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STATEMENT FROM THE CHIEF EXECUTIVE



Celtic Football Club recognises that football can have a very powerful and positive influence on communities, and especially on young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable life skills such as self-esteem, leadership and teamwork. These positive effects can only take place if football is in the right hands – in the hands of those who place the welfare of young people first and adopt child-centred practices that support, protect and empower them.

We are committed to embedding a rights-based approach to the wellbeing of children at Celtic. Everyone has a duty of care towards children and young people and to support this philosophy Celtic Football Club has produced a Safeguarding Policy. This Policy and the supporting procedures provide the Football Club with robust guidelines which will protect children and young people from harm.

Celtic Football Club is a Football Club for all, promoting diversity, treating everyone equally regardless of their background, age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity. Everyone has the right to protection from all forms of harm and abuse and Celtic Football Club is committed to achieving this through the implementation of this policy.

Peter Lawwell
Chief Executive

REVIEW:

The policies and associated procedures in this Handbook will be reviewed at least every three years. This review will include the participation of employees and young players on the content, and feedback on their experience of implementation.

This Handbook version 2 was published in January 2019.

INTRODUCTION

A rights-based approach focuses on the indisputable human rights of each individual and our responsibility to promote, respect and protect these rights. It gives importance to process as well as outcomes and recognises the underlying determinants of children's needs, presenting issues and general wellbeing.

OVERARCHING AIM

To embed a rights-based approach in developing children's wellbeing at Celtic as part of Scottish Football's overall Safeguarding Strategy.

PRINCIPLES

AVAILABILITY Regardless of where and what level a child is playing, we will work to ensure that their involvement in our game is considered using the Getting it Right for Every Child (GIRFEC) approach and principles, and recognising their rights will help them to flourish in football.

ACCESSIBILITY Safeguarding practices and implementation of policy and procedures in child protection will ensure playing environments are safe and activity is appropriate to their age and stage of development.

ACCEPTABILITY All children are respected and supported to have fun, gain enjoyment, learn and develop their football skills and better understand their wider wellbeing.

PARTICIPATION In addition to the workings of our youth forum for shared goal setting and contributing at national, regional and community levels; individual children will benefit from their coach's capacity to engage and include their views in any setting they are involved within football.

EQUALITY & NON-DISCRIMINATION In increasing opportunities for all children to enjoy football, respectful behaviours will be demonstrated and discriminatory behaviours challenged by developing learning and understanding in equality and children's rights.

ACCOUNTABILITY National and club level networks will measure, monitor and evaluate developments and progress in implementing policy and procedures in children's wellbeing, including gaining feedback and experiences from children engaged at different levels of the game.

CAPACITY DEVELOPMENT Training and resources will support adults engaged with children in football to understand their roles and responsibilities in wellbeing, safeguarding and protecting children. These developments will ensure all children recognise their rights within football environments as part of their participation within our game.

OUTCOMES

FOR CHILDREN

- Increased promotion, support and safeguarding of wellbeing as a result of participation in football
- Increased understanding of their rights and in relation to football

FOR ALL ADULTS ENGAGED WITH CHILDREN

- Increased understanding of children's rights and what it means to take a rights-based approach
- Increased understanding and communication within relationships of children's strengths and what they bring to football
Increased understanding of how to implement a rights-based approach
improving their capacity to engage and support children playing football

EVERYONE'S RESPONSIBILITY

We all have a role and responsibility to promote, support and safeguard children's wellbeing at Celtic Football Club and in Scottish football in general. Ensuring a child's wellbeing at all times includes celebrating when things have gone well, understanding a child's circumstances and forming positive relationships. Football can contribute in many different ways to a child's positive wellbeing. These include the health benefits of being active, learning and developing new skills as well as their experiences in being included and respected as part of a team.

To ensure we can respond to situations when a child needs help or support, we must firstly understand their rights and the meaning of wellbeing.

Secondly, we must recognise a number of risks that exist for children in football and therefore put in place a range of safeguards that minimise these risks. These are managed and promoted by people within particular roles who receive specific training for their level of responsibility. It is necessary for this understanding and the appropriate processes to be in place if ever a child's wellbeing or need for protection is identified as a concern.

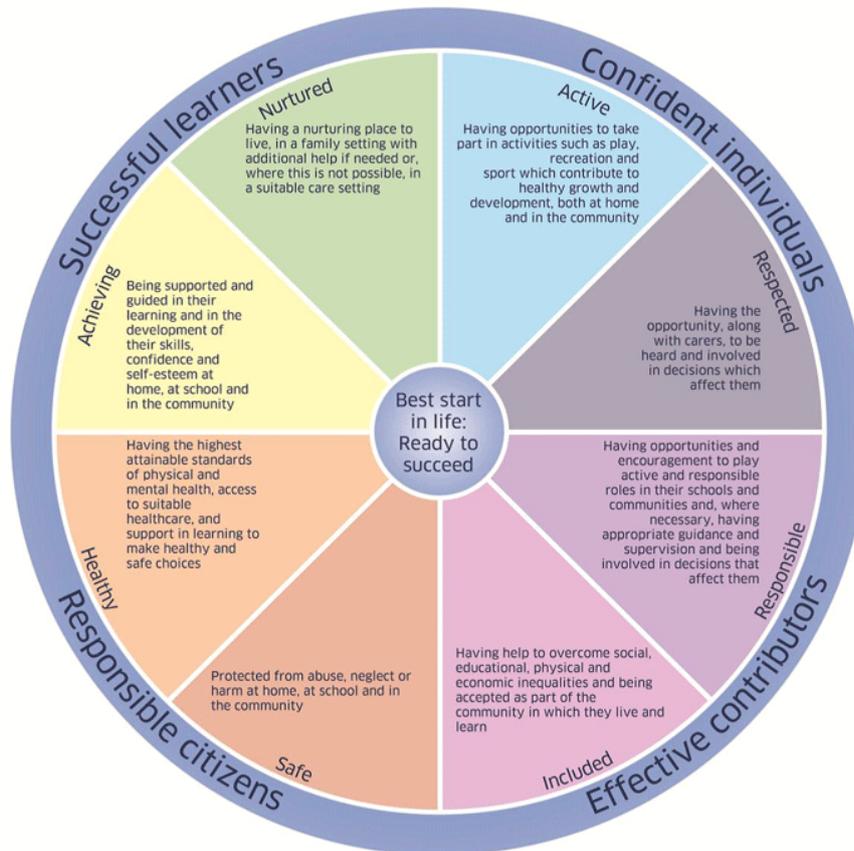
Celtic Football Club can then respond to and support any child who needs help, informing the Scottish FA or relevant agencies and organisations when appropriate. These policies, procedures and safeguards, as well as training, will give us the confidence and support needed to fulfil our role and responsibility to keep children safe in football.

Celtic Football Club is committed to protecting children and vulnerable people and will take action to uphold this commitment. All information relating to the welfare of children will be treated sensitively, kept in strictest confidence and will be followed up or thoroughly investigated and passed on to the appropriate authorities. It is important to recognise that everyone has a role and responsibility to promote, support and safeguard children's wellbeing and this extends to include non-football related activities.

Football can contribute in many ways to a child's positive wellbeing, including the health benefits of being active, the achievement of gaining new skills, and their experiences in being included and respected as part of a team.

CHILDREN'S WELLBEING IN SCOTLAND

GIRFEC ('Getting It Right for Every Child') is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. It supports them and their parent(s) to work in partnership with the services that can help them. The wellbeing wheel demonstrates the eight indicators that are believed to be essential for a child's overall wellbeing:



Source: www.educationscotland.gov.uk

Each child is unique and there is no set level of wellbeing that children should achieve. Each child should be helped to reach their full potential as an individual. The wellbeing indicators help make it easier for everyone to be consistent in how they consider the quality of a child or young person's life at a particular point in time.

Families and people working with children and young people can use the wellbeing indicators to identify what help a child or young person needs in order to help them access the right support or advice. All services working with children and young people, and those who care for them, must play their part to promote, support and safeguard children and young people's wellbeing.

By having a universal language and common understanding for everyone who works with children, collectively we can contribute to promote, support and safeguard a child's wellbeing whether they are in an educational, health, community or sporting environment. It is essential that everyone within Celtic FC especially those who are working within Academies, community programmes or on a match day understand these wellbeing indicators to enable them to provide the appropriate support when they identify something which is or has impacted on a child's wellbeing. The concept of wellbeing and GIRFEC is now enshrined in law as part of the 'Children and Young People (Scotland) Act 2014'.

CELTIC FOOTBALL CLUB SAFEGUARDING POLICY STATEMENT

Children are defined here as those under 18 years of age. Unless otherwise indicated, club statements, commitments, policies and procedures applicable to the protection of children also apply to vulnerable adults.

Celtic Football Club acknowledges its responsibility to safeguard the welfare of all those who engage with the Club, especially children. This includes players, supporters, customers, affiliated organisations and employees of Celtic PLC, Celtic FC Limited and Celtic FC Foundation. In particular, we are committed to protecting children from all forms of harm and to actively promoting the creation of a positive, safe and supportive culture and environment.

Celtic's commitment to protect children will never be superseded by concerns about the Club's reputation.

We recognise that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, race, religious belief, sexual orientation identity, socio-economic status or family circumstance, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children and their families is essential in promoting and embedding this policy.

