

Strathaven Striders

# **STRATHAVEN STRIDERS**

## **Safeguarding Children Welfare Manual**

# Strathaven Striders

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# Strathaven Striders

## Constitution

### 1. Name

The name of the club shall be the "Strathaven Striders".

### 2. Objectives

These are the aims and objectives of the club

- a) To provide a forum for friendship in running.
- b) To represent and promote Strathaven by running.
- c) To encourage all to run without discrimination by virtue of age, disability, gender reassignment, marriage and civil organisation, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any such artificial barriers or prejudices.
- d) To provide equipment for race events and training undertaken by the club.
- e) To contribute to charity or special fund raisers where possible, when and to whom is agreed by the management committee.

### 3. Affiliation

The Club shall be affiliated to Scottish Athletics in so far as the majority of members wish it.

### 4. Equalities

In relation to its objectives and aligned to the Equalities Act 2010 the Club will:

The Organisation will strive to avoid intentional and unintentional discrimination by virtue of age, disability, gender reassignment, marriage and civil organisation, pregnancy & maternity, race, religion or belief, sex, sexual orientation or any other such artificial barriers or prejudices;

### 5. Membership

All members are subject to the Constitution of the Club and the regulations of the National Governing Body.

- a) Membership is open to all and no application for membership will be refused on other than reasonable grounds.
- b) There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- c) All applications for membership shall be accompanied by the appropriate annual membership fee.
- d) Membership fees will be reviewed and set annually in \*\*\*\*\* and agreed by the Committee. Fees will be paid annually from \*\*\*\*\*.
- e) Each fully paid-up member shall be entitled to attend and vote at General or Annual General Meetings.

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- f) Fully paid up members may be elected and serve on the Management Committee.
- g) All new members will receive a copy of the relevant Code of Conduct, a copy of the Club's Child Protection Policy and a copy of the Constitution.
- h) Membership of the Club will be open to anyone in Primary 5 (aged 9) and older provided that their Club membership subscriptions are fully paid.

Members will be enrolled in one of the following categories:

- full member
- second claim member
- junior member

## 6. Suspension, Refusal or Termination of Membership

- a) The management committee shall be entitled to:
  - i. Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in paragraph 2 of this constitution.
  - ii. Refuse or terminate membership of an applicant or member on the grounds of bringing the Club into disrepute.
  - iii. For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- b) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings and shall be suspended from taking part in any event under the control of the club until such fees are paid.
- c) The management committee shall inform the member in writing of any decision to terminate their membership.
- d) Notification of the termination of a membership will be forwarded to the Governing Body.

## 7. General Meetings

- a) Annual General Meeting (AGM)

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The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve-monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- i. Receive and confirm the minutes of the previous AGM.
- ii. Presentation of the club's financial accounts for the year.
- iii. Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees
- iv. Presentation of Presidents report.
- v. Election of officers to the management committee.
- vi. Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the President/Chairperson

Notice for an AGM shall be a minimum of 21 days. A quorum for an AGM shall be 8 members.

## b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i. 33% of the membership.
- ii. The President.
- iii. 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of 14 days and stating the business to be discussed.

## 8. Rules for General Meetings

- a) A minimum of 4 days notice in writing (e-mail) shall be given to all management committee members.
- b) The President, or in his/her absence a member selected by the meeting, will take the Chair.
- c) All members will register with the Secretary prior to the start of the meeting.
- d) Each member shall have one vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) The quorum shall be 3 of those eligible to vote, or 55% such members, whichever is the smaller.
- g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

## 9. Election of Officers to The Management Committee

- a) The members of the management committee shall be drawn from the paid-up membership.

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- b) Candidates shall be elected by a show of hands or a ballot if necessary, at the AGM and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
- c) All nominations of new candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than seven days before the AGM.
- d) Uncontested posts may be filled by nomination(s) and election at the AGM.

