

Leithen Vale Football Club

WELFARE GUIDE

January 2017



sportscotland

INTRODUCTION

Leithen Vale Sports Club is committed to providing the safest environment for all it's members. This welfare guide intends to give an overview of the clubs welfare policies.

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For more detail on any of the information included in this guide please see the complete Welfare Policies within the clubs Quality Mark folder.

1. ETHICS

Leithen Vales Sports Club actively promotes and supports ethics in sport, where ethics can be defined as the application of moral rules, principles, values and norms. In line with the policy of the Scottish Football Association and sportscotland the Club practices the following core values while delivering football opportunities:

- Fairness & Fair Play
- Inclusion for ALL
- Integrity
- Respect
- Equity

Every member within Leithen Vale Sports Club whether as players, administrators, officials, coaches or supporters - must take personal responsibility for ensuring that football activities are fun and fair for all.

2. HEALTH & SAFETY POLICY

To support our Health & Safety policy statement we are committed to the following duties:
Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club

- Create a safe environment by putting health & safety measures in place as identified by the club risk assessment (see page 8)
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development
- Ensure that all members are aware of, understand and follow the club's health & safety policy (refer to QM Folder for full document)
- Ensure that normal operating procedures and emergency operating procedures are in place and followed by all members (See page 7)
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during any club activity or whilst on the club premises (SEE PAGE 8)
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness

3. DUTY OF CARE

As a club member you have a duty to:

- Take reasonable care for your own health & safety and that of others
- Co-operate with the club on health & safety issues
- Correctly use all equipment provided by the club
- Not interfere with or misuse anything provided for your health, safety or welfare.

Key contacts:

First Aider: Kelly Wilson
Contact Details:

Child Protection: Tracy Archibald
Contact Details:

Health & Safety: ?????
Contact Details:

Chairman: John Adam
Contact Details:

Secretary: Becky Henderson
Contact Details: 07533074985

Vice - Chairman: Gary Black
Contact Details:

4. RISK ASSESSMENT

Hazard

A hazard is something with the potential to cause harm to an individual. This can be an object, an activity and even a substance.

Risk

Risk expresses the likelihood that the harm from a potential hazard is realised. Risks are normally categorised as low, medium or high.

TASKS UNDERTAKEN: activity/ area assessed	HAZARDS IDENTIFIED: NB: Any serious or imminent danger will need a procedure	RISK: Low/ Medium/ High	PERSON(S) AT RISK: i.e. coach, juniors, adults with special needs	EXISTING CONTROLS:	ADDITIONAL CONTROL MEASURES REQUIRED:
Setting up of goals	- Number of goal pieces - weight of object - possibility of posts moving during game/practice	Medium	Coaches, players, spectators	-at least two coaches erect goalposts -instructions clearly labelled and procedures followed (training)	- additional weights to be placed on goals to hold them down during game/training
Suitability of playing areas	Broken Glass / Can, Dog Waste on Playing Area Storage of indoor equipment/ apparatus	Low	Coaches, players	Playing area checked by coaches prior to activity starting	Supply of addition rubbish bins on training/match days Ensure area is free of any equipment / apparatus
Child Protection	Minimum Supervision ratios	Low	Coaches, players	All staff Disclosure checked.	Avoid one to one adult to child situations (travel to games / changing areas) As minimum have two coaches present all sessions
Identification of players	Relevant contact details for all players.	Low	Players	Register of all players with emergency contact details	Registration of any new members. Regular updates to registers

5. EMERGENCY OPERATING PROCEDURE

Injury is a common occurrence while participating in football, as a member of **Leithen Vale Sports Club** you have the responsibility to ensure that any injury or incidents are recorded and reported.

Guidelines for dealing with an incident/accident

Step-By-Step Advice for Club Members

1. Stay calm but act swiftly and observe the situation.
2. Is there danger of further injuries?
3. Listen to what the injured person is saying.
4. Alert the first aider who should take appropriate action for minor injuries.
5. In the event of an injury requiring specialist treatment, call the emergency services.
6. Deal with the rest of the group and ensure that they are adequately supervised.
7. Do not move someone with major injuries.
8. Wait for the emergency medics.
9. Contact the injured person's parent/emergency contact.
10. Complete an incident/accident report form.