The purpose of the Club's Safeguarding Policy and associated Child Wellbeing and Protection procedures is to:

- Promote and prioritise the safety and wellbeing of children.
- Provide staff and volunteers with appropriate training to recognise, identify and respond to safeguarding risks and concerns relating to children.
- Implement effective control measures to prevent and minimise the risk of harm and abuse.
- Ensure that appropriate action is taken in the event of incidents or concerns and that support is provided to those who raise or disclose the concern and it is dealt with confidentially.
- Prevent the employment or engagement of unsuitable individuals by adopting rigorous recruitment and vetting procedures.

Celtic Football Club's Safeguarding policies and procedures will be widely promoted and are mandatory for everyone engaged with the Club. These policies will be reviewed on a regular basis, or in the event of changes in legislation or government guidance, or as a result of any other significant change or event.

Celtic Football Club has appointed a dedicated Safeguarding Manager, who fulfils the role of Child Wellbeing and Protection Officer (CWPO) and whose role is to oversee these policies and procedures.

Contact email address: safeguarding@celticfc.co.uk

REVIEW:

The policies and associated procedures in this Handbook will be reviewed at least every three years. This review will include the participation of employees and young players on the content, and feedback on their experience of implementation. This Handbook version 2 was published in January 2019.

CHILDREN'S WELLBEING AND PROTECTION POLICY STATEMENTS

1: Children's Rights

Celtic Football Club is fully committed to supporting and embedding a rights-based approach in Scottish Football. This means that individuals should know their rights. It also means that they should be fully supported to participate in the development of policy and practices which affect their lives and to assert their rights where necessary. We recognise and work within the general principles of the United Nations Convention on the Rights of the Child (UNCRC) for the best interests of the child, without discrimination, as well as promoting child protection and development.

The welfare of children is everyone's responsibility, specifically when it comes to protecting them from abuse. Children's natural sense of fun and spontaneity can blossom in positive football organisations. This environment should provide an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential.

Celtic Football Club has based its policies on the following principles:

- Respecting the rights of children is paramount.
- Promoting a culture within which early indicators of risk are identified and addressed.
- Providing opportunities for every child interested in playing football to gain a positive experience.
- Including and involving children in decision making, providing opportunities for children to be heard.
- Promoting and implementing policies and procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Promoting and implementing policies and guidelines to prevent and respond to bullying, ensuring they know what to do and who they can speak to if they need help.
- Recruiting, training, supporting and supervising the club's staff/volunteers to adopt best practice in embedding children's rights in Scottish football and to safeguard children from abuse.
- Requiring staff to adopt and abide by the club's safeguarding policy and procedures.
- Train, support and supervise its members of staff or volunteers to adopt best practice in embedding children's rights in Scottish football and promoting, protecting and respecting these rights to children.
- Responding to any concerns raised where a child's rights are being denied.
- Responding to any allegations of abuse in line with these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Reviewing and evaluating the implementation of this policy, procedures and associated safeguards on a regular basis in developing our child-rights based approach and including the child's views in this process (at least every three years).
- Ensuring confidentiality is upheld and personal data is processed in accordance with the requirements of the General Data Protection Regulations 2018 and the Human Rights Act 1998.

REVIEW:

The policies and associated procedures and safeguards in this Handbook will be regularly reviewed and will include the participation of employees and children's participation on the content, and feedback on their experience of implementation as part of the review:

In accordance with changes in legislation and guidance on children's rights or following any changes within Celtic Football Club.

Following any issue or concern raised about children's rights being denied within Celtic Football Club.

In all other circumstances, at least every three years.

This Handbook version 2 was published in January 2019.

2: Child Protection

Celtic Football Club accepts its responsibilities for the safety and wellbeing of children and young people who engage in any activities carried out under the name of the Club. Activities are taken to include anything, whether they are football related or not, which are carried out under the Club's name and with the Club's authority, permission and knowledge. Celtic Football Club is fully committed to promoting, supporting and safeguarding the wellbeing of all children in its care. We recognise the child's rights to protection as provided in Article 19 of the UNCRC from all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. 'Child Protection' means protecting a child from abuse or neglect, as stated with the National Guidelines for Child Protection in Scotland 2014.

Operations and activities included in the terms and remit of this policy include:

- Celtic Youth Academy
- Celtic FC Foundation
- Activity at Satellite Centres
- Celtic Girls' Academy and Women's Football
- Affiliated organisations such as youth clubs
- One off activities such as seasonal events at the Lennoxton Training Centre, Barrowfield, Celtic Park or other venues.

Celtic has appointed a Safeguarding Manager who is responsible for ensuring and advising on the implementation of Children's Wellbeing and Protection policies across the Club. The Safeguarding Manager will take operational responsibility and arrange staff training for employees engaged in 'regulated work'* with children and young people. The Safeguarding Manager has consulted with the Scottish Football Association, Children 1st 'Safeguarding Children in Sport' Service, respectme Scotland Anti-bullying Service, NSPCC, Glasgow City Social Work and Police Scotland.

These policies, procedures and safeguards will meet the standards of the International Safeguards for Children in Sport, comply with Sportscotland minimum operating requirements for Safeguarding Children in Scottish Sport, and reflect the recommendations of the Interim Report of the Independent Review of Sexual Abuse in Scottish Football undertaken by Martin Henry and published in June 2018.

This is a practical document which covers all aspects of child protection, welfare and wellbeing. Although primarily for Celtic employees it will also apply to volunteers, parents, carers and anyone affiliated to the Club who has responsibility for children, including for example those providing accommodation and acting as Host Parents to young players. Everyone within Celtic Football Club will be informed of the principles of this policy and will have full access to it.

Allegations of abuse or issues which are affecting a child's wellbeing must be reported to the Safeguarding Manager who will be responsible for collating and assessing the information and reporting this to the Police, the Scottish FA, or other agencies such as Social Work, Education or the National Health Service.

Celtic Football Club will:

- Respect the rights of children as paramount.
- Promote the rights and wellbeing of children by providing opportunities for them to take part in football safely.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.

- Require members of staff and volunteers to adopt and abide by this policy and sign up to the Code of Conduct for Safeguarding Children’s Wellbeing.
- Safely recruit and select individuals who will be working with children to ensure appropriate measures have been taken and risk assessed when needed.
- Train, support and supervise its members of staff, volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risks.
- Respond to any allegations of poor practice, misconduct or abuse of children in line with procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards and include children’s views in this process.

***Note:** “Regulated Work” with children is work that is regular and planned and provided by an organisation and requires training or instruction. It is where the post holders ‘normal duties’ (appear in job description and occur regularly) include:

- Caring for children (doctors, physios, carers etc.).
- Teaching, instructing, training and supervising children (coaches, social workers, teachers).
- Being in sole charge of children (personal carer, driver, host parent).
- Providing assistance, advice or guidance to children (coach, mentor, tutor, volunteer).

REVIEW:

The policies and associated procedures and safeguards in this Handbook will be regularly reviewed and will include the participation of employees and children’s participation on the content, and feedback on their experience of implementation as part of the review:

In accordance with changes in legislation and guidance on children’s rights or following any changes within Celtic Football Club.

Following any issue or concern raised about children’s rights being denied within Celtic Football Club.

In all other circumstances, at least every three years.

This Handbook version 2 was published in January 2019.

3: Anti-Bullying

Celtic Football Club is fully committed to safeguarding the wellbeing of all children in its care. We understand that children's wellbeing can be seriously impacted by bullying behaviour and has a specific policy to prevent and respond to bullying. Celtic therefore recognises the information provided for children by *respectme*, Scotland's Anti-Bullying Service: "Bullying is never acceptable; it doesn't make a child better or stronger to get through it and it should never be seen as a normal part of growing up. Bullying is a behaviour that can make a child feel frightened, threatened, left out and hurt. Something only has to happen once to make a child feel worried or scared to go to school or other places they enjoy going."

Bullying may be seen as particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. It can be a 'one-off' occurrence or repeated over a period of time, and can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate. Bullying may be:

- Physical e.g. hitting, kicking (in some cases, this might constitute an assault).
- Verbal (including teasing) e.g. spreading rumours, threats or name-calling, ridicule or humiliation.
- Emotional e.g. isolating a child from the activities or social acceptance of the peer group.
- Cyber bullying e.g. sending insulting or offensive messages via social media, text or emails; posting images or upsetting information on social networking sites or forums etc.
- Using abusive or insulting behaviour in a manner which causes alarm or distress.
- Prejudice based – singling out children who are perceived as different due to, e.g. race, gender, sexual orientation, disability, children who are asylum seekers, looked after children, young carers and so on.
- Having belongings stolen or damaged.
- Being targeted because of who the child is or who they are perceived to be.

Celtic Football Club will:

- Respect the rights of children.
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require members of staff and volunteers to adopt and abide by this policy.
- Train, support and supervise its members of staff and volunteers to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of children of poor practice / misconduct or abuse caused by an adult's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

REVIEW:

The policies and associated procedures and safeguards in this Handbook will be regularly reviewed and will include the participation of employees and children's participation on the content, and feedback on their experience of implementation as part of the review:

In accordance with changes in legislation and guidance on children's rights or following any changes within Celtic Football Club.
Following any issue or concern raised about children's rights being denied within Celtic Football Club.
In all other circumstances, at least every three years.

SAFEGUARDING CHILDREN'S WELLBEING

Celtic Football Club has created several codes of conduct for staff and volunteers who are engaged in activities involving regulated work with children. These detail the standards and practice required by all Celtic staff and volunteers, including verbal and non-verbal communication and actions, when involved in activities with children. Those in regulated work are required to read and sign these codes of conduct to demonstrate understanding and agreement.

All breaches of these codes of conduct will be taken seriously and handled in line with the Club's procedures for responding to concerns about the conduct of an adult or member of staff.

