



St. Johnstone FC

Child Protection

Recruitment

Procedures



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St Johnstone Football Club adopts the recommendations of the Scottish Football Association Directives in respect of the appointment and selection of adults in regulated work with children.

All adults will be require to complete the following

- 1. PVG application.**
- 2. Self-Declaration Form.**
- 3. Provide two referees to complete letter for references**
- 4. Code of Conduct**
- 5. Fair Notice Processing Form.**
- 6. Attend Children's Wellbeing in Scottish Football Workshop OR complete the On line training module**



APPOINTMENT AND SELECTION OF ADULTS IN REGULATED WORK WITH CHILDREN PROCEDURE

In line with Articles 2 without discrimination and 3 in the best interests of the child of the United Nations Convention on the Rights of the Child (UNCRC), St Johnstone Football Club will take all reasonable steps to ensure that coaches and other adults working with children in football have been recruited appropriately. This will allow that within their right of Article 31 to access leisure, play and recreation, St Johnstone Football Club will ensure that during that participation at any level of football we take all measures to protect them in line with Articles 19 and 34.

As part of this process, we aim to ensure that unsuitable people are prevented from undertaking regulated work with children. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within St Johnstone Football Club.

The following procedure will be completed for all positions deemed to be regulated work with children within St Johnstone. In line with the UNCRC and regulated work with children definition, this applies to all children and young people under the ages of 18 years old.

1. Advertising

Any forms of advertising used to recruit members of staff and volunteers for regulated work with children will include the following:

A statement that the position includes regulated work with children and will require PVG Scheme membership.

2. Pre-application Information

Pre-application information for these positions will be available to applicants online and will include:

A role description outlining the roles and responsibilities of the position .A person specification, stating qualifications or experience of working with children required and an application form



3. Application Form

All applicants will be requested to complete an application form.

4. Review Applications and Interview

St Johnstone Football Club will review application forms and consider applicants for interview. Successful applicants will be invited to interview. Interviews will then be carried out.

5. Offer of Position

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of the St Johnstone Football Club, the probationary period and responsibilities of the role.

A PVG Scheme Membership form and self-declaration form will be sent out for the successful applicant to complete and return for processing. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the St Johnstone Football Club

Two references have been received, checked and accepted

Self-declaration form has been returned and approved

PVG Scheme Record/Scheme Record Update has been received and accepted.

6. References

Two references will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements may be agreed before their appointment commences.

7. Membership of the PVG Scheme

St Johnstone Football Club is registered with Disclosure Scotland. Individuals carrying out regulated work with children within St Johnstone Football Club must be members of the PVG Scheme.



Overseas Applicants

Applicants from overseas being appointed to regulated work with children within St Johnstone Football Club are required to join the PVG Scheme. Applicants from overseas must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested: A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position. A statement required from the international federation of the sport in regard to their participation and suitability for the position.

Suitability for position

Should St Johnstone receive any information via the self-declaration form and/or PVG scheme record that needs risk assessed, this will be carried out by the St Johnstone FC Safeguarding Panel. This risk assessment considers any criminal convictions or other information that would be considered relevant to the role. The outcome of the decision with the Safeguarding Panel then contributes to the final decision of the applicant's appointment as mentioned at point 6 above

8. Induction

After the applicant accepts post in writing, the induction process will include the following: An assessment of training, individual aims, needs and aspirations.

Clarification, agreement and signing up to St Johnstone's Child Wellbeing and Protection policies, procedures and safeguards, including the Code of Conduct for Safeguarding Children's Wellbeing and Fair Processing Notice Form.

Clarification of the expectations, roles and responsibilities of the position applied.

9. Training

Newly appointed members of staff and volunteers in regulated work with children should complete recommended training over an agreed period. This training will include an introduction to the Child Wellbeing and Protection in Scottish Football's Policies, Procedures and Safeguards that are relevant to their post. Further training is then available in a 3 hour workshop as well as additional CPD.



10. Probation

Newly appointed members of staff and volunteers will complete an agreed period of probation of 3 months.

