

LIVINGSTON HEARTS CFC GOOD PRACTICE/CODE OF CONDUCT

By the introduction of good practice throughout the LHCFC it is possible to reduce the risk of child abuse taking place.

A) *GOOD PRACTICE/CODE OF CONDUCT FOR NORMAL ACTIVITIES*

BEHAVIOUR THAT IS CONSIDERED TO BE GOOD PRACTICE

Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities

Always act in the best interests of all players and club officials. In emergency situations take note of all risks before making decisions.

Always treat all players and officials with respect and dignity irrespective of their age, race, religious belief, gender, sexual orientation, disability or social background.

Always make sure that any allegations or suspicions are recorded and acted upon

Always report all incidents of abuse or concerns to the relevant protection officer and submit a written record of said incidents or concerns

Always strive to have a minimum of two club officials in attendance during all club activities

Always have a trained first aider/physiotherapist with a fully stocked first aid kit on hand during all club activities

Always wait until all players have left the changing room before officials shower and change.

Always be punctual for all football activities

Always take notice of player's reactions to your tone of voice and manner. If giving criticism do so in a positive and constructive manner.

Always be open and honest with players and parents.

Always encourage full participation in all activities whilst at the same time acknowledging the limitations that may prevent this because of a player's special needs.

BEHAVIOUR THAT SHOULD BE AVOIDED

Avoid spending too much unnecessary time alone with a player

Avoid using or allowing players to use inappropriate language or behaviour

Avoid sexually suggestive comments being made by players or officials even as a joke

Avoid players and officials engaging in rough, physical or sexually provocative games including horseplay

Avoid doing things of a personal nature for a player that a player can do for themselves such as going to the toilet or changing clothes. If assisting a player in the toilet, the official must never enter the toilet cubical. Seek the consent of parents and players where physical assistance is absolutely necessary.

Avoid being present whilst players are showering and changing unless it is necessary in the interests of health and safety or the players are particularly young or vulnerable. In these circumstances it would be best practice to have at least two officials present and, if appropriate, to leave the door open. Officials must always wait until all players have left the changing room before showering and changing.

Avoid meeting with players away from organised club activities without a parent or other club official being involved

Avoid making arrangements to meet a player in their home without the player's parent or guardian being present

Avoid a player traveling alone with a club official irrespective of the length or duration of the journey. If possible make sure your pick up or drop off points are with at least two players. If a single player has to be transported the club should seek the consent of the players parent or guardian.

If under exceptional circumstances a single player has to be transported, make sure the official involved advises another club official or reports the incident to the clubs Player Protection Officer

Avoid players being unsupervised during club activities

Avoid officials taking any club activities on his/her own

Avoid Officials placing themselves in vulnerable situations

BEHAVIOR THAT WILL NEVER BE SANCTIONED

Harming a player or putting a player at risk of harm

Sexually abusing a player

Physically assaulting a player or official

Supplying banned substances to players or officials

Extortion and bullying

Harassment and intimidation e.g. racial harassment. Allowing players or officials to refer to another club member's religion, gender, disability or sexuality in a derogatory manner

Allow officials to shower or change with players. Always wait until all players have left the changing room

Allow players to touch officials or other players in an intrusive or sexual manner. Any such incidents must be reported to another club official and the player involved informed that this behaviour is unacceptable

Allow allegations made by a player to go unreported. If there is an attempt to cover up you may be implicated by your silence.

Allow players or officials to be under the influence of alcohol or any banned substances during football activities.

B) *GOOD PRACTICE/CODE OF CONDUCT FOR CLUB OUTINGS*

BEHAVIOUR THAT IS CONSIDERED TO BE GOOD PRACTICE

Implement all points listed at 4A

Make sure all outings are planned with health and safety of uppermost importance

Inform all parents timeously in writing of the times of departure, pick up points, time of return, drop off points and emergency telephone contact numbers

Make sure all players and parents timeously complete and return a consent form

Make sure all outings are properly supervised e.g. a ratio of one official to six players with a minimum of three officials in attendance

Make sure all outings are properly supervised e.g. if the group consists of male and female players they must be accompanied by both male and female officials

C) *GOOD PRACTICE/CODE OF CONDUCT FOR OVERNIGHT STAYS*

BEHAVIOUR THAT IS CONSIDERED TO BE GOOD PRACTICE

Implement all points listed at 4A and 4B

Make sure all overnight stays are planned with health and safety of uppermost importance

Inform all parents timeously in writing of the date and time of departure, pick up points, date and time of return, drop off points and emergency contact details

Make sure all players and parents timeously complete and return a consent form

Make sure all overnight stays are properly supervised e.g. a ratio of one official to six players with a minimum of three officials in attendance

Make all players aware of the availability of telephones to contact home

BEHAVIOUR THAT SHOULD BE AVOIDED

Players visiting any adult's room unless under emergency circumstances. In such circumstances the room door should be left open if it is appropriate to do so

Allowing officials to check players' rooms unaccompanied. A minimum of 2 officials are required

Allowing officials to enter a player's room unless in the interests of health and safety or in an emergency. In such circumstances the room door should be left open if it is appropriate to do so

BEHAVIOR THAT WILL NEVER BE SANCTIONED

An official sharing a room with a child unless he is the parent or guardian of the child.

Allowing officials to supervise or have any responsibility for players while under the influence of alcohol or any banned substances