The role of overseeing risk assessment within Celtic Football Club in relation to promoting, supporting and safeguarding a child's wellbeing, lies with the Safeguarding Manager. This is completed on an ongoing basis and risks identified from the relevant policies, procedures and safeguards, as well as awareness training provision. While there are numerous risks, these are assessed and acted on in different ways. It is important however to highlight some areas in particular to improve knowledge and understanding of why some risks exist and why some groups may be more vulnerable, though these examples are not exclusive.

In respect of adults, the areas include:

- recruitment
- relationships and positions of trust
- grooming

In respect of children, the groups include:

- those with disabilities
- those from black & ethnic communities

Safe Recruitment

The risks in recruitment relate to the suitability of people working with children. To ensure that we recruit the suitable people into Celtic Football Club, safe recruitment procedures exist to ensure that additional vetting checks are carried out.

Under the Protection of Vulnerable Groups (Scotland) Act 2007, all organisations have a legal responsibility to ensure that any individual who will be in regulated work with children is not listed on the Children's List, which bars them from working with children. Therefore in addition to the legal requirements through PVG scheme membership, Celtic FC also obtain references, carry out inductions and provide further training opportunities. This helps to identify and support the appropriate people to work with children and young players. We also continue safeguarding checks through ongoing completion of self-declaration forms and three-yearly updates on PVG scheme membership during employment and involvement with the Club.

Relationships and Positions of Trust

The power and influence a coach, member of staff or volunteer has over someone they are training or looking after in football cannot be underestimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure, then the dependency of the younger member upon the older will be increased. It is therefore vital for everyone to recognise the responsibility they must exercise in ensuring that they do not abuse their position of trust. Genuine relationships do occur, however no intimate relationship should begin whilst the member of staff or volunteer is in a position of trust. Celtic Football Club acknowledges that intimate relationships between

teenagers take place and often no harm comes from them. However, it is also acknowledged that children who suffer abuse can do so at the hands of other children. It must be understood that the notion of 'relationships of trust' applies as much to young people who have taken on a leadership role as it does to adults involved in football.

The Sexual Offences (Scotland) Act 2009 introduced an offence of abuse of trust applicable to "positions of trust" which involve looking after children and young people who are in full time education, detained under a court order, looked after in a hospital, children's home or other establishment providing social care or in foster care. While coaching is currently not included within this legislation, the principle applies within all positions of trust within Scottish football. Within the Code of Conduct for Safeguarding Children's Wellbeing, the section on Unacceptable Conduct includes 'Forming intimate emotional, physical or sexual relationships with children' which applies to all children and young people under 18 years old. Any breach of the Code of Conduct will result in disciplinary action.

Grooming

The majority of adults involved in Celtic FC activities with children participate with the main aim of providing a fun, positive experience for those with whom they work. However, others (though a minority) may use football as a way of gaining access to children for inappropriate reasons such as sexual abuse. In order to gain access to children, those who commit offences often first earn the trust of people surrounding the child. This may include representatives of the Club, the Scottish FA, other clubs, coaches and volunteers, parents and carers and other children. This process is referred to as 'grooming'. Those who commit offences often portray themselves as caring and trustworthy individuals so they are freely entrusted with the care of children. Once they have gained access to children, they befriend them in order to break down any pre-existing barriers. As soon as a trusting friendship has been established, they manipulate and control children into gratifying their sexual needs.

The Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005 addresses the predatory behaviour of those who "groom" children, with the aim of abusing them, by introducing an offence of "grooming". Therefore any member of staff or volunteer must report any suspicions or allegations of grooming to the Safeguarding Manager as outlined in the section 'Procedures for Responding to Concerns about the Conduct of Adult'.

Children with Disabilities

A child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community. Disabled children are more likely to be abused than nondisabled children. Research has shown that children with communication impairments, behavioural disorders, learning disabilities and sensory impairments are particularly vulnerable. Children with disabilities might be additionally vulnerable because they may:

- Depend on a number of people for care and handling, some of which can be intimate care.
- Depend on the abuser for their involvement in sport.
- Fear disclosing abuse or the signs of abuse can be misinterpreted as a symptom of the disability.
- Have a reduced capacity to resist either verbally or physically.
- Have significant communication differences - this may include very limited verbal communication or they may use sign language or other forms of non-verbal communication.
- Lack a wide network of friends who support and protect them.
- Lack access to peers to discover what is acceptable behaviour or unable to understand the inappropriateness of actions.
- Not be believed due to negative attitudes towards children with disabilities or possible failure to recognise the impact of abuse on children with disabilities.

Children from Black and Ethnic Minority Communities

As a general principle of the UN Convention on the Rights of the Child, every child has the right to learn and use the language, customs and religion of their family whether or not these are shared by the majority of the people in the country where they live. However within wider society and football, discriminatory behaviour still exists, therefore children from black and ethnic communities are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes
- Experiencing racism being ignored by people in authority
- Afraid of further abuse if they challenge others
- Subjected to myths, e.g. all people of a particular culture are good with or hit their children
- Wanting to fit in and not make a fuss
- Using or learning English as a second language

CHILDREN'S WELLBEING AND PROTECTION PROCEDURES AND GUIDELINES

This section includes important best practice guidelines to support children and adults and create safe working practises in a range of situations. Their purpose is to minimise risks that have been identified through previous experience and risk assessment. Not every situation can be prepared for, but all circumstances need an informed, common sense approach.

Recognising that circumstances will always be different, these safeguards provide generic advice which can be applied as appropriately considered by the member of staff, volunteer who is responsible at a particular time or in preparation of a specific activity.

1. Anti-Bullying Guidelines*

Bullying can take some children's rights away from them. There may have been many different definitions and theories about what constitutes bullying, but it's not helpful to define bullying purely in terms of behaviour. Bullying is a mixture of behaviours and impacts, behaviours that can impact on a person's capacity to feel in control of themselves. This is what is termed as their sense of 'agency'. Bullying takes place in the context of relationships; it is behaviour that can make people feel hurt, threatened, frightened and left out, it strips a person of their capacity for agency.

When talking about bullying, it's never helpful to label children as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

SUPPORT FOR CHILDREN INVOLVED IN BULLYING BEHAVIOUR:

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children.
- Take all signs and reports of bullying very seriously.
- Encourage all children to speak and share their concerns. Help those being bullied to speak out and tell a coach or adult who can support them.
- Take action to ensure the child is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the child that you can be trusted and will help them, although you can't promise to tell no-one else. Explain what will happen next, and how they are going to be kept informed.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of online / electronic bullying advise children who are being bullied by text, email or online to retain the communication or to print it out. Be clear that online bullying behaviour will be treated as seriously as any other form of bullying behaviour, as it can impact on both the child and football.
- Report any concerns to the Safeguarding Manager and complete a Concern Recording Form as part of the Procedures for Responding to Concerns about a Child.
- Talk with the children who have been displaying bullying behaviour. Explain the situation and try to get them to understand the consequences of their behaviour.
- In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine.
- Be sensitive and use good judgement when it comes to informing parents or carers of those whose negative behaviour is impacting on others. Put the child at the centre – will telling the parents or carers result in more problems for the child? What are the child's views on parents or carers knowing?
- If appropriate, insist on the return of 'borrowed' items.
- Aim to restore positive relationships and only consider imposing consequences as necessary e.g. exclusion from the team or particular activity until behaviour standards are improved.

- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

***Note:** These guidelines have been informed and developed with support from *respectme*, their publication 'Bullying in Scotland 2014' and the National Approach to Anti-Bullying for Scotland's Children and Young People, Scottish Government 2010. Copyright remains with *respectme* and we acknowledge all and any material taken from www.respectme.org.uk.

2. Responding to Concerns about the Wellbeing of a Child

Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). This must be at the forefront of any concerns that are raised about a child. Their views must be considered based on the age and maturity of each child. They also have a right to privacy (Article 16, UNCRC), which is also important to consider when assessing if and at what stage information is shared and with whom. These procedures apply to all members of staff and volunteers involved in Celtic activities with children under 18 years old.

Celtic Football Club is committed to working in partnership with parents or carers whenever there are concerns about a child. Parents or carers have the primary responsibility for the safety and wellbeing of their children.

1. Consider the best interests of the child

Celtic Football Club is committed to working in partnership with parents/carers whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and wellbeing of their children.

Where concerns are raised about a child, this will be considered in line with the wellbeing indicators and may be discussed with parents or carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support solution for each individual child. Children will be asked who they feel should be informed and, when relevant, consent gained from the child. Confidentiality will not be maintained if it is assessed that a child is at risk or their wellbeing is being impacted in such a way that their right to be protected becomes more significant. Any incidents which cause concern about the wellbeing of a child should be recorded on the Concern Recording Form and reported to the Celtic Safeguarding Manager as soon as possible. In line with early intervention, the principles of the Children and Young People (Scotland) Act 2014 and the Getting it Right for Every Child approach, appropriate and proportionate information may be shared with the child's Named Person.

2. Information regarding any concerns about a child

Members of staff and volunteers may be informed in different ways with regards to details of a concern about a child. This may be a direct disclosure by the child. In this situation follow section 4 in responding to that disclosure. The details may become clear due to the observation of a child, which is perhaps demonstrated in a change in their behaviour, appearance or nature. A third option could be information that is shared from another individual or organisation.

