



Lothian Disability Sport

Ethics & Equity

Policies, Procedures and Standard Forms

Ethics and Equity Policies and Procedures

Index

Introduction	4
Section A - Child & Vulnerable Adult Protection	5
A1 Policy Statement & Definitions	5
A1.1 Responsibilities.....	5
A1.2 Principles	6
A1.3 Monitoring of the Policy	6
A1.4 Definition of Terms	7
A1.5 Types of Abuse	8
A1.6 Bullying	10
A1.7 Possible Indicators of Abuse	10
A2 Promoting Good Practice for Working with Children, Young People and Vulnerable Adults	12
A2.1 Introduction	12
A2.2 Code of Conduct for the Protection of Children & Vulnerable Adults	12
A2.2.1 Good Practice	12
A2.2.2 Practice Never to be Sanctioned	15
A2.2.3 Safe Practice in Unforseen Circumstances	16
A2.2.4 Guidelines when Travelling to Competitions/ Events	16
A2.3 Guidelines for the Use of Photographic Filming Equipment at Sporting Venues/ Events	17
A2.4 Protecting Children & Vulnerable Adults on the Internet	18
A2.5 Role of the LDS Child & Vulnerable Adult Protection Officer	20
A3 Responding to Disclosure, Allegations and Suspicions of Abuse	21
A3.1 Responding to a disclosure or allegation of abuse that has occurred	21
A3.2 Responding to Suspicions of Abuse	24
A3.3 Rights and Responsibilities	26
Section B - Recruitment & Selection of Employees & Volunteers	28
B1 Recruitment & Selection Procedures	
B1.1 Pre-recruitment checks	28
B1.2 Application & Self Declaration Forms	29
B1.3 Checks and References	29
B1.4 Interview and Induction	30
B1.5 Training	30
B1.6 Code of Conduct	30
B1.7 Monitoring and Appraisal	31
B1.8 Complaints Procedures	31

Section C - Complaints & Disciplinary Procedures	32
C1 LDS Code of Conduct	32
C2 LDS Disciplinary Procedure	32
C2.1 Complaints	33
C2.2 Action	33
C2.3 Possible Outcomes	34
C2.4 Delegation	34
C3 LDS Appeals Procedures	35
C3.1 Arbitration	36
C3.2 Jurisdiction.....	36
C3.3 Responding to a Complaint	37
C3.4 Dealing with a Disciplinary Issue	39
Section D - Ethics Policies & Procedures	41
D1 Data Protection Policy Statement	42
D2 Secure Handling of Disclosure Information Policy Statement	43
D3 Equity Policy Statement	45
D4 Volunteer Policy	46
D5 Recruitment of Ex-Offenders Policy	48
Section E - Appendices : Standard Forms	49
E1 Employee/ Volunteer Application Form	50
E2 Self Declaration Form	51
E3 Reference Form/ Letter to accompany reference form	56
E4 Incident Record Form	58
E5 Medical Information & Consent Form	60
E6 Intention to Use Photographic / Film/ Video Equipment	62
E7 Notification of Request to use Photographic / Film/ Video Equipment...	63
E8 Code of Conduct for Athletes and Coaches	64
E9 Code of Conduct for Members of the Management Committee	65
E10 Terms of Reference for Sports Co-ordinators	68
E11 Duties of an LDS Team Manager	69

Ethics and Equity Policies and Procedures

INTRODUCTION

Ethics and Equity Policies and Procedures

SECTION A - CHILD AND VULNERABLE ADULT PROTECTION

Deliverers of sporting and recreational activities have the responsibility to provide a safe environment for players, coaches, volunteers, officials and spectators. This not only reduces the potential for injury, but also meets the legal requirements of Child Protection legislation.

A.1 Policy Statement and Definitions

A.1.1 Responsibilities

Lothian Disability Sport will:

- Accept the moral and legal responsibility to provide a duty of care for children, young people and vulnerable adults for whom it should be responsible. LDS will implement procedures to safeguard their well-being and protect them from abuse.
- Respect and promote the rights, wishes and feelings of children, young people and vulnerable adults for whom we are responsible.
- Recruit, train and supervise employees and volunteers to adopt best practice to safeguard and protect the children, young people and vulnerable adults for whom LDS is responsible from abuse and also to minimise risk to themselves.
- Require staff / volunteers to adopt and abide by the Lothian Disability Sport Code of Conduct and Child Protection Policy and Procedures.
- Respond to any allegations of abuse appropriately and implement where appropriate, relevant Disciplinary and Appeals Procedures.

A.1.2 Principles

The welfare of children, young people and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children, young people and vulnerable adults have a lot to gain from positive sport and recreational experiences. Sport provides them with an excellent opportunity to learn new skills, increase levels of confidence and maximise their own unique potential.

The child protection guidelines of Lothian Disability Sport are based on the following principles:

- The welfare of all children, young people and vulnerable adults is of primary concern.
- All children, young people and vulnerable adults, whatever their age, culture, gender, disability, religious belief and / or sexual identity, have the right to be protected from abuse.
- It is the responsibility of everyone to report any concerns of abuse and the responsibility of the Social Work Department to conduct a risk assessment and, for the Police to determine whether a criminal offence has taken place, i.e. abuse has occurred.
- All incidents of suspicious or unprofessional practice and allegations of abuse should be taken seriously and responded to promptly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998.

A.1.3 Monitoring of the Policy

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adult or any changes within Lothian Disability Sport.
- Following any issues or concerns raised about the protection of children or vulnerable adults within Lothian Disability Sport.
- In all other circumstances, at least annually.

A.1.4 Definition of Terms

Child / Young Person

For the purposes of this document, Lothian Disability Sport defines a child or young person as any person up to and including 18 years of age.

Parents

This is used as a generic term throughout this document to represent parents, carers and guardians.

Vulnerable Adults

A person aged 18 years or over may be considered to be vulnerable if he / she receives one, or all of the following:

- Accommodation and nursing or personal care in a care home.
- Personal care, nursing, or support to live independently in his / her own home.
- Health or social care services.
- Services provided in an establishment catering for a person with learning disability.

And in consequence of one, or any combination of the following:

- A substantial learning or physical disability
- A reduction in physical or mental capacity due to advanced age, illness or injury.

A person is also considered a vulnerable adult if he / she is either:

- Dependent on others in performing or assisting himself / herself in the performance of basic physical functions, or
- His / her ability to communicate with those providing services, or to communicate with others is severely impaired.

There have been various studies that suggest children and adults with disabilities are at an increased risk of abuse. Various factors contribute to this such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or communicate that abuse has occurred. However, it must be noted that ***not all adults with disabilities are considered vulnerable.***

A.1.5 Types of Abuse

Emotional Abuse

Emotional Abuse is the **persistent** ill treatment of a child, young person or vulnerable adult, such as to cause severe and **persistent adverse effects** on the person's emotional development. It may involve conveying to the children that they are worthless, unloved, inadequate or valued only if they meet the needs of another person. It may involve causing children to frequently feel frightened or in danger, or the exploitation of children.

Some level of emotional abuse is present in all types of ill treatment, although it may exist alone.

Emotional Abuse in Physical Activity Including Sport

This could include the persistent failure to show respect, build self-esteem and confidence, and to adequately support children. For example:

- Exposing children to humiliating, taunting or aggressive behaviour or tone.
- Demeaning children's efforts by continuous negative feedback.
- Failure to intervene where a child's self confidence and worth are challenged or undermined.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical treatment.

Neglect in Sport

This could include the lack of care, guidance, supervision or protection. For example:

- Exposing children to unnecessary cold or heat.
- Exposing children to unhygienic conditions, lack of food, water or medical care.
- Non-intervention in bullying or taunting.
- Training children or young people for too long without sufficient re-hydration and rest breaks.

- Leaving children or young people unsupervised for any period of time.
- Inability to implement sufficient warm-up before strenuous activity – increasing risk of injury.

Physical Abuse

Physical abuse may involve hitting, striking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise harming a child.

Munchausen Syndrome by Proxy is a form of physical abuse whereby a parent or carer feigns the symptoms of, or deliberately causes, ill health in a child.

Physical Abuse in Sport

- This could include the bodily harm caused by lack of care, attention, or knowledge. For example:
- Over-training or dangerous training of athletes.
- Over-playing an athlete.
- Failure to do a risk assessment of physical limits or pre-existing injuries or medical conditions.
- Administering, condoning or failure to intervene, in drug use.

Sexual Abuse

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not the victim is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in inappropriate ways.

Sexual Abuse in Sport

This could include contact and non-contact activities such as:

- Exposure to sexually explicit or inappropriate language, jokes or pornographic material.
- Inappropriate touching.
- Engaging in any sexual activity or relationship with children, young people or vulnerable adults.
- Creating opportunities to access children's bodies.

A.1.6 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. In the case of bullying the abuser may, in fact, be a young person.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms, the three main types are:

1. Physical (e.g. hitting, kicking, theft, being made to have over money or possessions)
2. Verbal (e.g. racist or homophobic remarks, threats, name-calling, spreading rumours)
3. Emotional (e.g. isolating an individual from activities and social acceptance of peer group)

Effects of Bullying

People who are bullied may feel it is somehow their fault, or that there must be something 'wrong' with them. It can have a devastating effect on a person's self-esteem, self-confidence and concentration. Victims of bullying may become withdrawn, insecure, more cautious and less willing to take risks. It can cause depression and a feeling of loneliness.

As a representative of LDS, it is your responsibility to take reasonable steps to prevent bullying occurring amongst any children, young people or vulnerable adults in your care.

A.1.7 Possible Indicators of Abuse

Recognising abuse is not easy, even for the most experienced professionals. The following is a list of indicators of **possible** child abuse.

Any of these indicators or behaviours has to be seen in the context of the child's whole situation and in combination with other information related to the child and his / her circumstances.

R E M E M B E R.....

It is not your responsibility to decide whether or not abuse has occurred. However, it IS your responsibility to report any concerns to the appropriate professional authorities, which will further investigate the matter.

Possible Indicators of Abuse:

- Unexplained injuries such as bruising, cuts or burns, particularly if they are recurrent and on a part of the body not normally prone to such injuries.
- Refusal to discuss and improbable excuses given to explain injuries.
- Reluctance to show arms and legs in hot weather.
- Sexually explicit language or behaviour.
- Becoming increasingly unkempt, dirty or losing weight over a period of time.
- Uncharacteristic change in behaviour, becoming withdrawn, or sudden outbursts of temper.
- Fear of returning home.
- Low self-esteem, anxiety, depression.
- Nervousness when approached or touched.
- A general distrust and avoidance of adults.
- Social isolation, difficulty in making friends abnormal restrictions on socialising with others.
- Self-mutilation.

This list is not definitive or exhaustive. The presence of one or more indicators is not proof that abuse is actually taking place. Some people with disabilities may display some of the above indicators as a result of their condition. (e.g. a person with brittle bones may have constant bruising.)

It is important not to jump to conclusions, but to remember to **always report genuine concerns**.

The most important principle to remember is that the welfare of the child is paramount.

A.2 Promoting Good Practice for Working with Children, Young People and Vulnerable Adults.

A.2.1 Introduction

The implementation of Part V of the Police Act 1997 and the introduction of a new criminal record system (Disclosure Scotland), have caused Child Protection issues to be considered top priority for most organisations providing services for children, young people and vulnerable adults.

