



East Fife F.C.

Child Protection Policy

Child Protection Policy

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EAST FIFE F. C.

Definitions

This child protection policy is presented in respect of providing protection for children and adults.

For the purpose of this policy staff and volunteers are defined as follows:

Directors, coaches, catering staff, cleaners, players, groundpersons and all other adults.

The following are definitions of age in relation to children and adults.

Children: Under 18 years

Adults: 18 years and over

EAST FIFE F. C.

Policy Statement

We in East Fife F C are committed to a practice which protects children and young people from harm and will endeavour to provide a safe and caring environment that is committed to protecting children and young people from all forms of abuse and discrimination. Operating on an equal opportunities basis we are committed to a practice which protects children and young people. We, the Board of Management, staff, volunteers and adults who could possibly have unsupervised access in this organisation accept and recognise our responsibilities to develop awareness of the issue which cause children and young people harm.

We will endeavour to safeguard children and young people by:

- **Adopting child protection guidelines through a code of behaviour for staff and volunteers**
- **Sharing information about child protection and good practice with children, young people, parents, staff and volunteers**
- **Sharing information about concerns with agencies who need to know, and involving parents/guardians and children appropriately**
- **Following carefully the procedures for recruitment and selection of staff and volunteers**
- **Providing effective management for staff and volunteers through supervision, monitoring, support and training**

We are also committed to reviewing our policy and good practice at regular intervals.

EQUAL OPPORTUNITIES POLICY

In the provision of the club, training, recruitment and employment of staff and volunteers and in all working practices, this organisation shall ensure equality of opportunity to all persons, children, young people and adults, regardless of race, colour or ethnic origins, nationality, gender, sexual orientation, class, age, disability, appearance, marital status or religion.

We recognise racism, sexism and other forms of discrimination, both institutional, personal are widespread in our society. Such discrimination prevents equality of opportunity in service delivery and employment.

We are committed to challenging and dismantling all forms of discrimination in our working practice.

We accept that there is a wide range of different and equally valid child-rearing techniques. We shall work in partnership with parents, guardians and carers, respectful of their child rearing practices.

We shall develop our club practice so that it is sensitive to and suitable for, all children and young people, reflecting the fundamental equality and worth of every child and young person, we shall promote this objective in our contract setting and relations with those involved with youth work.

We shall ensure that our football club setting reflects the wide range of cultural and other diversity in our society. Through our club resources and activities we will attempt to foster a positive sense of identity for all our children and young people. Resources or activities, which stereotype in any way, will not be accepted in our club setting.

We shall ensure that all our regular staff and volunteers attend training sessions in anti-discriminatory practice, examine sexism, racism and other forms of discrimination in society and in ourselves, and develop a way of combating discrimination in our organisation and in our practice.

Child protection guidelines through a code of behaviour for staff and volunteers

East Fife F. C., staff and volunteers share the aims of the club to promote the skills and abilities the sport has to offer, and enable East Fife F. C to assist more children and young people in developing these skills by creating a safe, friendly, supportive environment that will add value to the club and its' work.

All members of staff and volunteers will be aware of, and follow the procedures regarding signs of abuse. All staff and volunteer must be aware of the first signs of child abuse, whether by physical injury, neglect, and emotional or sexual abuse.

We are committed to ensuring that all children and young people in our care are protected from all kinds of abuse that are defined as follows:

PHYSICAL

- Young person's body is hurt or injured

Actual or attempted physical injury to a child, under the age of 16 (or 18) in the case of children subject to supervision requirements or children with special needs), where there is definite knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Physical injury may include a serious incident or a series of minor incidents involving bruising, fractures, scratches, burns or scalds, deliberate poisoning, attempted drowning or smothering, Munchausen Syndrome by proxy, serious risk of actual injuries from parental lifestyle prior to birth, for instance substance abuse, physical chastisement deemed to be unreasonable.

EMOTIONAL

- Frightened by threats and taunts (bullying)
- Bullying is the use of aggression with the intention of hurting another person.
- Bullying - being exposed repeatedly over a period of time, to negative actions on the part of one or more people.

Bullying can be:

Physical

Pushing, kicking, punching, hitting, or any use of threatened use of physical violence.

Verbal

Name-calling, sarcasm, spreading rumours, nasty teasing, leaving hurtful notes.

Emotional

Excluding, being deliberately unfriendly, tormenting, racial taunts, threatening or rude gestures.

Menacing

Demanding money or possessions, demanding the victims or bystanders silence when bullying has taken place.

- Subject to excessive shouting, belittling and teasing
- Given responsibilities beyond their years

Failure to provide for the child's basic needs such as to have severe effect on the behaviour and development of the child

This may include situations where, as a result of persistent behaviour by the parent(s) or care giver(s), children are rejected, denigrated or scapegoat, inappropriately punished, denied opportunities for exploration, play and socialisation appropriate to their stage of development or encouraged to engage in anti-social behaviour, put in a state of terror or extreme anxiety by the use of threats or practices designed to intimidate them; isolated from normal social experiences, preventing the child or other family members from forming friendships.

Children left on their own for long periods, are under stimulated or suffer sensory deprivation, especially in infancy; who do not experience adequate nurturing or who are subject to a number of care givers, may also come into this category. Sustained or

repeated abuse of this type is likely, in the longer term, to result in failures or disruptions of development of personality, inability to form secure relationships and may have an effect on intellectual development and educational attainment.

SEXUAL

- Used by adults (or peers) to satisfy sexual desires through indecent sexual activity
- Subjected to sexual talks and materials

Any child below the age of 16 may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated the behaviour.

Sexual abuse may include activities such as incest, rape, sodomy or intercourse with children; lewd or libidinous practices or behaviour towards children; homosexual practices towards children; indecent assault of children; taking indecent photographs of children or encouraging children to become prostitutes or witness intercourse or pornographic materials.

Activities involving sexual exploitation, particularly between young people, may be indicated by the presence of one or more of the following characteristics – lack of consent; inequalities in terms of chronological age, development stage or size; actual or threatened coercion.

PHYSICAL NEGLECT

- Adults fail to care for young people and protect them from danger
- Lead to serious impairment of young person's health or overall development and well being
- Most likely to apply in residential experiences

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care results in persistent or severe exposure, through negligence, to circumstances that endanger the child.

Physical neglect may also include a failure to secure appropriate medical treatment for the child, or when an adult carer persistently pursues or allows the child to follow a lifestyle inappropriate to the child's developmental needs or which jeopardises the child's health.

We will undertake to safeguard children by adopting child protection guidelines through a code of behaviour for staff and volunteers and visitors.

