



SFA License Audit

July 2018

Clachnacuddin Football Club (1990) Ltd

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Clachnacuddin Football Club (1990) Ltd

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Clachnacuddin F.C. (1990) Ltd, Grant Street Park, Wyvis Place, Inverness IV3 8DR



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CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

Clachnacuddin F.C. (1990) Ltd, Grant Street Park, Wyvis Place, Inverness IV3 8DR



CLACH-D-001 - SAFETY ASSESSMENT - SEASON 2018/19

Section 1 – Health & Safety Policy & Procedures Insurance

- 1.1 Employers & Public Liability Insurance notices are on display Health & Safety Policy
- 1.2 H&S Policy are on display Risk Assessments
- 1.3 Suitable Risk Assessments been completed for all work activities
- 1.4 Law Safety Poster is on display

Section 2 – Fire Precautions

- 2.1 Fire Drill has been completed
- 2.2 Fire Action Notices are on display
- 2.3 Trained Stewards are present
- 2.4 Fire Alarm is tested weekly
- 2.5 Nominated Fire Assembly point (Grant Street Car Park)
- 2.6 Fire extinguishers are inspected annually
- 2.7 Adequate signs on display (F.A.N, E.C.P, Extinguishers, Assembly Point)

Section 3 – First Aid Provision

- 3.1 First Aid kits available & checked
- 3.2 Trained First Aiders or Appointed Person present

Section 4 – Accident Reporting Procedures

- 4.1 Accidents are recorded correctly
- 4.2 There is a nominated person for recording accidents
- 4.3 Familiar with RIDDOR

Section 5 – Electrical Safety

- 5.1 Portable Electrical Appliances are tested regularly

Section 6 – Manual Handling, Working at Heights, Noise & COSHH

- 6.1 Roles has been assessed for manual handling
- 6.5 Assessments been carried out for all of the above

Section 7 – Display Screen Equipment (DSE)

- 7.1 Staff has completed DSE online assessment



Section 8 – Personal Protective Equipment (PPE)

8.1 PPE is supplied where necessary

Section 9 – Supervision/Training

9.1 Individual has been nominated to carry out induction training

9.2 Induction checklist is in place

Section 10 – Working Conditions (the following has been checked)

10.1 Access/Egress

10.2 Heating/Lighting/Ventilation

10.3 Toilets/Washing Facilities

10.4 Rest-room Facilities

10.5 General Housekeeping

10.6 Fire Doors & Exits are unobstructed

CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-D-002 - STADIUM REGULATIONS - 2018/19

Clachnacuddin F.C. (1990) Ltd, Grant Street Park, Wyvis Place, Inverness IV3 8DR



This text details the regulations that must be adhered to whilst present within the Grant Street Park, Inverness ("The Stadium"). For avoidance of doubt Clachnacuddin Football Club is referred to in this document as ("The Club").

1. All matches are played in accordance with the Rules and Regulations of the Scottish Football Association, the Scottish Premier League, The Scottish Football League, and the Scottish Highland Football League.
2. Play is not guaranteed to take place on any particular day or at any particular time. The Club with agreement of the Scottish Highland Football League may change its advertised fixtures without prior notice and without liability.
3. All supporters entering the Grant Street Park must pay for admission in accordance to advertised conditions and rates including season tickets and concessions.
4. Unauthorised persons are not permitted to enter upon the field of play. All persons are required to keep off the playing surface and stay on the spectator side of the park barriers.
5. Only persons specifically authorised by the Club are permitted to offer match programmes, food, beverages or any other articles or substances for sale in the Stadium.
6. The Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in certain Premises (Scotland) Regulations 2006 state that no smoking is allowed in premises that are wholly or substantially enclosed. Smoking in No- Smoking areas is strictly forbidden. This includes all enclosed buildings within the stadium, including the spectator stand. Those who do not comply with the smoking policy will be liable to a fixed penalty fine and/or criminal prosecution. Clachnacuddin Football Club have a separate Smoking Policy, document reference CLACH-P-006.
7. Nobody may stand in any seating area within the stand whilst play is in progress. Persistent standing in seated areas whilst play is in progress is strictly forbidden and may result in ejection from the Stadium.
8. The obstruction of gangways, access ways, exits and entrances, stairways and like places is strictly forbidden. Nobody entering the Stadium shall be permitted to climb any structures within the Stadium.
9. Mobile telephones and other communications devices are permitted within the Stadium provided that they are used for personal and private use only.
10. The use of foul or abusive language; racist, discriminatory or sectarian remarks, songs or chants; and the promotion or endorsement of any political organisation are not permitted within