A concern or possible abuse of a child may be observed by another child or adult. Depending on the nature of the concern, observations or information from others, this may not need to be discussed with the child; instead the information should be recorded then reported. Advice should be sought from the Safeguarding Manager if there is any uncertainty about the appropriate course of action where there are concerns about a child's wellbeing, which can be discussed by anonymising the child, therefore maintaining confidentiality if appropriate. If the Safeguarding Manager is not available and an immediate response is required, the police and social work services must be contacted. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given, actions taken and the response by other agencies. At the earliest opportunity thereafter the Safeguarding Manager should be informed.

3. Concerns affecting a child's wellbeing

If a concern about a child is identified that affects one or more of their eight wellbeing indicators (SAFE, HEALTHY, ACTIVE, NURTURED, ACHIEVING, RESPECTED, RESPONSIBLE, INCLUDED), complete the Concern Recording Form. When information is being recorded about a child, it is important that the child understands why we are recording their details and gain their consent where possible for further reporting of the concern. If a child recognises that people can help and support, and that this is the purpose of their details being shared, they will be more included and informed of the processes. Where there is information about the conduct of an adult affecting a child's wellbeing, this should be recorded on the Concern Recording Form.

4. Children's right to be protected

Where the concern about a child's wellbeing suggests they are in need of protection, the information must be passed on with or without their consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of Celtic Football Club shall investigate allegations of abuse or decide whether or not a child has been abused. False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

5. What to do if a child discloses abuse

5.1 Respond

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. What? When? Where? Who?
- Do not introduce personal information from either your own experiences or those of other children.

Avoid:

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

If you are concerned about the immediate safety of a child:

- Take whatever action is required to ensure the child's immediate safety.
- Pass the information immediately to the police and seek their advice.

5.2 Record

Make a written record of the information as soon as possible using the Concern Recording Form completing as much of the form as possible.

5.3 Report

It is very important that if any of the following incidents occur they are reported by the person who becomes aware of them to their line manager and to the Club's Safeguarding Manager on the same day.

- If you accidentally hurt a child.
- If a child seems distressed in any manner.
- If a child misunderstands or misinterprets something you have done that has serious implications.
- If a child needs to be restrained.

A Concern Recording Form will be completed by the line manager in every case. The completion and submission of this form to the Safeguarding Manager should not be delayed even if sections of the form are incomplete. Parents should also be informed of the incident.

Contact the Safeguarding Manager on 07585 221723 to report the concern then email the completed form to safeguarding@celticfc.co.uk as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

Celtic has signed up to **Tootoot Sport**, which is a safeguarding and reporting solution trusted by child protection and welfare officers and coaches around the world to enhance their safeguarding systems.

Tootoot Sport is a safeguarding and listening platform, accessible online or via a downloadable mobile phone app, that allows members of staff and players to report any concerns or issues directly to their club, with a centralised, data protection compliant and paperless system that saves time.

5.4 Sharing concerns with Parents or carers

Where there are concerns that the parents or carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents or carers may place the child at further risk. In such cases, advice must always firstly be sought from the police/social work services or Named Person as to who informs the parents or carers.

6. Examples of Child Abuse in sport are:

- Emotional Abuse - Acting in a way which is detrimental to the child's self-esteem.
- Physical Abuse - Over training or dangerous training of players.
- Neglect - Exposing a child to risk of injury through the use of unsafe equipment.
- Sexual Abuse - Exposure to sexually explicit and inappropriate behaviour, language or jokes.

If the Club's Safeguarding Manager is unavailable or an immediate response is required, the Police and Social Services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other relevant information about the child. A Concern Record Form will need to be completed and passed to the relevant authorities.

Safe Working Practises have been created to assist those working with and are listed with the next section. These have been produced to assist adults working with children to support children.

3. Procedure for Responding to Concerns about the Conduct of a Member of Staff/Volunteer

This section of the procedure should be read in conjunction with Celtic's Disciplinary Procedure. The following section details the procedure to be followed where the concern is about a member of staff/volunteer.

These procedures aim to ensure that all concerns about the conduct of a member of staff/volunteer are dealt with in a timely, fairly and in a consistent manner.

A member of staff/volunteer in receipt of information that causes concern about the conduct of a member of staff/volunteer towards children shall not keep that information to himself or herself, or attempt to deal with the matter on their own. The Football Club's HR Dept and Safeguarding Manager should be notified immediately of any allegations made.

In the event of an investigation into the conduct of a member of staff/volunteer the following procedures will be adhered to:

- Employees and volunteers will be made aware of the nature of the concern or complaint.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee or volunteer.
- An employee or volunteer will be given an opportunity to put forward their case.
- Celtic Football Club will always act in good faith ensuring the issue is dealt with impartially and as quickly as possible.

In all cases where there are concerns about the conduct of a member of staff/volunteer towards children, the welfare of the child will be the paramount consideration.

At any point in responding to concerns about the conduct of a member of staff/volunteer, advice may be sought from Celtic's Safeguarding Manager, the police or social services (see appendix 1).

Initial Reporting of Concerns

Any concerns for the welfare of a child arising from the conduct of a member of staff/volunteer must be reported to the line manager and Celtic Safeguarding Manager on the day the concern arises, or as soon as practically possible.

Where the concern is about the line manager or the Safeguarding Manager it must be reported to the Chief Executive or Head of Human Resources.

Recording

Concerns must be recorded using the Incident Record Form as soon as possible. Reporting the concerns to the line manager and Safeguarding Manager should not be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened) on the Incident Record Form. This should be signed and dated by the line manager or Safeguarding Manager or the person appointed to manage the response to the concerns. Where disciplinary procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

Establishing the Basic Facts

Once the concerns have been reported, the line manager or Safeguarding Manager will:

- Establish the basic facts.
- Conduct an initial assessment of the facts in order to determine the appropriate course of action.
- Consult external agencies such as the police and social services for advice at any time. This is important because they may hold other important information which, when considered alongside the current issues, builds a significant picture of concern.

Conducting the Initial Assessment

The line manager after discussion with the Safeguarding Manager will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/ harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive, however the following should be considered:

- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed. The member of staff/volunteer may be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff/volunteer is approached.
- An initial assessment of the basic facts may require the need to ask a child some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other relevant individuals.

Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible, other than as indicated above. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent be obtained. Possible outcomes of initial assessment:

- No further action (facts do not substantiate complaint).
- Situation is dealt with under Celtic's Disciplinary Procedures.
- Child protection investigation (jointly by police and social services).
- Criminal investigation (by the police).
- The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- Civil proceedings (by the child/family who alleged abuse).
- Initial assessment supports concerns about poor practice and/or misconduct (but not possible child abuse)

Pending the outcome of any investigation, precautionary suspension will be considered where there is significant concern about the conduct of a member of staff/volunteer towards children. The welfare of children will always be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, Celtic Football Club has a duty to make a referral to Disclosure Scotland.

Initial assessment supports concerns about possible child abuse

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse the line manager/Safeguarding Manager will refer the concerns to the police and/or social services as soon as possible on the day the information is received (see Appendix 2).

The line manager or Safeguarding Manager will make a written record of the name and designation of the social worker or the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.

Referrals to the police/social services will be confirmed in writing by the line manager or Safeguarding Manager within 24 hours. A copy of the Incident Record Form should be provided to the police/social services on request.

Appropriate steps will be taken to ensure the safety of the child/children who may be at risk. The parents/carers of the child/children involved will be informed as soon as possible following advice from the police/social services.

Advice will firstly be obtained from the police/social services about informing the staff member or volunteer involved in the concerns. If the advice is to inform the staff member or volunteer, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be *sub-judice* (i.e. under judicial consideration) no details will be given unless advised by the police.

All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the employee or volunteer.

Celtic Football Club will take all reasonable steps to support a member of staff/volunteer against whom an allegation of abuse has been made.

Precautionary Suspension

Suspension is not a form of disciplinary action. The member of staff/volunteer involved may be suspended with pay whilst an investigation is carried out.

Suspension will typically be carried out by the relevant line manager in conjunction with HR department in accordance with Celtic Football Club's Disciplinary Procedures. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines of sharing information). Notification of the suspension and the reasons will be conveyed in writing to the staff member or volunteer in accordance with Club's Disciplinary Procedures.

Disciplinary Investigation

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the line manager/Safeguarding Manager to make a decision whether to go ahead with disciplinary action.

False or Malicious Allegations

In exceptional circumstances where an investigation establishes an allegation is false, unfounded or malicious:

- The staff member or volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.

- All records pertaining to the circumstances and investigation should be kept in accordance with the Club's Policy on the Secure Storage of Information.
- The line manager/Safeguarding Manager will take all reasonable steps to support the individual in this situation.
- In these circumstances the Safeguarding Manager/Head of Youth Academy will review the child's participation in football. It may be appropriate to have a discussion with the child with parental/carer permission.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

Historical Allegations of Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. The following procedure will be followed in the event of an allegation of historical abuse:

Protection of Vulnerable Groups (Scotland) Act 2007

Celtic Football Club will refer to Disclosure Scotland the case of any member of staff/volunteer who, whether or not in the course of their role within the organisation, has:

- harmed a child;
- placed a child at risk of harm;
- engaged in inappropriate conduct involving pornography;
- engaged in inappropriate conduct of a sexual nature involving a child; or
- given inappropriate medical treatment to a child.

Celtic will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

- been dismissed by the Club;
- resigned, retired or been made redundant;
- been transferred to another position in the Club which is not regulated work with children.
- Where Celtic receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post.

If Disclosure Scotland notifies Celtic Football Club that a member of staff/volunteer is 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 welfare of children will be the paramount concern.

If Disclosure Scotland informs Celtic 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.

