used for the purposes stated in the Rangers FC 'Safe Use of Images'.

**I am aware that I can withdraw consent at any time by notifying the relevant person within
Rangers FC*

E. SHARING ROUTINE PERSONAL DATA

Young people's data will be gathered during their time as an academy player; including routine injury surveillance and screening, sports science monitoring, and clinical data from medical imaging and procedure(s), and this information may be published.

Young person (16 –17 years old)

Choose an item: * to Rangers academy staff using my personal data gathered for the purpose of education and development; including being published in journals as deemed appropriate.

Choose an item: * to Rangers medical staff sharing with others, anonymous clinical data during my medical management for the purpose of treatment, education and research.

Parent/carer (if young person is under 16 years)

Choose an item: * to Rangers academy staff using my child/young person's personal data gathered for the purpose of education and development; including being published in journals as deemed appropriate.

Choose an item: * to Rangers medical staff sharing with others, anonymous clinical data during my child/young person's medical management for the purpose of treatment, education and research.

**I am aware that I can withdraw consent at any time by notifying the relevant person within
Rangers FC*



F. CONTACT INFORMATION

Rangers FC may contact young people from time to time via email, text or social networking site. For further information please see Rangers FC Privacy Policy.

Young person (16 –17 years old)

Choose an item: * to be contacted via email, text or social networking site for the purposes stated in Rangers FC Safeguards.

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

Choose an item: * for player to be contacted via email, text or social networking site for the purposes stated in Rangers FC Safeguards.

Choose an item: * wish to be copied into these messages.

**I am aware that I can withdraw consent at any time by notifying the relevant person within Rangers FC*

G. SHARING OF INFORMATION

Rangers FC fully accept their responsibility to promote, support and safeguard children's wellbeing and for the purposes of child wellbeing and protection matters; Rangers FC may share information as deemed appropriate, with the child/young person's *Named Person and/or other agencies/professionals if something is considered to be impacting upon their wellbeing. For further information please see Rangers FC Privacy Policy.

In addition, Rangers FC may share information as deemed appropriate, with the relevant child protection agencies, and any affiliated organisations, for the purpose of keeping a child/young person safe from harm. This is our legal obligation in order to protect children/young people from risk of harm/harm. For further information please see Rangers FC Privacy Policy.

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

H. YOUNG PERSON – DECLARATION **(please click in the box)**

☐ I have read and understood the Rangers FC Code of Conduct for Safeguarding Children's Wellbeing and their Policies and Procedures for Child Wellbeing and Protection.

Print Name: **Click here to enter text.**

Date: **Click here to enter a date.**

Young Person's Email: **Click here to enter text.**

Young Person's Mobile No: **Click here to enter text.**

***Young people under 16 years also require a parent/carer declaration in Section I below.**

I. PARENT/CARER – DECLARATION **(click in the box)**

☐ I have read and understand Rangers FC Code of Conduct for Safeguarding Children's Wellbeing and their Policies and Procedures for Child Wellbeing and Protection.

☐ I will inform Rangers FC as soon as possible should any of the information contained in this form change.

Print Name: **Click here to enter text.**

Date: **Click here to enter a date.**

Email: **Click here to enter text.**

SELF-DECLARATION FORM
FOR REGULATED WORK WITH CHILDREN

Rangers Football Club requires that anyone applying to do 'regulated work with children' must complete a self-declaration form. **You must also use this form if at any time prior to the annual re-signing date you have information that must be disclosed.*

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

This document should also be used to disclose any information regarding disciplinary actions in relation to a child and/or in relation to breaches of Rangers FC Safeguarding Policies & Procedures.

Completing the form:

1. Give details regarding any charges, convictions and/or cautions under the heading in **Section 1** OR **N/A** if not applicable to you.
2. Provide details of any disciplinary action within **Section 2**.
3. Give details of any further information in relation to Social Work services **Section 3**.
4. Select one of the options within **Section 4**.
5. Sign the declaration in **Section 5**.

PERSONAL DETAILS

Title	Click here to enter text.	Tel No	Click here to enter text.
Full Name	Click here to enter text.	E-mail	Click here to enter text.
Address & Postcode	Click here to enter text.		