the Stadium or on the Club's property. Clachnacuddin Football Club have a separate Anti-Discrimination Policy, document reference CLACH-P-003.

11. Please note it is an offence punishable by law for any person to enter or attempt to enter the stadium:-
 - Whilst in possession of a prohibited container which is capable of containing liquid and thrown would be capable of causing injury to another person.
 - Whilst in possession of alcohol.
 - Whilst drunk.
 - Whilst in possession, or under the influence, of any illegal substances.
 - Whilst in possession of any article or substance whose main purpose is the emission of a flare for purposes of illuminating or signalling or the emission of smoke or a visible gas.
 - Whilst in possession of any article which is a firework. All persons entering the Stadium may be searched by the Club Stewards.
12. Articles which could, or might be used as a weapon, or to cause offence, or which are regarded by the Club or the Police as dangerous or unsafe are not permitted within the Stadium. This includes items such as knives, fireworks, smoke canisters, air horns, flares, weapons, dangerous or hazardous items, laser devices, bottles, glass vessels, cans, poles and any article that might be used as a weapon and/or compromise public safety. Any person in possession of such items will be refused entry to the Stadium, or if found within the Stadium they will be asked to leave.
13. All persons entering the Stadium may be required to submit to search by stewards to prevent prohibited articles which might be used to cause injury or damage other persons or property being brought into the Stadium.
14. The throwing of any objects whether on to the pitch, or surrounding area, or otherwise, is not permitted.
15. Persons use the car parking facilities at the Stadium entirely at their own risk in respect of their persons, the vehicle and any personal property left therein. The Club will not accept responsibility for any damage, accidents or losses.
16. Spectators are required to exit the Stadium in an orderly manner as soon as practicably possible after the end of each game.
17. In the event of an emergency within the Stadium instructions on any necessary course of action will be announced over the Club public address system. Spectators must follow the advice given in such announcements, or directions given by Club Stewards. Clachnacuddin Football Club have separate Contingency Plan, document reference CLACH-D-003.
18. At all times, the right of admission is reserved by the Club.



19. All persons entering this Stadium are admitted subject to these Stadium Regulations and to the applicable Rules and Regulations of Scottish Football Association, the Scottish Premier League, The Scottish Football League, and the Scottish Highland Football League.
20. The Club reserves the right for its servants, stewards, and agents, and for members of the Police Scotland police force to remove from the Stadium any person who does not comply with Stadium regulations and with the rules and regulations of Scottish Football Association, the Scottish Premier League, The Scottish Football League, and the Scottish Highland Football League, or whose presence in the Stadium is or could reasonable be construed as constituting a source of danger, nuisance or annoyance to other spectators.
21. Any breach of Stadium Regulations may result in ejection or action by Police Scotland.

ENTRY TO THE STADIUM SHALL BE DEEMED TO CONSTITUTE UNQUALIFIED ACCEPTANCE OF ALL THESE RULES AND REGULATIONS. FAILURE TO ADHERE TO THEM MAY RESULT IN SEIZURE OF SEASON TICKET, OR THE PERMANENT BAN FROM ATTENDING ANY FUTURE HOME GAMES



CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-D-004 - STEWARDS CODE OF PRACTICE - SEASON 2018/19

Clachnacuddin Football Club will provide an appropriate number of Stewards for each home game. This document details their adopted Code of Practice.

STEWARDS CODE OF PRACTICE

“Your duty is to ensure the safety of the public at all times”

NOTE:

Stewards must ensure that both main exit gates are unlocked and that bolts can be moved freely before and during a match.

