

2016

December 2016 Update

Safe Recruitment Reminder

All Scottish Gymnastics (SG) registered clubs must comply with the Association's safe recruitment requirements. Our procedures are well documented on our website <https://www.scottishgymnastics.org/clubs/safeguarding-clubs-recruitment-pvg>, in newsletters, and delivered face to face on the PVG workshops.

Scottish Gymnastics can only access a PVG for those working in a regulated role (voluntary or paid), within a SG registered club.

For clarification, we cannot access PVG's for Local Authority employed gymnastics coaches who want to register with SG as non-club member but are not actively coaching and/or helping in a SG registered club.

If you are at all unsure about the recruitment process for individuals coming into your club as a consultant i.e. mentor, choreographer etc. please contact Jenny Cockburn on jenny.cockburn@scottishgymnastics.org

Physical Education Scotland. SG has been notified that this company has contacted several of our clubs offering discounted PVG applications for staff and coaches, as well as discounts on some training courses. Clubs are reminded of the SG safe recruitment procedures detailed above, and that SG does not recognise safeguarding courses delivered by other agencies. Safeguarding course information can be found by clicking on the link below

<https://www.scottishgymnastics.org/course-information>

November 2016 Update

Safeguarding courses

The team are currently working on the 2017 Safeguarding Course Calender which will be made available on the website soon. All Safeguarding Officers will receive an email from the team when the calender is available. The aim is that all safeguarding courses in 2017 will be booked online via GymNET. This process will be communicated out to all Safeguarding Officers when made available.



Safeguarding 2 Course

In February 2017, SG 2 will have been running for 3 years. The team are currently undertaking the development of the next level which will be Safeguarding 3 with initial thoughts that it could be an online module. The team are hoping it'll be launched by 1st April 2017. We are aware of those coaches and helpers whose Safeguarding 2 award will expire between February and April 2017 which we are taking into account. We will keep communications up to date as this course is developed.

Club Audit

As clubs begin to plan for 2017, a number of clubs have begun contacting the team in regards to club audits. We have a Guide Sheet showing Safeguarding Officers how to pull their own audits from the club's GymNET record. Safeguarding Officers can request this guide sheet by emailing Jenny.Cockburn@scottishgymnastics.org

PVG Recruitment

PVG Application process:

A quick reminder on the most recent errors and mistakes which are currently being made with PVG forms.

Top 5 mistakes / errors on the paperwork:

Existing PVG scheme member application - wrong number quoted

PVG admin fee of £7 to Scottish Gymnastics not being included when form is posted in

Applicants completing the wrong form - please make sure you check first if they are already a member of the PVG Scheme through another role or their job

ID verification forms and Self-Declaration forms are not being included when PVG form is being sent in

Wrong size stamp on the envelope which means there is an under payment of postage delaying the form arriving in the office

In addition people coming to your club from another SG club and who already have a PVG through SG DO NOT require to get another PVG. What needs to happen is for you to contact Jenny for confirmation of PVG already accessed through SG.

For information and guidance on PVG and to order PVG applications please contact Jenny Cockburn via email on jenny.cockburn@scottishgymnastics.org



September 2016 Update

Safeguarding

The aim of Safeguarding is to help ensure children and young people stay safe and have fun while taking part in Gymnastics. Scottish Gymnastics (SG) is also committed to safeguarding coaches, helpers, chaperones and officials working with children and young people within gymnastics clubs. Gymnastics is a brilliant sport that can have a very positive influence for everyone involved.

Duty of care: Coaches have a duty of care to the children and young people they work with and must have the competence and experience for the role they undertake.

Coaches must be aware of their responsibilities and must be fully qualified to teach the skills in each discipline, being performed by their gymnasts in training in competitions and in events.

Safeguarding in Sport Standards:

New Safeguarding in Sport Standards are in the process of being developed by Children 1st to incorporate and recognise the current landscape and ensure that children's wellbeing, rights, and best interests are at the heart of practice and decision-making in sports organisations particularly those with junior members.