Although Child Protection policies and procedures are extremely necessary, it is important to put them into perspective and not be intimidated by the overload of information. The best way to comply with new Child Protection legislation and procedures is to use common sense.

Following are some good practice guidelines recommended to minimise the risk of abuse.

A.2.2 Code of Conduct for the Protection of Children and Vulnerable Adults.

This code of conduct details the types of practice required by all members of Lothian Disability Sport when in contact with children or vulnerable adults. The types of practice are categorised into Good Practice. Suspicions or allegations of non-compliance of the Code by a member will be dealt with through Lothian Disability Sport's Disciplinary Procedure for misconduct or through Responding to a Suspicion or Allegation of Abuse against a member of Lothian Disability Sport (Section A.3.0).

A.2.2.1 Good Practice

Lothian Disability Sport supports and requires the following good practice by members when in contact with children and vulnerable adults. By demonstrating exemplary behaviour all paid and voluntary personnel can protect themselves from false allegations whilst securing a safe and enjoyable environment for all those involved.

When working with children and vulnerable adults:

- Make sport fun, enjoyable and promote fair play
- Always work in an open environment, e.g. avoid private or unobserved situations and secrets
- Treat all children, young people and vulnerable adults equally, with respect and dignity.
- Put the welfare of all children, young people and vulnerable adults first before winning or achieving performance goals.

- Be an excellent role model including no smoking or drinking alcohol in the company of children, young people and vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism
- Ensure if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly role-modelled; and thirdly 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 this is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible
- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision-making process
- Maintain a professional relationship with athletes, e.g. it is not appropriate to have an intimate relationship with a child or vulnerable adult, or to share a room with them
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

First Aid and Treatment of Injuries

If, in your capacity as a member of Lothian Disability Sport, a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

- Where practical all parents / guardians of children under 16 must complete a Lothian Disability Sport Medical Consent Form before participating.
- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and / or assistance is available

- 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 a language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The child's or vulnerable adult's parent / guardian or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's best interests and on professional advice not to do so.
- An Incident Record Form must be completed and signed and passed to the organisation as soon as possible.

For Taking and Transporting Children and Vulnerable Adults Away from Home

If it is necessary to provide transport or take children or vulnerable adults away from home, the following good practice must be followed:

- Where practical request written parental / guardian consent if members are required to transport children or vulnerable adults.
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seat belts are worn.
- Ensure, where possible, a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by Lothian Disability Sport's Child and Vulnerable Adult Protection Policy and Procedures
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents / guardians

A.2.2.2 Practice Never to be Sanctioned

In the context of your role within Lothian Disability Sport, the following practices should never be sanctioned:

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact except as permitted within the rules of the game or competition.
- Never form intimate emotional or physical relationships with children or vulnerable adults.
- Never allow or engage in touching a child in a sexually suggestive manner.
- Never allow a child or vulnerable adult to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child or vulnerable adult, even in fun.
- Never reduce a child or vulnerable adult to tears as a form of control.
- Never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child or vulnerable adult for sleeping accommodation.
- Never invite or allow children or vulnerable adults to stay with you at home.
- Never do things of a personal nature for children and vulnerable adults that they are capable of doing on their own.
- Never have 'favourites' – this could lead to resentment and jealousy by other children or vulnerable adults and could lead to false allegations.
- Never spend excessive amounts of time alone with children or vulnerable adults away from others.
- Ensure that when children or vulnerable adults are taken away from home adults avoid entering their rooms, unless in an emergency situation or in the interests of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Never take children or vulnerable adults to your home.

Important Note: If any of the above situations are absolutely unavoidable, they should only occur with the full knowledge and consent of a LDS representative and / or the athletes parents / guardians.

Sporting Example:

If a child or vulnerable adult sustains an injury and needs to go to hospital, or a parent or guardian fails to pick up a child / vulnerable adult at the end of a training session.

A.2.2.3 Safe Practice in Unforeseen Circumstances

If any of the following situations occur, you should immediately report them to a colleague, preferably a representative of LDS:

- If you accidentally hurt or injure a child or vulnerable adult.
- If a child or vulnerable adults misinterprets something you have said or done.
- If you have to physically restrain a child or vulnerable adult.
- If a child or vulnerable adult seems distressed in any manner.
- If a child or vulnerable adult appears to be sexually aroused by your actions.

If possible you should record the incident on the Lothian Disability Sport Incident Record Form (see Appendix E.4) ensuring you sign and date the details.

A.2.2.4 Guidelines when Travelling to Competitions / Tournaments

When travelling to competitions and tournaments, coaches, volunteers and team managers should follow the specific guidelines outlined to ensure a safe and secure environment for all:

- Ensure that at least one male and one female member of staff accompany all mixed teams.
- Adults should not enter children's or vulnerable adult's rooms (unless it is an emergency or a health and safety issue) or invite children or vulnerable adults into their room.
- Secure parental consent in writing to give permission for the administration of emergency First Aid and / or other medical treatment.
- Be aware of any medicines being taken by participants, or any existing injuries. Parents are required to complete a Medical Information and Consent Form prior to any overnight excursion (See Appendix E.5 for a copy of the 'LDS Medical Consent Form').
- Follow Lothian Disability Sport's standard procedures to record incidents (See Appendix E.4).

A.2.3 Guidelines for the Use of Photographic Filming Equipment at Sporting Venues / Events

There is evidence indicating that some people have used sporting venues as an opportunity to take inappropriate photographs or film footage of children, young people and / or vulnerable adults.

Therefore Lothian Disability Sport now requires any person wishing to use photographic / film / video equipment (including mobile phones which have the capacity to take photographic images) at any sporting event involving children, young people or vulnerable adults, to first obtain approval from the event organiser.

Following is a checklist for Event Organisers to use for each event:

- Parental consent to use photography from sporting events for marketing and promotional purposes should be sought from each participant, prior to the event. They should also be informed of a specific individual to whom they may voice their concerns. (E.g. Event Organiser)

A simple statement on entry forms will suffice. For example:

'Parents are advised that photographs and / or video footage may be taken at this event. Adequate precautions have been taken in order to safeguard the images of children, young people and vulnerable adults. As a condition of entry, all users of photographic / film / video equipment must pre-register with the Event Organiser.'

If you have any concerns regarding the use of photographic / film / video equipment at this event, please contact the Event Organiser'.

- Ensure ALL persons (this includes spectators and media personnel) wishing to use photographic / film / video equipment at any sporting event have pre-registered with the Event Organisers.

Registration requires:

- A valid form of identification, such as drivers' licence and / or professional photographer licence, including a photo.
 - Completion of the 'Intention to Use Photographic / Film / Video Equipment' form. (See Appendix E.6)
- Issue the registered photographer with an identification badge, which must be worn at all times.
 - Issue the registered photographer with the guidelines about what is considered appropriate in terms of content of visual material and personal behaviour.
 - Do not allow unsupervised access to athletes, or on-to-one photo sessions at events.

- Do not approve / allow photo sessions outside the event or at an athlete's home.
- Advise all photographers / film video operators that photography in changing rooms and associated areas are **strictly prohibited**.
- Where possible, publicise the specific details concerning Lothian Disability Sport's photographic / video and filming equipment policy in event programmes and on the public address system at the event.

Recommended wording:

'In compliance with the Child Protection Policy of Lothian Disability Sport, _____ (the event organisers) requires any person wishing to take photographs or video footage of participants today, to be previously registered with the event organiser. If you have not previously registered, please do so now at _____ (location, i.e. front desk). Lothian Disability Sport reserves the right of entry to this event and may decline entry to any person unable to abide by the event organiser's conditions. In the interest of athlete safety, thank you for your attention'.

A.2.4 Protecting Children and Vulnerable Adults on the Internet

When using photographs on the Internet, it is important those children, young people and vulnerable adults are not individually identifiable.

Where possible, Lothian Disability Sport will implement and encourage the appropriate safeguards to protect children, young people and vulnerable adults' identities on our website.

The following principles should be recognised by all Lothian Disability Sport personnel:

- At no time will any child, young person or vulnerable adult's personal information, (including home address, email address or phone number) appear on the Lothian Disability Sport website.
- Written permission will be obtained from the child, young person or vulnerable adult's parent / guardian before publishing his / her photograph on the website.
- The parent / guardian will also be given the opportunity to preview the material prior to publication. Should any of the material subsequently be changed, parents will be informed and permission re-sought to publish the photograph and supporting information.
- Pictures of named individuals should not be used, or pictures with clearly identifiable group name-tags and team-strips, highlighting where the young people are from.

Good Practice:

- Try to only use photos that show the child in profile or with their faces out of shot.
- Only use group or team photos with a general label, such as 'Regional Swimming Event'
- Only publish forenames and avoid providing personal details, which would easily identify the individual.

Wherever possible, no matter what activity is being depicted, no child should ever be shown in a provocative pose or in a state of partial undress other than in a relevant sporting activity, i.e. swimming or gymnastics. Where relevant, you should consider whether a tracksuit is more appropriate attire for photographs.

In order to assist the implementation of the Child Protection Policy and Procedures, Lothian Disability Sport has appointed a voluntary Child Protection Coordinator. This person is the first point of contact for any Child Protection issues you may have.

It is envisaged that eventually, each Club will have a designated Child Protection Officer.

A.2.5 Role of the LDS Child & Vulnerable Adult Protection Officer

- Ensure that the administrative work associated with processing information (e.g. selection, recruitment, induction support, vetting and suspension of new employees / volunteers) is up to date.
- Establish and raise awareness of Child Protection. (i.e. use a guideline card in conjunction with Child Protection Policy.)
- Encourage good practice and support the introduction of a Child Protection Code of Good Practice.
- Provide support and / or training for staff and volunteers (Professional Training is recommended).
- Have an understanding of and appreciation of the need for confidentiality.
- Be able to represent views clearly to others and if possible, have experience in liaising with support organisations such as Social Work and the Police.
- Be able to follow procedures and know when to seek advice, not to rely solely on own judgement.
- Ensure that policy and procedures are in place and are reviewed on an annual basis.
- Advising clubs / branches on matters of policy relating to Child Protection.
- Act as the primary contact person on matters relating to Child Protection for Lothian Disability Sport.
- Compile all 'LDS Incident Record Forms' as they come in, and act appropriately for each case.
- Ensure there is a Lothian Disability Sport disciplinary procedure that is explicit and easy to follow.
- Ensure guidelines on how to deal with disclosure or suspicions of abuse are available to all employees / volunteer staff.

It is NOT the role of the Child Protection Coordinator to decide whether or not a child is being abused, but it is their responsibility to act appropriately if concerns are passed to them.

A.3 Responding to Disclosure, Allegations and Suspicions of Abuse

An incidence of child abuse in general, and sexual abuse in particular, can produce strong emotions in those facing such situations. It is important to maintain one's professionalism by following the standard procedures recommended by Lothian Disability Sport and not allowing emotions to interfere with sound judgement.

Unfortunately some individuals will actively seek employment or voluntary work with children, young people and vulnerable adults, with the direct intention to cause them harm. Staff who work in sport organisations, i.e. coaches, instructors, volunteers and officials who have regular contact with children, can be an important link in identifying situations where a child, young person or vulnerable adult needs protection.

