

**HUNTLY NORDIC SKI CLUB**  
**WELLBEING & PROTECTION POLICY**  
**& PROCEDURES**

V1	June 2020	Lynne Duncan (WPO)	Peter Thorn (Secretary)	Roy Young (Chairperson)
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## Introduction

This document is Huntly Nordic Ski Club's (HNSC) Wellbeing & Protection Policy. It provides current policies, guidelines and sample forms for our club.

Best practice has been sought from Safeguarding in Sport, Sportscotland, Disclosure Scotland, Volunteer Scotland Disclosure Services (VSDS) and other Scottish Sports Governing Bodies and our primary source of reference and compliance is Snowsport Scotland (SSS).

It is the policy of HNSC to ensure that every member who takes part in club activities should be able to participate in an enjoyable and safe environment. In particular, children and vulnerable adults should be protected from neglect, bullying, physical, emotional and sexual abuse. Any actions and comments made whilst dealing with children or vulnerable adults should always be well considered and should never give rise to misinterpretation.

**All appropriate Codes of Conduct and Policies will be accepted by members on the annual membership form.**

### Definition of a Child:

For the purposes of this policy a child is defined as anyone less than 18 years of age.

### Definition of a Vulnerable adult:

For the purposes of this policy a vulnerable adult is anyone who is, or may be for any reason, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

### Definition of a Club Member:

For the purposes of this policy a club member is anyone within the club, including children and vulnerable adults.

### Key Principles:

- Welfare of members is the first consideration.
- All members, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Wellbeing & Protection is **everyone's** responsibility.
- All members have the right to express views on all matters which affect them, should they wish to do so.
- HNSC shall work in partnership together with children, vulnerable adults, parents and carers to promote the welfare, health and development of all.

## Roles & Responsibilities

**HNSC is fully committed to safeguarding and protecting all children and vulnerable adults in its care. It recognises the responsibility to promote safe practice and to protect all members from harm, abuse and exploitation.**

### **HNSC will:**

- Promote the health and welfare of all members by providing opportunities for them to take part in club activities safely.
- Respect the rights, wishes and feelings of all members.
- Promote and implement appropriate procedures to safeguard the well-being of members and protect them from abuse.
- Recruit, train, support, guide and supervise its members and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to reduce risk to themselves.
- Require members and volunteers to adopt and abide by this Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children and vulnerable adults in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by SSS Wellbeing & Protection Committee for the protection of children and vulnerable adults.
- Work jointly with partners through planning, training and monitoring of their arrangements of the protection of children and vulnerable adults.

**Volunteers will work together to embrace difference and diversity and respect the rights of children, vulnerable adults and young people, each with a role to ensure the safeguarding of children and vulnerable adults in their care.**

- Maintain registration as an Intermediary Body with VSIDS to facilitate a Protecting Vulnerable Groups (PVG) service on behalf of clubs to prevent unsuitable people from working within skiing.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.
- Maintain confidential records of all complaints, concerns and sanctions against the club or members.
- HNSC has complaints and disciplinary procedures in place as per the HNSC Constitution.
- Wellbeing & Protection issues are included within SSS coach education programmes.
- Best practice is extensively promoted, and the club, coaches and volunteers are encouraged to follow guidelines set down by SSS and HNSC.

## Roles & Responsibilities

### HNSC will:

- Adhere to the guidelines and procedures contained within this policy
- Adopt the club Wellbeing & Protection Policy (see **Appendix 1**)
- Appoint a Wellbeing & Protection Officer in accordance with SSS requirements for club affiliation
- Implement any recommendations of SSS where appropriate
- Maintain confidentiality of any alleged Wellbeing & Protection issues that arise
- Accept that all committee members have a responsibility in this area and be prepared to respond to any indication of abuse
- Safely recruit club volunteers as required in accordance with the recruitment policy (**Appendix 2**)
- Be prepared to challenge and alter bad practice