This will provide clear guidelines for the staff and volunteers in which they have a good understanding of what their roles and responsibilities are in relation to the protection of children being that:

- **All suspicions and allegations of abuse are taken seriously and responded to promptly**
- **That all staff and volunteers have a responsibility to be vigilant in child protection matters**
- **That all staff and volunteers will be trained in respect of identifying the signs of abuse and are aware of the set procedures in relation to this fact**
- **That any incident or suspected incident will be reported to Shona Cargill (Club Child Protection Co-ordinator) who will work with members of staff, volunteers, parents guardians, children young people and the organisations in which they will consult, this being the police and social work services at the appropriate time.**
- **The Co-ordinator in all cases will complete an incident form. (Appendix 1)**

The staff and volunteers will be responsible to Shona Cargill (Club Child Protection Co-ordinator) who is responsible for ensuring:

- That the policy is up to date
- That it is clearly displayed (if possible)
- That the volunteers and staff are aware of the policy and have read and understood it
- That knows who the social Work contact is
- That has the contact numbers for the Social Work and Police

Staff and volunteers should be prepared to keep him informed should any difficulties arise or in any matter of concern regarding children or young people they are involved with. Staff and volunteers should work only within the authority given to them, and any enquiries from outside agencies and the media should be referred to a member of the board. Staff and volunteers should share any concerns relating to their roles with their immediate supervisor or Shona Cargill (Club Child Protection Co-ordinator).

Through East Fife F. C. child protection policy, staff and volunteer will adhere to guidelines set out within the policy to protect adults as well as children and young people. All suspicions and allegations of abuse are taken seriously and immediate response is requested. In all cases confidentiality is an important issue for children, young people, parents/guardians, staff and volunteers. Children, parents/guardians, staff and volunteers may wish to raise concerns, but be fearful of setting in motion a sequence of events which will have a far reaching and unwanted consequences. They may seek an assurance of confidentiality, if concerns arise about a child's or young person's welfare, it may be necessary for that information to be passed on to the appropriate authorities. It can be encouraging to reassure those seeking advice that confidentiality will not be breached without them first being informed of the intention to do this. This applies to children and young people as well as adults. However, with the appointment of an independent person who has no contact with East Fife F. C. and individual (child or adult) may seek the confidentiality. The independent person will be aware of the clubs' policy regarding procedures relating to child protection and will follow the procedures regarding any allegations of abuse.

When suspicion arises regarding the abuse of a child the following procedures will be adopted:

- Never trivialise or exaggerate child abuse issues
- Allow the child time to speak and not interrupt nor make suggestions to them which would imply making an investigation
- Reassure the child that they are glad she or he has told what has happened and that it was right to tell
- Not to interrogate or question other than to clarify your understanding. If the matter is to be investigated further it will be so by trained professionals. No matter how well you know the child, spare them having to repeat themselves over and over. Apart from anything else, the child may begin to think that you don't believe them
- Be honest, tell the child that you cannot keep it a secret, you have to talk to someone else that can help
- Remain calm, no matter how difficult it is to listen to the child – think of how hard it must be to say it. Some things are very difficult to talk about, you've been chosen because the child feels they can talk to you. If you show anger, disgust, disbelief then the child may stop talking for fear of upsetting you further or feel that your negative feelings are being directed towards them
- Listen to the child – **REALLY LISTEN** – take what they say seriously. Tell them they've done the right thing by telling you
- As soon as practical write down everything the child told you, but remember that this is a confidential matter between you and the child. The only person you should be discussing it with Shona Cargill (Club Child Protection Co-ordinator).
- Staff and volunteers avoid asking leading questions of the child
 - Staff and volunteers will inform Shona Cargill (Club Child Protection co-ordinator) of the situation as soon as possible as to the situation. An incident form will be completed with details of concern. Shona Cargill will follow the clubs' child protection guidelines for general information that will assist them in making the appropriate decisions.
- Staff and volunteers will never leave themselves open to being accused of abuse and should not be left on the premises with a child or young person and will always work with one or more adults present.

- Staff when checking the toilet and shower areas, should knock and call out to find out if the area is clear. On no account should you enter the toilet or shower area if a child or young person is using it. Children should be accompanied to the toilet area by an authorised person only.
- Will always work in pairs
- Upon receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs
- Share their concerns with Shona Cargill (Club Child Protection Co-ordinator).
- › Always **REFER** never **INVESTIGATE** any suspicions or allegations about abuse on what action to take.

Area Social Work Office: 01592 412 970

Police Station: 01592 418 900

If a child or young person develops a clinging relationship with a member of staff/volunteer, that member of staff/volunteer should discourage this. Other staff members/volunteers should be made aware of the situation and should intervene by distracting the child or young person and encourage the child or young person to take part in the activities.

- Staff and volunteers should ensure that club report sheets are completed on a regular basis as this gives staff and volunteers the opportunity to identify and address issues.
- Staff and volunteers should avoid using offensive language in front of children or young people

Should show respect and understanding of children and young people by responding to their rights:

- To have their own opinions
- Their right to be heard
- To be listened to
- Their right to be respected as individuals, as a member of the team, as a member of the club

These can be addressed by encouraging children and young people to be involved in the decision making process in matters that affect them. Respond to any concerns children and young people have, as what may seem unimportant to you may be a serious issue for the child or young person.

Risk Assessments:

We will endeavour to minimise situations where abuse may occur by managing the building and the use of premises, reduce to a minimum one-to-one unsupervised contact and issuing guidelines recommending meetings with children and young people outside the club to be in the presence of another adult. To issue parental consent forms (Appendix 2) for children under the age of 16 years and carry out risk assessments relating to the club building at regular intervals. Accurate risk assessment records should be maintained (Appendix 3). A record should be kept of all entering or leaving the building. (Appendix 4). Be aware of situations not just internal but external e.g. visits outings.

- Risk Assessments are required as a preventative method in the risk of child abuse
- Assessments should identify areas within the building that requires special attention
- Assessments should be reviewed annually or reviewed in the event of an incident or occurrence
- Solutions should be implemented immediately
- Staff and volunteers should work to the guidelines, - where there are difficulties in working to the guidelines, these should be raised with Shona Cargill (Club co-ordinator).
- Where risks are causing concern and cannot be rectified within working conditions, these will be forwarded to the Board of Management
- Staff and volunteers working outwith their club base will use the clubs' Risk Assessment as a basis for their practice. If problems arise, staff and volunteers should inform the appropriate member of staff who will communicate concerns and look for a solution
 - If in the event of unsafe practices continuing, staff has the right to withdraw from the situation until safe practices are adopted. This should be discussed with Shona Cargill (Club co-ordinator).
- All Staff visitor and players will sign in and out of the building when children are using the premises

APPENDIX 1



INCIDENT FORM

Please complete all sections of the form

DAY

DATE

TIME

VENUE

(Please be as accurate as possible)

WHAT IS THE NATURE OF THE INCIDENT?