ROLE DETAILS

Please enter role title below: Click here to enter text.

Section 1 – Cautions, charges or convictions (*If none, please enter N/A)

a) Please give the date of any: cautions, charges, convictions OR pending cases including ongoing police enquiries Click here to enter text.
b) Please give details of the offences for which you were cautioned, charged or sentenced as above Click here to enter text.
c) Please name the court where your case(s) were heard; Click here to enter text.



d) Please give details of the reasons and circumstances that led to your conviction Click here to enter text.
e) Have any other organisation(s) supported you to work through any of the above issues Click here to enter text.
f) Please give details of how you completed the sentence imposed, (e.g. did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.)? Click here to enter text.
g) What have you learned from the experience? Click here to enter text.

Section 2 – Details of any disciplinary action in relation to children or breaches to Rangers FC Safeguarding policies & procedures **(Select as appropriate)*

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? YES ☐ / NO ☐
If YES, please give details: Click here to enter text.

Section 3 – Further information **(Select as appropriate)*

Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES ☐ / NO ☐
If YES, please give details: Click here to enter text.

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

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

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



***Please select as appropriate one of the following options:**

- ☐ I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.
- ☐ I am under 'consideration for listing'

Section 5 – Declaration

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

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

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

Name: Click here to enter text.

Date: Click here to enter a date.

Please return to arlenesinclair@rangers.co.uk



REFERENCE FORM

Regulated role with children and young people

Please provide the details for two referees that can comment on your suitability and ability to fulfil the responsibilities when working with children and young people. These should be, where possible, in a professional working capacity.

**Please note, we do not accept references from friends or family members*

Name:

First referee	Second referee
Name: Organisation: Position: Address: Mobile Telephone No: Email address (<i>*this is a mandatory requirement and should be business/organisation email address where possible</i>):	Name: Organisation: Position: Address: Mobile Telephone No: Email address (<i>*this is a mandatory requirement and should be business/organisation email address where possible</i>):

I confirm that I give you my consent to contact the referees above for the purpose of requesting a reference.

Name:
Signature:

Date:



FAIR PROCESSING NOTICE (Adults in regulated work)

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

****Please note; your consent is not required in order to share information when it is relevant to a child protection matter. For further information please see the Rangers FC Privacy Policy***

I confirm that I have read and understand that if there are any changes to;

- (i) my status as a member of the PVG Scheme for regulated work with children or
- (ii) my suitability to carry out the regulated work for which I have been appointed or am doing;

Rangers FC Safeguarding & Player Care Manager and/or the Child Wellbeing and Protection Manager of the Scottish FA may share information about me with affiliated associations and member clubs that they govern as necessary, for the purpose of keeping children and young people safe.

I understand that the impact of sharing this information may be that I am removed from any positions of regulated work with children until the outcome of legal and/or disciplinary proceedings.

Name: Click here to enter text.

Date: Click here to enter a date.



CODE OF CONDUCT

"Putting safeguarding at the heart of our activities"

This Code of Conduct details the wellbeing values, standards and practices that underpin how you are expected to conduct yourself and how you treat the children and young people that you are engaged with in your role. (The wellbeing values include; approachable, accountable, empowering and inclusive).

These standards are relevant to all Rangers FC staff and volunteers when involved in activities with children and young people. We include all activities within Rangers FC with children and young people under the ages of 18 years; regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

It is important that it is recognised that relationships between adults in positions of authority over children are unequal, with a power imbalance and it is vital to your individual responsibility for actions, to ensure that they do not abuse this position of trust.

