

POLICY & PROCEDURES



Kilmarnock Youth Academy Player, Coach, Child and
Vulnerable Adult
Protection Policy

Current Player Youth Academy, Coach & Child
Protection Officer
Kilmarnock Football Club

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**KILMARNOCK FOOTBALL CLUB
PLAYER, COACH AND CHILD PROTECTION POLICY**

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Introduction

Kilmarnock Football Club recognises the need to make provisions for children and young persons, and acknowledges its moral and legal responsibility to ensure that:

The welfare of the child is paramount and that children should have the right to express their views on any issues or decisions affecting them.

In line with the United Nations Convention on the Rights of the Child, children, whatever their age, culture, ability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse. In addition to this, the Children (Scotland) Act 1995 states that anyone aged 16 or over who has the care or control of a child has a duty to do whatever is reasonable in all the circumstances to safeguard the child's health, development and welfare. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

The Chairperson has overall responsibility for child protection within the Club. Co-ordination of child protection issues is undertaken by the Child Protection Officer.

All staff (paid/unpaid) working for the Club have a responsibility to report concerns/disclosures to the Snr Youth Coach/Child Protection Officer immediately.

1. Policy statement

Kilmarnock Football Club has a duty of care to safeguard all children and vulnerable adults involved in any activity within the Club from harm. All children and vulnerable adults have a right to protection.

Kilmarnock Football Club will strive to ensure the safety and protection of all children involved in Kilmarnock Football Club activities through adherence to Child Protection legislation and recommendations made by the Scottish Executive, Scottish Football Association and the Scottish Sports Council.

The welfare of children and vulnerable adults is everyone's responsibility, particularly when ensuring their safety and protecting them from abuse. Children have a lot to gain from sport and activity. Their natural sense of fun and spontaneity can blossom in a positive environment created by sports organisations. It provides an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential.

Leading an active lifestyle can and does have a very powerful and positive influence on people, especially young people. Not only can it provide opportunities for enjoyment and achievement; it helps to develop and enhance valuable qualities such as self-esteem, leadership and teamwork. We have to ensure that for those positive experiences to take place that activity sessions are in the hands of those who have the welfare of young

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people uppermost in their mind and that we have proper procedures and practices to support and empower them.

2. Policy aims

The aim of the Kilmarnock Football Club Child Protection Policy is to:

Provide children and young people with appropriate safety and protection whilst in the care of our staff.

Allow all staff to make informed and confident responses to specific child protection issues.

Ensure that all incidents of poor practice and allegations of abuse are taken seriously and responded to immediately and appropriately.

3. Promoting good practice

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines detailed in this document.

4. Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

- (i) Good practice means:
- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
 - Treating all children/young people equally but as individuals with respect and dignity.
 - Always putting the welfare of each young person first before winning or achieving performance goals.
 - Building balanced relationships based on mutual trust and empowering children to share in decision making.
 - Making activities fun, enjoyable and promoting fair play.

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- Be aware of the language used in context with the age of the child and the language you allow the children to use.
- Involve parents, guardians and carers where possible
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided. If it is difficult to maintain hand positions when the child is constantly moving, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with technical skills, qualifications and insurance.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children/young people – avoiding excessive training or games and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

(ii) Practices to be avoided

The following should be **avoided** except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of the Snr Youth Coach or the child's parents.

Otherwise, **avoid:**

- Spending excessive amounts of time alone with children away from others.

(iii) Practices never to be sanctioned

The following should **never** be sanctioned. You should **never**:

- Engage in rough physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young. These tasks should only be carried out with the full understanding and consent of parents and the children involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk

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with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

5. Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the Child Protection Officer and record the incident. The Child Protection Officer should also ensure the parents of the child are informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.
- If a child is behaving in a sexually inappropriate manner on their own or in the company of other children or adults.

6. Recruitment and training of staff and volunteers

(i) Recruitment

Kilmarnock Football Club recognises that anyone may have the potential to abuse children in some way and will take all reasonable steps to ensure unsuitable people are prevented from working with children through compliance with the Recruitment and Selection Policy which has been drafted to the appropriate standard as recommended by Scottish Football Association and Sport Scotland.