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are rare. If a child, young person or vulnerable adult indicates that they are being abused you must react immediately.

A.3.1 Responding to a Disclosure, or an Allegation that Abuse has occurred

(NB: The procedures for responding to a disclosure or an allegation of the occurrence of abuse, are different from the procedures for responding to a *suspicion* of abuse, please ensure you use the correct section.)

It is not the responsibility of anyone working under the auspices of Lothian Disability Sport in a paid or voluntary capacity, or those working in affiliated sport clubs, to decide whether or not child abuse has taken, or is taking place.

It is however, your responsibility to communicate your concerns to the person in charge or the Child & Vulnerable Adult Protection Officer.

Circumstances in which you would use the procedures in this section are:

- When a child, young person or vulnerable adult verbally discloses to you that they have been abused.
- When someone else tells you they witnessed a child, young person or vulnerable adult being abused.

Actions to Take:

The person receiving the information should follow these guidelines:

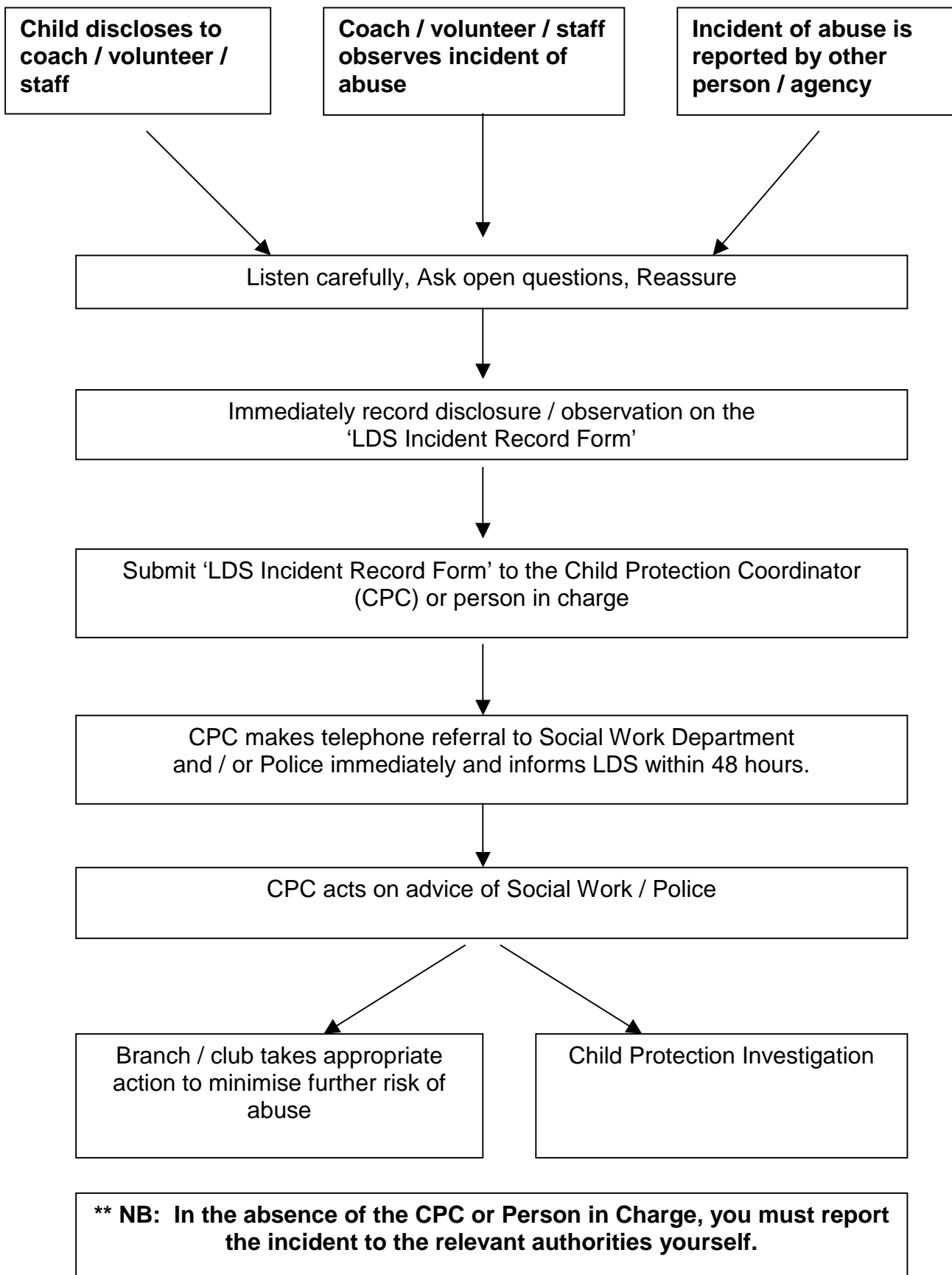
*Refer to page 23 for a step-by-step flowchart.

LISTEN ----- REACT ----- RECORD ----- REPORT

- React calmly, so as not to frighten the child
 - Listen carefully, do not show disbelief
 - Tell the child he / she is not to blame and was right to tell someone
 - Take what the child says seriously
 - Remain impartial – avoid projecting your own reactions to the child
 - Clarify your understanding of the disclosure by asking open-ended, non-leading questions
 - Reassure the child
 - Be honest and don't make promises you cannot keep. Explain that you may have to tell other people in order to stop what is happening.
 - Immediately make a full record of what has been said (in the child's own words), heard and / or seen, using the 'LDS Incident Record Form'.
- NB: You must record, sign and date the report on the day the disclosure / observation is made. Please read on for specific information regarding the writing of reports.**
- Submit the report to the LDS Child Protection Coordinator (CPC) or person in charge on the day. In the absence of the CPC or person in charge, contact the local Social Work or Police department.

Responding to a Disclosure or Allegation of Child Abuse

LISTEN _____ REACT _____ REPORT _____ RECORD



Recording of Information for Social Work / Police Departments

Information that is to be submitted to the Social Work or Police departments must be as helpful as possible, hence the necessity for making a detailed record, **in your own handwriting**, at the time of disclosure / observation of abuse

Use the 'LDS Incident Record Form' to assist you in providing the following:

- The nature of the allegation in the child's own words
- A description of any visible bruising or injuries
- The child's account (if it can be given), of what has happened and how any bruising / injuries occurred
- Times, dates and other relevant information including witnesses
- A clear distinction between what is fact, opinion and hearsay
- Are the parents aware of the concerns?
- Has anyone been alleged to be the abuser? If so, record details.

NB: Reporting the matter to the Social Work or Police departments should not be delayed by attempts to obtain more information.

A.3.2 Responding to Suspicions of Abuse

(NB: The procedures for responding to suspicion of abuse is different from the procedures for responding to an actual occurrence of abuse, please ensure you use the correct section.)

Circumstances in which you would use the procedures in this section are when:

- A child, young person or vulnerable adult tells you they know someone who has been abused
- You observe a child, young person or vulnerable adults' behaviour and / or injuries etc., and your knowledge of youth members, leads you to suspect abuse.

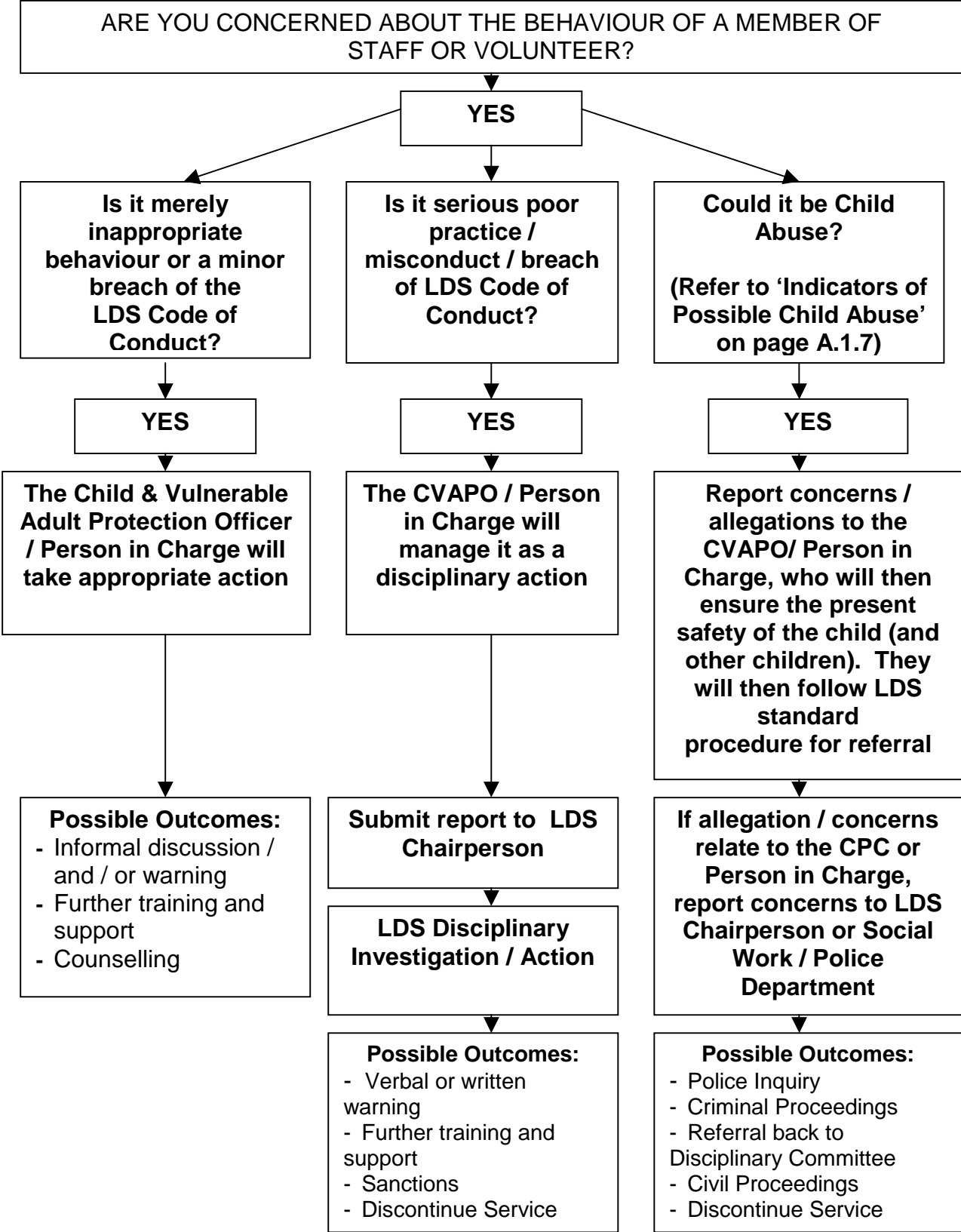
**Refer to the following page for a step-by-step flowchart.*

Responding to concerns about a colleague's behaviour can be very difficult, particularly if you know the person well and the consequences of reporting allegations may have far-reaching effects. However, poor practice cannot go unchallenged, for it may be part of a more serious problem of abuse, which places other children, young people or vulnerable adults at serious risk.