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

APPROPRIATE BEHAVIOUR

- Prioritise the wellbeing of children and young people
- Make football fun, enjoyable and promote fair play
- Promote, recognise and respect children's rights
- Value and respect all children and young people as equal individuals
- Put the wellbeing and best interests of each child first; before winning or achieving performance goals
- Place the needs, rights and views of children and young people at the centre of your decision making.
- Listen attentively to and respect the voices of children and young people
- Demonstrate strong mentor/leadership qualities as a role model: patience, dedication and stewardship
- Create a learning environment that is relevant and meets the needs of all participants age and stage of development
- Be focussed, engaged and act with enthusiasm and with a positive attitude
- Create empowering opportunities for children and young people to enjoy and achieve whilst participating in football
- Develop appropriate and professional relationships based on honesty, mutual trust and respect
- Challenge unacceptable and/or inappropriate behaviours
- Report all concerns regarding the wellbeing of a child and any breaches of this code of conduct
- Involve parents/carers wherever possible and if appropriate to do so



- Represent Rangers FC in a professional, courteous manner at all times
- Embrace Rangers FC philosophy, culture and values
- Adhere to Rangers FC Child Wellbeing & Protection Handbook & Safe Practice Guidelines; including safe use of social media & safe use of images

UNACCEPTABLE BEHAVIOUR

- Allowing any concerns or allegations about a child's wellbeing to go unreported
- Allowing bullying behaviour in any form between children to go on unchallenged
- Displaying bullying behaviour or making inappropriate, insensitive or improper comments to a child
- Allowing children to swear or use sexualised language unchallenged
- Swearing in the company of or at children
- Making sexually suggestive comments, innuendos or gestures to or in front of children
- Forming intimate emotional, physical or sexual relationships with children
- Creating social opportunities and/or spending time with children out with pre-arranged club football activity
- Engaging in any unnecessary physical contact with a child; including embracing to console feelings of disappointment
- Making inappropriate promises to children or young people
- Being 'friends' with young people on any social media platforms, participating in online gaming and/or using the private 'chat' functions on social media platforms. This is *inappropriate* contact with children.
- Creating social media group chats with children, with no other adult included in the group
- Using a mobile phone during activities, for any other purpose than taking photos. (*& only when requested to do so)
- Sharing a child's personal details/ information
- Reducing a child to tears as a form of control
- Inviting or allowing children to stay with you at your home
- Entering children's bedrooms on trips away from home (unless in an emergency situation or in the interest of health and safety)
- Sharing a room alone with a child
- Promoting or initiating excessive training and/or pushing children against their will placing them under undue pressure
- Partaking in the consumption of alcohol or any illegal substance; whilst representing the club (inc; trips away) and/or drinking alcohol in excess the night before engaging in activities with children
- Smoking or vaping in front of children
- Displaying aggressive or violent behaviours towards others; including on front of children
- Any other activity which may; harm or place a child(ren) at risk of harm
- Breaching any of the Rangers FC Child Wellbeing & Protection Handbook & Safe Practice Guidelines



Role Specific; SCOUTS ONLY

- Uphold the scouting principles as stated within the national protocol for the Recruitment, Management & Monitoring of Football Scouts
- Must wear the jacket/clothing as provided by the club, whilst undertaking scouting duties
- Be in possession of and make available if required, Rangers FC & Scottish FA photo ID card when scouting
- Submit all relevant reports & nominations within deadlines, as agreed with Head of Academy Recruitment
- Develop and maintain positive relations with boys' club coaches, league secretaries, SYFA regional and national representatives
- Inform the Head of Academy Recruitment in advance, if you are unable to fulfil any scouting commitments
- Scouts should develop their knowledge of the club's game model, play characteristics and five pillars for player development
- Adhere to Player Approach Protocol, when approaching a boys club, school and/or parents/carers. **Do not, on any occasion, approach a parent/carer directly until permission has been granted by the boys club or school. Thereafter, ensure the boys club is fully aware of any activity the young person is involved in.*
- *Never directly approach or engage with a child/young person in your role as Rangers FC scout*
- *You are strictly prohibited from direct or unsupervised contact with children/young people.*

Role Specific; SOCCER ACADEMIES ONLY

- Having clearly defined roles and fully prepared for all sessions; including handling of Consent Forms, implementing Risk Assessments, toilet breaks/cover
- Be on time, be early but never late for your scheduled activity
- Be in possession of and make available if required, Rangers FC ID card/badge

Sign-up:

I agree to abide by and demonstrate the child wellbeing values.

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

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

Name: Click here to enter text.

Date signed: Click here to enter text.