### HNSC Wellbeing & Protection Officer will:

- Ensure all persons working with children and vulnerable adults at the club are fully aware of what is required of them within the protocols of the Policy / Codes of Conduct
- Conduct the administrative work associated with processing of information on volunteers (PVG Scheme Applications)
- Liaise closely with club volunteers ensuring that agreed procedures for the prevention of risk are followed
- Counsel / advise the club on matters of policy relating to Wellbeing & Protection
- Advise / circulate details of opportunities for volunteers to undertake training
- Act as the contact person on matters relating to Wellbeing & Protection at the club
- Ensure all incidents are correctly managed, recorded and reported in accordance with HNSC and SSS policies and procedures

# Monitoring

## This Policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or following any relevant changes within SSS.
- Following any issues or concerns raised about the protection of children and vulnerable adults within SSS.
- In all other circumstances at least every two years.

## HNSC will monitor the policy by:

- Keeping records of cases brought and their outcomes.
- Accepting comments from members on the ease of implementation and effect of the policy.
- Internal reviews

# Abuse

**“Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting, or by failing to act to prevent, significant harm to them. Children and vulnerable adults may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.”**

This definition includes placing children and vulnerable adults at risk through something a person has done to them or something a person is failing to do for them. For those working in the fields of care and protection the definition gets broken down further into categories of abuse namely:

- Emotional abuse
- Physical abuse
- Neglect
- Sexual abuse
- Any significant, untoward or unusual incidents which cause concern about the welfare of a child or vulnerable adult will be recorded on the Incident Record Form (see **Appendix 5**) and reported to SSS within 48 hours. Parents/carers should also be informed of the circumstances as soon as possible if appropriate. Further information on guidelines and procedures is available [here](#)

**No member of HNSC shall investigate allegations of abuse or decide whether or not a member has been abused.**

## Identifying Abuse

Although the physical and behavioural signs listed may be symptomatic of abuse, they may not always be an indicator and, conversely, children or vulnerable adults experiencing abuse may not demonstrate any of these signs.

Abuse is often difficult to recognise. It is **not** the responsibility of anyone involved at the club to decide whether or not a person has been abused. This is the role of trained professionals. We all however, have a duty to act on any concerns about abuse.

**If you are worried or confused about any of the issues raised here please talk to the club WPO (or the Chair) for guidance**

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

**Take whatever action is required to ensure their immediate safety**

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

## Bullying

Bullying will not be tolerated at HNSC. Recommended guidelines and our policy for managing bullying can be found [here](#).

## Digital Communications, Photography and Video

This area is specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005 and more detail on how we implement this, at HNSC training and events is provided in our policy guidelines [here](#).

HNSC has produced a Photographic & Video Equipment Policy. A photography/video consent form is utilised when required and can be found in appendix 4 of this document. The Acceptable Use of Mobile Phone Policy details the use of mobile phone cameras and can be found [here](#).

## Equality

HNSC is fully committed to the SSS principles of Equality and equal opportunities and is responsible for ensuring that no member receives less favourable treatment on the grounds of age, disability, race, religious belief, nationality, pregnancy, parental or marital status, sex, sexual orientation, class or social background, transgender or political belief. Our policy and guidelines can be found [here](#).

## Codes of Conduct

Recommended guidelines and our codes of conduct can be found [here](#).

## Late Collections

Recommended guidelines and our policy for late collections can be found [here](#).

## Ethics

Recommended guidelines and our ethics policy can be found [here](#).

## **GDPR**

Recommended guidelines and our GDPR compliance can be found [here](#).

## **Guidelines on Managing Difficult Behaviours**

Recommended guidelines and our policy for managing difficult behaviour can be found [here](#).

## **Guidelines on Physical Contact (including First Aid)**

Recommended guidelines and our policy for physical contact can be found [here](#).

## **Grievance**

Recommended guidelines and our policy for grievances can be found [here](#).