Most examples of poor practice should be managed at club / branch level. In some circumstances, all it takes is for the person in charge to have a quiet word with the

staff member / volunteer displaying poor practice. However, if your concerns are of a more serious nature and speaking to the staff member / volunteer does not prevent the incidence of poor practice, you must report your concern to the LDS Child Protection Coordinator by completing the 'LDS Incident Record Form'.

Responding to Poor Practice and / or Suspicion of Abuse



A.3.3 Rights and Responsibilities

Any person involved in Lothian Disability Sport's operations are entitled to the following:

RIGHTS

CHILDREN / YOUNG PEOPLE/ VULNERABLE have the right to:	MEMBERS / VOLUNTEERS have the right to :	SCOTTISH DISABILITY SPORT has the right to:
<ul style="list-style-type: none"> • Be safe; • Be listened to; • Be respected; • Privacy; • Take calculated risks in a protective environment; • An inclusive environment; • Be referred to professional help if required; • Be protected from abuse by other members or outside sources 	<ul style="list-style-type: none"> • Access to ongoing training and information on all aspects of leading / managing activities, particularly member protection; • Support in the reporting of suspected abuse; • Access to professional support services; • Be protected from abuse by youths, other adult members and parents. 	<ul style="list-style-type: none"> • Expect all members to comply with its Code of Conduct; • Expect all youth members to maintain standards of reasonable behaviour; • Take appropriate action if members breach the Code of Conduct; • Expect all members to undertake appropriate training when advised to; • Expect all members not to abuse other members physically, emotionally or sexually; • Take appropriate action in the event of accusations; • Acquire police checks relating to relevant convictions.

RESPONSIBILITIES

<p>CHILDREN / YOUNG PEOPLE / VULNERABLE ADULTS are responsible for:</p> <ul style="list-style-type: none"> • showing respect to peers, coaches, officials • keeping themselves safe; • accurately reporting inappropriate behaviour or risky situations. 	<p>MEMBERS/VOLUNTEERS have the right to:</p> <ul style="list-style-type: none"> • fostering teamwork to ensure the safety of members in their care; • using appropriate team management behaviour; • promptly and appropriately responding to members' statements, concerns about alleged abuse; • ensuring the rights and responsibilities of members are enforced; • reporting suspected abuse to the appropriate authority; • not abusing members physically, emotionally or sexually; • maintaining confidentiality about sensitive information as designated by the appropriate authority. 	<p>SCOTTISH DISABILITY SPORT is responsible for:</p> <ul style="list-style-type: none"> • providing a safe environment for all members; • providing ongoing training and information for members; • wide promotion of Child Protection Policy and Procedures; • facilitating open discussion on child protection issues; • provide support to members who report accusations of abuse; • treating suspected abuse information confidentially; • taking appropriate action if members breach standards of reasonable behaviour or policies and regulations.
--	---	--

SECTION B – RECRUITMENT AND SELECTION OF EMPLOYEES AND VOLUNTEERS

Please see Appendix E.1 for copies of Lothian Disability Sport's Recruitment Policies.

B.1 Recruitment and Selection Procedures

Implementation of Part V of the Police Act 1997 has resulted in the formation of new standard procedures for the screening of potential employees working with children, young people and vulnerable adults.

A new Disclosure Bureau has been established within the Scottish Criminal Record Office (SCRO) for the purposes of issuing certificates under Part V of the 1997 Act. The new service is known as 'Disclosure Scotland' and will be responsible for issuing 3 levels of certificates known as 'Basic Disclosures', 'Standard Disclosures', and 'Enhanced Disclosures'.

The aim of the new 'Disclosure Scotland' service is to enhance public safety and to help employers and voluntary organisations make safer recruitment decisions.

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children, young people and vulnerable adults. It is important that standard procedures are used, for both paid and voluntary staff.

B.1.1 Pre-Recruitment Checks

As Lothian h Disability Sport is primarily a voluntary organisation, it is rare for branches to utilise formal recruitment process. However it is important for all people involved in LDS to be aware that under new legislation, all new volunteers must be checked for their suitability to work with children, young people or vulnerable adults.

The following information has been included to assist branches in implementing effective and professional recruitment processes. (Please note, you are not required to use expensive recruitment processes, these are simply guidelines of good practice.)

Advertising

If any form of advertising is used to recruit staff or volunteers, it should reflect the:

- Aims of your Branch (which should directly reflect those of Scottish Disability Sport) and where appropriate, the particular programme involved.
- Responsibilities of the role
- Level of experience or qualifications required (e.g. experience of working with children is an advantage).

Pre-Application Information

Pre-application information that is sent to interested or potential applicants should include:

- A job description including roles and responsibilities
- A person specification (e.g. stating qualifications or experience required)
- An application form.

B.1.2. Application and Self-Declaration Forms (see Appendices E.1 and E.2)

LDS requires all new applicants, whether for paid or voluntary, full or part time positions, to complete a Self-Declaration Form.

It is recommended that all LDS Clubs utilise these forms. Failure to do so indicates poor recruitment practice.

B.1.3 Checks and References

Applicants should provide relevant references at least one should be associated with previous work with children, young people or vulnerable adults. If an applicant has no relevant previous experience with working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.

Where appropriate, The Central Registered Body Scotland will administer free criminal record checks on all of Lothian Disability Sport's new volunteers.

Criminal Record Checks are only one part of the recruitment process and are NOT to be used as the sole determining factor when considering an applicant's suitability. You are still required to proceed with standard recruitment procedures, such as interviewing etc.

Abusers of children, young people and vulnerable adults tend to be drawn to organisations where little checking takes place. Therefore it is imperative to ensure that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

B.1.4 Interview and Induction

It may or may not be appropriate to conduct a formal interview. If it is, it should be carried out according to acceptable protocol and recommendations. All staff, paid or voluntary, will undergo a formal or informal induction in which:

- Their qualifications are substantiated;
- They sign up to the Lothian Disability Sport Code of Conduct;
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise);
- Child protection procedures are explained and training needs established.

B.1.5 Training

Criminal record and reference checks are only part of the process required to protect children, young people and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities, learn standard procedures and to see models of good practice already in place within the organisation.

B.1.6 Code of Conduct

As a result of government recommendations in '*Caring for the Young and the Vulnerable? Guidance for Preventing Abuse of Trust*', 1999, all paid and voluntary staff of Lothian Disability Sport are now required to sign up to the LDS Code of Ethics and Conduct. This was identified in Section A.2.0 of this pack.

The Code encourages:

- The development of an open and positive climate in sport
- Poor practice to be identified and rectified
- Investigations to be carried out in accordance with procedure
- Disciplinary action to be taken, if necessary and appropriate.

B.1.7 Monitoring and Appraisal

At regular intervals (or following a programme) all employees and volunteers should be given the opportunity to receive an informal appraisal, (e.g. verbal feedback).

These can help to identify training needs and set future goals. Managers should be sensitive to any concerns of poor practice and act on them at an early stage. They should also offer appropriate support to those who report concerns and take immediate action if they suspect abuse.

B.1.8 Complaints Procedures

Lothian Disability Sport's complaints and appeals procedures will be used to deal with any formal complaints and / or appeals regarding an employee / volunteer.

(A copy of the 'LDS Complaints and Appeals Procedures' can be found in Section C of this Pack.)

SECTION C - CODE OF CONDUCT/ DISCIPLINARY PROCEDURES AND GUIDELINES

C.1 LDS Code of Conduct

The Lothian Disability Sport Code of Conduct identified in Section A of this document is a set of general guidelines and recommendations for all paid and voluntary personnel to demonstrate exemplary behaviour. These examples of good practice should be followed at all times.

In addition to the Code of Conduct outlined in Section A, LDS also identifies a number of Codes of Conducts for individuals when undertaking more specific roles within the organisation. These do not stand in isolation but should be applied in conjunction with the main Lothian Disability Sport Code of Conduct.

The more specific Codes can be found in Appendices E.8 to E.11. The specific roles covered by these Codes of Conduct are:

- Lothian Disability Sport Athletes and Coaches
- Lothian Disability Sport Management Committee Members
- Lothian Disability Sport Sports Coordinators, and
- Lothian Disability Sport Team Manager.

With all members of Lothian Disability Sport abiding by and promoting these recommended behaviours and examples of good practice, all LDS members can be involved in a safe and enjoyable sporting environment.

C.2 LDS Disciplinary Procedures

Lothian Disability Sport is committed to providing a sport environment in which the ethical principles contained in the Code of Ethics and Conduct (Section A.2) are represented and promoted. Lothian Disability Sport believes that these values and ideals shall guide the actions of all members of the Association.

Members shall conduct themselves in a manner consistent with the principles and ethical standards set out in the Code of Ethics and Conduct (B.1.6), and those who fail to meet this standard shall be subject to the disciplinary sanctions identified in this policy.

Any members sanctioned under this policy may be subject to the disciplinary rules and processes of other associations, clubs and Governing Bodies of Sport in which they are involved. In serious cases, members may also be subject to criminal prosecution.

An easy to follow diagram and supporting notes for the LDS Complaints and LDS Disciplinary Procedure can be seen in Section C.3.4 and C.3.5.

C.2.1 Complaints

A complaint concerning a member of Lothian Disability Sport may be made by any member of the general public including but not limited to a performer, a representative of a club or sports organisation, a coach, a parent or any representative of Lothian Disability Sport.

Complaints shall be directed to the Chairperson as the representative of Lothian Disability Sport. If the complaint is concerning the LDS Chairperson, the complaint should be directed towards the LDS Vice Chairperson.

A complaint concerning the conduct of a member of Lothian Disability Sport shall:

- Be made in writing (or an alternative formal means of communication)
- Identify the LDS member against whom the complaint is being lodged
- Set out the nature of the complaint
- Identify the name and address of the complainant, and
- Be signed by the complainant.

Upon receiving the complaint in the required format, the LDS Representative must then determine whether the complaint comes within the scope of this policy.

If, in the sole discretion of the LDS Representative the complaint does not fall within the scope of this policy, the LDS Representative will inform the complainant in writing, after which time the matter shall be considered closed.

C.2.2 Action

If it is decided that the complaint falls within the scope of this policy, the LDS Representative will forward the complaint to the Lothian Disability Sport Disciplinary Committee.

A copy of the complaint will also be sent to the member against whom the complaint has been made within three working days of receiving the complaint.

The member will have ten working days to respond in writing to the LDS Representative.

Once this response has been received, and taking into consideration the nature of the complaint, the LDS Representative shall determine which course of action to take:

- The complaint is without merit, in which case the LDS representative shall inform both the complainant and the member against whom the complaint has

been made, of this decision in writing, after which time the matter will be considered closed.

- That disciplinary action against the member is warranted, in which case the LDS Representative shall refer the case to the LDS Disciplinary Committee.

C.2.3 Possible Outcomes

Once the LDS Disciplinary Committee has reviewed the complaint the following outcomes, singly or in combination may be applied:

- A written reprimand to be placed in the members file
- A verbal and / or written apology
- Further education, training or counselling
- Publication of the details of the sanction
- Suspension from LDS for a specified period of time
- Termination of membership from the association
- Any other sanction (s) deemed appropriate in the circumstances.

Unless the LDS Disciplinary Committee decides otherwise, any of the above sanctions applied shall not take effect until the time period for appeals has expired or an appeal has been decided. Likewise, no publication of the details of the outcome shall be permitted until such time.