Children's wellbeing is crucial in any sport but none more so than in gymnastics with 89% of our members under the age of 18

The new Safeguarding in Sport Standards of which there are 8, come under 3 headings:

A sports organisation that puts children's safety and wellbeing first

A sports organisation with well supported volunteers/staff

A sports organisation that is well managed

Scottish Gymnastics are part of the pilot group of SGBs working through the Standards.

A review of the Safeguarding Policy is underway and SOs will be kept fully up to date.

Safeguarding courses

SG courses available are: Safe in Your Hands [valid for 2 years], Safeguarding and Protecting, and SG 2 [both valid for 3 years]. PVG Workshop



It is imperative coaches keep up to date with their safeguarding and the club audit should help with this. In addition an 'issues button' has been added to the front page of the clubs gymnet record, which will flag up to the administrator, those whose safeguarding will expire within the next month.

The course calendar is, as usual, available on the web and a register of interests is still in operation.

SG 2

Come February 2017, SG 2 will have been running for 3 years. Consequently we will shortly be undertaking the development of the next level i.e. SG 3. Initial thoughts are that SG 3 could be an online module. More information will be sent out in the near future.

Duty of Care – Sign out register

Once a club accepts the duty of care for a child, that duty of care remains until the child is signed out and the club 'hand back' duty of care, normally to the parent/guardian.

The important part of this process is the 'handing back' of the duty of care, hence the reason SGs advice to clubs is to introduce a 'sign out' register.

The club need to decide exactly when they are prepared to accept the duty of care i.e. when the child comes in to gym at the start of their class, or when the child comes into the venue or when they are dropped off in the car park. The club must be quite clear on this point and inform parents accordingly.

The club should set their own policy and procedures with regards to the minimum age for a child to be able to go home on their own. Most clubs seem to be stating aged 12. Once that decision has been made, clubs should then inform parents/guardians of this policy and that they should abide by this rule.

If the club deviate from their policy, they must have good reason for doing so.

For example, if parents want their child to get home 'under their own steam' so to speak, therefore accepting responsibility for the transfer of duty of care, the club can allow this providing they complete a risk assessment and obtain written permission from parents for the club to release the child at the end of the session.

If the club feel there is a risk of harm to a child making their way home on their own, i.e. busy road, railway line etc. then they should not agree and enforce their own policy.



On the other hand if the club feels there is no risk, you can agree providing you gain written permission from the parents, that they accept this is out with the clubs policy and that they accept responsibility for their child's care from the time the child leaves the gym (not the building) the gym.

PVG Recruitment

PVG Application process:

Providing there are no mistakes on the application form, Jenny can turn around within two days of receipt

PVG certificates are taking approximately 4 weeks to come back to SG from Disclosure Scotland. HOWEVER, more and more applications are being shredded by Disclosure Scotland due to the applicant already being a member of the PVG scheme. Please make sure that you ask whether the person is already a member of the PVG scheme through another body i.e. teacher, doctor etc.

In addition people coming to your club from another SG club and who already have a PVG through SG DO NOT require to get another PVG. What needs to happen is for you to contact Jenny for confirmation of PVG already accessed through SG.

Top 5 mistakes / errors on the paperwork:

Existing PVG scheme member application - wrong number quoted

Application to join form - middle name missing

Application to join form - Maiden/mothers family name missing

ID verification form - 1 form of current address id missing

Wrong size stamp on the envelope

For information and guidance on PVG and to order PVG applications please contact Jenny Cockburn via email on jenny.cockburn@scottishgymnastics.org

Club Audit:

A Guide sheet showing Safeguarding Officers how to pull their own audits from Gymnet is available and will be emailed out to Safeguarding Officers over the next few weeks.

PVG Additional Legislation has been introduced by Scottish the Government: Rehabilitation of offenders Act (exclusion and exemptions) Scotland Order 2015. The Self-declaration forms have been updated to reflect this change. It is important to note that all Sel-dec forms now come back to SG along with the PVG application form.



PVG Data Cleanse:

Disclosure Scotland are embarking on a piece of work to update the information they currently hold for members of the PVG scheme i.e. those working in a regulated role with children and or protected adults.