DUTIES OF STEWARDS

The basic duties of Stewards should be to enforce Clubs Safety Policy and all ground regulations.

If Police Officers are in attendance they will have ultimate responsibility for decisions taken during an incident or emergency and Stewards will co-operate accordingly. There are several basic duties summarised as follows:

- To understand their general responsibilities towards the health and safety of all categories of spectators (including those with disabilities and children), other Stewards, ground staff and themselves.
- To control or direct spectators who are entering or leaving the ground, to help achieve an even flow of people in, to and from the viewing areas. Ensure spectators do not cause an obstruction in access and exit areas.
- In the stands Stewards are required to encourage spectators to “move along” to prevent “bunching” at entrances.
- To assist in the safe operation of the ground, not to view the activity taking place.
- To staff entrances, exits and other strategic points; for example, segregation, perimeter and exit doors or gates which are not continuously secured in the open position while the ground is in use. They will ensure that such gates are unlocked and bolts are free to move.
- To recognise crowd conditions so as to ensure the safe dispersal of spectators and the prevention of overcrowding.



- To assist the Emergency Services if required.
- To respond to emergencies (such as the early stages of a fire); to raise the alarm and take the necessary immediate action.
- To undertake specific duties in an emergency or as directed by the Safety Officer or the appropriate Emergency Service Officer, provided they feel safe and confident to undertake those duties.
- Be vigilant and report any suspicious, unidentified, unattended packages.
- In the event of an incendiary device or firework being activated, Stewards will move all spectators away from the area. If the device continues to burn, use a fire extinguisher to deal with the fire if they feel competent to do so. If not, or if the fire spreads, call the Fire Brigade. Such incidents should also be reported to the Police.
- If an accident is witnessed by a steward they must record it in the Club "Accident and Unusual Event Book" which is kept in the Secretary's Office.

EMERGENCY PROCEDURES

Each Steward must-

- Be fully conversant with the Clubs Emergency Procedures and Contingency Plans, and Club Policies. This includes knowing the action to take in an emergency situation.
- Know the location of and be able to direct spectators to the nearest available exit gate.
- Assist and direct spectators to vacate the Stadium, if called upon to do so, by the nearest available exit route. In the case of disabled spectators, Stewards will ensure they exit the ground safely, giving whatever assistance is required.
- Know the names of the staff in attendance that are qualified first aiders and the location of the first aid room and any first aid equipment which will be in the Home Dressing Room. A full list of staff with first aid qualifications can be found in the Club Secretaries office and a copy held by the Safety Officer on match day.
- Know the location of the nearest telephone.
- Know the location of, and be able to operate effectively, the fire fighting equipment at the Stadium.



- At all times say calm and help to prevent panic by presenting a well-ordered and reassuring attitude.

IDENTIFICATION AND DRESS

Stewards will be identifiable by wearing a high visibility vest or jacket at all times.

CONDUCT

Stewards must follow the following guide-lines with respect to their conduct:

- Stewards are deployed to watch the crowd but must be aware of any incident occurring in the Stadium, which might affect crowd behaviour.
- Stewards must be vigilant at all times and never complacent.
- Stewards must be familiar with the contents of the Club's Evacuation Procedures.
- Stewards must not consume any alcohol before or during an event.
- Under no circumstances should a Steward make any gesture, whether physical or verbal so as to incite spectators.
- If a Steward is unable to resolve a problem, assistance should be sought from their colleagues or a Committee member. Stewards are not to ignore a problem and hope that it will resolve itself.
- Should it be necessary to eject a member of the public from the Stadium, Stewards should endeavour to avoid any physical conduct with the party involved. Any ejection must be reported to the club Safety Officer or a member of the Committee.
- Stewards will remain available within the Stadium until end of each game and the Stadium is cleared of spectators.

CROWD BEHAVIOUR

It is the duty of the Stewards to:

- Prevent spectators from entering the field of play and surrounding areas.
- Identify offenders using foul, abusive and racial language or threatening behaviour and all other contravention's of the ground regulations.



- Identify offenders who throw missiles/objects from within the spectator areas on to or at the playing surface or surrounding areas.



CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-D-005 - SUPPORTER & CUSTOMER CHARTER - SEASON 2018/19

We recognise the commitment we owe to our supporters and the policies below lay out the Club's continuing commitment to not only supporters but also to the wider community and the environment. This charter is designed to improve standards of customer relations between Clachnacuddin Football Club and its supporters.

SUPPORTER AND CUSTOMER CHARTER

Clachnacuddin Football Club ("The Club") is committed to delivering the very highest standards of service to all supporters and customers. The Club recognises the special bond between the Club and its supporters. It recognises and respects the invaluable contribution the supporters have made in the past and continue to make to the life of the Club. As such, the Club will make every effort to ensure that its policies and practices are open, accessible and communicated as effectively as possible to its supporters. The Club will annually conduct a review of its Customer Charter, making changes in accordance with the recommendations put forward from the various groups and from guidelines received from the relevant governing bodies. The Club reserves the right to make amendments at short notice to this policy but all changes will be communicated to supporters through the Club Website.

KEY ISSUES CONTAINED IN THIS CHARTER

1. Accessibility
2. Match day
3. Loyalty and Membership
4. Consultation and Information
5. Community Activity
6. Merchandise
7. Staff Conduct
8. Customer Service

1. ACCESSIBILITY

Clachnacuddin Football Club is committed to providing a high quality customer experience which is accessible to the widest possible audience.

- 1.1. Concessions are available for persons over 60 years of age and for junior supporters under 16 years of age. Children under 12 years of age are admitted free of charge as long as they are accompanied by an adult. The Club may on occasions request proof of eligibility.



- 1.2. The majority of the seating offers an unrestricted view to supporters. (Our meaning of “restricted view” is where you have to move to gain an unrestricted view. Movement of the head to the side to gain a view is not considered a restricted view.)
- 1.3. The Club offers reduced admission to replays of abandoned games. If a match is abandoned after spectators are admitted to the ground, but before kick-off, spectators are entitled to free admission to the rearranged match. If a match is abandoned after kick-off and before half-time, spectators are entitled to reduced admission to the rearranged match. (In both the instances above supporters will be given a voucher/ticket upon leaving the ground which they must present at the rearranged game in order to qualify for any agreed discount). Admission reductions will not be given if a game is abandoned after half time. Refunds are not given under any circumstance.
- 1.4. The club will where-ever possible set admission prices for Scottish Highland Football League games in line with the minimum price enforced by the SHFL. The club will not charge supporters over and above this rate. The Club however reserves the right to review admissions charges and amend at short notice if necessary. If this happens supporters will be kept fully informed via the Clubs website.
- 1.5. Setting of admission prices for Cup-Ties is subject to the approval of the, SHFL, SFA, Cup sponsor, and/or visiting club. The Club will also take account of the competition, status of the away Club and the stage of the Competition when determining Cup Tie prices.
- 1.6. Consultation will take place with Away clubs to agree the ticket allocation which they will get allocated.
- 1.7. Clachnacuddin Football Club will charge for admission to the stand within the Grant Street Park, but reserve the right to make concessions.

2. MATCH DAY

At all times Clachnacuddin Football Club will endeavour to provide a safe and enjoyable atmosphere for watching football.

- 2.1. The Club will provide a safe and trouble free environment for all spectators and shall ensure that the quality of service provided is of the highest standard possible.
- 2.2. Clachnacuddin Football Club will provide an appropriate number of Stewards for all home games These Stewards will be identifiable as they will wear high visibility jackets or waste-coats.
- 2.3. Clachnacuddin Football Club will endeavour to make available hot and cold snacks for all home games.