Name of person completing the incident form (in block capitals)-----

Form completed by (signature)----- Date-----



E.F.F.C. January 2015

**APPENDIX 2
EAST FIFE F.C.
PARENTAL CONSENT FORM**

The club will be organising a number of games outwith the premises as part of the programme for those under the age of 18yrs. This consent form will cover all games and activities throughout the year. Please complete this form giving your consent for your son/daughter to take part.

I agree to my son/daughter----- (name)
Taking part in the games and activities as mentioned above. I acknowledge the need for obedience and responsible behaviour on his/her part.

1. Medical Information

Does your son /daughter suffer from any condition requiring medication or any other treatment?

If YES, please provide details-----

To the best of your knowledge has your son/daughter been in contact with any contagious or infectious diseases, or suffered from anything in the last four weeks that may be or may become contagious or infectious?

If YES, please provide details:-----

Is your son /daughter allergic to any medication?

If YES, please specify:-----

Is your son/daughter up to date with his/her, Tetanus injections?

YES/NO

I agree to my son /daughter receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present.

I can be contacted by telephoning the following numbers:

Work:-----

Home:-----

My home address is:-----

If not available at above, please contact:

Name:-----

Telephone number:-----

Address:-----

Name, address and telephone number of family doctor:

Signed:-----

Date:-----/-----/-----

(Subject to SFA guidelines relating to children's rights act Scotland)

E.F.F.C. January 2015
 EFFC Risk Assessment Proforma



APPENDIX 3
Risk Assessment Form

LOCATION:	New Bayview Stadium.	DATE:	13/02/12	REF No:	E.F.F.C. TBRA 51
AREA:	Within the Stadium and on outside trips.	RISK ASSESSMENT TEAM			
TASK DESCRIPTION: Child Protection		Brian Hutchison		Safety Officer	
		Shona Cargill		Child Protection Officer	
REFERENCES AND OTHER RELEVANT INFORMATION: E.F.F.C. Child Protection Policy				CONFIRMED ALARP APPROVED BY:	
				NAME (PRINT):	Shona Cargill / Brian Hutchison
				SIGNATURE:	
				POSITION:	Child Protection Officer/ Safety Officer.
				DATE:	01/02/14

E.F.F.C. January 2015

EFFC Risk Assessment Proforma

TASK ACTIVITY / DESCRIPTION	3. HAZARD DESCRIPTION	4. HAZARD EFFECT	5. INITIAL RISK			6. LIST ALL CONTROL MEASURES REQUIRED	7. PER RESP.	8. RESIDUAL RISK			9. ALARP	10. ACTION CLOSED ?
			H	M	L			H	M	L		
Areas that need special attention at Bayview.	Areas where children change (where other than coaches would be present).	Outside persons observing the children changing.	X			<ul style="list-style-type: none"> The changing area at Bayview is within purpose built containers with lockable changing and toilet facilities. 	Youth Coaches			X	Y	Y
	Parents do not wish there children to videotaped or photographed.	Pictures being taken without the parents consent and put on the web for others to view.	X			<ul style="list-style-type: none"> There is a form which parents can give to the club to make their wishes known. 	Youth Coaches / Parents			X	Y	Y
Children within the stadium	No identification of adults within the stadium at that time.	Persons other than youth coaches having access to the children.		X		<ul style="list-style-type: none"> All adults must sign in and out at the stadium CCTV within the office corridors & foyer at all times. 	All club coaches, volunteers and staff.			X	Y	Y
Children outwith the stadium	Mixed sex groups attending activities or games.	Only coaches of the one sex being present.				<ul style="list-style-type: none"> If this were necessary there would always be male and female coaches present. Parental consent form should always be signed prior to the activity or game. 	Head of Youths / Parents.			X	Y	Y
Children both inside and outside the stadium	Child becomes unwell during activity or game.	The condition worsens.		X		<ul style="list-style-type: none"> Parental consent form will have details of medical needs of child. 	Head of Youths			X	Y	Y

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EFFC Risk Assessment Proforma

	For any reason at all we could not contact a parent or guardian.	The condition worsens.		X		<ul style="list-style-type: none"> On the Parental Consent form there must be two contact telephone numbers / persons. Also on the form will be the child's doctor information. 	All youth coaches			X	Y	Y
	A child shows signs of having a contagious disease	Contagious disease being spread amongst children.		X		<ul style="list-style-type: none"> Parental consent form will have signature of parents to say to the best of their knowledge they child does not have a contagious disease. 	All youth coaches			X	Y	Y
	Children having an allergic reaction	The condition worsens.		X		<ul style="list-style-type: none"> The Parental Consent form has details of any allergies. 	All youth coaches			X	Y	Y
	Children who present themselves with bruises or any evidence of abuse.	The child may have been abused outwith the club.		X		<ul style="list-style-type: none"> As per the Child Protection Policy make initial investigations but if not satisfied refer to one of the Child Protection Officers who will in turn contact the Area Social Work Department if necessary 	All youth coaches			X	Y	Y
	Single adult with a child.	A condition where abuse could occur		X		<ul style="list-style-type: none"> There will be always two coaches during training sessions. 	Youth Coaches			X	Y	Y

Conclusion:

Because the "Parent Consent" form has been filled in and signed by parents the coaches will have previous knowledge of any pre-existing conditions regarding any child's health.

As well as all the controls within this risk assessment in place to protect the children involved in club activities every coach has been registered and assessed by Disclosure Scotland with regards to suitability for working with children. Had a negative assessment came back from disclosure Scotland this person would not be working for East Fife F.C.

SIGNING IN and OUT SHEET

APPENDIX 4

<u>Date</u>	<u>Name</u>	<u>Organisation</u>	<u>Purpose</u>	<u>Time In</u>	<u>Time Out</u>

**PROCEDURES
FOR RECRUITMENT
AND
SELECTION OF STAFF
AND VOLUNTEERS**

Selection Procedures

Members of staff and volunteers have been involved with the work of East Fife F. C. since 1903. We value the added dimension staff and volunteers bring to its work through offering their time, skills, experience and commitment.

