

Child Protection Policy – May 2024

Ukrainian Hub Aberdeen is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines the Ukrainian Hub Aberdeen staff and volunteers' commitment to protecting children.

Annexed to this policy are the Event Safeguarding Checklist, the Away Day Checklist, and the Incident Report template.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

Ukrainian Hub Aberdeen will:

- Promote the health and welfare of children by providing opportunities for them to take part in sport/dance classes/other physical activities safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection

Policy and these procedures.

- Respond to any allegations of misconduct or abuse of children in line with this Policy and these 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 and these procedures.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within the Ukrainian Hub Aberdeen.
- Following any issues or concerns raised about the protection of children within The Ukrainian Hub Aberdeen.
- In all other circumstances, at least every three years.

Annex A

Event safeguarding checklist

Event details	
Date of event	
Overall event organisers	
Ukrainian Hub Aberdeen event organisers	
Other third-party stakeholders (eg community groups, education establishments)	
Event venue	
Providers of catering/food for event	
Transport providers (if applicable)	
Others	

Parts of checklist completed	
<input type="checkbox"/> 1 – Accountability	<input type="checkbox"/> 4 – Duty of care
<input type="checkbox"/> 2 – Recruitment	<input type="checkbox"/> 5 – Managing allegations and concerns
<input type="checkbox"/> 3 – Induction	<input type="checkbox"/> 6 – Evaluation

Sign-off			
Organisation			
Name		Role	
Signature	✕	Date	
Organisation			
Name		Role	
Signature	✕	Date	
Organisation			
Name		Role	
Signature	✕	Date	

Part 1 – Accountability

It's essential that everyone involved in the running of the event is clear who is responsible for each part or aspect of the event. A clear safeguarding plan must be agreed and include steps to assess any deliverer's suitability, including necessary safeguarding expertise.

✓ Task	Actions
<input type="checkbox"/> Record all the organisations involved in commissioning, funding and delivering this event	
<input type="checkbox"/> Confirm details of the key liaison contacts for each organisation	
<input type="checkbox"/> Confirm who will be managing the safeguarding element of the event ⇒ This includes having a safeguarding lead officer who will lead the development of the safeguarding plan. ⇒ The plan should be created as early in the project planning as possible, with the opportunity for key people to comment prior to finalising.	
<input type="checkbox"/> Confirm and share details of the safeguarding lead who has overall responsibility during the event for assuring appropriate action is taken ⇒ This person is responsible for imposing sanctions for breaches of codes of conduct, reporting concerns to external organisations and taking a decision to bar someone from or during the event for safeguarding reasons.	
<input type="checkbox"/> Clarify who makes the decision to cancel the event or an individual activity	
<input type="checkbox"/> Confirm which organisation's safeguarding policy and procedures will be followed in the event of a concern arising	
<input type="checkbox"/> Confirm who has <i>in loco parentis</i> responsibility ⇒ Is this event management, teachers, activators, coaches, parents or a partner (e.g. NGB)? ⇒ Event management always has a duty of care for young people.	
<input type="checkbox"/> Create a list of who in each partner organisation will be informed if a concern arises	
<input type="checkbox"/> Ensure any service level agreements in place clearly include specific safeguarding arrangements	
<input type="checkbox"/> For large events, organise an operational group with key stakeholders that meets regularly prior to and during the event, ensuring that safeguarding is part of the agenda	

Part 2 – Recruitment

Anyone involved in the recruitment of coaches, activators or volunteers who work with, or come into contact with, children and young people need to ensure they undertake a safe recruitment process.