REVIEW:

The policies and associated procedures in this Handbook will be reviewed at least every three years. This review will include the participation of employees and young players on the content, and feedback on their experience of implementation.

This Handbook version #2 was published in January 2019.

SAFE WORKING PRACTICES

The following safeguards are a combination of best practice and guidelines to support children and adults in a range of situations and create safe working practises. Their purpose is to minimise risks that have been identified through previous experience and risk assessment:

1. BEHAVIOURS:
 - 1.1 Planning activities
 - 1.2 Agreeing acceptable and unacceptable behaviours
 - 1.3 Managing Behaviour
 - 1.4 Physical interventions and contact
 - 1.5 Sexual activity

2. CELEBRATION AND COMMUNICATION:
 - 2.1 Safe Use of Images of U18 Players
 - 2.2 ICT and Social Media

3. YOUTH PRODUCED SEXUAL IMAGERY (SEXTING):
 - 3.1 Handling incidents of youth produced sexual imagery
 - 3.2 Initial response
 - 3.3 Disclosure
 - 3.4 Reporting incidents to the police
 - 3.5 Social Services contact and referrals
 - 3.6 Deletion of Images
 - 3.7 Recording incidents

4. CHILDREN'S HEALTH:
 - 4.1 First Aid and treatment of injuries
 - 4.2 Children with allergies
 - 4.3 Parent/Carer responsibility
 - 4.4 Celtic Football Club responsibility
 - 4.5 Player Care Plan

5. PLANNING AND ORGANISATION:
 - 5.1 Adult to Child Ratios
 - 5.2 Collection by Parents or Carers
 - 5.3 Safe Use of Changing Facilities
 - 5.4 Transporting Children
 - 5.5 Trips Away from Home (Including Overnight Stays)
 - 5.6 Recruiting and vetting people to undertake Regulated Work with children

Recognising that circumstances will always be different, these safe working practices provide generic advice, which can be applied as appropriately considered by the member of staff or volunteer who is responsible at a particular time or in preparation for a specific activity

1. BEHAVIOURS

From time to time members of staff and volunteers may be required to deal with challenging behaviour. These guidelines aim to promote safe working practices, which can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions which must *never* be used.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities, which takes into consideration the needs of all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff or volunteer should attempt to respond to behaviour by using techniques for which they have not been trained.

1.1 Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual player within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented challenges in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where members of staff or volunteers identify any potential risks, strategies and control measures to manage those risks should be agreed in advance of the session. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session, including being able to adequately respond to any inappropriate behaviour and to safeguard other members of the group and the members of staff or volunteers involved.

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of behaviour through regular supervision.

1.2 Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children and parents or carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of sanctions which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc). This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session.

Issues of behaviour and control should regularly be discussed with members of staff, volunteers, parents or carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group or team. It is also helpful to ask them what the consequences of breaking the 'agreement' should be. Experience shows that they will tend to come up with a sensible and working 'agreement'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the agreement visible for reference during the activity.

1.3 Managing Behaviour

In dealing with children who display unacceptable behaviours, members of staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Making up - the act or process of making amends.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- Calming the situation - talking through with the child.
- Increased supervision by members of staff or volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences and sanctions - e.g. for missing an activity.

Adults and children shall never be permitted to use any of the following as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of basic necessities, such as food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Members of staff and volunteers should review the needs of any child on whom sanctions are frequently imposed. This review should involve the child and parents or carers to ensure an informed decision is made about the child's future or continued participation in the group or team. Whilst it would always be against the wishes of everyone involved, ultimately, if a child continues to present a high level of risk or danger to him or herself, or to others, he or she may not be able to continue participating.

1.4 Physical Interventions and Contact

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Contact should be avoided with the buttocks, genitals and breasts. Members of staff or volunteers should never behave in a way which could be interpreted as sexual.
- Members of staff and volunteers should consider the circumstances and the risks associated with using physical intervention compared with the risk of not doing so.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the child and the nature of harm or damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.
- Members of staff and volunteers should never use physical interventions which present an unreasonable risk to children or adults.
- Members of staff and volunteers should never behave in a way which could be interpreted as sexual.
- Members of staff and volunteers must never use physical intervention as a form of punishment.

Any physical intervention used should be recorded as soon as possible after the incident by the member of staff or volunteer involved using the Concern Record Form or Tootoot reporting tool, then reported to and passed to the Safeguarding Manager as soon as possible.

A timely de-brief for members of staff, volunteers, the child and parents or carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional wellbeing of those involved has been addressed and ongoing support offered where necessary. Members of staff and volunteers, children and parents or carers should be given an opportunity to talk about what happened in a calm and safe environment. There should also be a discussion with the child and parents or carers about the child's needs and continued safe participation in the group, team or activity.

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a player who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents or carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about any methods of support with which they are uncomfortable. Members of staff and volunteers should work with parents or carers and children to develop practiced routines for personal care so that parents or carers and children know what to expect.

Good safe working practises dictates that those working with children do not take on the responsibility for tasks for which they are not appropriately trained e.g. manual assistance for a child with a physical disability.

1.5 Sexual Activity

Within football, as within other activities, sexual relationships do occur. It is important to address sexual activity both between children and between adults and children.

Sexual activity between children involved in football is prohibited during team events, in facilities and social activities organised by Celtic Football Club. Inappropriate or criminal sexual behaviour committed by a child

may lead to reports being made to external agencies such as the Police or Social Services and information being shared with the Child's Named Person.

Sexual interactions between adults and children (16+) involved in football raise serious issues given the power imbalance inherent in the relationship. Where a child is of the age of consent, the power of the adult over that child may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a child's career.

Sexual activity between adults and children (16+) involved in football is prohibited when the adult is in a position of trust or authority (coach, trainer, official) and where they have signed the Code of Conduct for Safeguarding Children's Wellbeing. Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance with the Club's Disciplinary Procedures.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it to the Police.

2. CELEBRATION AND COMMUNICATION

2.1 Safe use of images

Photographs, films and video clips can be used to celebrate achievements, promote activities and keep people updated. Footage is also recorded for performance development and analysis reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

Celtic Football Club will take all reasonable steps to promote the safe use of photographing and filming at all events and activities which it is associated however Celtic Football Club has no power to prevent individuals photographing or filming in public places.

Celtic Football Club reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated and in locations where the Club has jurisdiction.

Permission

Children and their parents or carers will be informed that they may, from time to time, be photographed or filmed whilst participating in football while at Celtic Football Club. This could be for one of the following reasons:

- Video footage for performance development
- Media coverage of an event or achievement
- Promotional purposes e.g. website or publication

Written consent must be obtained from the child's parents or carers for children under 16 years old before any photography or filming takes place. Such consent can be captured by the relevant Celtic FC Consent Form – U18 Players. This process will also be used for any accredited or professional photographers taking and using images of U18 players within Celtic Football Club.

Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or with a disability, and consideration given to whether publication or use of the photographs/film would place the child at risk.

Players who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Sharing of Images and Information

- No unsupervised access or one-to-one photography or filming sessions will be allowed unless this has been explicitly agreed with the child and parents or carers.
- No photographing or filming will be permitted in changing areas, bathrooms or sleeping areas.
- All photographic/videoing equipment, including Mobile phones, must be switched off prior to going into and in changing areas.
- All images and accompanying information will ensure minimal personal details are shared publicly.
- When seeking to create action images try to focus on the activity rather than the individual.
- When seeking celebration images try to take group images rather than individual images.
- Ensure all those featured are appropriately dressed (minimum of shirt and shorts).

- Celtic Football Club will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary, having regard to the purposes for which they were taken.
- Images will not be shared online, via social media or with external agencies unless express permission is obtained from the child and parents or carers.
- If at any time the use of an image or information attached to it appears inappropriate, report the misuse of the image to the Safeguarding Manager.

Taking of images

- All players, parents or carers and Club staff must sign to agree that they will follow and enforce these guidelines.
- During training, coaches and support staff/volunteers will use club equipment only for the purpose of taking photographs or video for player development or performance analysis. There should be no personal use of equipment, including mobile phones, by any unauthorised person. This policy is to be enforced by person in charge of the activity.
- External agencies need permission from the Club to take any images during the training environment.
- For promotional, marketing or social networking use of images for Club publications or online, club support staff/volunteers will use club equipment only.
- For both safety and safeguarding reasons, players should not use mobile phones, tablets or photographic/videoing equipment during training or at match/event activities.
- Where clubs using their own equipment have images of U18 players, agreement and arrangements can be in place for players and their parents or carers to be given copies but these should not be uploaded to their own or their child's social media or online platforms.
- Celtic Football Club may seek publicity to positively promote football, and elite young players receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. It is important for these players, their parents/carers and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions.

Matches/Events

- Ensure that, prior to any match or activity where U18 players are likely to be photographed or filmed, consents and permissions have been exchanged from opposing clubs, young players and their parents or carers. Where consent is not provided for individual children, appropriate steps must be taken to ensure their image is not taken or used.
- For Club Academy Scotland matches specifically, formal requests for permission to take images of U18 players should be submitted electronically between clubs ahead of each match.
- Any photography or videos taken should be restricted to immediate family members for private, non-commercial purposes and not put online on any personal social media or online platforms.
- External agencies need permission from the Club to take any images during the match/event or associated activities.

Storage and Retention of Images

- Celtic Football Club will ensure that all negatives, copies of videos and digital photograph files are stored in a secure manner. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images, negatives, copies of videos and digital photograph files will be reviewed at the end of each season to identify safe storage to restricted access archives or safe disposal of players' images.

