

Club Sport Aberdeen:

Essential Guidance for Clubs & Coaches: Child Wellbeing, Protection, PVG, and Anti-Doping

Welcome to this essential guide for all clubs and coaches affiliated with Club Sport Aberdeen. This document provides a quick reference to critical information and resources concerning child wellbeing, protection, PVG (Protecting Vulnerable Groups) membership, and anti-doping regulations in sport in Scotland. Ensuring the safety, welfare, and fair play of all participants, especially children and young people, is paramount.

1. Child Wellbeing & Protection in Sport in Scotland

Child Wellbeing & Protection in Sport refers to the collective responsibility to ensure that all children and young people involved in sport are kept safe from harm and have a positive, nurturing experience. This involves creating a safe environment, having robust policies, and ensuring all staff and volunteers are appropriately trained and vetted.

Key Organisation:

- **Children 1st:** Children 1st is Scotland's national children's charity and delivers the Child Wellbeing & Protection in Sport service for sportscotland. They provide expert guidance, training, and resources.

Useful Links:

- **Children 1st - Child Wellbeing & Protection in Sport:** <https://www.children1st.org.uk/what-we-do/our-services/child-wellbeing-and-protection-in-sport/>
- **sportscotland - Child Protection:** <https://sportscotland.org.uk/sport-for-life/child-protection/>

Club Requirements & Policy Templates

For clubs to effectively safeguard children and young people, it is essential to have clear policies and procedures in place. These resources help clubs meet their responsibilities and create a safe environment.

Key Requirements & Good Practice for Clubs:

- **Designated Child Wellbeing & Protection Officer (CWPO):** Appoint a named individual to coordinate child protection within the club, ensuring they have attended appropriate training (CWPS and CWPO courses).
- **Child Wellbeing & Protection Policy:** Adopt a comprehensive policy that aligns with national guidelines and is approved by the club's management committee. This policy should cover the club's commitment to safeguarding, reporting procedures, and responsibilities.
- **Codes of Conduct:** Implement clear Codes of Conduct for all individuals involved in the club, including coaches, volunteers, parents/carers, and children themselves. These should outline expected behaviours and responsibilities.
- **Reporting Procedures:** Establish clear procedures for responding to concerns about the welfare or abuse of a child, both within and outside of sport. This includes knowing who to report to and the steps to follow.
- **Safe Recruitment:** Have a robust procedure for the recruitment and selection of those who work with children and young people, including access to Disclosure Scotland PVG checks.
- **Ongoing Training:** Ensure regular child protection training is offered at appropriate levels for all staff and volunteers working with children.
- **Risk Assessment:** Identify and manage any risks to children participating in club activities.

Useful Links for Policy & Good Practice:

- **Children 1st - Guidance & Policy Templates:** Children 1st provides a collection of guidelines, templates, procedures, and policies to help keep children and young people safer in sport. Look for resources like "10 Steps to Safeguard Children in Sport" and policy templates.
 - **Children 1st - Guidance (including policy templates):**
<https://www.children1st.org.uk/about-us/working-with-professionals/child-wellbeing-and-protection-in-sport/guidance/>
- **sportscotland - Standards for Child Wellbeing and Protection in Sport:** These standards specify what child wellbeing and protection policies and procedures organisations should have in place, offering a self-assessment tool and examples of good practice.

- **sportscotland - Standards for Child Wellbeing and Protection in Sport:**
<https://sportscotland.org.uk/safeguarding-in-sport/child-wellbeing-and-protection/standards-for-child-wellbeing-and-protection-in-sport>
- **Child Protection in Sport Unit (CPSU) - Resource Library:** While based in the UK, the CPSU offers valuable sample policies, best practice guides, and forms that can be adapted.
 - **CPSU - Resource Library:** <https://thecpsu.org.uk/resource-library/>

2. Child Wellbeing & Protection in Sport (CWPS) Courses

These courses are designed to equip coaches, club officials, and volunteers with the knowledge and skills to understand their responsibilities in safeguarding children and young people in sport. They cover topics such as identifying concerns, reporting procedures, and creating safe environments.

Course Provider:

- Delivered by Children 1st, often in partnership with local authorities and sports governing bodies.