(ii) Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

7. What is child abuse?

In Scotland child abuse is defined as follows:

“Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk

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through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e the person while not a parent who has actual custody of the child).”

It is generally accepted that there are five forms of abuse. However, in some cases bullying and negative discrimination can have severe effects on a child. The four forms of abuse are as follows:

Emotional abuse

“failure to provide for a child’s basic emotional needs such as to have a severe effect on the behaviour and development of the child”

Emotional abuse is the persistent, emotional ill treatment of a child such as to cause severe and adverse effects on their emotional development. It may involve conveying that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing a child to frequently feel frightened or in danger, or the corruption or exploitation of a child.

Examples of emotional abuse in sport

This may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing a child to frequently feel frightened or in danger, or the corruption or exploitation of a child:

- Exposure to humiliating or aggressive behaviour or tone.
- Failure to intervene where self-confidence and worth are challenged or undermined.

Physical Neglect

“this occurs where a child’s essential needs are not met and this is likely to cause impairment to physical health and development”

Neglect is the failure to meet a child’s basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing and cleanliness. It may also include leaving a child home alone, exposure in a manner likely to cause unnecessary suffering or injury or the failure to ensure that appropriate medical care or treatment is received.

Examples of physical neglect in sport

This could include the lack of care, guidance, supervision or protection that may be caused by:

-Exposing a child to extreme weather conditions e.g. heat and cold.

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- Failing to seek medical attention for injuries.
- Exposing a child to risk of injury through the use of unsafe equipment.
- Exposing a child to a hazardous environment without a proper risk assessment of the activity
- Failure to provide adequate nutrition and water

Physical Injury

“actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented.”

Physical injury may involve the actual or attempted physical injury to a child including hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming them. Physical injury may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This situation is described as Munchausen’s Syndrome by Proxy. A person may do this because they need or enjoy the attention they receive through having a sick child.

Examples of Physical Abuse in Sport

Bodily harm that may be caused by:

- Over training or dangerous training
- Overplaying
- Failure to do a risk assessment of physical limits or pre-existing medical conditions
- Administering, condoning or failure to intervene in drug use

Sexual Abuse

“Any child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated or consented to, the behaviour”

Sexual abuse involves forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. This may include non-contact activities such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways. Some of the aforementioned activities can occur through the internet.

Boys and girls can be sexually abused by males and/or females, including persons to whom they are not related and by other young people. This includes people from all walks of life.

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Intercourse with a person under 16 years of age (below the age of consent) involves a criminal offence even when both parties appear willing. The law requires that suspected sexual abuse must be reported. It is not a discretionary matter.

Examples of sexual abuse in sport

Sexual abuse can happen in all sports and may be caused by:

- Exposure to sexually explicit inappropriate language, jokes or pornographic material.
- Inappropriate touching.
- Having any sexual activity or relationship.
- Creating opportunities to access children's bodies.
- Use of cameras or mobile phone cameras to take inappropriate pictures.

Non-organic failure to thrive

Non-organic failure to thrive is when children do not reach normal growth and developmental milestones such as physical growth, weight, motor, social and intellectual development. Non organic failure to thrive is only established when physical and genetic reasons have been medically eliminated. Factors affecting a diagnosis may include inappropriate relationships between the parent/guardian and child, especially at meal times, for instance the persistent withholding of food as punishment and the sufficiency and/or suitability of the food for the child.

Non-organic failure is not normally found in sport as clubs and coaches do not have a responsibility for children for a prolonged period of time where they feed and nurture children.

8. Signs of abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place. The presence of one or more of the following signs should alert volunteers/staff to the possibility of a child being abused. It is not your job to decide whether a child is being abused, however, it is your job to report any concerns to the appropriate professional agencies, the Police and East Ayrshire Social Work Services but first of all the Snr Youth Coach/Child Protection Officer.

The presence of one or more of the signs or symptoms does not always mean that abuse is taking place as they are possible indicators. The recognition of abuse is a multi-disciplinary affair with, for example, health professionals diagnosing medical problems; social workers interpreting family dynamics; school staff identifying change behaviour. No individual should ever feel the burden rests solely with him/her.