6. ACCIDENT & INCIDENT REPORTING

Information you should record may include:

Coach/ Individual's name:

About the injured person:

Full Name

About the incident:

Activity taking place at time of incident:

Date & Time of incident:

Place of incident:

Description of Incident:

Action Taken:

Action taken by Coach/ Leader/ Club Rep:

Please see the full Health and Safety guide for the complete report form which must be completed in the event of an incident/injury and returned to the lead coach of your team.

7. CHILD PROTECTION

Football can and does have a very powerful and positive influence on people - especially young people and vulnerable adults. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities and skills such as self-esteem, leadership and teamwork. These positive effects can only take place if football is in the right hands - in the hands of those who place the welfare of all young people and vulnerable adults first and adopt practices that support, protect and empower them.

Adopting best practice by everyone will help to safeguard children and vulnerable adults from potential abuse as well as adults in positions of responsibility from potential false allegations of abuse.

Leithen Vale Sports Club is committed to the protection of children and vulnerable adults through the implementation of this policy and the supporting procedures.

Good Practice

Leithen Vale Sports Club supports and requires the following good practice with children and 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.
- Request permission for the use of any video or photographic equipment.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Request permission if volunteers/staff are required to transport young people in their cars or minibuses.

Practice to be avoided

- 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.

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.

If you require any further information with regard to the Child Protection policies of Leithen Vale Sports Club please contact Tracy Archibald Child Protection Officer.

What to do if a disclosure is made to you

A disclosure is when a young person opens up about something personal that has happened to them. It usually involves the development of trust between the young person and the person they disclose to.

How to listen to a disclosure

- 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, 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 or vulnerable adult.
- 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 or vulnerable adults.
- Reassure the child or vulnerable adult.

What to do after a Disclosure has been made to you

- Listen to the child as detailed above.
- Acknowledge the information received.
- Pass the information to the Child Protection Officer and if appropriate the parents/guardians/carers of the child or vulnerable adult
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass it to the Child Protection Officer.

8. CODES OF CONDUCT

COACHES CODE OF CONDUCT

- Allow all players, no matter their level of ability, the opportunity to play
- Respect the rights, dignity & worth of every player and treat everyone equally within the context of football
- Always pursue fair play
- Prohibit use of camcorders and cameras unless parental consent has been provided
- Place safety and well-being of the player above the development of performance
- Be aware of the SFA's and the Club's Child & Vulnerable Adult Protection Policy and Procedures
- Ensure that coaching sessions are enjoyable, well-structured and focus on developing skills, decision making and a general understanding of the game
- Develop an appropriate working relationship with players based on mutual trust and respect
- Encourage players to accept responsibility for their own behaviour and performance
- Ensure that sessions and games are appropriate for the age, maturity, experience and ability of the individual
- Must consistently display high standards of appearance and behaviour
- Know where to find appropriate first-aid
- Hold a current membership list and have a register available at all activities.

PLAYERS CODE OF CONDUCT

- Play by the rules - the rules of your club and the laws of the game
- Never argue with a referee or other official - without these people you can't play football
- Control your temper - verbal abuse of officials and abusing other players doesn't help you enjoy or win any games.
- Be a team player - It's a team game, treat it that way
- Treat all players as you would like to be treated - fairly
- Co-operate with your coach, the referees and team-mates
- Play for your own enjoyment & to improve your skills
- Don't use ugly remarks based on race, religion, gender or ability - you'll let down your coach, team-mates and family if you do - & many such comments are actually now illegal

PARENTS & SUPPORTERS CODE OF CONDUCT

- Remember that you are there for the participants to enjoy the game
- Encourage participation but don't force it
- Teach that enjoyment is more important than winning
- Never ridicule mistakes or losses - supporters are there to support not downgrade
- Lead by example and respect all players, coaches, referees and spectators - physical or verbal abuse will not be tolerated
- Recognise all volunteers who are giving up their valuable time
- Never publicly criticise referees - raise personal concerns with club officials in private
- Don't use ugly remarks based on race, religion, gender or ability - you'll let down your family and yourself if you do - & many such comments are actually now illegal

By registering our/my child with the Leithen Vale Sports Club we agree to abide by these principles. I/we support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.