**[Further useful information regarding Wellbeing and Safeguarding at HNSC can be found here](#)**



## Appendix 1

### WELLBEING & PROTECTION POLICY STATEMENT

Huntly Nordic Ski Club

This club is fully committed to safeguarding, promoting and supporting the protection and wellbeing of all members in our care. We recognise our responsibility to promote safe practice and to protect people from harm, abuse and exploitation. We embrace difference and diversity and respect the rights of all children and vulnerable people. Everyone at the club will be made aware of the policies and procedures in place to protect members in our care and to promote their wellbeing.

#### **Underpinning principles:**

1. A child is recognised as someone under the age of 18
2. All members have the right to relax, play and join in a wide range of sporting activities
3. The protection and wellbeing of all members in our care is everyone's responsibility
4. A member, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse
5. A member has the right to express views on all matters that affect them, should they wish to do so
6. A member's rights, wishes and feelings should be respected and promoted
7. The best way to promote the wellbeing, health and development of a member is to work in partnership with the members, parents/carers and other relevant organisations

#### **To keep children and vulnerable adults safe in our club we will:**

- Promote the wellbeing of children and vulnerable adults through opportunities to take part in sport safely
- Put in place policies and procedures to promote the wellbeing and protection of children and vulnerable adults.
- Appoint a club Wellbeing and Protection Officer.
- Recruit, train and support our sports volunteers to prioritise the wellbeing of children and vulnerable adults who take part in our activities and protect them from harm.
- Require the sports volunteers to adopt and abide by the Wellbeing and Protection policies and procedures including the relevant Code of Conduct
- Respond to any wellbeing or protection concerns in line with our policy and procedures.
- Monitor, review and evaluate the implementation of the Wellbeing and Protection policies and procedures regularly.

If you have any concerns about the wellbeing of a member of our club, please do not hesitate to contact the Club Wellbeing and Protection Officer (WPO):

Lynne Duncan 07736 936993 or [wpo@nordicski.co.uk](mailto:wpo@nordicski.co.uk)

**If you have an immediate and serious concern about the safety of a child, contact the police and/or your local social work child protection team. Contact details of social work can be found on the Aberdeenshire Council website.**

## Appendix 2 Selection Policy for Club Coaches & Volunteers

### General Information

All ski clubs have a variety of volunteers who assist with the overall running of the club. Whilst it is vital to keep the issues of Wellbeing & Protection in proportion, HNSC, adopt some basic procedures that will help safeguard all concerned.

#### The Selection of Volunteers and Coaches

Abusers of children or vulnerable adults tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could instigate abuse. Therefore, it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with vulnerable groups.

It is also important that standard procedures are used, whether people are paid or unpaid, part-time or full-time. For all volunteers working within the Club who have regular contact with young people the following action demonstrates HNSC good practice (shown here in no particular order):

#### (i) Interviews

Simple, informal interviews to assess the applicant and attempt to verify all information given for voluntary positions.

#### (ii) Referees

References from at least two people (not relatives) who have known the applicant for at least 2 years and who are able to comment confidentially on the person's previous work with vulnerable groups and any former involvement in sport.

