

**2006 ACCORD FOR THE PROTECTION OF CHILDREN IN SCOTTISH SPORT
ACTION PLAN FOR MORAY**

APPENDIX 1

PEOPLE:

- Your organisation has in place or has links to, appropriate PEOPLE to help it fulfil its responsibility for the protection of children in and through sport.

ACCORD OUTCOME	WHERE WE ARE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIME SCALE	WHO	KEY INDICATORS	PROGRESS
1. We will have in place, or be directly associated with, a dedicated person who is trained and aware of the issues and procedures necessary to deliver our child protection objectives.	Kim Paterson and John McMulkin attends LA Child Protection in Sport network meetings. Graham Jarvis is the dedicated person within Community Learning and Development for Child Protection	Moray Chief Officer Group for Child Protection Annual Report 2007/08 & Business Plan 2008/09	Ensure ongoing Child Protection training opportunities are circulated to all involved in Active Schools/Sports Development	From Oct 2009 on	GJ, KP, JM, ND	Email circulation evidence of all Child Protection training available to AS/SD contacts	All staff/volunteers are included in email circulation list re CP training dates
2. We will have in place, or be directly associated with, at least one individual who is qualified to deliver child protection training to our staff and volunteers.	Mark Elvines, Education Officer (Additional Support Needs) delivers Child Protection training to Educational Services staff of The Moray Council. We also frequently organise the Safeguarding and Protecting Children sportscoach UK workshop for staff and the community and have tutors from the	Child Protection The Moray Council Policy and Guidance for Staff	Ensure all Sports Coaching/Active Schools staff and volunteers have attended Child Protection training on a 3 year cycle. Calendar created that includes forthcoming Child Protection training dates (Updated as and when necessary)	Oct 2009 Oct 2009 on	ND GC	Record of all staff and dates they last attended CP training Calendar created on GC website.	Have record but needs to be fully completed for all staff Calendar now live on GC website

	North East that deliver this training. The Club Child Protection Officer 'In Safe Hands' workshop has also been delivered in Moray.						
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POLICIES:

- Your organisation has in place the appropriate POLICIES to help fulfil its responsibility for the protection of children in and through sport.

ACCORD OUTCOME	WHERE WE ARE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIME SCALE	WHO	KEY INDICATORS	PROGRESS
3. The protection of children will be evidenced in our strategic planning and sports development agendas.	Within the School Aged Children Action Plan a generic action is stated in relation to standardising procedures for recruiting, training and employing sports coaches. It is a requirement that all new sports coaching/ Active Schools staff/volunteers attend Child Protection training at their earliest convenience.	'Living and Active Life' Physical Activity, Sport & Health Strategy for Moray 2007-2012	Sign up to the 2006 Accord which will involve developing, formally adopting and publishing an action plan.	Oct 2009	KP, JM, ND ME KP	Publication of Action Plan – upload onto website Sign Off Accord Action Plan – Director/Chief Exec Report to Committee advising of Action Plan	

<p>4. We will have in place a robust Child Protection Policy which clearly sets out our commitment to the safety and welfare of children in and through sport.</p>	<p>Moray Council has a generic Child Protection policy and guidance for staff. Active Schools and Sports Development have an Activity Leader/Volunteer Handbook that includes Child Protection Guidelines specifically for physical activity/sports sessions.</p>	<p>Child Protection The Moray Council Policy & Guidance for Staff. Activity Leaders/Volunteer Handbook (for Moray Council Sports Development & Active Schools)</p>	<p>Collaborate with CPiS to ensure Activity Leader/Volunteer Handbook contains relevant and accurate Child Protection info. Adopt templates provided by CPiS which will assist in ensuring AS/SD sections have robust procedures in place Review existing Child Protection documents cross referencing with CPiS. Have Policy approved by board members and Exec. Committee.</p>	<p>Dec 2009 Jan 2010 Annually Oct 2009</p>	<p>JM, KP, CPiS ND ND ME</p>	<p>Feedback received Ensure all staff are aware of templates and where these can be located. Get Turning Words Into Action sheet signed off</p>	<p>Achieved although constant review required Completed 17/12 Need to provide updates to Chief Officers group on a regular basis.</p>
<p>5. We will take reasonable steps to raise awareness of and promote our Child Protection Policy to all our staff, volunteers, partners, members (if appropriate), parents and children.</p>	<p>All sports coaching/ Active Schools staff & volunteers receive a copy of the Moray Council's Child Protection leaflet and Activity Leader/Volunteer Handbook when starting in this role.</p>		<p>Need to raise awareness of policy to parents and children. Distribute Stay Safe & Have Fun in Sport leaflet and Parent Checklist for Youth Activities leaflet out to children that attend Active Schools and Sports Development sessions. Discuss policy and update staff on developments re Child Protection regularly at inservice days</p>	<p>Dec 2009</p>	<p>ND KP, JM</p>	<p>Order more leaflets and distribute accordingly within sessions Regular item agenda at inservice training</p>	