Misuse of an Image

If at any time the use of an image or information attached to it appears inappropriate, report the misuse of an image to the Celtic Safeguarding Manager using the Concern Recording Form as part of the Celtic Football Club Procedures for Responding to Concerns about a Child.

Concerns

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day and the Club Safeguarding Manager as part of the Club's Procedures for Responding to Concerns about the Conduct of an Adult.

Where appropriate, concerns should also be reported to the Police.

Images of Performance Players

As young players progress through the Celtic FC Academy squads there is an increased likelihood of playing in a public arena. Celtic FC Academy will seek to positively promote football, and elite young players receiving endorsements or sponsorship may welcome positive media coverage on a local, regional or national level. It is important for performance players, their parents or carers and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions.

2.2 ICT and Social Media

There are various ways in which we can celebrate and communicate using ICT and social media. Technology advances extremely quickly, meaning ways in which we communicate, receive and absorb information are changing all the time. Depending on the football activity that each child is involved with, Celtic may contact children and their parents or carers via text/email or possibly through social networking sites.

Our website hosts a range of information, photographs and videos which are available for all members of the public. However, misuse of ICT and social media can also put children at considerable risk. As identified within Risks to Children's Wellbeing there are some adults who seek to harm children and have been known to use messaging or areas online to "groom" children.

For children the safeguarding risks of these technologies include:

- Inappropriate access to, use or sharing of personal details (e.g. names, email addresses).
- Unwanted contact with children by adults with wrongful/questionable intent.
- Being sent offensive or otherwise inappropriate material.
- Online bullying.
- Grooming for sexual abuse.
- Direct contact and abuse.

For adults, risks involved include:

- Their communication with children being misinterpreted.
- Potential investigation (internal or by statutory agencies).
- Potential disciplinary action.

Texts and email

Members of staff and volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate. Good practice would include agreeing with children and parents or carers what kind of information will be communicated directly to children by email or text message. In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent/carer has provided on the child's behalf. Parents or carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged 16 and 17 years, it is still recommended that parents or carers are informed of the intention to send their children emails or texts. It is also good practice to obtain the consent of the 16 and 17 year old.

The following good practice is therefore required:

- All phone numbers/email addresses of children should be kept secure and confidential.
- The number of people with access to children's details should be kept to a practical minimum.
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.

Internet/websites

Celtic Football Club may post information, photographs and videos on our website which is available to all members of the public. In terms of publishing anything that includes a child, the following good practice should be followed:

Permission

- Written parent/carer consent must be obtained for any child aged under 16 years old before publishing any information, photographs or videos of a child, which can be captured on a Partnership with Parents Consent Form (see Appendix 3). If the material is to be changed after consent has been given, the parents/carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young players who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to the Club.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner.
- Information about specific events or meetings e.g. coaching sessions, must not be distributed to any individuals other than to those directly concerned.

Concerns

- Any concerns or enquiries about publications or the website should be reported to the Safeguarding Manager.

Social Networking Sites

Where the Club allows mutual access to social networking sites:

- Obtain written permission from parents or carers of under 16s which can be captured on a Partnership with Parents Consent Form to allow mutual interaction with the Celtic Football Club's social networking sites. Make parents or carers aware of the sites' existence, the sites the child will be accessing and the restrictions of use for these preferred sites.
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding the Club or football issues.
- Informal online "chat" with members around subjects outside football should be discouraged. However, any disclosures should be removed from the site and dealt with in line with the Procedure in Responding to Concerns about a Child and passed to the Safeguarding Manager.

Internet Forums

- There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children. Sites should be well monitored and any offending comments removed.
- A member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered poor practice and a breach of the Code of Conduct for Safeguarding Children's Wellbeing.

Sharing of images online from mobile phone cameras/videos

- There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and send images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on websites such as YouTube or Facebook. The use of mobile phones in this way can be very difficult to monitor.
- The guidelines for Photographs, Film and Video should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping areas. No photographs or video footage should ever be permitted in such areas.

3. YOUTH PRODUCED SEXUAL IMAGERY (SEXTING)

3.1 Handling incidents of youth produced sexual imagery

This guidance only covers the sharing of sexual imagery by young people. Creating and sharing sexual photos and videos of under-18s is illegal and therefore causes the greatest complexity for schools and other organisations to respond to. It also presents a range of risks which need careful management.

On this basis the following advice introduces the phrase ‘youth produced sexual imagery’ and uses this instead of ‘sexting.’ This is to ensure clarity about the concerns this guidance addresses.

‘Youth produced sexual imagery’ best describes the practice because:

- ‘Youth produced’ includes young people sharing images that they, or another young person, have created of themselves.
- ‘Imagery’ covers both still photos and moving videos.

3.2 Initial response

When an incident involving youth produced sexual imagery comes to Celtic Football Club’s attention:

- The incident should be referred to the Safeguarding Manager as soon as possible.
- The Safeguarding Manager should hold an initial review meeting with appropriate staff.
- There should be subsequent interviews with the young people involved (if appropriate).
- Parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm.
- At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to social services and/or the police immediately.
- See “Responding to Concerns about the Wellbeing of a Child”.

3.3 Disclosure

Disclosures about youth produced sexual imagery can happen in a variety of ways. The young person affected may inform a coach, the Safeguarding Manager, a welfare officer or any member of Celtic staff. They may report through an existing reporting structure, or a friend or parent may inform someone at Celtic Football Club or inform Police Scotland directly.

All members of staff should be made aware of how to recognise and refer any disclosures of incidents involving youth produced sexual imagery. This should be covered within staff training.

Any direct disclosure by a young person should be taken very seriously. A young person who discloses they are the subject of sexual imagery is likely to be embarrassed and worried about the consequences. It is likely that disclosure to a member of staff is a last resort and they may have already tried to resolve the issue themselves.

The decision to respond to the incident without involving the police or social services would be made in cases when the Safeguarding Manager is confident that they have enough information to assess the risks to children involved and the risks can be managed within the Club’s disciplinary framework and, if appropriate, local network of support.

The decision should be made by the Safeguarding Manager with input from the Head of Academy and from other members of staff (such as the HR department) if appropriate. The decision should be in line with Celtic

Football Club's child protection policies and procedures and should be based on consideration of the rights and best interests of the young people involved.

If a young person has shared imagery consensually, such as when in a romantic relationship, or as a joke, and there is no intended malice, it is usually appropriate for Celtic Football Club to manage the incident directly in conjunction with the child's school, where applicable. In contrast any incidents with aggravating factors, for example, a young person sharing someone else's imagery without consent and with malicious intent, should generally be referred to police and/or social services.

If you have any doubts about whether to involve other agencies, you should make a referral to the police.

3.4 Reporting incidents to the police

If it is necessary to refer to the police, contact should be made through the Safeguarding Manager. Once a report is made to the police, the report has to be recorded and the police will conduct an investigation. This may include seizure of devices and interviews with the young people involved.

3.5 Social services contact and referrals

If the Safeguarding Manager is aware that social services are currently involved with a young person affected by an incident of youth produced sexual imagery then he will contact social services.

3.6 Deletion of images

If the Club has decided that other agencies do not need to be involved, then consideration should be given to deleting imagery from devices and online services to limit any further sharing of the imagery. If during a search a coach finds material which concerns them and they reasonably suspect the material has been or could be used to cause harm or commit an offence, they should alert the Safeguarding Manager who can decide whether they should delete the material or retain it as evidence of a criminal offence or a breach of Club discipline. They can also decide whether the material is of such seriousness that the police need to be involved. However, just as in most circumstances it is not recommended that those identifying the incident view the imagery, it is recommended that they should not search through devices and delete imagery unless there is good and clear reason to do so.

It is recommended that in most cases young people are asked to delete imagery themselves and to confirm that they have deleted the imagery. The young people should be given a deadline for deletion across all devices, online storage or social media sites.

3.7 Recording incidents

All incidents relating to youth produced sexual imagery need to be recorded by the Club's Safeguarding Manager, whether they have been referred to external agencies or not. In addition, where the Club does not refer incidents to police or social services they should record their reason for not doing so and ensure that this is signed off by the Head of Academy.

4. CHILDREN'S HEALTH

4.1 First Aid and the Treatment of Injuries

All members of staff and volunteers must ensure:

- Where practicable all parents or carers of children under the age of 16 have completed a Celtic FC Consent Form – U18 Players before their child participates in football.
- There is an accessible and well-stocked first aid kit at the venue.
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A Concern Recording Form should be completed if a child sustains a significant injury, along with the details of any treatment given. Common sense should be applied when determining which injuries are significant. The completed form should be passed to the Safeguarding Manager.
- Where possible, access to medical advice and/or assistance is available.
- A child's parents or carers are informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

4.2 Children with Allergies

Celtic Football Club is committed to being inclusive and to provide opportunities for children of all abilities and regardless of any medical conditions, disabilities or allergies which they may have. These guidelines focus on how members of staff and volunteers should respond to children with allergies, as they have a responsibility to ensure their wellbeing whilst they are attending an activity. However, it is equally important that children with medical conditions or allergies are not unnecessarily excluded from taking part in activities with their peers and that reasonable steps are taken to accommodate their individual needs.