- 2.4. Clachnacuddin Football Club have produced a separate Spectator Safety Policy (CLACH-P001), Health and Safety Policy (CLACH-P-002), Stadium Regulations (CLACH-D-002), Contingency Plan (CLACH-D-003) and Stewards Code of Practice (CLACH-D-004). These documents will be used by the Club to ensure spectator safety is of the highest quality possible during match days.
- 2.5. Any individual who is found to be in breach of the Ground Regulations are likely to be ejected from the Stadium. In extreme cases the individual may face the withdrawal of their Season Ticket, banning from the Stadium and potential prosecution under the Criminal Law (Consolidation) (Scotland) Act, 1995 as amended by the Crime and Disorder Act, 1998 or the Public Order Act, 1986.
- 2.6. In return the Club will expect all Spectators to refrain from foul and abusive language, taunts or gestures. In addition racist or obscene behaviour of any kind will not be tolerated and any Spectator finding an individual breaking these policies should contact the nearest Club Steward.

3. LOYALTY AND MEMBERSHIP

Consultation regular two-way communication with supporters, customers, suppliers, partners, shareholders, the media and the local community remains a priority focus for Clachnacuddin Football Club.

- 3.1. The Club welcomes open consultation from its customers and welcomes all feedback, comments and suggestions. This can be conveyed to any committee member, sent to the Club in writing to the following address:

Clachnacuddin Football Club
Grant Street Park
Wyvis Place
Inverness
IV3 6DR

- 3.2. The Club will give due consideration to all feedback, comments and suggestions implementing change where appropriate.
- 3.3. The Club will communicate regularly with supporters and customers, informing them of new developments, policies, fixtures and price changes, promotions and new product launches. This will be done in the main through the Club's official web site and will provide local newspapers with Club and squad information regarding new signings, man of the match photos, Club statistics and all other related articles of media interest.
- 3.4. The Club will maintain its official web site www.clachfc.com with the latest information regarding match fixtures, cancellations, match reports, and all other related information.
- 3.5. The Club will publicise its position on major policy issues through the official Club web site, www.clachfc.com, social media and where applicable through press releases.



3.6. In line with the Club constitution Trust Members have the right to call for an extraordinary annual general meeting if they feel the requirement to do so.

4. COMMUNITY ACTIVITY

The Club recognises the role it can play in generating and supporting activity both in the local community and the wider football community.

4.1. The Club supports local charities and worthy causes allowing appropriate match day collections and working with local groups.

4.2. The Club supports local community and schools events that promote youth football and grass roots football.

4.3. The Club will support visits by charities carrying out events such as cycle runs, ground hopping visits, and other events of this nature.

4.4. The Club will support pre-arranged Stadium Tours to all interested parties and groups, especially school children.

4.5. Whenever possible and appropriate the Club will promote issues such as antiracism, drug and crime. The Club supports the aims of leading initiatives such as 'Show Racism the Red Card' to tackle problems of racism in the game and has its own policy against racism.

4.6. The Club continues to support community events through visits and appearances of the Football Players and Management where possible.

4.7. Each season the Club will provide free entry to home games for registered Clachnacuddin Youth Development players and coaches.

4.8. For each home game the match sponsor will be invited to have a match mascot(s). A match mascot(s) may be sourced by other means wherever possible if not available from the match sponsor.

5. MERCHANDISE

5.1. The Club will publicise and advertise the dates of new replica kit introductions in advance of the scheduled launch date. Details of this launch date will be available from the website and other media releases.

5.2. Both home and away replica strip designs will normally have a life span of at least two seasons, unless changes are enforced due to contractual obligations or sponsorship issues.



- 5.2. The Club will only charge what it believes to be a fair price for the sale of replica kits and other associated merchandising items.
- 5.3. The Club will make available for purchase all Club merchandising on the official Club website and other official social media platforms.
- 5.4. The Club offers refunds on all merchandise in accordance with its legal obligations.
- 5.5. The Club will not knowingly buy goods from any supplier or manufacturer who does not comply fully with the labour, safety and other relevant laws of the countries of manufacture with respect to minimum wages, hours of work, overtime, sick pay and holiday entitlement.

6. STAFF CONDUCT

- 6.1. The Club is committed to eliminating discrimination. We will not tolerate sexual or racially based harassment or other discriminating behaviour and will work to ensure that such behaviour is met with appropriate disciplinary action in whatever context it occurs. The Club has a separate Anti-Discrimination Policy, document reference **CLACH-P-003**.
- 6.2. It is the policy of the Club that there should be equal opportunity for all. This applies to external recruitment, internal appointment, terms of employment, conditions of service and opportunity for training and promotion regardless of sex, marital status, creed, colour, race, age, disability, sexual orientation or ethnic or national origin. The Club is committed to the development and promotion of such equality of opportunity. The policy also applies equally to the treatment of our customers, clients and suppliers. The Club has a separate Disability Discrimination Policy, document reference **CLACH-P-004**.