## 10. Members of The Management Committee

- a) The Management Committee shall consist of the following Officers:
  - i. President
  - ii. Secretary
  - iii. Treasurer
  - iv. Welfare Officer
  - v. Head Coach

and all such other officers the Club shall deem necessary to serve the interest of the Club and its Membership to make up a committee of no more than 8 members

- b) All the above shall be entitled to one vote each at General Meetings, except the Chair.
- c) The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- d) The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

## 11. Rules for The Management Committee

- a) The President shall chair the meeting, or in his/her absence the Secretary or a nominee from the committee in the event of all those mentioned being absent.
- b) Seven days' notice of any meeting of the management committee shall be given by the Secretary, except when:
  - i. The date of the meeting had been agreed at the previous management meeting
  - ii. In an emergency the President may call a meeting at four days' notice.
- c) The quorum shall be four of those Officers entitled to vote, as listed at Rule 10.

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- d) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- e) Meetings shall be open to all members of the club.

## 12. Finance

- a) The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution.
- b) The club shall have the power to raise money by means of yearly affiliation fees as determined by the Management Committee at the Annual General Meeting.
- c) The club shall have the power to raise money by means of race fees as determined by the Management Committee.
- d) All monies shall be lodged in a bank account in the name of the club.
- e) The President, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be needed.
- f) The financial year of the club shall run from 1st September and end on 31st August
- g) Annually, the treasurer will prepare an Income and Expenditure Account for the financial year together with a Balance Sheet as at the yearend. The annual accounts and other financial records will be subject to an Independent Examination by a suitable person or organisation appointed by the Management Committee.

## 13. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. Such complaints will be dealt with according to the Complaints Procedure.

## 14. Grievances

Grievances will be heard in accordance with the Complaints Procedure.

## 15. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

## 16. The Dissolution of The Club

- a) Any resolution to dissolve the club may be passed at any General Meeting provided that:
  - i. the terms of the proposed resolution are received by the Secretary at least forty-two days before the meeting at which the resolution is to be brought forward, and that

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- ii. at least twenty-eight days of the proposed resolution shall be given in writing by the secretary to all members.
  - iii. such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- b) If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

## 17. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of Strathaven Striders.

### SIGNATURES:

President

.....  
Date

.....

Secretary

.....  
Date

.....

# Strathaven Striders

## Safeguarding Children Policy

### 1 Introduction

- 1 Strathaven Striders is a not-for-profit organisation run by the Management Committee for the members of the Strathaven Striders
- 2 Strathaven Striders is based at:  
  
Mainly at Strathaven Rugby Club, but also various other venues throughout Strathaven
- 3 Strathaven Striders is managed by a management team. The Welfare officer, one of the management team has particular responsibility for safeguarding children.
- 4 The Team has adopted the safeguarding children policy, and expects every adult working or helping at Strathaven Striders to support it and comply with it. Consequently, this policy shall apply to all members, volunteers and students or anyone working on behalf of Strathaven Striders.

### 2 Purpose of the Policy

- 1 This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.
- 2 As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or members, to guide our approach to child protection and safeguarding.

### 3 The risks to children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by members or volunteers

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- Bullying, cyber bullying, acts of violence and aggression
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

## 4 Universality of Protection

We recognise that:

- the wellbeing of the child is paramount and refer to the Scottish National approach called; “Getting it Right for Every Child” (GIRFEC). Wellbeing is defined using the following indicators essential to enable children to flourish; they should be SAFE, HEALTHY, ACHIEVING, NURTURED, ACTIVE, RESPECTED, RESPONSIBLE and INCLUDED.
- all children regardless of race, gender, religious belief, disability, age, sexual orientation, or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

## 5 Safeguarding children at events / activities

1. there are three kinds of events/activities:
  - 1.1 those open to adults and children of all ages,
  - 1.2 those for children accompanied by a 'parent',
  - 1.3 those for unaccompanied children, which are sometimes run alongside other events/activities.
2. At events and activities open to all ages, children under 14 must be accompanied throughout by an over eighteen coach, assistant coach or volunteer who in turn if volunteering regularly (say more than 3 times in a seasonal session) is over the age of 18. A parent/guardian must not only bring the child but also take the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
3. At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again

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afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

4. At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
5. Both event and activities are to be defined broadly to include any occasions where Strathaven Striders will be providing a service.