Our selection procedures for staff and volunteers will protect children and will operate in a way that no adult will be permitted to have access to children until all relevant information is received. That an application form is completed and indicates whether or not they have had previous convictions, agree that checks can be made, two written references will be required. A staff/volunteer reference letter will be issued to the referees identified and a form is completed and returned from Disclosure Scotland. The applicant will be interviewed by members of the Board of Management or Support committee as to their suitability.

- Applicants will be required to complete an application form (Appendix 5)that indicates whether or not they have previous relevant convictions and agree that checks can be made
- No adult will be permitted to work with children until appropriate information is collated
- Local references will be required, in writing, from 2 referees volunteer reference form (Appendix 6)
- The applicant will also be made aware of their responsibilities as a member of staff or volunteer
- Checks will be carried outwith the organisation through local or national authorities and new Registration Body
- The applicant will be interviewed by the Board of Management or support Committee as to their suitability
- There will be a probationary period of three months

All information will be dealt with in confidence and will not necessarily prejudice the staff or volunteer being accepted for any work with East Fife F. C.

After taking up references, the staff or volunteer will be asked to attend an interview at a time suitable to both parties.

As a member of staff or volunteer with East Fife F. C. personal details will not be disclosed without the prior consent of the member of staff or volunteer, and any information will be stored in a locked cabinet. Any information held will be destroyed if a member of staff or volunteer leaves the club. All staff and volunteers will be asked to complete a Data Protection form agreeing to information being held within this club.

East Fife F. C. recognises the rights of all staff and volunteers:

- To know what is expected of them
- To have a clear understanding of what their roles are
- To have clear lines of support and supervision
- To have safe working conditions
- To be trained
- To be free from discrimination
- To be shown appreciation

In return East Fife F. C. expects members of the Board, staff and volunteers to:

- Be honest
- Be reliable
- Respect confidentiality
- Attend training and review sessions where agreed
- To work in a way that reflects the aims and objectives of the club
- Work within the agreed guidelines and roles



E.F.F.C. January 2015

APPENDIX 5

EAST FIFE F. C.

STAFF/VOLUNTEER APPLICATION FORM

Thank you for offering your help with East Fife F. C. Just as you need to know about our Club, it is important that we know a little about each person who is helping us.

It would be helpful if you would complete the following details and then return them to the East Fife F. C. Bayview Stadium, Harbour View, Methil KY8 3RW.

The information will be treated as confidential.

Full Name-----

Address-----

Post Code-----

Telephone Number (daytime)----- Evening-----

Employed/unemployed-----

Present/previous employment-----

Have you ever been convicted of an offence? YES/NO

If Yes, Please provide details-----

N.B. Disclosure of any offence does not necessarily exclude you from voluntary work with East Fife F. C.

Do you have any medical condition that might be relevant to your voluntary work?

If Yes, please give details-----

Have you any experience of voluntary /paid work with children? YES/NO

If YES, please specify-----

What age group did you work with?

How long did/have you worked with children?

What was your role?

Have you had any training with regard to working with children?

If yes please indicate what the training was and who was the training provider.

References: Please provide the names and addresses of two people who are willing to supply references.

Name-----

Name-----

Address-----

Address-----

Tel. Number-----

Tel. Number-----

I understand that the above information will only be made known to appropriate persons connected with East Fife F. C. on a confidential basis to which I give my consent.

Signed-----

Date-----/-----/-----

EAST FIFE F. C.
Bayview Stadium

Harbour View

Methil

Fife

KY8 3RW

Telephone: (01333) 426323

Fax: (01333) 426376

APPENDIX 6

VOLUNTEER REFERENCE FORM

-----Has expressed an interest in becoming a volunteer and has given your name as a referee.
 This post involves substantial access to children, as an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people.

YES

☐

NO

☐

If you have answered 'YES' we will contact you in confidence.

If you are happy to complete this reference, all the information contained will remain absolutely confidential, and will only be shared with the applicants immediate supervisor should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person.

1. How long have you known this person?

2. In what capacity?

3. What attributes does this person have that would make them a suitable volunteer?

4. How would you describe their personality?

5. Please rate this person on the following/ (please tick one)

	Poor	Average	Good	V/Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Commitment					
Energy					
Trustworthiness					
Reliability					

Signature-----

Date-----

**Management for staff and volunteers
through supervision support and
training**

THE RESPONSIBILITIES OF STAFF AND VOLUNTEERS

Staff and volunteers are expected to comply with existing policies and procedures, to work within the aims and objectives of East Fife F. C. as stated. To be reliable, respect confidentiality and be sensitive to the needs of others. When working with East Fife F. C. staff and volunteers will be expected to uphold quality and standard of service, thus maintaining the image of the club and may be asked to assist in training activities, travelling or general running of the club.

All members of staff and volunteers will be made aware of their responsibilities in relation to the prevention of child abuse and their roles and responsibilities within this organisation.

- To report immediately any concerns in relation to the abuse or suspected abuse of children to Shona Cargill (Club Co-ordinator).
- To work within the guidelines of the club in relation to any suspect incident
- To work within the aims and objectives of the club
- To play a supportive role to members and each other
- To respect confidentiality within the club
- To be reliable in carrying out their agreed role
- To attend activities on time when they have agreed to do so
- To attend regular training, support and supervision when required
- To give reasonable notice if unable to fulfil their role
- To give reasonable notice if they wish to withdraw from voluntary work

Training

All staff and volunteers must attend induction and training sessions. This important and necessary preparation for working with children and young people. The organisation will provide in-house training where appropriate but other agencies may be asked to provide training for identified needs outwith the scope of East Fife F. C. staff. Training will be (made) available and must be undertaken by staff and volunteers. This will include working with children, young people and child protection issues. A record of individual training will be kept (appendix 7). All

members of staff and volunteers will be aware of the first signs of Child Abuse, whether by physical injury, neglect, emotional, or sexual abuse.

- Monitoring and review of volunteer and staff work, roles and responsibilities will be undertaken by the Board of management or support committee at regular intervals (to be agreed)
- All staff and volunteers will be given job descriptions
- Lead members of staff will retain formal written reports



E.F.F.C. January 2015

APPENDIX 7
EAST FIFE F.C.

RECORD OF STAFF AND VOLUNTEER TRAINING

Name-----

Role-----

Training:

Subject	Day	Date	Time	Venue	Training Provider



The Review Meeting Guidelines for supervisors

Before the Meeting

- Prepare yourself for the meeting. Gather relevant information e.g. job outline, notes from the previous meeting. Review clubs aims and objectives and identify team and individual development requirements to meet them.
- Prepare volunteers, staff for the meeting. Get them to think about issues that they want to raise. Remind them of the purpose of the meeting.
- Ensure that the meeting will not be interrupted and set aside enough time to cover all development issues during the meeting.