#### (iii) PVG Scheme Membership

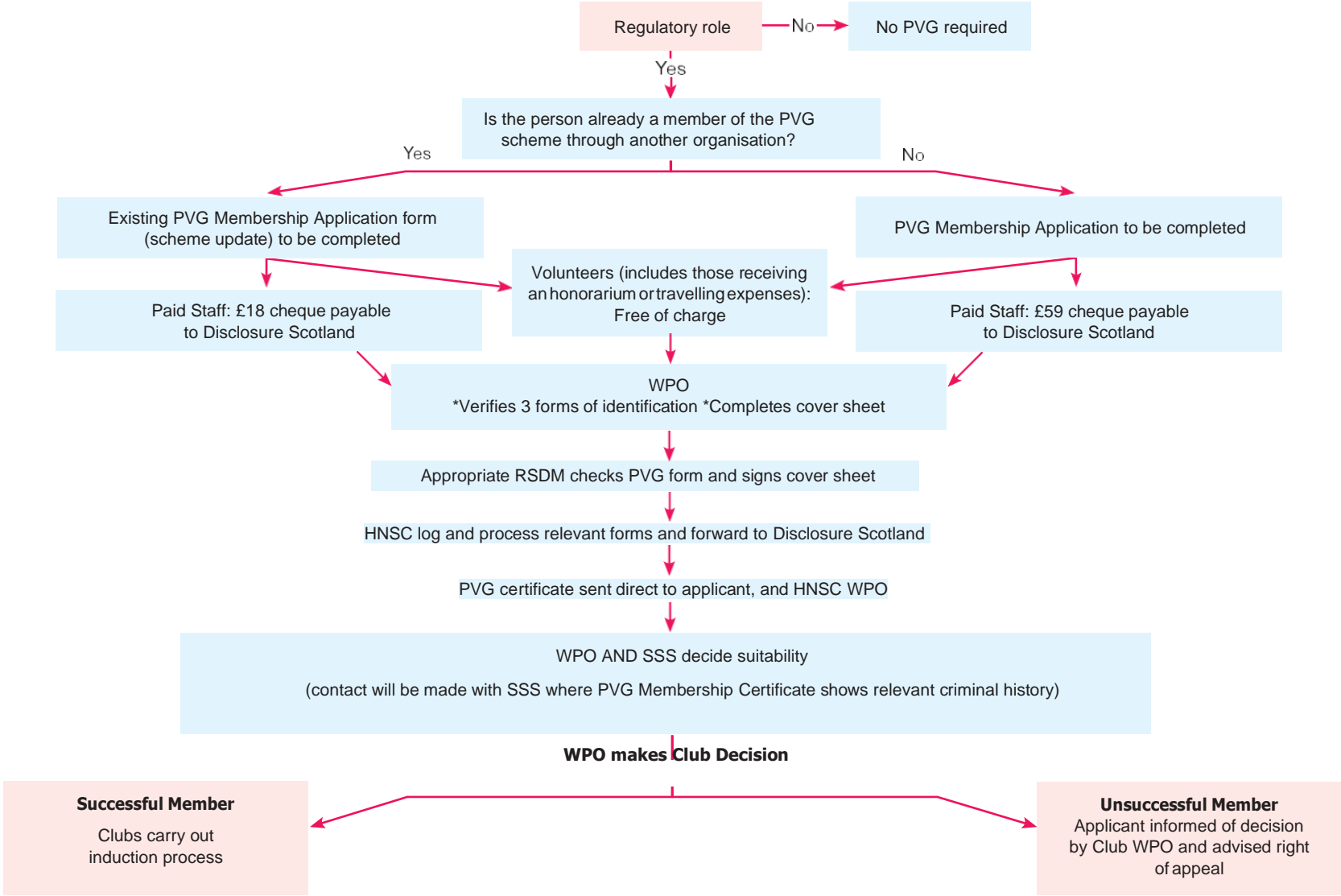
A PVG Scheme application will be made for all regulatory positions involved at HNSC. Application forms are available from HNSC WPO, who will also receive the results of all PVG application and make judgement on each members suitability to work with vulnerable groups – based on the information presented and from other parts of the process. HNSC has overall responsibility to establish the suitability of coaches and volunteers however this is fully supported by SSS. These checks are FREE to volunteers.

#### (iv) Induction

An induction procedure for all new starts is carried out. New starts will then be made aware of the relevant club policies and able to sign appropriate Codes of Conduct and membership requirements.

**Appendix 3 WPO form for regulated work with children and vulnerable adults**

**Protection of Vulnerable Groups (PVG) Scheme Membership Application Process**



## Appendix 4 Request for permission to use camera / video equipment

The form must be completed by individuals to request permission to use camera and/or video equipment.

### To be completed by Applicant:

**Name**

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**Address**

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**Postcode**

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**Club**

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**Purpose of use**

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**Venue**

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**Date(s)**

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**Equipment type**

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**Model**

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### Declaration:

I declare that the pictures/film(s) produced by the equipment stated above will not be altered in any way, without prior approval in writing of the person(s) photographed. I understand that modesty must be ensured at all times, and that I will only use pictures/ films for the purpose stated above. I agree to follow the guidance for the use of images of young people as detailed within the Wellbeing & Protection Policy.