11. Monitoring and Performance Appraisal

All staff in positions of regulated work with children will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

12. Ongoing suitability

Once an individual is in a position of regulated work, St Johnstone Football Club will require the individual to complete a self-declaration form on an annual basis and apply for a Scheme Record Update every three years. This ensures we are continually risk assessing members of staff and volunteers to keep children safe.

13. New vetting information

If new vetting information becomes available through self-declaration form or PVG scheme record updates, this will be considered through a risk assessment by the St Johnstone FC Safeguarding Panel.

Should any risk be identified, it will then be necessary to follow St Johnstone FC Responding to Concerns about the Conduct of an Adult and/or Disciplinary Procedures.

14. Consideration for Children's List or Barred Individuals

If Disclosure Scotland notifies St Johnstone Football Club that a member of staff/volunteer is being considered for listing, that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the best interests of the child will be the primary consideration. If Disclosure Scotland inform St Johnstone Football Club that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 section 5 duties for organisations.



SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN

St Johnstone Football Club requires that anyone applying to do 'regulated work with children' must complete a self-declaration form as part of the appointment and selection process.

Candidates entering into 'regulated work with children' are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. Candidates are not required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a higher level disclosure issued by Disclosure Scotland. If you need clarification on what to disclose, please visit www.disclosurescotland.co.uk/about/SummaryofChanges.htm and/or refer to final page of this form.

Please note that any information you give in this form will be managed according to St Johnstone's Data Protection Policy. Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and the nature of the position.

Completing the form:

1. Please give details regarding any convictions and cautions under the heading in **Section 1**.
2. Please provide details of any disciplinary action in **Section 2**.
3. Please give details of any further information in relation to Social Work services **Section 3**.
4. If you have no convictions, cautions or further information please go to **Section 4** and sign the declaration in **Section 5**.
5. Return the form in a sealed envelope marked 'Private and Confidential – Self Declaration'. Please do not put your completed application form in the same envelope. **It is important that the forms are kept separate.** Your completed self-declaration form will only be seen by individuals in the organisation who have a responsibility for appointing staff and volunteers.



PERSONAL DETAILS

Title:

Tel No:

Full Name:

E-mail:

Address:

Post Code:

ROLE DETAILS

Role being applied for / volunteering for:

Section 1 – Convictions and Cautions

a) Please give the date and details of the offence(s) with which you were convicted, the sentence that you received and the court where your case(s) was heard. Please detail any pending cases against you.

b) Please give details of the reasons and circumstances that led to your conviction(s).

c) Have any other organisation(s) supported you to work through any of the above issues?

d) Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.)?



e) What have you learned from the experience?

Section 2 – Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? YES/NO

If YES, please give details.

Section 3 – Further information

Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO

If yes, please provide details

Section 4 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act):

1. Section 34 of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. Section 35 of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
3. A person is barred from regulated work with children if they are:
• the subject of an automatic listing (under section 14 of the PVG Act).
• Included in the PVG Children's List (and, by default, the Independent Safeguarding Authority Children's List which covers the rest of the UK) under section 15 of the PVG Act.
4. Under section 12 of the PVG Act an individual can be 'considered for listing' as information on their suitability to work with children is assessed.



*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.

OR *(delete as appropriate)

*I am under 'consideration for listing'

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

I understand that deliberately giving false information can result in prosecution.

Section 5 – Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

2. I will assist St Johnstone Football Club to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

3. I agree to inform St Johnstone Football Club if I am convicted of an offence while a member of staff or volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.

4. If I become considered for listing, I understand this will result in precautionary suspension.

5. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

Signed: _____ Date: _____



Which convictions should be disclosed on the self-declaration form?

In line with the Police Act 2007 and the Protection of Vulnerable Groups (Scotland) Act 2007 Remedial Order 2015 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015, there are offences which always must be disclosed and other offences which are to be disclosed subject to the rules.

The rules are applied as follows:

Age at Conviction	Period of Disclosure	Treatment of Disclosure
18 years or older	15 years	No disclosure after 15 years
Younger than 18 years	7.5 years	No disclosure after 7.5 years

Offences which are always disclosed:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

Offences which are subject to the rules as shown in the table:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjectorulesv1website10September2015.pdf>



LETTER TO REFEREES FOR REGULATED WORK WITH CHILDREN

Dear

_____ is currently being considered as a _____ with St Johnstone Football Club and has given your name as a referee. The position includes regulated work with children. As an organisation committed to the wellbeing and protection of children we would like to know if there is any reason at all to be concerned about this applicant being in contact with children?