6. We will have in place a Code of Conduct which clearly sets out the standards of behaviour expected from all our staff and volunteers.	The Sports Development and Active Schools Activity Leader/Volunteer handbook acts as a code of conduct document for staff and volunteers.		Constantly review and update this document as and when required. Develop a Code of Conduct sheet for staff and volunteers and get them to sign this agreeing to adhere to it. Post code of conduct on intranet, in JM's shared drive. Upload the CC in PDF form to Sports Development webpage.	Ongoing from Oct 2009 Feb 2010	KP, JM ND ND	Devise sheet and have staff sign a copy. Upload onto intranet etc	Updated Sept 09, to be updated Jan 2010
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PROCEDURES AND PRACTICES:

- Your organisation has in place the appropriate PROCEDURES and PRACTICES to help fulfil its responsibility for the protection of children in and through sport.

ACCORD OUTCOME	WHERE WE ARE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIME SCALE	WHO	KEY INDICATORS	PROGRESS
Risk Assessment							
7. We will have undertaken an assessment of our capacity to protect children from risk and will have audited our current provision, procedures and capability.	We currently undertake risk assessments for all activities we deliver at venues – this assessment is more focussed on health & safety.		The need to devise a framework for risk assessment and management which includes all potential hazards and risks. CPiS has an assessing risk template document that can be adopted Place an expiry date on each risk assessment to ensure continual assessments are	Feb 2010	ND KP, JM	Framework of risk assessment devised/ adopted. Ensure all staff aware of framework.	

			being carried out. These must be clearly filed and recorded. Request that risk assessments are returned in a set proforma alongside weekly registers.		ND, AY, SJ	Ensure all sessions etc have been risk assessed and necessary forms completed.	
8. We will have introduced safeguards to manage avoidable risks.	We have produced a child protection in sport flowchart for sports coaching/active schools staff and volunteers to follow if dealing with a child protection issue.		Devising the framework for risk assessment will ensure more safeguards are introduced to manage risks. CPiS have disciplinary guideline documents on website that can be adopted. Once these documents have been adopted circulate to all staff/volunteers	Apr 2010	ND KP, JM	Disciplinary guideline documents adopted. Ensure all staff aware of these documents.	
9. We will have undertaken regular reviews of risk and the effectiveness of safeguards.			Review and update policies and procedures as legislation changes and as and when required	At least once per year (Oct)	JM, KP, ND, CPiS	Policies and procedures reflect latest legislation	