## 6 Disclosure and barring

1. Strathaven Striders offer the following activities for children:

Running Training

Fun runs

Races

Charity events

2. Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.
3. The Management Committee will take very seriously any allegation of impropriety on the part of any member of Strathaven Striders. A member of Strathaven Striders who discovers anything amiss should get in touch immediately with the following:

Mr Thomas Wilson

4. The Management Committee will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of Strathaven Striders.

## 7 Health and safety aspects of safeguarding children

1. Before starting any event for unaccompanied children, the Team will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of

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the steps to be taken to minimise those risks. The Management Committee will keep a record of all risk assessments.

2. Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

## 8 Policy on the prevention of bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a Strathaven Striders event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Committee will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Committee will consider banning a child from future events, but only in full accordance with the rules and procedures of Strathaven Striders. Allegations of adults bullying children will be dealt with under paragraph 6.3 above.

## 9 Photographing children

People must expect to have their photograph taken at many of our events and we reserve the right to publish suitable photographs of those attending, along with the names of members involved. This consent will be included in the initial membership form where a choice to opt out will also be offered. However, any child, parent or guardian who laterally is not in agreement with this policy should contact the Club Secretary in writing and withdraw their consent to be photographed.

## 10 Managing behaviour, discipline and acceptable restraint

1. Adults supervising children at Strathaven Striders events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.
2. Unacceptable behaviour at Strathaven Striders events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.
3. Strathaven Striders may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 12 months. Any such sanction would be determined and applied by the following office:

Management Committee

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4. A parent who is aggrieved by this ban may appeal to Strathaven Striders who will hear the views of all relevant persons. The decision of Strathaven Striders is then final. Any such appeals should be made to, and will be determined by the following office:

Management Committee

## 11 Other Policies

This safeguarding policy should be read together with the following policies and resources:

Disclosure  
Coaching

## 12 Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing; advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)
- National Child Protection Guidance

NOTE: This Policy was approved by the Welfare officer on  
.....and is due for review every 3 years:

Management Committee

SCP/V1/March2021

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## Code of Conduct: Coaches and Volunteers

- Respect the rights of every athlete and others involved in athletics and treat everyone equitably.
- Place the wellbeing and safety of the athlete above the development of performance.
- Be appropriately qualified, be a member of the PVG scheme, have a valid licence with UKA, and adhere to its terms and conditions.
- Ensure that activities and instructions are appropriate for the age, maturity, experience and ability of individual athletes.
- Do not have physical contact with under eighteens unless under the Child Incident Procedure or Accident Procedure.
- In circumstances where I need to demonstrate a technique through physical contact, always provide an explanation and seek consent before touching the athlete.
- Consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited, or age-inappropriate substances.
- Avoid being alone with a child or young athlete unless in clear line of sight with other adults.
- Follow the guidance on transporting children.
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue.
- Develop appropriate working relationships with athletes based on mutual trust and respect, particularly where athletes are under 18 years, or are vulnerable adults.
- Do not conduct an inappropriate relationship with an athlete under 18 years of age (an intimate relationship with someone under 16 years is a criminal offence).
- Do not engage in the massage of an athlete under the age of 18 years, and understand that it is strongly recommended that a I do not engage in the massage of an athlete over the age of 18 years, unless the holder of a suitable qualification in sports massage or other relevant qualification from a recognised body or authority.

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- Report any accidental injury, distress, misunderstanding or misinterpretation to the club committee.