✓	Task	Actions
<input type="checkbox"/>	Agree what safe recruitment procedures must be undertaken	
<input type="checkbox"/>	<p>Ensure safer recruitment procedures have been followed</p> <p>⇒ If transport is being organised as part of the event, check transport staff in terms of safe recruitment, including eligibility for DBS checks.</p>	
<input type="checkbox"/>	<p>Ensure that DBS checks have been undertaken (for eligible roles) and that information arising is risk assessed</p> <p>⇒ For more information, see 'Useful resources' below.</p>	
<input type="checkbox"/>	<p>Make sure relevant qualifications and training attendance have been checked; identify who is going to do this:</p> <ul style="list-style-type: none"> • event organisers • individual providers responsible for their own workforce <p>⇒ This may include coaching, first aid, safeguarding and other appropriate training.</p>	
<input type="checkbox"/>	<p>Confirm that appropriate valid public liability insurance is in place:</p> <ul style="list-style-type: none"> • employer liability insurance • event cancellation insurance (if needed) 	
<input type="checkbox"/>	<p>Confirm that safeguarding training relevant to the various roles has been undertaken</p> <p>⇒ For more information, see 'Useful resources' below.</p>	
<input type="checkbox"/>	<p>Confirm which specific safeguarding roles are required for the event – have role descriptions for these so people are clear</p> <p>⇒ Depending on the size of the event:</p> <ul style="list-style-type: none"> ▪ event lead and deputy ▪ venue lead (if multiple venues) ▪ lead for the sport or activity – this should not be the same person as the sport or activity lead in case there is an issue ▪ teams or groups should allocate lead safeguarding responsibilities to one of the adults supervising 	

Part 3 – Induction

As staff and volunteers may be employed, engaged or deployed by different agencies for the event, it is important that it is clear from the outset who is responsible for each area of their induction. Induction should include safeguarding information that is specific to the event.

✓	Task	Actions
<input type="checkbox"/>	Confirm which organisation is responsible for the induction of staff and volunteers	
<input type="checkbox"/>	<p>Work with the safeguarding lead to confirm what level of safeguarding information each role needs as part of their induction</p> <p>⇒ Safeguarding briefings should include:</p> <ul style="list-style-type: none"> ▪ promotion of good practice ▪ what to do if you have a concern ▪ missing-person procedure ▪ use of social media ▪ photography policy ▪ event codes of conduct 	
<input type="checkbox"/>	<p>Create an induction plan, which should include:</p> <ul style="list-style-type: none"> • getting to know the venue(s) • codes of conduct • health and safety • lines of management and supervisory accountability • who holds registers of participants and workforce, should evacuation be required • who to report concerns to • who has overall operational responsibility for the activity or event <p>⇒ Include any personal evacuation plans or routes.</p> <p>⇒ Include risk assessments for each activity, venue, accommodation and transport, as appropriate.</p> <p>⇒ The 'who' may be individual sports, schools, clubs, the volunteer manager or the event manager.</p>	

Part 4 – Duty of care

Duty of care refers to the responsibility of all those in a position of responsibility for children and young people. Sports organisations or individual staff or volunteers need to take reasonable measures to ensure that participants will be safe to take part in an activity.

✓	Task	Actions
<input type="checkbox"/>	<p>Obtain signed consent forms for participation (including volunteers) in the activity; these forms should include medical and photography consent</p> <p>⇒ Obtain parental consent (or individual consent if over the age of 18) or confirmation from the teacher, club or group that they have consent from parents and have collected medical details, emergency contact details and photography consent. This information should be taken to the event.</p>	

✓ Task	Actions
<ul style="list-style-type: none"> ⇒ Key medical information must be on hand wherever the child is – at the event – and not back at the school or other establishment. ⇒ This information will be held by event management only if they are <i>in loco parentis</i> or on a need-to-know basis. Be clear who will hold and have access to this information in an emergency. ⇒ At events where a teacher or parent is <i>in loco parentis</i> (and is therefore responsible for collecting personal information), event management will only require a minimal amount of information, such as name, school and age (this will be dependent on the event). ⇒ The event management need to know who has not given photography consent and how these young people will be identified. ⇒ If the event is residential, the consent requires more detail, such as whether an accessible room is needed, a personal evacuation plan (PEEP) and details of any behaviours staff need to be aware of (e.g. sleepwalking). Dietary information should also be included. 	
<p><input type="checkbox"/> Detail any specific equipment needed in certain situations:</p> <ul style="list-style-type: none"> • to ensure activities are fully inclusive • in changing rooms • in toilets • at the accommodation 	
<p><input type="checkbox"/> Make supervision ratios clear for teams, groups and young volunteers</p> <ul style="list-style-type: none"> ⇒ There must be 2 appropriately recruited adults with each team or group as a minimum. Supervision ratios will depend on: <ul style="list-style-type: none"> ▪ the size of the group ▪ the age of the group ▪ any additional needs within the group ▪ sport's governing body requirements 	
<p><input type="checkbox"/> Include first-aid arrangements within your operating procedures</p> <ul style="list-style-type: none"> ⇒ Have enough qualified first aiders (you may wish to use a reputable first-aid company for large events) ⇒ Establish procedures for recording accidents and injuries – this includes ensuring that information is passed on to parents or carers ⇒ Provide written information to parents should a young person sustain a head injury ⇒ Agree arrangements to transfer duty of care should a young person have to go to hospital and be collected from there 	
<p><input type="checkbox"/> Agree procedures for major incidents, such as if evacuation is required</p>	