YES/NO Delete as appropriate. If you have answered yes we will contact you in confidence.

We would appreciate your honesty in providing us with some information which will allow us to consider their application. All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position.

How do you know the applicant and how long have you known them?

What qualities does this person have that would make them suitable to work with children?

Please rate this person on the following (please tick one):

Unsatisfactory Satisfactory Good Excellent

Attendance

Responsibility

Maturity

Self-motivation

Can motivate others



Unsatisfactory

Satisfactory

Good

Excellent

Ability to work as a team

Willingness to follow instructions

Commitment

Communication skills

Trustworthiness

Reliability

If you have ticked unsatisfactory for any of the above, please provide more details.

Please also use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary).

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

Signature:

Date:

Print Name:

Please return this in an envelope marked PRIVATE and CONFIDENTIAL to:

Paul Smith, Football Administrator

St Johnstone Football Club, Mc DIRMID Park, Perth, PH1 2SJ

OR Email form to: paul@perthsaints.co.uk



CODE OF CONDUCT FOR SAFEGUARDING CHILDREN'S WELLBEING

This Code of Conduct details the standards and practice required by all St Johnstone Football Club members of staff and volunteers including verbal and non-verbal actions when involved in activities with children and young people. For the purposes of Child Wellbeing and Protection, we include all activities within St Johnstone Football Club, with children and young people under the ages of 18 years old.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with the St Johnstone Football Club Responding to Concerns about the Conduct of an Adult and/or Disciplinary Procedures.

GOOD CONDUCT

Make football fun, enjoyable and promote fair play.

Treat all children equally, with respect, dignity, sensitivity and fairness (Article 2, UNCRC).

Build balanced relationships based on mutual trust.

Put the wellbeing and best interests of each child first before winning or achieving performance goals (Article 3, UNCRC)

Support children to understand their rights in football and the safeguards put in place to protect them.

Include children in decisions and activities affecting them wherever possible, respecting and taking seriously the views they contribute (Article 12, UNCRC).

Be an excellent role model including not smoking or drinking alcohol in the company of children.

Always work in an open environment, wherever possible.

Give enthusiastic and constructive feedback rather than negative criticism.

Recognise the developmental needs and capacity of children.

Involve parents/carers wherever possible.



PRACTICE TO BE AVOIDED

In the context of your role within St Johnstone Football Club, the following practice should be avoided:

Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.

Spending excessive amounts of time alone with children away from others

Excessive training and competition, pushing children against their will and placing them under undue pressure.

Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.

Doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE CONDUCT

In the context of your role within the St Johnstone Football Club, the following practices are unacceptable:

Failing to act on, record or acknowledge allegations or concerns raised by a child.

Allowing bullying behaviour in any form between children to go on unchallenged.

Displaying bullying behaviour or making inappropriate comments to a child causing emotional harm.

Allowing children to swear or use sexualised language unchallenged.

Engaging in sexually provocative games, including horseplay or touching a child in a sexually suggestive manner.

Making sexually suggestive comments to a child, even in fun.

Engaging in rough physical contact.

Establishing inappropriate contact with children via social media either online or on mobile phones.

Reducing a child to tears as a form of control.



Sharing a room alone with a child.

Sign-up:

I have read and agree to abide by this Code of Conduct. I have also read and agree to abide by St Johnstone Football Club's Child Wellbeing and Protection in Scottish Football, Policies, Procedures and Safeguards.

Name: _____

Signature: _____

Witnessed by: _____

Witness Signature: _____

Date signed: _____



FAIR PROCESSING NOTICE FORM

The Data Protection Act 1998 requires that I am informed about how my personal information will be used. For the purposes of child protection matters, St Johnstone Football Club may share information about me with affiliated associations where St Johnstone FC has been alerted to circumstances that might affect my status as a member of the PVG scheme for regulated work with children or my suitability to carry out the regulated work role for which I have been appointed or am already doing. I have been advised that, in the event such sharing is deemed necessary it will be carried out by the Safeguarding Officer at St Johnstone FC for the purpose of keeping children safe in Scottish football.