## **Breach of the Codes of Conduct**

I understand that if I do not follow the Code of Conduct the following sanctions(s) may be taken by my club:

I may:

- Receive a verbal warning from the club welfare officer.
- Receive a verbal or written warning from the club committee.
- Be suspended by the club.
- Be required to leave or be sacked by the club.

In addition:

- My UKA coaching licence may be withdrawn.
- I may be referred to Disclosure Scotland.

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

\_\_\_\_\_ Signed

\_\_\_\_\_ Date

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## Code of Conduct: Children and Young People (under 18 years)

**As a child or young person under 18 years,**

I have the right to:

- Be safe, and protected
- Be listened to
- Be respected and treated fairly
- Be believed
- Ask for help
- Be coached by someone who has the right qualifications

**As a young athlete I will respect the Code of Conduct and I will:**

- Be friendly and supportive to other athletes.
- Keep myself safe.
- Tell my coach if I am ill or injured.
- Report inappropriate behaviour or risky situations to an adult.
- Compete fairly and respect other athletes and officials.
- Respect the rules of my club.
- Behave and listen to all instructions from my coach and officials.
- Take care of equipment owned or provided by the club, or training facility.
- Not use bad language or take part in inappropriate or illegal behaviour.
- Not bully anyone or pressure them to do things they do not want to, including online.
- Keep to agreed timings for all club activities.
- Tell my parents/carers where I am or if I'm going to be late.
- Not use my mobile phone during training, competitions, or in changing rooms.
- Not carry or consume alcohol or illegal substances.
- Use safe transport or travel arrangements.

**Breach of the Codes of Conduct:**

I understand that if I do not follow this Code action can be taken by my club and I may:

- Be asked to apologise for my behaviour.
- Receive a verbal warning from my coach.
- Receive a verbal or written warning from the club committee.
- Be suspended from attending club training sessions.
- Be suspended or required to leave the club.

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Additionally: My club will always tell my parent/carer if I breach the Code of Conduct. <b>Athlete:</b>	<b>Parent/carer:</b>
Name:	Name:
Signature:	Signature:
Date:	Date:

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## Code of Conduct: Senior Athletes

### As a responsible athlete I will:

- Respect the rights of every athlete, coach, technical official and others involved in athletics and treat everyone equitably.
- Participate within the rules of the sport, respect decisions of coaches and officials and demonstrate respect towards fellow athletes.
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in my best interests and those of other athletes.
- Consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited substances.
- Anticipate and be responsible for my own needs including being organised, having the appropriate equipment, and being on time. Act with dignity and display courtesy and good manners towards others. Avoid swearing and abusive language whilst in athletic venues, at club functions and events, or when as part of a team/squad.
- Not misuse or abuse sporting equipment and venues.

### Breach of the Codes of Conduct:

I understand that if I do not follow the Codes action can be taken by my club and I may:

- Be asked to apologise for my behaviour,
- Receive a verbal warning from my coach,
- Receive a verbal or written warning from the club committee,
- Be suspended from attending club training sessions,
- Be suspended from the club,
- Be required to leave the club.

\_\_\_\_\_Print name

\_\_\_\_\_Signed

\_\_\_\_\_Date

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## **Expected Conduct of Children's Parents/Guardians**

**The club asks parents/guardians to abide by the expectations of the club which are as follows:**

1. Encourage the young person to attend the coaching sessions provided by the club.
2. Reinforce the club's appreciation of efforts by the young athlete.
3. Provide up to date contact information – i.e., phone number.
4. Be respectful of coaches' requirements in leaving children at the beginning of a session and picking them up at the end.
5. If the young person has any concerns about their running, please pass these onto the club through the coach in the first instance or any committee member.
6. If there are significant concerns, regarding the young person's wellbeing, request a CHILD SIGNIFICANT INCIDENT REPORT and submit it to the coach or a committee member.

**THE WELLBEING OF OUR YOUNG PEOPLE IS PARAMOUNT AND WE ASK YOU TO HELP US.**

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## Child Incident Procedure

### 1. In the first instance

The child's safety must be secured should an incident occur.