Notwithstanding the procedures set out in this policy, any member who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault, shall face an automatic suspension from Lothian Disability Sport for a period of time corresponding to the length of criminal sentence imposed by the Court, and may face further disciplinary action by LDS in accordance with this policy.

C.2.4 Delegation

The LDS Representative may delegate their responsibility under this policy, as they deem appropriate, in the event that they are absent, or have a conflict of interests.

C.3 Appeals Procedure

Except where otherwise provided, an appeal of any conduct matter shall be conducted in accordance with the Lothian Disability Sport Appeals Procedure.

Any member of Lothian Disability Sport who is subject to a decision pursuant to the LDS Code of Ethics and Conduct shall have the right to appeal against that decision.

The member wishing to appeal a decision shall have ten working days from the date on which notice of the original decision was received, to submit written notice of his or her appeal to the LDS Chairperson.

An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds for the appeal include Lothian Disability Sport or its representatives:

- a) Making a decision for which they do not have authority or jurisdiction as set out in the LDS governing documents
- b) Making an error in procedure, or
- c) Making a decision in the absence of material evidence which was not available at the time of the original decision.

The LDS Chairperson will decide whether or not there are sufficient grounds for appeal.

If the appeal is denied on the basis of insufficient grounds, the appellant shall be notified of the decision in writing, giving reasons. This decision is at the sole discretion of the LDS Chairperson and may not be appealed.

If the LDS Chairperson is satisfied that there are sufficient grounds for appeal, he or she directs that an Appeals Committee be appointed to hear the appeal.

The members of the Appeals Committee shall have no significant relationship with the appellant, shall have had no involvement in the decision being appealed, and shall be free from any other actual or perceived bias or conflict.

The LDS Chairperson is required to provide a complete record to the Appeals Committee to include:

- a) The decision under appeal
- b) Reason for the decision
- c) The original complaint
- d) All documentary evidence, including the investigation report, and
- e) Transcripts of evidence (excluding transcripts of argument) if taken during the disciplinary hearing.

Within three days of concluding the appeal, the Appeals Committee shall issue its written decision with reasons. In making the decision the Appeals Committee shall have no greater authority than that of the original decision-maker and may decide:

- a) To void or confirm the decision being appealed
- b) To refer the matter back to the initial decision-maker for a new decision, and /
or
- c) To determine how costs of the appeal should be allocated.

C.3.1 Arbitration

If the appellant is not satisfied with the decision on appeal, the matter shall be referred to the Sports Dispute Resolution Panel. This is an independent body established to provide a UK-wide dispute resolution service to sport.

The parties to arbitration shall enter into a formal Arbitration Agreement and the decision of any arbitration shall be final and binding and not subject to any further review by any court of competent jurisdiction or any other body.

C.3.2 Jurisdiction

This policy shall be governed by and construed in accordance with the laws of the UK in which the appeal hearing must take place.

No action or legal proceedings shall be commenced against Lothian Disability Sport in respect of a dispute unless Lothian Disability Sport has refused or failed to abide by the provisions for appeal and / or arbitration of the dispute, as set out in this policy.

C.3.3 Responding to a Complaint

Supporting Notes (model displayed overleaf)

Receiving A Complaint

Always ensure that these are put down in writing to ensure that a consistent record of facts is registered. If the person raising the concern is unable to put this in writing it is permitted that the concern is written on behalf of this individual. It must however, be identified who is making the complaint and who has written the complaint.

Designated Child Protection Officer

It is important to have an identified Representative (this designated individual is the LDS Chairperson) who will deal with any complaints that arise. Members should be provided with contact details for this individual. A second individual should also be identified in case a complaint arises concerning the Representative, or if the Representative is unavailable, i.e. on holiday. Again, members should be made aware of these contact details (this Representative is the LDS Vice Chairperson).

Is There A Case To Be Answered?

Once an issue has been raised it is up to the Representative to investigate the facts and decide whether or not there is a case to be answered. If, following investigation it is decided that there is a case to be answered, the matter will be dealt, with by the Representative and where necessary, referred to the Disciplinary Panel. If it is decided there is no case to be answered, the matter will be considered closed. Details of the matter, the investigation and the outcome will be kept on file. This information will be stored confidentially for five years. If after this time no further matters concerning this individual have arisen, the files may be destroyed.

Disciplinary Committee

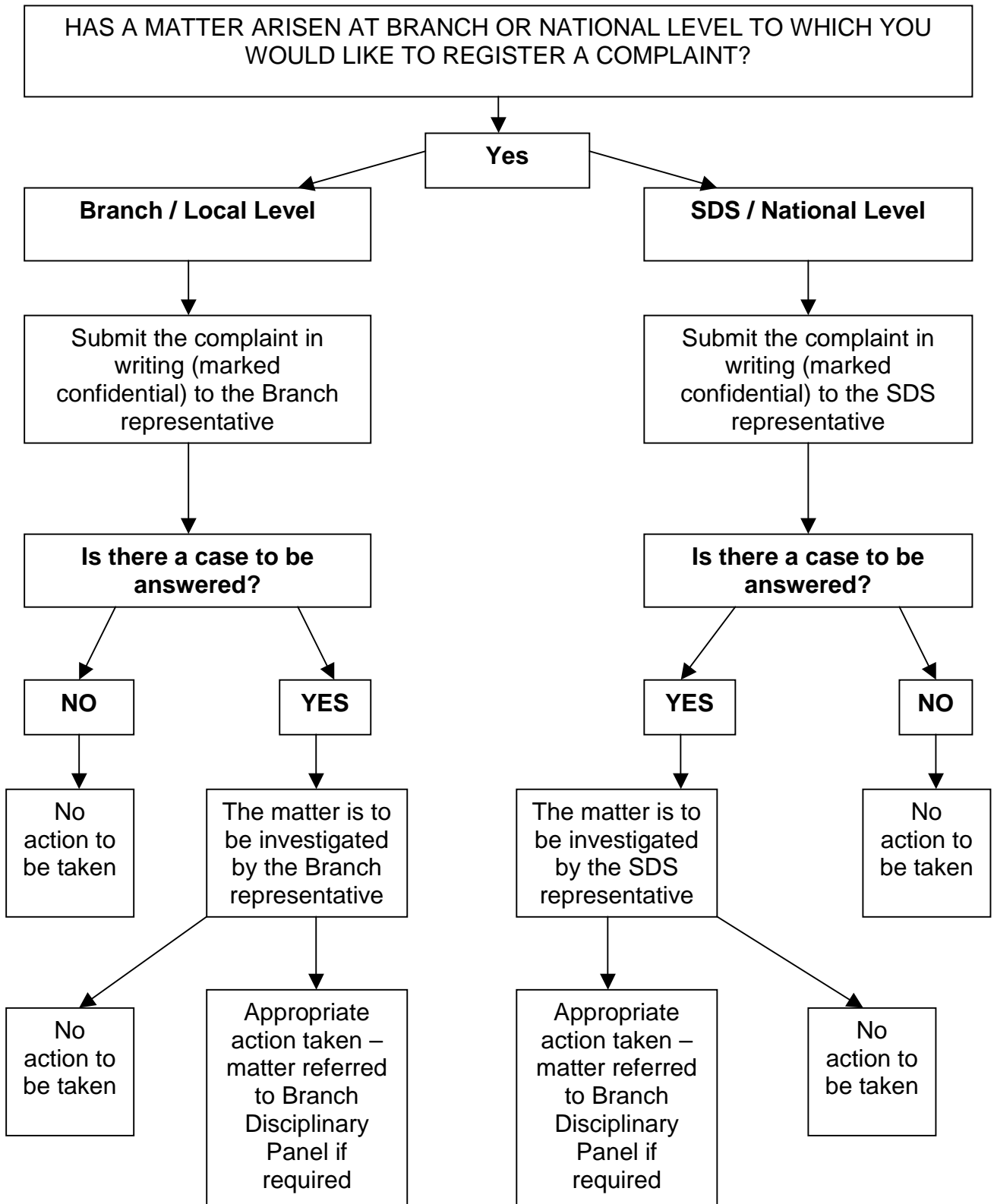
The disciplinary committee will comprise of three members. These members should be drawn from a pool of six identified individual with expertise in various areas. It is preferable that four of these should be from separate organisations / Branches to ensure greater impartiality.

The designated officer who gathers the facts and decides if there is a case to answer should not be a member of the disciplinary committee.

Right of Appeal

Following the decision of the Disciplinary Committee, where required the opportunity of Appeal is available to anyone under investigation as part of the principal of natural justice.

Responding to a Complaint at Branch and National Level



C.3.4 Dealing With a Disciplinary Issue

Supporting Notes (model displayed overleaf)

Reporting / Receiving Concerns

Always ensure that these are put down in writing to ensure that a consistent record of facts is registered. If the person raising the concern is unable to put this in writing it is permitted that the concern is written on behalf of this individual. It must however, be identified who is making the complaint and who has written the complaint.

Designated Child Protection Officer

It is important to have an identified Child Protection Officer who will deal with any disciplinary issues that arise. Members should be provided with contact details for this officer. A second officer should also be identified in case a disciplinary issue arises concerning the Child Protection Officer, or if the Child Protection Officer is unavailable, i.e. on holiday. Again, members should be made aware of these contact details.

Is There a Case to be Answered?

Once an issue has been raised it is up to the Child Protection Officer to investigate the facts and decide whether or not there is a case to be answered. If, following investigation it is decided that there is a case to be answered the matter will be referred to the Disciplinary Panel. If it is decided there is no case to be answered, the matter will be considered closed. Details of the matter, the investigation and the outcome will be kept on file. This information will be stored confidentially for five years. If after his time no further matters concerning this individual have arisen, the files may be destroyed.