4.3 Parent/Carer Responsibility

When a child joins a football activity, parents or carers should:

- Ensure they complete the Partnership with Parents Consent Form and also take the time to talk to the member of staff or volunteer about the specific needs of their child and how to address and, as far as possible, accommodate these needs.
- Update the member of staff or volunteer of any change in circumstances.
- Consider a medic alert bracelet/watch for their child.
- Check the expiry date of adrenaline injectors and any medication regularly. An out-of-date injector may offer some protection, but this will be limited.
- If the child has a 'rescue pack', ensure that, if necessary, this is given to the member of staff or volunteer. This may include antihistamines for mild reactions, possibly an inhaler, and they may have two adrenaline injectors for more serious reactions e.g. anaphylaxis.

4.4 Celtic Football Club Responsibility

Members of staff and volunteers should:

- Ensure the Celtic FC Consent Form – U18 Players for all children attending the football activity are available and up to date together with full details of the child's allergies.
- Have a copy of the child's care plan for allergies and individual risk assessment.

- Communicate with parent/carer and child directly.
- Appropriately share the information with all others involved in the football activity that need to be aware.
- Remember that Partnership with Parents Consent Forms should always be stored confidentially but be accessible to members of staff and volunteers.
- Ensure correct storage and administration of medication.
- Record incidents or concerns and pass to the Safeguarding Manager.
- Have their mobile phones charged and check they have a signal to allow calls to be made.
- Plan for additional supervision depending on the child's circumstances and environment.

4.5 Player Care Plan

Celtic Football Club has introduced a Player Care Plan system, whereby all appropriate and relevant information, requirements and consents are recorded and securely held in one place.

The Player Care Plan system is co-ordinated and monitored by the Youth Academy Operations Manager.

5. PLANNING & ORGANISATION

5.1 Adult to Child Ratios

As a general guide, the following adult to child ratios are recommended:

Age 3 to 8:	1:8
If all children are over 8:	1:10

All activities should be planned to involve at least two adults. The following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the football activity.
- The age, maturity and experience of the children.
- Whether any of the members of staff, volunteers or children have a learning or physical disability or special requirements.
- Whether any of the children have challenging behaviour.
- The particular hazards associated with the football activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the members of staff and volunteers.
- The programme of activities.

5.2 Collection by Parents

On some occasions, parents or carers can be late when picking their child up at the end of a football activity. It is not the responsibility of the Club to transport children home on behalf of parents or carers who have been delayed.

It is therefore important for the guidelines below to be followed:

- It is clear that while the football activity is running, members of staff and volunteers have a duty of care to the children that are in their charge. This is a principle of good practice.
 - When the football activity has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent, carer or other responsible adult.
1. Make sure that the Celtic Football Club communications:
 - Are clear about start and finishing times of the football activity.
 - Are clear about the expectations of parents or carers not to drop children off too early and collect children promptly when the football activity finishes.
 - Ask parents or carers whether they give consent for children to go home unaccompanied.
 - Have a late collection telephone contact and number on Partnership with Parents Consent Form.
 2. Where possible make sure that there is more than one member of staff or volunteer present at the end of the football activity.
 3. Members of staff and volunteers should know how to deal with being left alone with a child. Put preventative measures in place to avoid this happening whenever possible, ~~but~~ and agree simple steps about how the situation should be dealt with if it arises. Remember the wellbeing and best interests of the child are paramount and have to take precedence, so leaving children alone is not an option.

4. Members of staff and volunteers should have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. Staff/volunteers need this information to contact the adult responsible for the child and ask them to collect the child. If a member of staff is unable to contact anyone then a decision needs to be made on whether to take the child home or call the Police.
5. If you are left alone with a child then transparency is the key. Keep a record of your actions (use the guidelines in Transporting Children) and make sure you inform the Safeguarding Manager and parents/carers as soon as possible.
6. When all else fails call the police.

5.3 Safe use of Changing Facilities

One of the areas where children are particularly vulnerable is the changing room. Limited changing facilities sometimes mean that people of all ages need to change and shower in close proximity.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised and a balance should be struck depending on the situation. In general it is better if one adult is not alone to supervise and extra vigilance may also be required if there is public access to the facility. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

The following guidelines should be followed:

- Wherever possible, adults should avoid changing or showering at the same time as children.
- Parents or carers need to be aware that on occasions, adults and children may need to share a changing facility.
- It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.
- While some activities may be restricted to changing rooms for the purposes of team talks, if at all possible another area should be considered for this. If there are no other options, it is best practice to wait until all children are fully dressed.

5.4 Transporting Children

Where it is necessary to transport children, the following good practice is required:

1. Where parents or carers make arrangements for the transportation of children to and from the activity out with the knowledge of the Club, it will be the responsibility of the parents or carers to satisfy themselves about the appropriateness and safety of the arrangements.
2. Where the Club makes arrangements for the transportation of children, the members of staff or volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
 - Ensuring that all vehicles and drivers are correctly insured for the purpose.
 - Ensuring the driver has a valid and appropriate license for the vehicle being used.

- All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate.
- An appropriate ratio of adults to children.
- Ensuring drivers have adequate breaks.

Where transport arrangements are being made overseas, members of staff will be aware of the risk assessment and plans in place for transporting the children, and are then able to inform parents or carers.

3. When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons, and wearing seatbelts.
4. Where practicable and planned, written parent or carer consent will be requested or included within the Partnership with Parents Consent Form. If members of staff or volunteers are required to transport children:
 - Agree a collection policy with parents or carers which will include a clear and shared understanding of arrangements for collection at the end of a football activity.
 - Always tell another member of staff or volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
 - Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
 - Where possible, have another adult accompany you on the journey.
 - Call ahead to inform the child's parents or carers that you are giving them a lift and inform them of when you expect to arrive.

5.5 Trips away from home, involving overnight stays

Designate a Child Protection Officer for the Trip

Those in charge of the group will be responsible for the safety and wellbeing of children in their care. It is recommended that one of the group leader's is designated as Child Wellbeing and Protection Officer and coordinates the arrangements to safeguard the safety and welfare of children during the trip. The designated Child Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home, liaising with the Club's Safeguarding Manager for guidance. A detailed itinerary will be prepared and copies provided to the designated contact for Celtic Football Club and parents or carers.

Risk Assessment

Potential areas of risk should be identified at the planning stage through a thorough risk assessment, which should be recorded in writing. Risk assessments should identify potential hazards and determine what control measures exist. Additional safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

Travel Arrangements

Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the contact details of the emergency services in the location of the visit. Children should be informed of any local customs.

Adult to Child Ratios on trips away from home involving overnight stays

All trips away should be planned to involve at least two adults, preferably one male and one female where possible. The guidelines on Adult to Child Ratios will inform an assessment of the numbers of adults required to safely supervise the squad. Those involved should be recruited and selected in accordance with the procedure for safe recruitment of staff and volunteers in regulated work with children.

Group leaders should be familiar with and agree to abide by Celtic's Safeguarding Policy, Procedures and relevant Codes of Conduct.

Accommodation

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. Where possible, an initial visit to the venue and accommodation should take place to help those organising the trip to identify all practical and logistical issues and allow time to address them in advance, in consultation with children and parents or carers where appropriate.

Here are some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges.
- Accommodation facilities: health and safety of the building must be confirmed by owners/providers.
- Sleeping arrangements: these will enable suitable sharing in terms of age and gender and appropriately located staff/volunteer bedrooms for both supervision and ease of access in case of emergency. Parents

or carers and children should be consulted in advance about arrangements for sharing where possible and appropriate.

- Appropriate safeguards must be in place where others have access to the sleeping quarters.
- Special access or adaptive aids may be required by group leaders or children.
- Environmental factors should be considered, such as heating, ventilation and lighting.

Exchange Visits/Hosting

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays, between them, host organisations or families, parents or carers and the children themselves. These standards should include arrangements for the supervision of children during the visit.

Host families should be appropriately vetted (adults should be PVG Scheme members) where possible or equivalent Police checks undertaken and references thoroughly checked. Organisers, parents or carers and children should all be provided with a copy of emergency contact numbers.

Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

Residential at a Facility/Centre

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have policies on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of children must be appropriately qualified and trained.

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

Involving Parents or carers

Where possible, a meeting should be held with parents or carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct should be agreed with children and parents or carers in advance of the trip along with sanctions for unacceptable behaviour.

Parents or carers must complete a form including details of emergency contact details.

In the event of an emergency at home during the trip, parents or carers should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in place to support the child on hearing any distressing news.

During the Trip

Organisers must ensure arrangements are in place for the supervision and risk assessment of recreational activities during free time. Children shall not be allowed to wander alone in unfamiliar places.

Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the local legislation relating to any of these behaviours differs from that in Scotland.

Group leaders should maintain an overview of the wellbeing of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.

After the Trip

Where appropriate, a de-brief with all those involved in the trip, including the children, will take place. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

6. RECRUITING AND VETTING PEOPLE TO UNDERTAKE REGULATED WORK WITH CHILDREN

A clear policy and process for the vetting of applicants for regulated work with children is a fundamental aspect of Safeguarding in Sport. Celtic Football Club is committed to adopting best practice.

This aspect of Safeguarding must therefore be recognised as an integral part of our recruitment process. Celtic Football Club has produced standard Self Declaration forms, which are sent out with application packs informing prospective candidates for 'regulated work' positions of their need to disclose previous offending history. Members of staff in regulated work with children or protected adults are exempt from the Rehabilitation of Offenders Act and have to disclose relevant previous convictions.

Membership of the PVG Scheme

Celtic Football Club has a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that prospective employees (either paid or unpaid) are suitable for this type of work and not barred from working with children.

In order to do this, prospective employees will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations. PVG Scheme Records will be updated every 3 years.

The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 requires prospective employees to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'.

Schedule A1 offences can be found at:

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

However applicants 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.