Name

Date

I confirm that I have been advised and I understand that if my status as a member of the PVG Scheme for regulated work with children or my suitability to carry out the regulated work for which I have been appointed or am doing, the Safeguarding Officer at St Johnstone Football Club may share information about me with clubs or organisations as is necessary for the purpose of keeping children safe in Scottish football.

I understand that the impact of sharing this information may be that I am removed from any positions of regulated work with children within Scottish football until the outcome of legal and/or disciplinary proceedings.

Signature



Children's Wellbeing in Scottish Football Workshop or on line training module.

The "Children's Wellbeing in Scottish Football" workshop (which requires to be completed in line with Directives 3 and 5) is now available as an online training module. All clubs must ensure that all "persons in regulated work" and all other adults working, or conducting voluntary work, with children and young people under 18 years of age have completed the required training – either face-to-face or online –.

N.B. If all relevant personnel at your club have already attended the "Children's Wellbeing in Scottish Football" workshop delivered by one of our tutors (or you have booked to attend a forthcoming workshop), there is no requirement to also complete the online training.

The online module is accessed via the Scottish FA Football Admin System: <https://www.scottishfalive.co.uk/scottishfa/coaches/> **[Please note that some problems have been experienced when accessing the course using the Microsoft Edge internet browser so it is suggested that you use an alternative browser where possible].**

If the person undertaking the training already has a **Course Attendee** username and password they should use this to log in. If they do not, they can click on the "create new account" button and follow the steps to create a user ID. To ensure that completion of the module is correctly recorded for that person's club, it is requested that all individuals check that their personal details are suitably updated; including the club they are currently working or volunteering for, before enrolling on the course.

Once logged into the Football Admin System, the course can be found in Coach Education -> Courses -> Children's Wellbeing in Scottish Football E-Learning. Once re-directed to the online module, the same username and password used for the Football Admin System is used to access the course content. For your information, I can confirm that the online training is completely free of charge and takes approximately 1 hour to complete.

Should you experience any difficulties creating an account or accessing the course please contact coaching@scottishfa.co.uk or telephone 0141 616 6071/6079/6063.

Should you have any questions regarding the content of the course or who at the club requires to complete the training etc., please contact Arlene.Sinclair@scottishfa.co.uk or telephone 0141 616 6066/6133.



RISK ASSESSMENT IN APPOINTMENT AND SELECTION FOR REGULATED WORK WITH CHILDREN

Following the detail of information provided in the PVG scheme membership and/or self-declaration form, it is necessary to risk assess the content in relation to safeguarding children and young people in the context of the role of the individual. Complete the form below to return to the Safeguarding Panel.

Name:

Date of discussion:

Role:

Venue:

Contact with children and young people:

Details on PVG Scheme Membership:

Discussion RE Self-declaration form:

What are the risks?

Who might be harmed?

Evaluate the risk Measures to reduce risks

Further Action

Completed by:

Review Date:



DATA SHARING AGREEMENT

Subscribe and implement the Data Sharing Agreement for Child Protection across Scottish football.

To practically implement the terms of the Data Sharing Agreement it is essential for all U18 players and their parent/carers to complete the consent Form.

Where adults are already in regulated work, it is necessary to distribute and collate back these forms and then from 31st January 2017 onwards, this needs to be completed at appointment stage of any adult in regulated work with children. Then at any point where data is required to be shared, the decision form should be completed as a record.



DATA SHARING DECISION FORM

This form must be completed as soon as a decision has been reached to share data to ensure accurate recording of the following details:

(i) What information was shared and for what purpose?

(ii) Who it was shared with?

Name: _____

Role: _____

(iii) When it was shared?

Phone call

Date: _____ Time: _____

Email with Concern Recording Form

Date: _____ Time: _____

(iv) What was the justification for sharing?

(v) Was information shared with or without consent?

U18 Player Yes / No*

Adult Yes / No*

*(delete as appropriate)



AMENDMENT SUMMARY

Revision	Date	Change Summary	Author(s)
1	25.01.18	Initial Document Created with advice from Arlene Sinclair Children Rights and Wellbeing Officer	<i>David Graham</i>