Communication							
<p>10. We will make information available to parents and the general public about the role of our organisation / sport in protecting children.</p>	<p>Moray Council Child Protection policy and guidance available to download on Moray Council website. Also annual report and business plan for 2008/09 available for downloading.</p>		<p>Requirement to include sports/ physical activity child protection page within same section on website. Provide parents with Parent Checklist for Youth Activities leaflet devised by Scottish Executive. Include Child Protection in Sport section on Moray Council Sports Development webpage Create link on sportMoray website to CPiS website and other relevant documents/websites in relation to Child Protection</p>	<p>Feb 2010</p>	<p>JH, ND ND ND ND, PM</p>	<p>Page goes live on Council internet web pages. Distribute leaflet to parents of children attending our sessions Child protection section on AS/SD webpages with downloads etc available. Upload link to this webpage on sportMoray website.</p>	
<p>11. We will make information available to all personnel working or volunteering with children in our organisation / sport about what they should do if they are concerned about a child.</p>	<p>We have produced a child protection in sport flowchart for sports coaching/active schools staff and volunteers to follow if dealing with a child protection issue.</p>		<p>Review this info and update when necessary. Regularly update staff & volunteers at in-service training on child protection updates. Devise a quick guidelines sheet incorporating relevant phone numbers to circulate to all sports clubs and relevant</p>	<p>Quarterly basis Jan 2010</p>	<p>KP, JM ND</p>	<p>Agenda at in-service training incorporates child protection update section. Quick Guidelines and contact sheet devised for local sports</p>	<p>Now regular item on agenda</p>

			<p>contacts in Moray</p> <p>Issue advice details to parents as each child registers for a session.</p> <p>Put name and contact details of main child protection contact on all activities brochures.</p> <p>Press release detailing the sign up of Accord and how this protects community.</p> <p>Display Child Protection Policy in each venue that activities run. (Laminate wall copies).</p>	<p>Oct 09</p> <p>Jul 10</p> <p>Jan 10</p>	<p>ND</p> <p>SJ</p> <p>KP</p>	<p>clubs and organisations.</p> <p>Distribute leaflets to children, parents</p> <p>Devise press release</p> <p>Make laminate wall charts/policies for public places</p>	
Recruitment and Selection							
<p>12. We will have robust recruitment and selection procedures in place to ensure that the suitability of any individual working or volunteering with children has been thoroughly and fairly assessed before they are appointed.</p>	<p>All staff & volunteers must be disclosure checked before delivering sports/physical activity sessions. They will also be required to provide contact details of a suitable referee. An induction and interview/meeting will also be required with a member of either the Sports Development or Active Schools team. Staff &</p>		<p>Review and update the induction pack as and when required. Formalise interview/meeting requirements.</p> <p>Devise a flowchart in relation to both staff and volunteer recruitment</p>	<p>Monthly</p>	<p>KP, JM</p> <p>KP, JM</p>	<p>Devise flowchart for recruitment process.</p>	

	<p>volunteers are taken on by both these departments on an as needs required basis therefore the recruitment and selection procedure is done on an individual basis. They are all thoroughly and fairly assessed during this procedure. They are also expected to attend a Child Protection Training Workshop (if not already done so) within 4 months of starting in their position.</p>						
Education and Training							
<p>13. We will make available to children in our organisation and / or sport information about how to keep themselves safe in and through sport.</p>	<p>We have distributed the 'Stay Safe and Have Fun in Sport' information flier which was produced by Children 1st and sportscotland.</p>		<p>Offer these fliers at all new sessions to children and explaining purpose of leaflet so that they are aware that support is available.</p> <p>Ensure sports clubs provide details of Child Protection Officer and policy to all members of club.</p> <p>Encourage new clubs to develop their own codes of conduct at start with children (they are involved in setting their own standards)</p>	<p>Mar 2010</p>	<p>ND</p> <p>KP, JM</p>	<p>Distribute leaflets at all sessions</p> <p>Letter to affiliated clubs at sportMoray providing guidance re child protection guidelines and codes of conduct</p>	

14. We will make available to staff and volunteers information on, and where possible, access to appropriate levels of child protection training and information to help them fulfil their responsibilities.	We circulate information on child protection training opportunities in the area on a regular basis via email, post and text message. We ensure all staff and volunteers attend child protection training at least once every 3 years. Also send out copies of useful information received through the Child Protection in Sport Local Authority network meetings. Deliver workshops, presentations and discussions on this theme to local sports clubs at club network events through sportMoray.		Devise database of all staff and volunteers with dates of when they last attended child protection training Organise Child Protection training courses on a regular basis. Ensure new starts (coaches) are aware of all Child Protection procedures and have relevant contact numbers.	Oct 2009	ND ND KP, JM	Devise database and update regularly Organise courses through GC Provide copies of policies alongside Activity Leader/Volunteer handbook	Database devised – not all staff details included Ongoing basis
Monitoring, Review and Evaluation							
15. We will have processes in place to ensure that our Child Protection Policy and related procedures are	There are a number of groups involved in implementing the child protection policy in Moray and these groups meet on		Once 2006 Accord Action Plan published, update relevant forum of progress prior to meetings. Devise a procedure for	Dec 2010	KP, JM, ND ND	Provide update report prior to meetings. Adopt CPiS	