Being a member of the PVG scheme means that individuals are subject to ongoing monitoring in order to keep vetting information up to date. It is crucial for Disclosure Scotland to have the correct personal details for scheme members on record in order to maintain their safeguarding role in Scotland.

What does this mean for Scottish Gymnastics? Basically all those who are no longer working and or helping in a regulated role within an SG registered club, should be removed from our PVG database and disclosure Scotland notified. This process is not without its challenges and requires a degree of forward planning by SG.

It is envisaged this piece of work may take up to 12 months to complete. Further Information will be sent to Safeguarding Officers in the near future.

Safeguarding Officer Symposium. Sunday 28 August 2016, Stirling Management Centre

What is it?

All of our current Safeguarding Officers are being give the opportunity to meet together, collaborate together and to hear key updates in regards to safeguarding. The format of the symposium along with further details on each topic have been detailed below.

Key Safeguarding Policy Updates

Children's wellbeing is crucial in any sport but none more so than in gymnastics where 89% of our members are under the age of 18. By promoting children's rights, raising awareness of children's wellbeing and recognising what needs to be done to ensure child welfare is at all times the number one priority, we will go a long way to ensure children, and young people are safe, have a positive experience, and above all are given the opportunity to fulfil their potential.

New Safeguarding in Sport Standards have been developed by Children 1st to incorporate and take cognisance of the current landscape and ensure that children's wellbeing, rights, and best interests are at the heart of practice and decision-making in



sports organisations particularly those with junior members. For children involved in sport and organisations who provide sport, this means we need to adapt and develop and make adjustments to reflect these changes.

A full review of our Safeguarding (child protection) policy and procedures is already underway and will align itself to the new Safeguarding in Sport Standards. We hope to launch our Safeguarding Policy at the symposium.

Collaborate on the development of a toolkit to support safeguarding officers

We already provide a lot of information through the PVG workshops, newsletters, our website, and template forms, and are always available at the end of a telephone or email to provide advice and guidance. However, it is clear from the many requests for help, particularly when SO's are dealing with complaints/issues which require to be investigated, that we need to pull together a toolkit designed to support and allow SO's to perform the role successfully. In addition, we need to ensure consistency across all clubs when dealing with issues and complaints.

Our 2016 symposium is an ideal opportunity for us all to get together, share knowledge, and agree the content of the toolkit.

Open Forum

Share the issues you have faced, how you dealt with them, what went well, what did not go so well, and how we could all learn from each other. These discussions will also help to shape the toolkit content.

Regional Safeguarding Officers

In order to continue developing help and support for club safeguarding officers, we are analysing the introducing of regional safeguarding officers. We will lead discussion surrounding the roles, what they will entail, and how they can support safeguarding officers.

How to Book:

We are running 2 identical sessions, to book your space and tell us your preferred session please click [here](#) to download the booking form and once completed email the form to Jenny.Cockburn@scottishgymnastics.org

Limited spaces available so please send in your booking form by 5pm on Friday 29th July 2016

Safeguarding Update



Safeguarding NEWS UPDATE



The Ethics Welfare & Conduct team has a responsibility to help and support clubs and coaches in the area of safeguarding.

In continuing to support the needs of our clubs in the area of safeguarding, we have planned, taking into account the numbers of UKCC level 1 courses held along with specific requests, a full calendar of courses across Scotland taking us up to December 2016. To ensure we have covered all areas and levels, it would be helpful for clubs to carry out a safeguarding audit.

The purpose of the audit will be to check all those working with children within your club, to ensure they have attended Safeguarding organised through SG, whether it is coming up for renewal or has in fact lapsed. At the same time checking that all those who require a PVG, have one and that it has been accessed through SG.

Click on to this link to access the current calendar and course booking form. If you can't find a suitable course then please get in touch and we will see what can be done.

If you require any help with regards the audit information please do not hesitate to get in touch with Jenny Cockburn, ethics welfare & conduct administrator via email on jenny.cockburn@scottishgymnastics.org