During the Meeting

- Review the purpose of the meeting and ensure the staff/volunteers understand the process.
- Build an agenda together.
- Encourage staff/volunteers to present their views on what their training needs are.
- Focus on training needs which relate to the key aspects of the job they are doing and meeting the clubs objectives.
- At the end of the meeting, summarise all the points made and what has been discussed between you both.
- You or the staff/volunteer member should record what has been agreed and both keep a copy of the staff/volunteers training needs.
- Remember training needs can be met in many ways. Sending someone on a course should be only one of a range of options considered. In terms of meeting the training needs general courses, particularly external ones are often too broad based to meet needs. Other approaches such as internal coaching may meet the need more effectively, as well as having no direct cost.
- Where training need will involve expenditure check if you have authority to approve it. If not, let the member of staff/volunteer no if and when it has been agreed. If it is not approved find alternative methods of meeting the need.

Review Meetings

Regular discussions between staff/volunteer and their supervisor provide support and guidance and information for the supervisor on the staff/volunteers work progress.

Review meetings will provide an opportunity to:

- Discuss day to day work
- Monitor progress and workload
- Allocate/delegate new work
- Brainstorm approaches to work
- Analyse and solve problems
- Provide guidance, support and constructive feedback
- Support training undertaken
- Evaluate effectiveness of training
- Review training plan

Review meetings will serve the following functions:

- Team management
- Staff development
- Support
- Communication
- Monitoring quality

Code of Conduct for the Protection of Children & Vulnerable Adults

The Code of Conduct details the Standards and practice required by all staff and members of the Council of the Scottish Football Association when in contact with children and vulnerable adults. These are categorised into good practice; practice to be avoided; practice never to be sanctioned; and safe practice in unforeseen circumstances. If there is a suspicion or allegation of non-compliance by a staff member with this Code the staff member will be dealt with through the Scottish Football Association Disciplinary Procedures or the *Procedure for Managing Allegations of Abuse of a Child or Vulnerable Adult against a Staff Member or a member of the Council*. If there is a suspicion or allegation of non-compliance by a member of the Council with this the Code the member of the Council will be dealt with through the Scottish Football Association *Procedure for Managing Allegations of Abuse of a Child or Vulnerable Adult against a Staff Member or a member of the Council*.

The Scottish Football Association supports and requires the following good practice with children and vulnerable adults:

For programmes involving children or vulnerable adults:

- Make football fun, enjoyable and promote fair play.
- Always work in an open-environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Put the welfare of each child or vulnerable adult first before winning or achieving goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children or vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly and the child or vulnerable adult is informed of what is being done.
- For educational instruction, the instruction is to be delivered firstly verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult where you are putting your hands and why. If it is known prior to a programme that hands on assistance will be required, the parent/guardian's consent must be obtained before they participate in the programme.
- Maintain a safe and appropriate distance from children and vulnerable adults e.g. do not have an intimate relationship.
- Build balanced relationships based on mutual trust that empowers children to share in the decision-making process.
- Involve parents and carers wherever appropriate.
- Recognise the developmental needs and capacity of children and vulnerable adults, avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

Medical Consent, injuries and applying first aid:

- All parents/guardians of children under 16 must complete the Activities and Medical Consent Form (Appendix 4) before participating in a Scottish Football Association programme, activity or event.¹
- If a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following guidance must be followed:
 - All staff should endeavour to be aware of any existing medical conditions and/or pre-existing injuries and any treatment required.
 - *Only those with a current, recognised First Aid qualification should respond to any injuries*
 - Where possible any course of action should be discussed with the child/vulnerable adult, in language which they understand, and their permission should be sought before any action is taken

¹ See Appendix 5 - The Law and Medical Consent.

- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The child's parents/guardians or carers must be informed of any injury and any action taken as soon as possible
- An Incident Record Form (see Appendix 6) must be completed and signed and passed to the Line Manager as soon as possible.

Transporting of children or vulnerable adults:

- Request permission if staff are required to transport young people in their cars or minibuses.
- Ensure all vehicles are insured.
- Whilst acknowledging that same gender abuse can occur, ensure where possible, if a mixed group of children or vulnerable adults are taken away, the group has a male and female member of staff accompanying them.
- All reasonable safety measures are taken e.g. children in the back seat, seatbelts.

Practice to be avoided

The following practice should be avoided. If situations arise where these situations are unavoidable, they should only occur with the full knowledge and consent of a line manager and/or the child or vulnerable adult's parents/guardians e.g. a child sustains an injury and needs to go to hospital or a parent/guardian fails to pick up a child at the end of a session.

- Avoid having 'favourites' – this could lead to resentment and jealousy by other children or vulnerable adults and could be a cause for false allegations.
- Avoid spending excessive amounts of time alone with children away from others.
- Ensure that if children or vulnerable adults are taken away adults avoid entering children's rooms unless in emergency situations or a health and safety issue arises.
- Avoid taking children to your home.

Practice never to be sanctioned

- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never allow or engage in any form of inappropriate touching.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never invite or allow children to stay with you at your home unsupervised.
- Never do things of a personal nature for children and vulnerable adults that they can do for themselves.

Important Note: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of their parents/guardians involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Reporting

It is very important if any of the following incidents should occur, that they are reported on the day to their line manager, and the Scottish Football Association Incident Record Form is completed (Appendix 6). Parents should also be informed of the incident. It is expected that staff will apply **judgement** and **common sense** when reporting an incident for example, in any of the following circumstances:

- If you accidentally hurt a child or vulnerable adult.
- If a child or vulnerable adult seems distressed in any manner.
- If a child or vulnerable adult misunderstands or misinterprets something you have done that has serious implications.

- If a child or vulnerable adult appears to be sexually aroused by your actions.
- If a child or vulnerable adult needs to be restrained.

Consent - Photographs (including Digital Images), Videoing and Filming of Children and Vulnerable Adults and Web-sites

In all circumstances where children and vulnerable adults are likely to be photographed or video-recorded or digital images taken, it is necessary to obtain appropriate consent. Staff should ask all parents to complete the standard Consent Form (Appendix 4) when enrolling in an SFA youth activity or going on a trip. Although children can consent to having their photographs taken from 12 years of age so long as the child understands the implications (see Appendix 8), consent should also be provided by parents; this will ensure that both parties legal rights are met. A judgement call will have to be made for some children with learning difficulties over 12 and vulnerable adults. If in doubt parental consent should be sought. Records should be kept in a secure and confidential file. It will be the responsibility of the Parent/Guardian to inform of any change in circumstances.