Disciplinary Committee

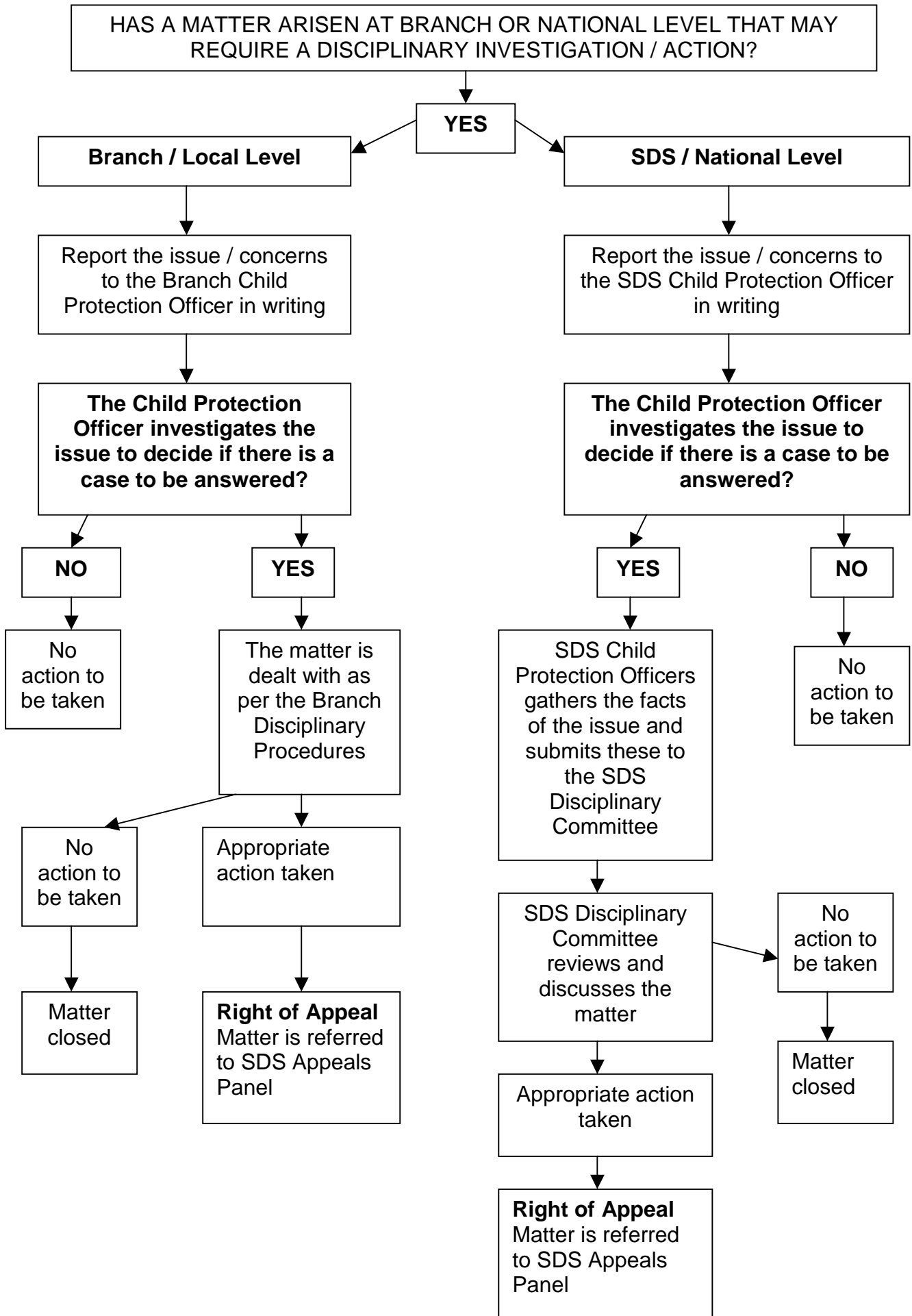
The disciplinary committee will comprise of three members. These members should be drawn from a pool of six identified individuals with expertise in various areas. It is preferable that four of these should be from separate organisations / Branches to ensure greater impartiality.

The designated officer who gathers the facts and decides if there is a case to answer should not be a member of the disciplinary committee.

Right of Appeal

Following the decision of the Disciplinary Committee, where required the opportunity of Appeal is available to anyone under investigation as part of the principal of natural justice.

Dealing with a Disciplinary Issue at Branch and National Level



SECTION D - ETHICS POLICIES AND PROCEDURES

Ethics Policies and Procedures

Lothian Disability Sport promotes and applies a number of specific policies to ensure LDS remains a fair and equitable organisation.

The policies identified in this section are as follows:

- D.1 Lothian Disability Sport Data Protection Statement
- D.2 Secure Handling of Disclosure Information Policy Statements
- D.3 Lothian Disability Sport Equity Policy Statement
- D.4 Lothian Disability Sport Volunteer Policy
- D.5 Lothian Disability Sport Recruitment of Ex-Offenders Policy

D.1 LOTHIAN DISABILITY SPORT DATA PROTECTION POLICY

General Principles:

Lothian Disability Sport is committed to meeting its obligations under the Data Protection Act of 1998. Lothian Disability Sport agrees to comply with the principles set out in the Act regarding the processing of personal data. The principles are as follows:

Data must be:

1. Fairly and lawfully processed.
2. Processed for limited purposes and not in any manner in any manner incompatible with those purposes.
3. Adequate, relevant and not excessive.
4. Accurate.
5. Kept for no longer than necessary.
6. Processed in line with data subject's rights.
7. Secure.
8. Not transferred to other countries without adequate protection.

LDS shall only use personal data for its intended, legitimate purposes and agree to meet any data subject access request in compliance with the law.

LDS will inform data subjects of their rights on all written requests for personal data, (i.e. competition entry forms and participation forms).

For further details regarding the usage, handling, access, storage and retention of personal data, please refer to the Lothian Disability Sport 'Secure Handling of Disclosure Information Policy' which follows

D.2 LOTHIAN DISABILITY SPORT SECURE HANDLING OF DISCLOSURE INFORMATION POLICY

Policy Statement

General Principles:

1. Lothian Disability Sport agrees to comply fully with the Code of Practice, issued by Scottish Ministers regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust.

LDS will also comply fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, the use, storage, retention and disposal of Disclosure information and have a written policy on these matters. This policy is available to anyone who wishes to see it on request.

Usage

2. LDS will use Disclosure information only for the purpose for which it has been provided. The information provided by an individual for a position within Lothian Disability Sport is not used or disclosed in a manner incompatible with the purpose. LDS will process personal data only with the express consent of the individual. The organisation will notify the individual of any non-obvious use of the data, including further disclosure to a third party, identifying the Data Controller, the purpose for the processing and any further relevant information.

Handling

3. Lothian Disability Sport recognises that, under section 124 of the Police Act 1997, it is a criminal offence to disclose Disclosure information to any unauthorised person. LDS therefore, will only pass Disclosure information to those who are authorised to see it in the course of their duties. Lothian Disability Sport will not disclose information provided under section 115(8) of the Act, namely information, which is not included in the Disclosure, to the applicant.

Access and Storage

4. LDS will not keep Disclosure information in an individual's personnel file. It is kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to authorised and named individuals, who are entitled to see such information in the course of their duties.

Retention

5. LDS shall not keep Disclosures or Disclosure information for any longer than is required after recruitment (or any other relevant) decision has been taken. In general, this no longer than six months. This is to allow for the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances, and in consultation with Disclosure Scotland. The same conditions relating to secure storage and access will apply during any such period.

Disposal

6. Once the retention period has elapsed, LDS will ensure that Disclosure information is immediately destroyed in a secure manner i.e. by shredding, pulping or burning. Lothian Disability Sport will not keep Disclosure information, which is awaiting destruction in any insecure receptacle (e.g. a waste bin or confidential waste sack). LDS will not retain any image or photocopy or any other form of the Disclosure information. LDS will, however, keep a record of the date of issue of the Disclosure, the name of the subject, the Disclosure type, position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken.

Umbrella Bodies

7. Before acting as an Umbrella Body (i.e. a body which countersigns applications for Standard or Enhanced Disclosures on behalf of another organisation) Lothian Disability Sport will take all reasonable steps to ensure that the organisation on whose behalf we are acting can comply with the Scottish Code of Practice and in full accordance with this policy. The organisation will also take all reasonable steps to satisfy that the Disclosure information will be handled, used, stored, retained, and disposed in full compliance with the Code of Practice, and in full accordance with this policy. LDS will also ensure that any body or individual, at whose request applications for Disclosures are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

D.3 LOTHIAN DISABILITY SPORT EQUITY POLICY

Lothian Disability Sport is committed to offering sport and physical recreation opportunities to all individuals with a disability throughout Scotland. LDS will endeavour to do this regardless of disability, age, ethnic background, gender and sexual orientation, in a safe and secure environment.

LDS will challenge instances of discriminatory practice within the organisation.

Promoting Equality

In accordance with the National Equity (SCNI) / Equality Standard, Lothian Disability Sport will:

- Make a commitment to challenge and remove discrimination and to achieve equality in sport.
- Encourage people from all communities to become involved in sport.
- Welcome employees and spectators from all communities and aims to protect all employees and spectators from abuse and harassment.
- Encourage skilled and talented individuals from all communities to become involved at all levels of sports administration, management and coaching.
- Require affiliated clubs to comply with this policy.
- Encourage the use of positive images to promote equality and diversity. (Images that reflect the nation's cultural diversity and avoid stereotypes.)
- Celebrate cultural diversity in sport.

D.4 LOTHIAN DISABILITY SPORT VOLUNTEER POLICY

This Policy will operate on the following guidelines:

1. Volunteers shall have the support and approval of our organisation's management and administration. Opportunities will be provided for volunteers to represent their views at on all aspects of the organisation's work through the LDS Sports Convenors, Local Authority Representatives, Club Representatives and Athletes Representatives.
2. Management will regularly review the benefits and costs of volunteers to the organisation.
3. All paid staff will be fully informed of the rights and responsibilities of the volunteers.
4. LDS shall regularly review its policy concerning insurance, reimbursement for out of pocket expenses, working conditions and other benefits to volunteers.
5. As part of the recruitment process, volunteers will be provided with clear roles and responsibilities.
6. Roles and responsibilities will match the volunteer's skills, talents and interests.

D.5 LOTHIAN DISABILITY SPORT RECRUITMENT OF EX-OFFENDERS POLICY

Policy Statement

General Principles:

1. Lothian Disability Sport agrees to comply fully with the Code of Practice issued by the Scottish Ministers. This Code of Practice relates to the use of information provided to registered persons by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing an applicants' suitability for positions of trust.

LDS will undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.
2. This policy on the recruitment of ex-offenders will be made available to all Disclosure applicants at the outset of the recruitment process.
3. LDS is committed to equality of opportunity, to following practices and to providing a service free from unfair and unlawful discrimination. The organisation will ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of:
Gender, marital status, ethnic origin, religious background, age, sexual orientation, responsibilities for dependants, physical or intellectual disability, offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.
4. Lothian Disability Sport actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
5. LDS will request a Standard or Enhanced Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position. Where a Disclosure is deemed necessary for a post or position, all application forms, job adverts, careers literature, website, and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position
6. Where a Disclosure is to form part of the recruitment process, Lothian Disability Sport will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. LDS asks that this information is sent under separate, confidential cover, to a designated person within Lothian Disability Sport and guarantee that only those who need to see it as part of the recruitment process will see this information.

7. In line with the Rehabilitation of Offenders Act 1974, Lothian Disability Sport will only ask about convictions which are defined as 'unspent' in terms of that Act, unless the nature of the position is such that LDS is entitled to ask questions about an individual's entire criminal record.
8. At interview, or under separate discussion, LDS undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. LDS is committed to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.
10. LDS will ensure that all those in Lothian Disability Sport involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The organisation will also ensure that appropriate guidance and training in the relevant legislation relating to employment of ex-offenders has been received (e.g. the Rehabilitation of Offenders Act 1974).
11. LDS undertake to make every subject of a Disclosure aware of the existence of the Code of Practice and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH LOTHIAN DISABILITY SPORT. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCE.

SECTION E - APPENDICES STANDARD FORMS

- E.1 Volunteer Application Form**
- E.2 Self Declaration Form**
- E.3 Reference Form and Accompanying Letter**
- E.4 Incident Record Form**
- E.5 Medical Information and Consent Form**
- E.6 Intention to Use Photographic/ Film/ Video Equipment**
- E.7 Notification of Request to Use Photographic/ Film/Video Equipment**
- E.8 Code of Conduct for Athletes and Coaches**
- E.9 Code of Conduct for Members of the Management Committee**
- E.10 Terms of Reference for Sports Co-ordinators**
- E.11 Duties of an LDS Team Manager**



**LOTHIAN DISABILITY SPORT
EMPLOYEE/VOLUNTEER APPLICATION**

Name of Club/Organisation:

You have a right of access to information held on you and other rights under the Data Protection Act 1998.