### 2. Decide which procedure is appropriate -

#### Injury

- a) Assess whether you can deal with a minor injury then inform parent/guardian. Record in Accident Report.
- b) In the case of a major injury call for an ambulance then inform parent/guardian as soon as possible. Make the child safe by guarding the position for intrusion by people and vehicles ensuring the child is not in danger from further events. Record in Accident Report.

#### Physical or verbal bullying incident

- a) Separate children.  
(Note: If physical restraint is ,absolutely, necessary to prevent injury to any person or to prevent serios damage to property, then the minimum necessary restraint may be used – but for that purpose only.)
- b) If the situation cannot be defused the parents/guardians should be summoned.
- c) Parent/guardians should be informed of the incident in any event.
- d) If parents/guardians which to make a complaint, they should be given a Complaints Form which will be dealt with according to the Complaints Procedure.
- e) The supervising adults should record the facts as they know then and note should be taken if witnesses to the incident. Record in Child Incident Report.
- f) Inform the Welfare Officer and provide the report.

### 3. Concerns about the general welfare of a child

If a child acts out of character, say withdrawn or agitated, this concern should be discussed with the patents/guardians. Any significant untoward or unusual incidents should be recorded on the Child Incident Report and reported to the Welfare Officer.

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## 4. Concerns about abuse of a child

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

Allegations of abuse must always be taken seriously. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

### 1. In response

- React calmly so as not to frighten the child
- Listen to the child and take what they say seriously.
- Do not show disbelief
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have disabilities which affect their ability to communicate or of English is not their first language.
- Only ask relevant necessary questions

### Avoid

- Panicking
- Showing shock or distaste
- Probing for more information than is offered
- Making negative remarks about the person whom the allegation has been made
- Empathising with the child giving the information of your own experiences
- Approaching the individual whom the allegation has been made
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality
- Avoid projecting your own reactions onto the child

### 2. Record the information – Using the Child Incident Report

1. Child's name and date of birth
2. Child's home address and telephone number
3. Any times, dates and any other relevant information
4. Whether the person making the report is expressing their own concern or the concerns of others
5. The child's account in their own words if voiced, and any injuries sustained
6. The nature of the concern

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7. A description of injuries if visible when the child is properly attired including behavioural and indirect signs. The child must not be physically examined.
8. Details of witnesses
9. Whether the child's parents/guardians have been informed.
10. The child's view of the situation

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## Transporting Children Procedure

1. When children require transport for events or training written permission must be acquired from their parent/guardian.
2. When available a community bus will be used with a driver that has been trained in the use of the bus.

If the bus is not available parents may be asked to drive their own cars to ferry their children to an event or training session.

If they in turn choose to ferry other than their own children this is outside the responsibility of the club, therefore they should seek explicit permission to do so from the child's parent/guardian.

3. When travelling with children club members should ensure there are at least two adults in the bus.

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## Managing Bad Behaviour Procedure

1. If the bad behaviour involves one child, ask the child to come to one side and while another volunteer carries on with the groups' objectives warn the individual that if his/her behaviour does not improve his/her parents/guardians will be called to remove him/her from the group.

This event is to be recorded in the Child Incident Report

2. If there are two or more children involved calmly bring the group to order and attempt to get to the cause of the disturbance. If it appears to be a minor cause treat it with an appropriate response.

If it appears to be a contravention of the Children's Code of Conduct gather relevant information and record in the Child Incident Report.

3. If there is a concern that the incident has involved bullying, physical or mental, or any abuse that could affect the welfare of anyone involved it should be recorded in the Child Significant Incident Report.
4. Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
5. No one should attempt to respond to a challenging behaviour by using techniques for which they have not been trained.

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## Children New Session Procedure

The purpose of this procedure is to inform the children of the coming sessions objectives offered by the club. The essence is to reinforce the children, kindling their ambition to move forward. It must also be pointed out to the young athletes that the club has the wellbeing and safety of the children at its core.