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9. Responding to allegations or suspicions

It is not the responsibility of any Kilmarnock Football Club employee in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns/disclosures immediately through contacting Snr Youth Coach/Child Protection Officer or if not available East Ayrshire Council Social Work Department. You must not wait to gather evidence, nor agree to keep the information secret, nor discuss the matter with others.

10. Action

(i) Concerns about poor practice by staff member

- If, following consideration, the allegation is clearly about poor practice, The Snr Youth Coach will deal with it as a disciplinary issue.
- If the allegation is about poor practice by the Snr Youth Coach, or if the matter has been handled inadequately and concerns remain, it should be reported to a senior manager who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

(ii) Concerns about suspected abuse by a staff member

- Any suspicion that a child has been abused by a member of staff should be reported to the Snr Youth Coach/Child Protection Officer immediately, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Snr Youth Coach/Child Protection Officer will refer the allegation to a senior manager who in turn will contact the social services department which may involve the police, or go directly to the police if out-of-hours

(iii) Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

(iv) Internal enquiries and suspension

- A senior manager will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the disciplinary process will be invoked and a senior manager will assess all

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individual cases to decide whether a member of staff can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases Kilmarnock Football Club must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

(v) Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189

(vi) Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, Kilmarnock Football Club will follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside our environment, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

11. Identifying and Managing Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child's self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and at worst cause depression and/or feelings of worthlessness that lead to suicide.

Bullying may be seen as particularly hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms including:

Physical e.g. hitting, kicking, theft.

Verbal (including teasing) e.g. racist remarks, spreading rumours, threats or name-calling.

- Emotional e.g. isolating a child from the activities or social acceptance of the peer group.

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- Harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.

Children may be bullied by adults, their peers and in some cases by their families.

IDENTIFYING BULLYING

Bullying can be difficult to pick up because, it often happens away from others and victims do not tend to tell. However, you can watch for signs that may indicate the presence of bullying. The following lists common bully victim behaviour.

If a child:

Hesitates to come to training/programme session.
Is often the last one picked for a team or group activity for no apparent reason, or gets picked on when they think your back is turned.

- Is reluctant to go to certain places or work with a certain individual.
- Has clothing or personal possessions go missing or are damaged.
- Has bruising or some other injury.
- Keeps 'losing' their pocket money.
- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- A usually quiet person becomes suddenly prone to lashing out at people, either physically or verbally.

ACTION TO HELP THE VICTIM AND PREVENT BULLYING

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns.
- Help the victim to speak out and tell the person in charge or the Protection Representative. Create an open environment.
- Take all allegations seriously and take action to ensure the victim is safe.
- Speak with the victim and the bully separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to the Youth Activity Co-ordinator and the Duty Manager.

ACTION TOWARDS THE BULLY

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- Talk with the bully, explain the situation and try to get the bully to understand the consequences of their behaviour.
- Seek an apology from the bully to the victim.
- Inform the bullies parents, guardians or carer.
- If appropriate, insist on the return of 'borrowed' items and that the bully compensates the victim.
- Impose sanctions as necessary.
- Encourage and support the bully to change behaviour.
- Keep a written record of action taken.

12. Negative discrimination

Children may experience harassment or negative discrimination because of their race or ethnic origin, socioeconomic status, culture, age, disability, gender, sexuality or religious beliefs. It is necessary to recognise that negative discriminatory behaviour could be categorised as emotional abuse.

All organisations working with children including those operating where black and ethnic communities are numerically small, should address institutional racism, defined in the MacPherson Inquiry report on Stephen Lawrence as:

"The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion".

13. How to listen and respond to a child's disclosure of abuse

It is important to listen carefully to the information a child tells you. When listening to the information, the following good practice is required:

- Ensure the child's immediate safety.
- Seek advice from
- Find a safe place, especially if the child is distressed or upset.
- Allow the child time to speak and really listen to them.
- React calmly so as not to frighten the child.
- Do not show disbelief, anger or disgust.
- Reassure the child that they are not to blame and were right to tell.
- Take what the child says seriously, recognising the difficulties in interpreting what a child says; especially if they have a speech disability and / or differences in language.
- Be honest, tell the child that you cannot keep it a secret; you have to talk to someone else who can help.
- Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear

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and accurate understanding of what has been said; use open-ended and non-leading questions.