✓	Task	Actions
<input type="checkbox"/>	<p>In certain circumstances, require groups and organisations to have a 'back at base' contact</p> <p>⇒ It is good practice for teams that are away at events overnight or at weekends to have someone from the club or organisation 'back at base' who they can call in an emergency.</p>	
<input type="checkbox"/>	<p>Agree transport arrangements</p> <p>⇒ Is transport being organised by the event management or are young people making their own way by public transport or drop-off by parents?</p> <p>⇒ Are arrangements in place for ensuring young people are safe if parents are late picking them up?</p> <p>⇒ If it is a large multi-sport or multi-venue event, inform parents of specific pick-up and drop-off points.</p>	
<input type="checkbox"/>	<p>Highlight in the operating procedures that under-18 year olds must not be given sole responsibility for groups of children without appropriate adult supervision</p>	
<input type="checkbox"/>	<p>Confirm if accreditation passes are required</p> <p>⇒ You may only want certain people to access certain areas; large events may have different levels of accreditation.</p> <p>⇒ It is useful to have the contact number for the safeguarding lead on the accreditation pass.</p>	

Part 5 – Managing allegations and concerns

Managing allegations and concerns will follow the set procedures of the identified lead organisation. It is therefore essential that unambiguous plans are in place from the outset so that all parties are clear whose procedures will be followed in the event of concerns arising and what their responsibilities are.

✓	Task	Actions
<input type="checkbox"/>	<p>Ensure that procedures include responding to concerns arising during the event (including during travel if the event organisers are responsible for the transport)</p> <p>⇒ Bring copies of your incident recording form to the event.</p> <p>⇒ Records must be kept somewhere confidential during and after the event.</p>	
<input type="checkbox"/>	<p>Confirm that procedures cover concerns arising outside the normal event or activity, such as during down-time or overnight (if residential)</p>	
<input type="checkbox"/>	<p>Ensure the following key elements (including local contact details, as applicable) are part of safeguarding procedures:</p>	

✓ Task	Actions
<ul style="list-style-type: none"> • responding to allegations against staff or volunteers • when and how to involve the LADO (Local Authority Designated Officer) • clear guidance about reporting to Police and Children’s Social Care • guidance about informing partner organisations • information to support whistle-blowers <p>⇒ It is useful to have a small ‘triage’ panel to confidentially discuss safeguarding issues at large events and support the decision-making. The panel should be led by the safeguarding lead and include the event manager and any other relevant personnel.</p>	
<p><input type="checkbox"/> Clarify who will refer back to employing/deploying agency (e.g. school, NGB, etc) about concerns</p> <p>⇒ Follow up within 5 days to ensure you have discharged your safeguarding responsibility.</p>	
<p><input type="checkbox"/> Clarify who decides if an individual needs to be excluded from the site</p>	
<p><input type="checkbox"/> Include procedures for:</p> <ul style="list-style-type: none"> • a missing young person • bullying • suspicious strangers or non-authorized people on site 	
<p><input type="checkbox"/> Agree a photography and social media policy, including guidance for spectators, workforce and participants</p> <p>⇒ Consider whether you want:</p> <ul style="list-style-type: none"> ▪ an official photographer ▪ accreditation or registration for those wanting to take photographs and videos ▪ an official social media account (with someone monitoring it) 	

Part 6 – Evaluation

Evaluation and review of all projects involving children and young people should be part of the organisation’s culture to ensure that views are sought and taken into consideration in future planning. Young people, staff and volunteers should be given the opportunity to reflect on their experiences, and a question around safeguarding management should be included within the evaluation. It is good practice to gather more specific detailed feedback from those in safeguarding roles.