1. The children will receive a copy of:
  - The Children's Code of Conduct
  - Expected Conduct of Children's parents/guardians - to be passed on to the parents/guardians
  - A list of office bearers with contact details
2. The coach will point out to whom the young person should take any concerns about their wellbeing that may arise.
  - a) In the first instance it should be Coach but if their concerns relate to the Coach it should be the Welfare Officer.
  - b) If the concerns relate to the service provided by the club, they should bring these to their Coach or to the Committee through any committee member.
3. The Coach will proceed to outline the coming sessions aims.

# Strathaven Striders

## Complaints Procedure

Strathaven Striders Club is committed to providing a safe, stimulating, consistent and accessible service to children and their parents. We always aim to provide high quality service for everyone, accepting that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

Usually, it should be possible to resolve any problems as soon as they occur. If not, then the complainant should follow the formal complaints procedure set out below. Under normal circumstances the Club Coach in charge of the session will be responsible for managing complaints.

### STAGE ONE

- If a parent, child, senior has a complaint about some aspect of the club's activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the individual concerned and/or the Club Coach in charge of the session. The club is committed to open and regular dialogue with parents, children and seniors and welcomes all comments on its services regardless of whether they are positive or negative. In the first instance, you should request a Complaints Form from the person in charge, and on completion hand it to a coach or a member of the Management committee. If a satisfactory resolution cannot be found, then stage two of the procedure will come into operation.

### STAGE TWO

- Relevant names, dates, evidence along with any other important information on the nature of the complaint, should be included on the complaints form.
- The Management Committee will acknowledge receipt of the complaint as soon as possible and fully investigate the matter within a reasonable time scale. The Secretary will give a full result of the Management Committees deliberations and further actions (if any)
- If you are not satisfied with the outcome you can ask for a meeting with the Committee

### STAGE THREE

- The Management Committee will hear the complainants, reasons for complaint and open a discussion between the two in the hope of resolving the situation.
- If no agreement is reached to bring about a satisfactory conclusion the Committee will discuss the item further in private.
- The Management Committee will then inform the complainant of their decision.

# Strathaven Striders

## New Member Welcome Procedure

The purpose of this procedure is to inform new members of the facilities offered by the club and the club's expectations for members to meet the club's aspirations and legal requirements as laid down in its policies and procedures.

The new member will receive a copy of:

1. The Club Constitution
2. The Safeguarding Children Policy
3. The appropriate Code of Conduct
4. A list of office bearers with contact details
5. Membership Card

# Strathaven Striders

## Accident Report

Name of Individual: \_\_\_\_\_

Date/Time of Accident: \_\_\_\_\_ Location: \_\_\_\_\_

Details of events leading to accident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of Accident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of Injury: \_\_\_\_\_

Witnesses:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name of Accident Reporter: \_\_\_\_\_

Signed: \_\_\_\_\_

# Strathaven Striders

## Child Incident Report

Name of Child: \_\_\_\_\_

Date/Time of Accident: \_\_\_\_\_ Location: \_\_\_\_\_

Details of events leading to accident:

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Details of Accident:

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Details of Injury: \_\_\_\_\_

Witnesses:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name of Accident Reporter: \_\_\_\_\_

Signed: \_\_\_\_\_

# Strathaven Striders

## Child Significant Incident Report

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Child's Account (if voiced):

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Note of any injuries sustained:

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**Nature of the Concern\*:**

\*Whether the person making the report is expressing their own concern or the concern of others. A description of injuries if visible when a child is properly attired including behavioural and indirect signs. Child must not be physically examined\*

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Date/Time of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

# Strathaven Striders

**Details of events leading to significant incident:**

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**Details of Significant Incident:**

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**Witnesses:**

**Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Name of Incident Reporter:** \_\_\_\_\_

**Signed:** \_\_\_\_\_