Part A: Personal Details (All sections must be completed)

Title: _____ First names: _____ Surname: _____
Mr/Mrs/Miss/Ms/Dr

Maiden Name and / or Previous Names:

Home Address: _____ Post code: _____

Telephone Numbers:
Day: _____ Evening _____ Mobile: _____

E-mail Address:

Date of Birth: __ __ / __ __ / __ __ __ __ Gender: Male / Female

Position applied for:

Part B: Employment History (please complete the relevant sections)

Please list your employment record with present occupation first.

Name of Organisation	Contact Person	Phone	Start Date	Finish Date

Please list your Sport/Recreational Club History, with most recent club first:

Name of Organisation	Contact Person	Phone	Start Date	Finish Date

Part C: Other Relevant Information

Please list any other relevant information (e.g. recreational interests, hobbies, community/voluntary work)

Part D: References

Please list the details of two relevant references:

Reference 1 :

Name: _____ Relationship to Applicant: _____

Organisation: _____

Home Address: _____ Post code: _____

Telephone Numbers: _____

Day: _____ Evening: _____ Mobile: _____

Email Address: _____

Reference 2 :

Name: _____ Relationship to Applicant: _____

Organisation: _____

Home Address: _____ Postcode: _____

Telephone Numbers: _____

Day: _____ Evening: _____ Mobile: _____

Email Address: _____

Additional Information

Please provide details of relevant experience, principal achievements, personal skills and qualities, voluntary work and explain how you might use them in this post. (Use a separate sheet if necessary).

I am aware that in accordance with the Data Protection Act 1998, information provided on this application will be stored for the purposes of processing the data for recruitment and monitoring the recruitment process for volunteers. If selected as a volunteer, I am aware that this information will be stored for the purposes of enabling relevant organisation procedures.

I have completed this form accurately and truthfully and to the best of my knowledge.

Signature: _____ Date: _____

Declaration (of one referee only):

I confirm that I have seen the relevant identification documents (i.e. professional qualifications, coaching certificates driving licence or passport, of the applicant). I confirm, to the best of my knowledge, that these are accurate.

Signature: _____ Print Name: _____

Date: _____

Documents Shown: _____





LOTHIAN DISABILITY SPORT SELF-DECLARATION FORM

The form is to be completed by the Applicant and is to accompany the LDS Volunteer Application Form. LDS as a result of Part V of the Police Act 1997 requires the information on this form. This Act aims at helping employers and other organisations to assess the suitability of applicants and to make safer recruitment decisions regarding positions directly involving children, young people and vulnerable adults.

Lothian Disability Sport has a commitment to the welfare and protection of children, young people and vulnerable adults and has a duty of care to ensure the suitability of any applicant who works with people in these categories. To fulfil this duty of care, we ask you to complete the following declaration.

Declaration

I hereby declare and represent that, save as disclosed below, I have not at any time either in the United Kingdom or abroad, been found guilty or been convicted by a court of any offence concerning children under the age of 18 years. Nor have I been bound over, placed on probation or a deferred sentence, or discharged either conditionally or absolutely in relation to such offences. I also declare that I am not, to my knowledge, or have been, subject of an investigation relating to such offence, save as disclosed below.

NB. You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, that you must declare **all convictions**, including spent convictions. Spent convictions refer to those, which, (after a certain period of time, in which the offender has been rehabilitated), may be considered irrelevant by certain law enforcement agencies. In this case, none of your convictions can be considered 'spent' because the position you are applying for involves the care of children, young people and vulnerable adults.

Please supply details of **all criminal convictions** relating to children, young people or vulnerable adults including cautions, deferred sentences, absolute discharges, being bound over, probation orders and investigations.

PREVIOUS OFFENCES

Date	Offence	Penalty / Disposal

PREVIOUS POLICE INVESTIGATIONS

Date	Offence	Penalty / Disposal

**LOTHIAN DISABILITY SPORT
SELF DECLARATION FORM**

It is a requirement of this declaration that you answer the following questions:

- 1. Are you a person known to any Social Work Department / Social Services Department as being an actual or potential risk to children?

YES NO Please mark relevant box with an 'X'

If yes, please attach relevant details.

- 2. Have you ever had a Disciplinary sanction from an organisation relating to inappropriate behaviour with children and / or child abuse?

YES NO Please mark relevant box with an 'X'

If yes, please attach relevant details.

IMPORTANT

I hereby give my consent to Lothian Disability Sport to undertake a police check with Disclosure Scotland and agree to provide references for the purpose of verifying the replies given in this declaration, including enquiries of any relevant authority. I also understand that failure to disclose in full, matters required in this declaration, will result in the implementation of Lothian Disability Sport Disciplinary Procedures and the likelihood of the termination of my services.

Signed: _____ Print Name: _____

Date: _____

**Please attach this form to the
LDS Volunteer Application Form and post,
(Marked Private & Confidential) to:**

The Lothian Disability Sport
Child & Vulnerable Adult Protection Officer



NOTES ON COMPLETING THE LDS SELF DECLARATION FORM

The purpose of the LDS Self Declaration Form is to provide us with information to allow us to make an informed decision on a person's suitability to work with children. **The information is strictly confidential.**

Who must complete the form?

All people who, by nature of the role they may potentially fulfil, have substantial access to children, young people and vulnerable adults.

Do I have to complete a Self Declaration Form?

In the interest of safeguarding the welfare of our athletes / participants, it is a condition of Lothian Disability Sport that these procedures are adopted. Anyone unwilling to complete a Self-Declaration Form must not be deployed in any position that will give them substantial unsupervised access to children, young people or vulnerable adults.

What information will be kept on me?

In the majority of cases, only the personal information on the form will be kept as a record. However, if you have a criminal conviction for an offence, which could potentially put children, young people or vulnerable adults at risk, the official details of the conviction will be recorded. Specific allegations of behaviour, which may put children, young people or vulnerable adults at risk, will also be recorded.

Do I send my self declaration form directly to Lothian Disability Sport?

This form should be completed and returned to the Lothian Disability Sport Office.



**LOTHIAN DISABILITY SPORT
REFERENCE FORM**

Name of the Applicant you are referring to: _____

Position Applied for: _____

Your Name (Referee): _____

Relationship to Applicant: _____ Organisation: _____

Telephone Numbers:
Day: _____ Evening: _____ Mobile: _____

How long have you known the applicant? _____

In what capacity? _____

What personal qualities does the applicant have that would make them specifically suited to work with children, young people and / or vulnerable adults?

Please rate the applicant on the following by marking an 'X' in the appropriate box:

Characteristic	Not Good	Good	Very Good	Excellent
Responsibility				
Maturity				
Self Motivation				
Ability to motivate others				
Energy				
Trustworthiness				
Reliability				

This post involves substantial and unsupervised access to children, young people and vulnerable adults. In compliance with the Lothian Disability Sport's Child Protection Policy and Procedures, we need to know if you have any reason at all to be concerned about the applicant being offered this position. Do you have any concerns about the applicant working unsupervised with children, young people or vulnerable adults?

YES NO (If you have answered Yes, we will contact you in confidence)

Thank you for your cooperation

Signed: _____ Print Name: _____ Date: _____



LOTHIAN DISABILITY SPORT

STANDARD REFERENCE LETTER

(For posts involving substantial, unsupervised access to children, young people and / or vulnerable adults.)

(Insert Date)

Dear (Insert Name of Referee)

(Insert applicant name) has applied for the position of (insert job title / role) with (insert branch / club name) and has given your name as a reference. A copy of the relevant job description / role is enclosed for your information.

Lothian Disability Sport has a moral and legal responsibility to provide a duty of care for all children, young people and vulnerable adults for whom we are responsible.

In compliance with our Child Protection Policy and Procedures, we require you to complete the attached Reference Form. Any information provided on the form will be treated confidentially in accordance with relevant legislation and guidelines.

The information you provide on the form will not be seen by the applicant and will only be shared with the person conducting the assessment of the candidate's suitability for the post / voluntary work, if he / she is offered the position in question.

In the interests of providing the safest possible environment for our children, young people and vulnerable adults, we would appreciate your open and honest evaluation of the applicant.

Your cooperation is greatly appreciated.

Yours sincerely

(Sign here)
(Person in Charge / Child Protection Coordinator)
Enc.



**LOTHIAN DISABILITY SPORT
INCIDENT RECORD FORM**

Name of Club or Organisation:

This form is to be used to record an occurrence, or allegation of abuse. Please complete all relevant sections carefully and accurately.

Remember to maintain confidentiality. Do not discuss the incident with anyone, other than the Child & Vulnerable Adult Protection Officer or the appropriate external agencies.

Your Name:

Your Position:

Child's Name:

Child's Address:

Parent / Guardian's Names:

Parent / Guardian's Address:

Child's Date of Birth: ____ ____ / ____ ____ / ____ ____ ____ ____

Date and Time of alleged incident:

Record exactly what the child said and what you said / asked to clarify the situation. Remember, do not influence or lead the child's account – record actual details. (Use a separate sheet and attach if necessary.)

Your Observations:

Action taken to date and when:

External Agencies Contacted

Social Work Yes / No If Yes, which location? _____
 Date: Name of officer you spoke to: _____
 Time: Contact Number: _____
 Details of advice received:

Police Yes / No If Yes, which location? _____
 Date: Name of officer you spoke to: _____
 Time: Contact Number: _____
 Details of advice received:

Lothian Disability Sport Yes / No
 Date: Name of Committee Member: _____
 Time: Contact Number: _____
 Details of advice received:

Other (e.g. Children 1st) Yes / No Organisation: _____
 Date: Name of officer you spoke to: _____
 Time: Contact Number: _____
 Details of advice received:

Signed: _____ Print Name: _____ Date: _____

Please provide your contact numbers in case any of the above authorities need to contact you for clarification.

Home: _____ Work: _____ Mobile: _____

N.B: A copy of this form should be given to the Child & Vulnerable Adult Protection Officer as soon as the relevant sections have been completed.



LOTHIAN DISABILITY SPORT MEDICAL INFORMATION AND CONSENT FORM

This form is to be completed by the Parent / Guardian of all participants / athletes under 18 years of age participating in sporting camps / events/ excursions and is to be returned to the Team Manager / Event Organiser.

The form is intended to assist the team manager / support staff in the case of any medical emergency. It is imperative that full and accurate details are provided.

Branch / Club Name: _____

Event/ Excursion Venue: _____ Date(s): _____

Participant / Athlete Details:

Name: _____ Date of Birth: __ __ / __ __ / __ __

Home Address: _____

Disability: _____

Current Medication: _____

Dosage / Frequency: _____

(Please attach a separate piece of paper if necessary.)

Allergies: _____

Date of Last Tetanus Injection: __ __ / __ __ / __ __ __ __

Emergency Telephone Contacts:

Parent / Guardian

Name: _____

Doctor

Name: _____

Home Number: _____

Surgery: _____

Work: _____

Home: _____

Mobile: _____

Alternative Family Member

Name: _____

Home Number: _____

Work: _____

Has your child suffered from any acute illness or injury, or been treated by a medical practitioner for an illness in the last four weeks?