- Do not introduce personal information from either your own experiences or those of other children.
- As soon as practical write down everything the child has told you using their own words. You must not discuss the information with anyone other than the Snr Youth Coach/Child Protection Officer/Social Work/Police. You should sign, date and note the time and keep the original notes.
- Please do not be afraid to make contact with Social Work Services or the Police to get advice or guidance.

14. Concerns outside our environment

- Report your concerns to the Snr Youth Coach/Child Protection Officer, who should contact social services or the police immediately.
- Social services will decide how to involve the parents/carers.
- The Snr Youth Coach/Child Protection Officer should also report the incident to a senior manager who will act accordingly.
- Maintain confidentiality on a need to know basis only.

15. Recording the information

As previously highlighted, it is your responsibility to report concerns immediately. The full legible written record of information must be made as soon as possible using the child's own words. Use the appropriate Notification of Incident Form (see back page) to record all details and include:

- Name of the child.
- Age, date of birth of the child.
- Home address and telephone number of the child.
- The nature of the concern in the child's own words.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how injuries occurred.
- The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs do not examine the child).
- Details of any witnesses to the incident and any other relevant information.
- Speak to Social Work Services or the Police first to identify whether the child's parents, guardians or carers should be contacted and record if they have been contacted.

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- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child making the report, whether the child has been spoken to, if so what was said.

16. Sharing concerns with Parents, Guardians and Carers

Where it is not abuse:

There is always a commitment to work in partnership with parents, guardians and carers where there are concerns about a child. Therefore in most situations, not involving the possibility of the abuse of a child, it would be important to talk to parents, guardians and carers to help clarify any initial concerns. For example, if a child seems withdrawn, they may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations, however advice should be sought from the Protection Representative at your organisation or directly from the Police/Social Work Services if there is any uncertainty about the appropriate course of action.

Allegations of abuse:

There are circumstances in which a child may be placed at even greater risk if concerns are shared with a parent e.g. where a parent, guardian or carer may be responsible for the abuse or not able to respond to the situation appropriately.

In all cases of suspected or alleged abuse, advice and guidance must first be sought from East Ayrshire Council's Social Work Services or the Police as to who contacts the parents, guardian or carer.

17. Declaration

On behalf of **Kilmarnock Football Club**, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

Position

Signed:

Position

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18. Further Information

Useful National Contacts

- (i) SportsScotland

Tel: 0131 317 7200

- (ii) Children 1st

Tel: 0141 418 5674

ParentLine Scotland 0808 800 2222

ChildLine 0800 1111

NSPCC Child Protection Helpline 0808 800 5000

Useful Local Contacts

- (i) Department of Educational & Social Services, East Ayrshire Council

Tel: 01563 555422 Fax: 01563 555447

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NOTIFICATION OF INCIDENT FORM

This form must be completed where staff are concerned about an incident involving a child as soon as possible after the incident that causes concern and must be passed to the Child Protection Officer.

NOTE Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

Details of person making report

Name: _____ Position: _____

Contact Tel No (Including STD): _____

Details of child

Name: _____ Date of Birth: _____

Address: _____

Town: _____ Postcode: _____

Contact Tel No (Including STD): _____

Details of parents/guardians/carers

Name: _____

Address: _____

Town: _____ Postcode: _____

Contact Tel No (Including STD): _____

If you are reporting concerns on behalf of someone else, please provide details of that person

Name: _____ Position: _____

Contact Tel No (Including STD): _____

Address: _____

Town: _____ Postcode: _____

Date this person advised you of their concerns/incident: _____

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Details of the incident/concerns

Date of incident/concern arose: _____ Time: _____ Place: _____

Name and addresses of other people who may have information about the concerns/incident.

Describe in detail what happened: _____

Describe in detail visible injuries. bruises and concerning behaviour of the child/vulnerable adult, if any (use diagrams if this helps you to describe): _____

Was the child asked about the incident: YES/NO

If yes, record exactly what the child has said in their words and any questions asked if the situation needed clarified: _____

Details of actions taken – Detail what action, if any, has been taken following receipt of this information:

Other information – record any other information you have about this matter (it is important that all information is passed on even that which you think is not important or helpful)

Signed: _____

Print Name: _____ Date: _____