monitored and reviewed at regular intervals to ensure that they are effective, up-to-date and relevant.	a regular basis to ensure the policy and procedures are up-to-date and relevant. The 2006 Accord Action Plan once published will then be discussed at the practitioners' forum group meeting for monitoring and regular review.		managing a concern and the review management process in relation to this (CPiS to provide guideline document)			Managing a Concern procedure and review management of this procedure	
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PARTICIPATION:

- Your organisation will have the appropriate PARTICIPATION structure in place to help fulfil its responsibility for the protection of children in and through sport.

ACCORD OUTCOME	WHERE WE ARE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIME SCALE	WHO	KEY INDICATORS	PROGRESS
16. We will have in place procedures to ensure that children are consulted, listened to and respected.	We regularly evaluate our sports development/ active schools sessions to ensure we are providing an adequate service to children. We consult and listen to children's suggestions in relation to our programmes and make suitable changes when necessary.		Continue to regularly consult and listen to children's views. Adopt a responding to concerns procedure (guidance document provided by CPiS) Devise codes of conduct (involvement of children, parents etc). Encourage child representation on committees of sports clubs that have junior sections. Establish a forum for children in Sport.	Oct 2010 Feb 09 Jan 09 Ongoing Jan 2011	SJ ND ND KP KP, JM, ND	Adopt CPiS Procedure for responding to concerns Codes of conduct templates circulated. Letter to sportMoray affiliated clubs encouraging them to have	

						junior representation on committees	
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PARTNERSHIPS:

- Your organisation has established the appropriate PARTNERSHIPS to help fulfil its responsibility for the protection of children in and through sport.

ACCORD OUTCOME	WHERE WE ARE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIME SCALE	WHO	KEY INDICATORS	PROGRESS
17. We will work with our partners in sport and child protection to share information, knowledge, skills and expertise to protect children.	Kim Paterson/John McMulkin relays information received from LA Child Protection in Sport network meetings to all relevant staff, volunteers and sportMoray. Kim/John also deliver child protection update presentations at sports club network nights. Provide sports clubs with useful website links such as Child Protection in Sport and Help for Clubs websites.		Upload Child Protection in Sport and Help for Clubs website link onto Council Sports Development, Active Schools sections and sportMoray website. Make links with local agencies concerned with care, welfare and protection of children.	Nov 2009 Ongoing	ND ND	Link uploaded onto websites Inform agencies on progress of Accord	
18. We will share information about our role and action taken			Formally adopt 2006 Accord Action Plan and publish. Provide partners, members,	Nov 2009	ND	Publication of 2006 Accord Moray Council	Completed 17/12

to protect children in sport to our partners, stakeholders and members (as applicable), parents, children and local Child Protection Committees.			parents etc with this information and regularly update them as and when actions are achieved. Include all work on Accord 2006 in Annual Reviews and similar publications.		KP, JM	Action Plan. Sign off Turning Words into Actions sheet.	
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Key Abbreviations:

KP – Kim Paterson, Sports Development Officer

JM – John McMulkin, Active Schools Manager

ND – Nicola Davidson, Assistant Leisure Officer

ME – Mark Elvines, Education Officer

GJ – Graham Jarvis, Community Learning and Development Manager

CPiS – Child Protection in Sport Service

AY – Anne Young, Admin Assistant

SJ – Susan Johnston, Senior Sports Coach

JH – Judith Harris, IT Officer

PM – Paul Matheson, sportMoray Web Designer