Storage

Photographs and videos

These should be stored in line with the Data Protection Act i.e. all negatives and master copies should be in a secure place and labelled clearly. The video/photographs should not be kept for a longer period than is necessary i.e. the purpose for which they were taken.

Digital images

The files should be stored on a **secure system** and deleted when they are no longer required. If the images are to be stored on a fileserver then access should be controlled by a password.

Video, Film or Photographs (including digital images) as an Educational Aid

Consent is collected from the parents/guardian of the child or vulnerable adult (Appendices 7, 8 & 8(i)) and they should be informed:

- The reason for use of the video, film or photographs
- How the equipment will be used
- How the video, film or photograph will be processed
- Who will have access to the video, film or photographs
- Where the film, video or photographs will be stored
- How long the film, video or photographs will be kept

Concerns about Photographers, Video or Film Operators

Any concerns with the manner in which or the products of photographers or video or film operators are to be reported to either the Event or Media Manager (for events) or the Programme Manager (for use as an educational aid) and the Human Resources Manager.

Children or Vulnerable Adults in Publications and on the Internet

Football websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people or vulnerable adults. It can however, also provide information about children and vulnerable adults that could put them at risk. The following procedure is to be followed to ensure publications and the Internet do not put children and vulnerable adults at risk.

Publications and the Internet must adhere to the following:

- At no time is a publication or Internet site to include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address, telephone number of a child or vulnerable adult. Any contact information needs to be directed to either a general Scottish Football Association address or another relevant organisation's address e.g. a governing body or club.
- Before publishing any information, written consent needs to be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.

- Pictures or videos of children or vulnerable adults or a picture giving limited additional information may be used.
- The content of pictures or videos of children or vulnerable adults are to be reviewed to ensure they are not portraying the child or vulnerable adult in a demeaning or tasteless manner. Where reasonably practicable use photographs or shots that show the child or vulnerable adult:
 - In profile
 - With their backs to the cameras
 - Their faces are not clearly visible
- The content of photographs or videos **must not** depict a child or vulnerable adult in a provocative pose or in a state of partial undress other than when depicting a football activity. Where relevant, a tracksuit may be more appropriate attire.
- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to, not individual members.
- All published events involving children or vulnerable adults will require review to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child events e.g. team coaching sessions, are not to be distributed to any individuals other than to those directly concerned.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults who are considered particularly susceptible e.g. a child who may be the subject of a child protection case or a matrimonial dispute where it is known.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical, learning and/or communication or language disabilities, as they could be particularly susceptible to abuse (Morgan, 1979; Watson, 1984²).

Important Note: Any concerns or enquiries about publications or Internet information are to be discussed with Human Resources Manager.

Organised Events - Photographs (including Digital Images), Videoing and Filming of Children and Vulnerable Adults

There is evidence that some people have used football venues as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults. The following procedures have been developed to protect children and vulnerable adults and to minimise risk.

For activities or events where children or vulnerable adults are participating which are not in a public place:

- Anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of the Activity, Event or Media Manager.
 - Professional photographers, film or video operators wishing to record the activity or event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally this should be requested at least five working days before the event.
 - Students or amateur photographer, film or video operators wishing to record the activity or event should seek accreditation with the event organiser by producing their student card or a relevant letter from the organisation they represent e.g. club outlining their motive for attending the event.
- The Activity, Event or Media Manager must record all details of photographers, film and video operators, including professional identification or relevant consent information (Appendix 7 Form for Media)
- An activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.
- The requirements above are publicly promoted to ensure all people present at the event understand the procedure and are aware of where to proceed with it and who to contact if concerned.

² Morgan S R (1979), *Psycho-Educational Profile of Emotionally Disturbed Abused Children*, Journal of Clinical Psychology, 8(1) pp3-6. Watson G (1984), *Sexual Attitudes and Knowledge of Children with Mild and Moderate Learning Difficulties*, G Campbell (ed.) Health Education and Youth, Falmer Press.

- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance and appropriate vetting has occurred e.g. Disclosure Scotland check.

NB EAST FIFE FOOTBALL CLUB has no control over who can take photographs or video in a public space unless they present themselves as a demonstrable risk to children or vulnerable adults.

Responding to Disclosures, Suspicions and Allegations of Abuse

Any allegation of physical or sexual abuse must be taken seriously. Although false allegations of abuse do occur, they are rare. If a child or vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react immediately i.e. in line with the following procedures on the day.

Definitions of Abuse of Children or Vulnerable Adults

It is very important that individuals understand what abuse of a child or vulnerable adult is. The different types of abuse are listed below:

Emotional Abuse

Neglect

Physical Abuse

Sexual Abuse

Race and Racism

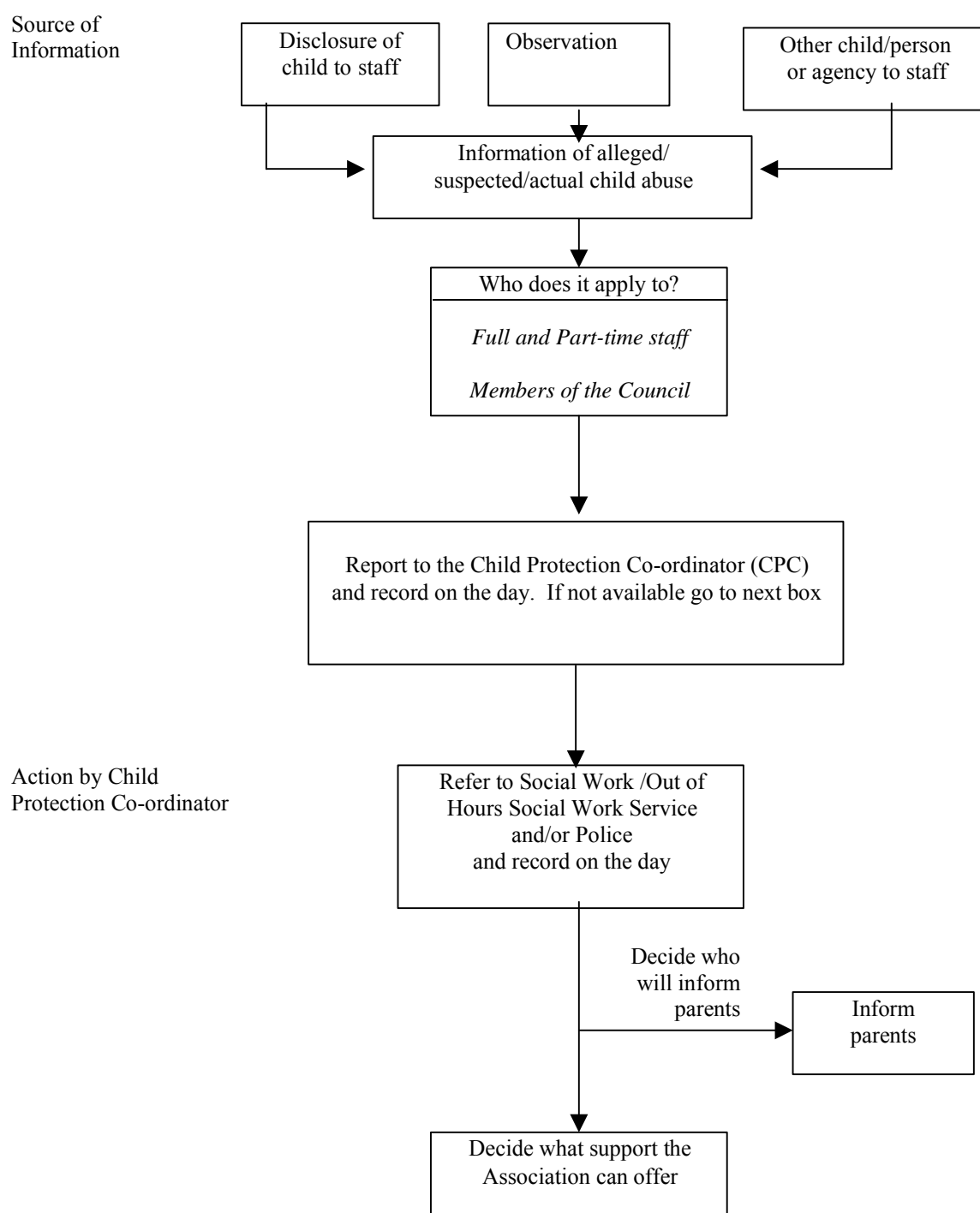
Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

Further details of these definitions can be found in Appendix 2

It is not the responsibility of anyone from EAST FIFE FOOTBALL CLUB to take responsibility or decide whether or not child abuse is taking place. It is however an individual's responsibility to pass on their concerns.

Flowchart 1 outlines the procedure for responding to suspicions and allegations of abuse.

Flowchart 1 - Managing Allegations or Suspicions of Child Abuse



Responding to a Disclosure

On receiving information concerning a disclosure follow the steps below:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.

- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously while recognising the difficulties inherent in interpreting what a child/vulnerable adult says especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful – it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children.
- Reassure the child.
- Pass your concerns on the day to the Child Protection Co-ordinator and/or the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these services are available 24 hours a day).
- Make a full record of what has been said, heard and/or seen as soon as possible in the child/vulnerable adult's own words. If available, include the following information:
 - Name of child/vulnerable adult
 - Age, date of birth of child/vulnerable adult
 - Home address and telephone number of the child/vulnerable adult
 - The nature of the allegation in the child's own words.
 - Any witnesses to the incident/s
 - Any times, dates or other relevant information.
 - Whether the person making the report is expressing their own concern or the concerns of another person
 - The child/vulnerable adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
 - The nature of the allegation (include **all** of the information obtained during the initial account e.g. time, date, location of alleged incident if available)
 - A description of any visible injuries or bruising, behavioural signs, indirect signs
 - Details of any witnesses to the incident
 - Whether the child/vulnerable adult's parent or guardian have been contacted
 - Details of anyone else who has been consulted and the information obtained from them
 - If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult been spoken to, if so what was said
- Record, sign and date on the day what you have seen or been told, using the Scottish Football Association Referral Form (Appendix 10).
- If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete electronic copy, all on the day.

Remember: Listen, Respond, Report and Record

Actions to Avoid

On receiving information concerning a disclosure:

- Do not panic.
- Do not allow shock or distaste to show.
- Do not probe for more information than is offered.
- Do not speculate or make assumptions.
- Do not make negative comments about the alleged abuser.
- Do not approach the alleged abuser.
- Do not make promises or agree to keep secrets.
- Do not give a guarantee of confidentiality.

Allegations of Previous Abuse (Historical Abuse)

An adult who was abused may make allegations of abuse some time after the event e.g. as a child or by a member of staff who is still currently working with children. Where such an allegation is made, the club should follow these procedures and report the matter to the Social Work Department or the police. This is because other children, either within or outside football, may be at risk from this person.

Suspensions or Allegations of Abuse against a Member of Staff

It is important to acknowledge that the feelings caused by the discovery of potential abuse by a member of staff or volunteer will raise different issues e.g. people may feel that it could not possibly happen by the person who is alleged to have done it. It is not the responsibility of a staff or voluntary member to take responsibility or to decide whether or not the child or vulnerable adult has been abused. However, as with allegations of non-staff members, it is the responsibility of the individual to act on any concerns.

Any allegations of abuse will be dealt with through the EAST FIFE FOOTBALL CLUB Procedures for Managing Suspensions and Allegations of Abuse of a Child or Vulnerable Adult against a Staff Member or a member of the Council (Appendix 3). This procedure will assist in distinguishing allegations of abuse from poor practice.

Sharing concerns with Parents, Guardians or Carers

Where it is Not Abuse

There is always a commitment to work in partnership with parents/guardians/carers where there are concerns about their children/vulnerable adults. Therefore in most situations, **not involving the possibility of child or vulnerable adult abuse**, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

Allegations of Abuse

However there are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately. In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the Child & Vulnerable Adult Protection Co-ordinator and/or follow Flowchart 1 as soon as possible and record.

In all cases of abuse, advice and guidance is to be sought from the local Social Work Department or Police as to who contacts the parents.

False or Malicious Allegations

Where an investigation of abuse has been conducted and is unfounded the staff member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. Where after reviewing the details of the account of the circumstances or the investigation it is clear that the allegation has been malicious or unfounded, the person may wish to seek legal advice and/or contact their Trade Union.

EAST FIFE FOOTBALL CLUB will take all reasonable steps to support the individual in this situation. In these circumstances the Association reserves the right to discontinue a child's access to that activity. Data collected for the investigation will be destroyed in accordance with the requirement of the Data Protection Act 1998.