Useful Links for Finding Courses:

- **sportscotland Coaching Calendar (check for CWPS courses):**
<https://sportscotland.org.uk/coaching/our-courses/>
- **Direct link to sportscotland CWPS Training:**
<https://sportscotland.org.uk/safeguarding-in-sport/child-wellbeing-and-protection/training/child-wellbeing-and-protection-in-sport-training-cwps>

3. Child Wellbeing & Protection Officer (CWPO) Courses

The CWPO course is a more in-depth training designed for individuals who will take on the role of Child Wellbeing & Protection Officer (formerly Child Protection Officer) within a club or organisation. This role is crucial for ensuring the club meets its safeguarding responsibilities.

Course Provider:

- Delivered by Children 1st.

Useful Links for Finding Courses:

- **Direct link to sportscotland CWPO Training:**
<https://sportscotland.org.uk/safeguarding-in-sport/child-wellbeing-and-protection/training/child-wellbeing-and-protection-officer-cwpo-training>
- **General sportscotland Safeguarding Training Page:**
<https://sportscotland.org.uk/safeguarding-in-sport/child-wellbeing-and-protection/training>

4. PVG - Who Needs One?

The Protecting Vulnerable Groups (PVG) scheme is managed by Disclosure Scotland. It helps ensure that people who are unsuitable to work with children and protected adults do not do so. Clubs should also be aware that there have been recent legislative changes impacting the PVG scheme, so it's important to stay updated.

Who typically needs a PVG?

Individuals who are involved in regulated work with children or protected adults. This includes:

- Coaches
- Club welfare officers
- Volunteers who have direct contact with children or vulnerable adults, particularly if they are unsupervised.
- Anyone in a position of trust or regular contact with children or protected adults within a sport setting.

It is the responsibility of the club or organisation to determine which roles require PVG membership, guided by the specific activities undertaken and the level of contact with vulnerable groups.

Useful Links:

- **Disclosure Scotland - PVG Scheme:** <https://www.mygov.scot/pvg-scheme>
- **sportscotland - PVG:** <https://sportscotland.org.uk/sport-for-life/pvg/>

5. PVG - Processing

The process of obtaining or updating PVG membership involves several steps, usually initiated by the organisation (e.g., the sports club) that requires the individual to be PVG checked.

General Steps:

1. **Organisation initiates:** The club or sports body provides the individual with an application form.
2. **Applicant completes:** The individual completes their part of the form, providing personal details.
3. **Organisation countersigns & submits:** The club verifies identity documents and submits the application to Disclosure Scotland.
4. **Disclosure Scotland processes:** Disclosure Scotland carries out checks against police records and other relevant information.
5. **Certificate issued:** A PVG certificate is issued to the applicant, and a copy is also sent to the organisation that submitted the application.

Clubs should have a designated person responsible for managing PVG applications and renewals, ensuring compliance with legal requirements.

Useful Links:

- **Disclosure Scotland - Apply for PVG:** <https://www.mygov.scot/apply-for-pvg>
- **Disclosure Scotland Guidance (various forms and guides):** <https://www.mygov.scot/disclosure-forms-guidance>

6. UK Anti-Doping (UKAD)

UK Anti-Doping (UKAD) is the national anti-doping organisation for the United Kingdom. Its mission is to protect sport from doping and promote clean sport. All athletes, coaches, and support staff involved in organised sport should be aware of and adhere to anti-doping rules.

Key Areas of Focus:

- **Testing:** Conducting drug tests on athletes.
- **Education:** Providing resources and training on anti-doping rules, prohibited substances, and the risks of doping.
- **Intelligence & Investigations:** Investigating potential anti-doping rule violations.
- **Clean Sport:** Promoting values of fair play, respect, and integrity.

Useful Links:

- **UK Anti-Doping (UKAD) Official Website:** <https://www.ukad.org.uk/>
- **UKAD - Athlete Zone (resources for athletes):**

<https://www.ukad.org.uk/athletes>

- **UKAD - Coach & Support Personnel Zone:** <https://www.ukad.org.uk/support-personnel>
- **UKAD - Prohibited List (check medications and substances):**
<https://www.ukad.org.uk/prohibited-list>
- **Clean Sport App (for quick reference on medications):** Available for download via the UKAD website.

We encourage all Club Sport Aberdeen affiliated clubs and coaches to regularly review these resources to ensure best practices in child wellbeing, protection, and clean sport are upheld.