**Signature**

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**Date**

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**Completed by WPO and**

**checked**

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**Date**

**Appendix 5 Incident Record Form (for issues of a Wellbeing & Protection nature)**

**Your name**

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**Your position**

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**Member's name:**

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**Member's address**

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**Parents / carers names and address (if relevant)**

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**Date of birth**

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**Any special requirements**

(e.g. learning disability / first language not English)

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**Your observations**

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**Exactly what the member said:**

(Remember, do not lead the person – record actual details.

Continue on separate sheet if necessary)

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**Incident Record Form continued (for issues of a Wellbeing & Protection nature)**

**Action taken so far and when:**

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**Local Authority Yes / No**

If **Yes** – Details of:  
Name and contact number:  
Details of advice received:

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**External agencies contacted (date and time):**

**Police Yes / No**

If **Yes** – Details of:  
Name and contact number:  
Details of advice received:

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**Children 1st Yes / No**

If **Yes** – Details of:  
Name and contact number:  
Details of advice received:

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**Social Services Yes / No**

If **Yes** – Details of:  
Name and contact number:  
Details of advice received:

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**Signature** \_\_\_\_\_

**Print name** \_\_\_\_\_

**Date** \_\_\_\_\_

**SSS Yes / No**

If **Yes** – Details of:  
Name and contact number:  
Details of advice received:

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**N.B. a copy of this form should be sent to Social Services after the telephone report.**

**A copy should also be sent to The Chief Executive Officer at SSS within 48 hours of incident.**

**Remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than those who need to know.**

## **Useful Contacts**

### **Safeguarding in Sport**

CHILDREN 1ST  
Unit 8000  
Academy Park  
Gower Street  
Glasgow  
G51 1PR  
0141 419 1156  
[www.safeguardinginsport.org.uk](http://www.safeguardinginsport.org.uk)

### **sportscotland**

Doges, Templeton on the  
Green 62 Templeton Street  
Glasgow, G40 1SA  
0141 534 6500  
[www.sportscotland.org.uk](http://www.sportscotland.org.uk)

### **Help For Clubs**

[www.helpforclubs.org.uk](http://www.helpforclubs.org.uk)

### **CHILDREN 1ST**

83 Whitehouse Loan  
Edinburgh  
EH9 1AT  
0131 446 2300  
[www.children1st.org.uk](http://www.children1st.org.uk)

### **ChildLine in Scotland**

0800 1111  
[www.childline.org.uk](http://www.childline.org.uk)

### **ParentLine Scotland**

0800 028 2233  
[www.parentlinescotland.org.uk](http://www.parentlinescotland.org.uk)

### **Wellbeing & Protection in Sport**

**Unit** (NSPCC – covers England,  
Wales and Northern Ireland)  
0116 234 7278  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **Scottish Disability Sport**

0131 317 1130  
[www.scottishdisabilitysport.com](http://www.scottishdisabilitysport.com)

### **Volunteer Scotland Disclosure Services**

General Helpline: 01786 849 777  
[www.volunteerscotland.net/disclosure-services/](http://www.volunteerscotland.net/disclosure-services/)

### **Disclosure Scotland**

03000 2000 40  
[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

### **Scottish Government**

[www.scotland.gov.uk/childprotection](http://www.scotland.gov.uk/childprotection)

### **Commissioner for Children and Young People**

[www.sccyp.org.uk](http://www.sccyp.org.uk)

### **Legislation**

[www.opsi.gov.uk/index.htm](http://www.opsi.gov.uk/index.htm)

### **Child Exploitation Online Protection (CEOP)**

[www.ceop.police.uk](http://www.ceop.police.uk)

### **Thinkuknow**

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

### **Respect Me**

[www.respectme.org.uk](http://www.respectme.org.uk)  
Anti Bullying Network  
[www.antibullying.net](http://www.antibullying.net)

### **UK Safer Internet Centre**

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)