EAST FIFE FOOTBALL CLUB

**POLICY FOR USE OF
PHOTOGRAPHIC & VIDEO EQUIPMENT**

PERMISSION

Permission for use must be obtained before attending training / competitions (see REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT application form). In order to be granted permission, you must agree to abide by the following policy.

ALL MATERIAL

Must be used for the purpose stated on your application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their parents/guardian(s).

VIDEOS

Video evidence used for performance analysis and training sessions or at matches must be used solely for this purpose and viewed with the player in question. Internal training use of video evidence must not be given to any outside agency without the express consent of the player and their parent/guardian(s).

PHOTOGRAPHS (including digital images)

We would request that these follow the advice outlined in the SFA'S Child Protection Guidelines

APPLICATION FORMS are available from:

Name: Leona Guidi (Office Manager)

EAST FIFE FOOTBALL CLUB
REQUEST FOR PERMISSION TO USE
CAMERA & VIDEO EQUIPMENT

This form must be filled in by individuals who would like permission to use camera or video equipment for the purpose of analysis of performance or training and read in conjunction with the attached notes.

SECTION A *TO BE COMPLETED BY APPLICANT*

NAME: _____

ADDRESS: _____

DESIGNATION: _____

VENUE: _____

DATE(S): _____

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 I will only use pictures/films for the purpose stated above. I have read and agree to abide by the guidelines set out in the **POLICY FOR USE OF PHOTOGRAPHIC & VIDEO EQUIPMENT**.

SIGNATURE: _____

DATE: _____

E.F.F.C. January 2015

APPROVED

ρ

REFUSED

 ρ

DATE:

SIGNED:

PRINT NAME

DESIGNATION:

REASON FOR REFUSAL:

Now complete “Notification to Applicant” form, duplicate and store.

**EAST FIFE FOOTBALL CLUB
REQUEST FOR PERMISSION TO USE
CAMERA & VIDEO EQUIPMENT**

Application No _____

NOTIFICATION TO APPLICANT

(Tick) **INTERNAL** ρ **EXTERNAL** ρ

Your application has been approved for use as follows:

PURPOSE OF USE:

VENUE

DATE

EQUIPMENT:

MODEL:

OFFICIAL SIGNATURE:

NOTE: Proof of identity and this letter of approval must be produced on request when equipment is to be used.

Application No _____

**EAST FIFE FOOTBALL CLUB
REQUEST FOR PERMISSION TO USE
CAMERA & VIDEO EQUIPMENT**

NOTIFICATION TO APPLICANT

(Tick) INTERNAL ☐ **EXTERNAL** ☐

Your application has been refused for use as follows:

PURPOSE OF USE: _____

VENUE: _____

DATE: _____

EQUIPMENT:

MODEL:

OFFICIAL SIGNATURE: _____

REASON FOR REFUSAL: _____

EAST FIFE FOOTBALL CLUB

**INFORMATION FOR YOUNG PEOPLE AND
PARENTS/GUARDIAN(S)
ON THE USE OF
CAMERAS AND VIDEO EQUIPMENT**

The use of visual evidence in training and competition is an important tool for football. The Scottish Football Association will sometimes use videos and/or cameras during training sessions and matches for coaches and players to analyse technique and performance. Video evidence of this nature is for internal use only and shall not be shown to any external agency without the express consent of both the player and their parent/guardian(s).

PROMOTION AND ADVERTISING

Photographs for newspapers or web-sites will be used from time to time. Where appropriate, players and their parents/ guardian(s) must complete the attached Consent Form.

OPERATORS OF SUCH EQUIPMENT

Any personnel using video or camera equipment will be aware of and agree to abide by the policy and have permission from the SFA for use at named occasions.

External agencies are required to apply for permission and will be made aware of and agree to abide by our policy before permission for use is granted.

If players or parents/guardian(s) do not wish players to be photographed or videoed, you should inform:

Name: _____

Designation: _____

Tel number: _____

Address _____

who will ask you to sign a form.

EAST FIFE FOOTBALL CLUB

Parental Consent to Photographs/(including Digital Photography) and Videoing of Children and Young People

This form must be completed at enrolment or when a young person joins an activity/youth team

1. Details of Child/ Young Person

Name:
Date of Birth:
Address:

Names and address of parents/guardian/carers:
Contact telephone numbers:

I hereby give my consent/do not give my consent* to my child named above to be photographed (including digital photography) and videoed for educational/training purposes.

**Delete as appropriate*

Signature: _____ **Date** _____

EAST FIFE FOOTBALL CLUB

**Young Person's (Aged 12 – 16 years) Consent to Photographs (including Digital Photography)
and Videoing**

**This form must be completed at enrolment or when a young person
joins an activity/youth team**

1. Details of Child/ Young Person

Name:
Date of Birth:
Address:

Names and address of parents/guardian/carers:
Contact telephone numbers:

I hereby give my consent/do not give my consent * to be photographed (including digital images) or
videoed for educational/training purposes.

- *delete as appropriate*

Signature: _____

Date: _____

Statement detailing the meaning of processing and the purpose of processing

1. East Fife Football Club adheres to the principles of applicable data protection law. This means that data provided by you or about you to East Fife Football Club will be processed in accordance with the principles of applicable data protection legislation.
2. "Processing" means obtaining, recording or holding information or data or carrying out any operation or set of operations on the information or data, including organising, adapting or altering the information or data; retrieving, consulting or using the information or data; disclosing the information or data by transmission, dissemination or otherwise making it available or aligning, combining, blocking, erasing or destroying information or data. It means, in other words, using information in any way.
3. Data about you will only be used for lawful and fair purposes. The person who will determine the manner in and the purposes for which data may be used is the Child protection Co-ordinator and the Director of Youth Development. Data about you will only be processed in order that the Club may properly carry out its duties, rights and obligations to you for purposes relating to or which may become related to your application. Such processing will principally be for administrative and regulatory purposes.

Consent Form

I hereby consent to the information provided by me on the Disclosure Scotland application form which relates to my application being "processed" by East Fife Football Club in order that it may properly carry out its duties, rights and obligations for the purposes relating to my application. I understand that such processing will principally be for administrative and regulatory purposes.

Information regarding the meaning of processing and the purposes of processing of the above information has been made available to me (see attached) and I have read and understood it. I understand that the term "processing" includes obtaining, recording or holding the information or data, or carrying out any operation or set of operations on the information or data, including organising, altering, retrieving, consulting, using, disclosing, combining, or destroying the information or data.

I agree that information regarding the meaning of processing of the above information has been made available to me (please see enclosed Statement) and I have read and understood it.

Signed.....

Print Name... ..

Dated:

Thank you