✓ Task	Actions
<input type="checkbox"/> Decide how you will gather and use children’s and young people’s views about the activity ⇒ How will you ensure their views are considered within event planning?	
<input type="checkbox"/> Ensure views are captured from others involved in the event, including specifically reviewing the safeguarding element form those with safeguarding roles.	
<input type="checkbox"/> Put a process in place for dealing with any difficulties or disagreements arising with any partnership agreements	

Additional comments

Annex B

Away day trips and fixtures

Event name	
Date	

Communication to parents / carers	
<input type="checkbox"/>	Drop-off, pick-up times, and location
<input type="checkbox"/>	Destination and venues (including address and postcode)
<input type="checkbox"/>	Competition details
<input type="checkbox"/>	Kit and clothing required
<input type="checkbox"/>	Food and drinks required
<input type="checkbox"/>	Other specific requirements
<input type="checkbox"/>	Consents / registration forms received
<input type="checkbox"/>	Medical details and medication
<input type="checkbox"/>	Contact details for trip organiser and process for parent contacting leaders or young person

Communication from parents / carers	
<input type="checkbox"/>	Child's basic information
<input type="checkbox"/>	Any specific/ additional requirements
<input type="checkbox"/>	Consents / registration forms
<input type="checkbox"/>	Medical details, allergies and medication
<input type="checkbox"/>	Emergency contact numbers

Transport	
<input type="checkbox"/>	Journey times and stopping locations
<input type="checkbox"/>	Supervision
<input type="checkbox"/>	Suitability, accessibility
<input type="checkbox"/>	Drivers license and insurance checked
<input type="checkbox"/>	Insurance covering the transport
<input type="checkbox"/>	Seat belts are being worn correctly by all occupants whilst in transit

Supervision and staffing	
<input type="checkbox"/>	Ratio of staff to children is maintained (including when not participating)
<input type="checkbox"/>	Gender of the responsible adults for the group has been considered
<input type="checkbox"/>	Specialist carers are provided if necessary
<input type="checkbox"/>	Responsibilities of individuals
<input type="checkbox"/>	Emergency contact details available

Emergency procedures	
<input type="checkbox"/>	Fully stocked first aid kit
<input type="checkbox"/>	Specific medical details and medication
<input type="checkbox"/>	Reporting procedures
<input type="checkbox"/>	Contact details for safeguarding lead
<input type="checkbox"/>	Location of nearest hospital

Insurance	
<input type="checkbox"/>	Liability
<input type="checkbox"/>	Adequate cover

Sign-off	
Signature	
Print Name	
Date	

Annex C

Incident Report Form

Section 1 - About the Incident

- 1.1 **What are you reporting?** (*Explanation of terms*)
- 1.2 **When did it happen?** Day: Date: Time:
(24hr clock)
- 1.3 **Where did it happen?**
Ukrainian Hub
Aberdeen

If not NE Office, please give specific details. Please provide address or location (road, building, floor, room, outdoor location, private residence etc)

Rosemount Learning Centre, Belgrave Terrace, Aberdeen
AB25 2NS

- 1.4 **What happened?**
- Please describe the near miss, accident, incident, dangerous occurrence etc., including events that lead to it, and details about any equipment, substances or materials involved.

2.3 What treatment was provided?

Please include whether first aid and/or hospital treatment was needed

2.4 Did the injured person go straight back to work afterwards?

If no, please give duration of absence if known

Section 3 – Person Completing this Form – If same as Section 2.1 above, go to Section 4

3.1. Details of the person completing this form (if different to those give in box 2.1 above)

Name, role and contact details (include staff number and Function name). If you are a volunteer or third party (e.g. a contractor) please include your full address

3.2. Date form completed:

Section 4 – Information Sharing

Trade union appointed safety representatives have a legal right under Safety Representatives and Safety Committees Regulations 1977 to see all accident reports.

If you are happy for your personal details on this form to be provided to Trade Union appointed safety representatives then please indicate below.

If you indicate no, we will anonymise the information before disclosure to the Trade Union appointed safety representatives.