Details of Schedule B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

A person in a regulated work position is, for example:

- A coach
- An official scout acting for the Football Club
- An official driver
- A learning mentor
- A member of staff engaged in match day activity such as helping mascots
- Match day staff involved in any way with young people, including stewards

Examples of the types of work they may undertake are:

- Caring for children

- Teaching, instructing, training or supervising children
- Transporting children from one location to another
- Being in sole charge of children
- Unsupervised contact with children

Celtic will also carry out inductions and provide further training opportunities to help support those who are working with young people.

Probation

Newly appointed staff/volunteers will complete an agreed period of probation (typically 3 months), but this may be extended if appropriate.

Historical Allegations of Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. The following procedure will be followed in the event of an allegation of historical abuse:

Protection of Vulnerable Groups (Scotland) Act 2007

Celtic Football Club will refer to Disclosure Scotland the case of any member of staff/volunteer who, whether or not in the course of their role within the organisation, has:

- harmed a child;
- placed a child at risk of harm;
- engaged in inappropriate conduct involving pornography;
- engaged in inappropriate conduct of a sexual nature involving a child; or
- given inappropriate medical treatment to a child.

Celtic FC will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

- been dismissed by the Club;
- resigned, retired or been made redundant;
- been transferred to another position in the Club which is not regulated work with children.
- Where Celtic receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post.

If Disclosure Scotland notifies Celtic Football Club that a member of staff or volunteer is 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 welfare of children will be the paramount concern.

If Disclosure Scotland informs Celtic that an individual is barred, that member of staff or volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

7. POLICY ON UNACCOMPANIED ACCESS TO CELTIC PARK

Introduction

Providing a safe and positive environment for everyone involved in sport is a vital aspect of any club's operations. Celtic Football Club staff takes its responsibility very seriously in this regard, and in particular where children or vulnerable adults are concerned. This policy offers guidance on how colleagues should work together to help to keep vulnerable people safe on match days or at events. Authorised Club colleagues have the right to refuse entry to the ground or remove persons from it if they feel someone's welfare is being compromised. All staff who supervise, manage, care for, or may dispense medical treatment to children or vulnerable adults are subject to the Club's Safeguarding protocols.

Additional Policies and Guidelines

In addition to the policies and guidelines contained in this handbook, Celtic Football Club has developed and implemented a number of other specific protocols on the following subjects, copies of which may be obtained from the Safeguarding Manager or HR department:

- Celtic FC Academy Changing Room and Shower Room guidance
- Celtic FC Ball Assistant guidance
- Celtic FC Match Day Youth Mascot Policy
- Celtic Football Club Match-day Safety 'Safeguarding Team'
- Safe at Celtic Park - Missing person protocol
- Social Networking Policy for Players and Football Management Staff
- Celtic Football Club Safeguarding Children Policy for Match-day Stewards

Stadium Age Restrictions (football matches)

Whilst there are no national football ground rules regarding age restrictions, there are a number of Club rules relating to children visiting the stadium:

- Anyone under the age of 12 must be accompanied by a responsible person;
- Anyone accompanying someone under the age of 12 must be 16 or over;

Please note: different rules may apply where a third party use the stadium for non-football events such as other sports or music concerts.

Staying Together

Colleagues at Celtic Park, Lennoxton and Barrowfield are well trained and experienced in providing a safe environment for all our visitors but wherever there are large gatherings of people there are risks.

We aim to have a family-friendly environment where common sense should prevail.

Parents or other carers chaperones have primary responsibility for the safety of the children they bring and should keep them close at all times. Parents or carers should be encouraged by Club colleagues or event organisers to:

- be aware of where their child is at any time and ideally be in visual contact at all times; have a plan to meet somewhere in case of separation, or know where to go if they feel lost or worried;
- make sure the child knows how to get in contact with them and that they should immediately go to a Steward if they get lost;

- ensure they inform their children that they should not go off with anyone they do not know or who is not in a Steward's uniform.

Missing/Separated/Found Children

A missing child is treated differently to a found child.

- 'Missing' is where a child is reported to organisers as being missing and is therefore considered 'not safe';
- 'Found' is where a child is in the care of staff and is considered 'safe';
- A missing child concern takes priority over a found child;
- Event stewarding staff should consider the need to refer a case of a missing child to the Police and/or social services through the Control Room; and
- 'Separated' children who have become removed from their friends and would like to be re-united or may not wish to be reunited should be assessed as to any risk (see below).
- No details of a found child should ever be broadcast over public address system – only the call for a named parent to contact their nearest Steward.

Unaccompanied Children

A child is anyone under the age of 18 and therefore has the potential to be vulnerable. Match day or event rules mean that some children do come to the ground unaccompanied (i.e. those 12 or over for match day). This does present some difficulty in categorising or dealing with a child who could be found in distress. As such they should be categorised based on the situation presented.

Where necessary and possible a parent should be contacted and instructed to collect their child from the event. No child under the age of 16 will ever be ejected from the stadium without careful consideration being given to their welfare and only when consent has been given by a parent or they are handed to parent or guardian by a member of Club staff, event staff or the police.

EXTRACT FROM THE UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

The United Nations Convention on the Rights of the Child is a human rights treaty which sets out the civil, political, economic, social, health and cultural rights of children. The Convention defines a child as any human being under the age of eighteen, unless the age of majority is attained earlier under national legislation.

Nations that ratify this convention are bound to it by international law. Compliance is monitored by the UN Committee on the Rights of the Child, which is composed of members from countries around the world.

The UN General Assembly adopted the Convention and opened it for signature on 20 November 1989 (the 30th anniversary of its Declaration of the Rights of the Child). It came into force on 2 September 1990, after it was ratified by the required number of nations. Currently, 196 countries are party to it, including every member of the United Nations except the United States.

The Convention has 54 articles in total. Articles 43–54 are about how adults and governments must work together to make sure all children can enjoy all their rights.

Below follows an extract from the Convention, summarising the Articles most relevant to the context and purpose of this Safeguarding Handbook:

ARTICLE 2 (non-discrimination)

The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

ARTICLE 3 (best interests of the child)

The best interests of the child must be a top priority in all decisions and actions that affect children.

ARTICLE 12 (respect for the views of the child)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

ARTICLE 13 (freedom of expression)

Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.

ARTICLE 14 (freedom of thought, belief and religion)

Every child has the right to think and believe what they choose and also to practise their religion, as long as they are not stopping other people from enjoying their rights. Governments must respect the rights and responsibilities of parents to guide their child as they grow up.

ARTICLE 15 (freedom of association)

Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

ARTICLE 16 (right to privacy)

Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.

ARTICLE 19 (protection from violence, abuse and neglect)

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

ARTICLE 23 (children with a disability)

A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community.

ARTICLE 27 (adequate standard of living)

Every child has the right to a standard of living that is good enough to meet their physical and social needs and support their development.

ARTICLE 28 (right to education)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights.

ARTICLE 29 (goals of education)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

ARTICLE 30 (children from minority or indigenous groups)

Every child has the right to learn and use the language, customs and religion of their family, whether or not these are shared by the majority of the people in the country where they live.

ARTICLE 31 (leisure, play and culture)

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

ARTICLE 32 (child labour)

Governments must protect children from economic exploitation and work that is dangerous or might harm their health, development or education. Governments must set a minimum age for children to work and ensure that work conditions are safe and appropriate.

ARTICLE 34 (sexual exploitation)

Governments must protect children from all forms of sexual abuse and exploitation.

ARTICLE 35 (abduction, sale and trafficking)

Governments must protect children from being abducted, sold or moved illegally to a different place in or outside their country for the purpose of exploitation.

ARTICLE 37 (inhumane treatment and detention)

Children must not be tortured, sentenced to the death penalty or suffer other cruel or degrading treatment or punishment. Children should be arrested, detained or imprisoned only as a last resort and for the shortest time possible. They must be treated with respect and care, and be able to keep in contact with their family. Children must not be put in prison with adults.

ARTICLE 39 (recovery from trauma and reintegration)

Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect and social life.

ARTICLE 40 (juvenile justice)

A child accused or guilty of breaking the law must be treated with dignity and respect. They have the right to legal assistance and a fair trial that takes account of their age. Governments must set a minimum age for

children to be tried in a criminal court and manage a justice system that enables children who have been in conflict with the law to reintegrate into society.

ARTICLE 41 (respect for higher national standards)

If a country has laws and standards that go further than the present Convention, then the country must keep these laws.

ARTICLE 42 (knowledge of rights)

Governments must actively work to make sure children and adults know about the Convention.

Useful Telephone Numbers

Safeguarding Manager	Tom Dickson	0141 551 4250, 07585221723
Head of HR	Sionadh Kellington	0141 551 4221
Head of Youth Academy	Chris McCart	0141 551 4336, 07789220024
Youth Academy Ops Manager	Brian Meehan	07887632005
Junior Academy Manager	Martin Miller	07909917145
Intermediate Academy Manager	Michael O'Halloran	07908216341
Professional Academy Manager	Tommy McIntyre	07779312389
CEO, Celtic FC Foundation	Tony Hamilton	0141 551 4268
Women's Football Manager	David Haley	0141 551 4430
SFA Child Wellbeing and Protection Manager	Alyson Evans	0141 616 6133
Social Work Dept Newlands		0141 565 0100
Social Work Standby		0800 811505
Police Scotland		101
Safeguarding in Sport		0141 418 5674
Children 1 st		0131 446 2300
Parentline		08000 28 22 33
Childline		0800 1111
RespectMe		
Child Exploitation Online Protection		www.ceop.police.uk