Please mark an ' X ' YES NO

If YES, please state nature of illness / injury and obtain a report from your medical practitioner stating that your child is fit to travel on this camp / excursion.

Please provide any other information you believe will assist us to provide the best possible care for your child:

Consent / Acknowledgement of Terms

1. I consent to my child participating in the excursion detailed in the accompanying correspondence.
2. I acknowledge receipt of information about the excursion / camp and understand the nature of the activities being undertaken.
3. I have received information about the insurance cover for the excursion / camp and understand the scope and limitations of it.
4. I agree to provide my son / daughter with the required and appropriate clothing / equipment for this excursion / camp.
5. I accept responsibility for any loss, damage or injury attributable to his / her misbehaviour and also for any additional costs, including travel, associated with such unacceptable conduct.
6. I declare that to the best of my knowledge, my child is fit to participate in the activities involved and that the medical information I have provided is accurate. I agree to notify the organisers of the excursion / camp if the information changes in anyway.
7. In the case of a medical emergency, I authorise the staff of this excursion / camp to arrange for my child to receive the necessary medical treatment. I also undertake to meet any costs incurred for medical attention and treatment and ambulance transport.

8. Signed: _____ Parent / Guardian

Date: ___ / ___ / _____

The information provided on this form will be used in compliance with the Data Protection Act 1998. All personal details are considered confidential and will only be disclosed to the relevant support staff, medical staff and other relevant of officers, if deemed necessary for the welfare of your child.



LOTHIAN DISABILITY SPORT INTENTION TO USE PHOTOGRAPHIC / FILM / VIDEO EQUIPMENT

As part of the registration process, any person wishing to use photographic / film / video at any sporting event must complete Section A of this form.

SECTION A

Name: _____

Address: _____

Organisation: _____

Purpose of Application: _____

Venue: _____

Date(s): _____ Equipment Type: _____

Equipment to be used during (please tick): Training Session Competition

Other Please specify _____

DECLARATION

I declare that the pictures / footage produced by the equipment above will not be altered in any way, without prior written approval of the person(s) photographed / filmed.

I understand that the modesty of children, young people and vulnerable adults must be ensured at all times. I will only use the photos / film for the purposes stated above.

I have read and agree to abide by the guidelines set out in the LDS Policy for Use of Photographic / Film / Video Equipment.

Signed: _____ Print Name: _____

Date: ___ / ___ / _____

SECTION B FOR OFFICIAL USE ONLY

Application Approved Application Denied

Print Name: _____

Signed: _____

Designation: _____ Date: ___ / ___ / _____

Reason for Refusal:



**LOTHIAN DISABILITY SPORT
NOTIFICATION OF REQUEST TO USE PHOTOGRAPHIC / FILM / VIDEO
EQUIPMENT**

Your application to use photographic / film / video equipment has been approved for use as follows:

Purpose of Use: _____

Venue: _____

Date(s): _____

Signed: _____

Position: _____

**NB: PROOF OF IDENTITY AND THIS NOTIFICATION OF APPROVAL MUST BE
PRODUCED ON REQUEST.**



LOTHIAN DISABILITY SPORT CODE OF CONDUCT FOR ATHLETES AND COACHES

Name of Athlete / Coach: _____

Sport: _____

Aim: To ensure that all athletes / coaches involved with LDS participate within an agreed philosophy and set of standards.

Principle Statement of Ethics

Sporting integrity is based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right. The goal of LDS is to create a sporting environment where violence, breaking the rules, the abuse of drugs, the lack of fair play and other unethical behaviour are automatically rejected as being irrelevant to the true purpose of sport.

I the athlete / coach agree to the following:

1. *To abide by the principle statement on Ethics above.*
2. *To practice and play within the spirit of the game.*
3. *To help each other to learn new skills.*
4. *To compete as a team.*
5. *To respect others – coaches, officials, other players, team managers, parents who help organise / play the sport.*
6. *Not to direct verbal, physical, emotional abuse towards opponents / coaches / umpires / event organisers and other team members.*
7. *To treat all others as I would like to be treated, with integrity and respect.*
8. *To arrive before the start of each session to ensure adequate preparation and to be punctual on all occasions, where possible provide information in advance if you are ill or unable to attend any session.*
9. *To set a good example at all times in aspects of dress, language, behaviour, and respect of equipment and others.*

Signature: _____ Date: _____



LOTHIAN DISABILITY SPORT CODE OF CONDUCT FOR MEMBERS OF THE MANAGEMENT COMMITTEE

Introduction

Voluntary organisations are, by definition, controlled by a voluntary management committee referred to as the Committee. For ease of reference the term Committee has been used throughout this Code to refer to the LDS Management Committee.

The significant role which voluntary organisations play in all areas of public life and the importance the sector itself attaches to maintaining high standards of governance has promoted the development by LDS of a Code of Conduct for Committee members – to regulate their participation in decision making, and to clarify how an organisation can ensure that conflicts of interest are recognised and handled appropriately. Committee members bring a wide range of interests, professional and private, to LDS. Such experience is welcome but can give rise to at least the perception of potential conflict of interest. Openness and transparency are the keys to good practice and this Code of Conduct, supported by a Register of Interest, seeks to provide the framework on which LDS can build and demonstrate the highest standards of governance.

Implementation

In adopting this Code of Conduct for its Committee members LDS must ensure that it develops appropriate policies and procedures for the implementation of the Code.

LDS will adopt different ways of ensuring that all relevant interests are declared and conflicts of interest, immediate or potential, are recognised and dealt with. This Code is a guide to good practice and will be supplemented with procedures and policies relevant to LDS. LDS will seek to clarify its expectations of Committee members, communicate these expectations effectively through an induction and training programme and institute clear procedures to handle suspected breaches of the responsibility, or its Code of Conduct. As part of that process LDS will identify and illustrate the circumstances on which action might be taken. The procedures might include empowering the Committee to remove a member in the event of a serious breach of the Code, an appeals mechanism, or how a member might be disciplined for a less serious breach.

Responsibilities

The responsibilities of an LDS Committee member can be summarised as:

- The strategic direction and control of LDS accordingly to agreed priorities and Committee decisions;
- The risk, financial and otherwise and legal obligations arising out of control of the organisation;
- Ensuring that LDS operates within the law and within the limits set by its own Constitution;
- Ensuring that LDS exercises responsibility in financial and other affairs and remains solvent;
- Ensuring that Committee members receive the information, advice and training in order to make informed decisions and carry out their duties effectively;
- Ensuring appropriate frameworks for the delegation of work to staff;
- Ensuring there is a broad balance of skills on the Committee, utilising the power to co-opt were necessary;
- Monitoring and reviewing all aspects of the organisations performance;
- Ensuring that the organisation demonstrates best practice in all its areas of work, including the development of strategies to combat discrimination;
- Establishing clear strategic, business and financial objectives;
- Protecting the assets of the organisation.

Code of Conduct

1. Committee members have a duty to accept the responsibilities of their position and to act at all times in the best interests of the organisation, ahead of any other professional or personal interest. The general principle to be observed is that the Committee member will avoid action or inaction, which cannot be justified to the Committee, the organisation's members, users or the public. Equally a Committee member should be alert to anything which might give rise to suspicion of improper conduct.
2. Committee members and staff must maintain collective responsibility for decisions and keep decision making confidential.
3. Committee members are required to declare any or all relevant interest during meetings, immediately it becomes apparent that such interest has relevance to the matter under consideration by the Committee. If the interest is a financial one, for example, if they or their employer is a beneficiary or a potential beneficiary, then the Committee member is obliged to withdraw from the meeting and take no further part in the decision making process on this matter.

4. If the interests is not financial but might be recently considered to be significant, the Committee member should declare the nature of the interest immediately. It will then be for the Chair to determine whether the interest is sufficiently substantial to warrant either the member being asked to leave the meeting, or abstain from voting.
5. In either 3 or 4 above, the interest declared and the action taken will be recorded in the Minutes of the Meeting and the Register of Members Interest will be checked and amended if necessary.
6. If the interest concerns family or personal connections with individual within an organisation likely to benefit from the decision under discussion, or business or other relationships, with individuals the Committee member would not normally be asked to abstain from voting or to leave the meeting, but would be required to state clearly and have recorded the nature of his or her interest.

Declaration

All Committee members shall be required to sign a formal declaration to their election appointment or any renewal of that appointment:

“I have read and understood my duties and responsibilities in accepting a position on the Management Committee of Lothian Disability Sport and undertake to fill these duties in good faith in accordance with the provisions of this Code of Conduct.”

I (insert full name)

am over 18 years of age. I am not an undischarged bankrupt; have no financial or other relevant interests in LDS, not formally declared; am not legally disqualified from serving as a Management Committee member according to the provisions of either the Company Law, or the Law Reform (Scotland) Act, 1990. I agree to abide by this Code of Conduct and to inform the Register of any relevant interest during any meeting of the Committee where personal or professional interests are at stake. I agree to uphold objectives and policies of LDS and to encourage best practice in all areas of its work.

Signature: _____ Date: _____





LOTHIAN DISABILITY SPORT TERMS OF REFERENCE FOR SPORTS CO-ORDINATORS

An LDS sports co-ordinator will co-ordinate the development of a specific sport through an athlete centres programme that recognises differences in ability and aspirations.

General Responsibilities

To advise the LDS Management Committee on all issues relating to a specific sport.

To keep up to date with all international rule/ technical changes within a sport and to help the sport grow in Lothian.

To liaise with national governing body personnel, as appropriate.

To support when possible national opportunities offered to members of LDS.

Specific Responsibilities

To establish a network of sports specific contacts to act in an advisory and development capacity.

To offer an input to sports development by means of workshops, training days, seminars and similar initiatives.

To foster the development of a sport by increasing levels of participation and quality of individual performance.

To liaise with athletes, clubs and other organisations on issues relating to a specific sport.

To contribute to LDS newsletters and website.

To provide reports for the LDS Management Committee.

To help develop a calendar of competitive sporting opportunities for members.

To generally further the aims and objectives of LDS in keeping with the LDS Development Plans.



LOTHIAN DISABILITY SPORT DUTIES OF A TEAM MANAGER

- Working with LDS staff, clubs, local authorities to assist with the selection, financing, preparation, and when appropriate, the return of a completed entry form to SDS or any other event organising body.
- Taking a lead role in organising travel to and from an event venue.
- Assisting with the identification of support staff where required.
- Ensuring that the team adheres to the dress code for the specific event/ sport.
- Ensuring adherence to the LDS code of conduct for all team members (E8).

At the event:

- ▶ Checking in and registration of team
 - ▶ Ensuring prompt arrival of competitors for warm up, events etc.
 - ▶ Being aware of classification issues and how they may effect the participation of any individual LDS member.
 - ▶ Assuming responsibility for any protest on behalf of a competitor
 - ▶ Ensuring that all team members follow the guidelines and rules laid down by the event organisers.
 - ▶ Ensuring the conduct of all team members is up to LDS standards at all times and, if necessary, take appropriate action
 - ▶ To be familiar with and comply with doping control procedures for the specific sport/ event.
- Being aware of the health and safety of all team members at all times. When called up to do so, carry out a risk assessment of any situation and respond accordingly.