

# Policy for Protection of Children and Vulnerable Adults

## 1) Policy Aim

**D&DTTA** aims to ensure that any vulnerable people (children, young people or adults) are safe and protected within the confines of the club environment and are at no time at risk from any member of staff or volunteer.

## 2) Contacts

The Association will identify one person to undertake the role of Child Protection Officer, who will be a member of the executive committee and who has undertaken appropriate screening through Disclosure Scotland. This officer will be available during all club times for club staff, volunteers and athletes and will ensure to the best of their ability that the welfare of the children is held in the highest regard.

**D&DTTA** Child protection officer is: **IAN McLAGAN**

Contact number: **01382 775507** Emergency Contact Number: **07795254301**

Adequate training for this role will be provided by the **D&DTTA**, Table Tennis Scotland, Local Authority or any other appropriate agency in order to ensure that this officer is able to undertake this role effectively and safely.

In addition to this role the Association will circulate on an annual basis an updated contact list of all child protection contact numbers listed below for the ease of reference of Association members.

<b>Organisation</b>	<b>Contact Number</b>	<b>Available times</b>
Children 1 <sup>st</sup> :	0131 446 2300	9am - 6pm
Dundee City Council - Social Services:	01382 436430	
Tayside Police - Child & Family Unit:	01382 665117	
National Governing Body CP Officer:	0131 317 8077	To be confirmed

*At present there is no full time administrative personnel appointed by TTS to direct callers to appropriate department. Will advise when appointment made.*

## 3) Recruitment and Selection

In order to ensure that the volunteering members of **D&DTTA** are suitable to work with vulnerable people, appropriate recruitment, screening, training and supervision of all such members will be carried out.

### **Selection**

- 1 All applicants to our organisation will complete an application form.
- 2 Short listed applicants will be asked to attend interview.
- 3 Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.

### **Screening**

- 1 Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. If the applicant is to supervise children/vulnerable adults then a full Enhanced Disclosure Scotland check will be obtained. Disclosures will be requested prior to the applicant taking up post.

### **Training**

- 1 The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
- 2 Relevant training and support will be provided on an ongoing basis, and will cover information about their role and opportunities for practicing skills needed for the work.
- 3 Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given through sports coach uk, as a priority to new staff and volunteers and will be regularly reviewed.

## **Supervision**

- 1 All staff and volunteers will have a designated supervisor who will provide regular feedback and support. The Coaching Convenor is responsible for this.
- 2 Every member of staff and all volunteers will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff / volunteer.

**D&DTTA** will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

**D&DTTA** will also ensure that all Recruitment and Selection Procedures are operated in accordance with the Policy on the Recruitment of Ex Offenders.

## **4) Communication**

**D&DTTA** will ensure that all its staff and volunteers will receive a copy of this policy and where appropriate will sign up to the terms and conditions herein.

### **Recruitment of Ex Offenders Policy**

**D&DTTA** undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or any other information revealed.

The **D&DTTA** will only request a Standard or Enhanced Disclosure where it is necessary and relevant to the position sought.

Where a position requires a disclosure **D&DTTA** will make this clear on the application form and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, **D&DTTA** will take into consideration:-

- 1 Whether the conviction is relevant to the position being offered.
- 2 The seriousness of the offence revealed.
- 3 The length of time since the offence took place.
- 4 Whether the applicant has a pattern of offending behaviour.
- 5 Whether the applicant's circumstances have changed since offending took place.

**D&DTTA** will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.

**D&DTTA** undertake to make a copy of this policy available to any applicant for a post with **D&DTTA** that requires a disclosure.