7. CUSTOMER SERVICE

All Clachnacuddin Football Club committee members and personnel are responsible for ensuring that the very highest standards of customer service and customer care are maintained.

- 7.1. The Club respect the right of every supporter and customer to be treated with the utmost courtesy and respect at all times by all Clachnacuddin Football Club personnel. The Club has a separate Stewards Code of Conduct document, reference **CLACH-D-004**.
- 7.2. The Club strives to provide value for money in all areas.
- 7.3. The Club aims to respond promptly to any contact from a customer.



7.4. To avoid confusion Clachnacuddin Football Club would prefer that all requests/complaints/comments or suggestions, are made in writing by letter. We will endeavour to provide a full response within 14 days.

7.5. In the first instance all correspondence should be addressed to the Club Secretary.

7.6. In the event that you feel your complaint has not been dealt with promptly or satisfactorily by the Club Secretary, you have the further right to progress directly through the Club Chairman, who has overall responsibility for the Customer Charter.

All correspondence should be addressed to the following:-

Clachnacuddin Football Club
Grant Street Park
Wyvis Place
Inverness
IV3 6DR



CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-D-006 - USER AGREEMENT - SEASON 2018/19

We, Inverness Clachnacuddin Football Club, agree to hire Grant Street Park on such agreed dates.

As a team/club we will abide by the rules of hire as directed by the Board of Clachnacuddin Football Club, who can end this agreement with 7 days notice.

Upon signing this agreement we take all responsibility for ensuring compliance with the club's Health and Safety and all associated policies which can be seen on www.clachfc.com.

Any unreasonable breach of this agreement will result in the user being denied future access to Grant Street Park.

All cancellations other than for inclement weather will be notified to the Secretary by midday on the Thursday prior to the hire and failure to do so will result in the charge for the pitch being made in full.

All facilities will be used in a proper manner and any accidental damage will be reported to the Club Secretary. Criminal damage will require to be paid for in full by the Club concerned. Dressing rooms will be left in a reasonable condition and any keys provided will be returned to the club secretary.

No boots or clothing of any kind will be cleaned in the sink or shower facilities provided and it will be us as the hiring club to ensure our opponents, officials and guests abide by this rule. Please turn off all showers, lights and heaters after use.

We will park only within the designated car parking area and will be responsible to ensure our opponents, officials and guests follow this directive.

Please remember that Clachnacuddin is a family friendly community club.



CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-P-001 - SPECTATOR SAFETY POLICY - SEASON 2018/19

INTRODUCTION

Clachnacuddin Football Club is a member of the Scottish Highland Football League, the Club Stadium is Grant Street Park.

This document details the Clubs Spectator Safety Policy for Grant Street Park (“The Stadium” or “The Ground”). For avoidance of doubt Clachnacuddin Football Club is referred to in this document as “The Club”).

The policy consists of three sections:

Section A – General Policy

Section B – Allocation of responsibility within the Club

Section C – Safety Statement

SECTION A – GENERAL POLICY

A1 FINAL RESPONSIBILITY

The Board of Clachnacuddin Football Club (“The Club”) bears ultimate responsibility for the safe operation of Grant Street Park football ground. The Board adopted this safety policy on 1st August 2010 and has delegated day to day responsibility for implementation of the policy to the under noted:

Name: Alex Chisholm

Position: Club Chairman

A.2 SAFE FACILITIES

The Club undertakes to ensure, as far as is reasonable practicable that, events at Grant Street Park are staged in such a way, that the safety of everybody at the Stadium is assured.

The Club has a separate Stadium Regulations document (CLACH-D-002), and Contingency Plan (CLACH-D-003).

A.3 SAFETY AND SYSTEMS



The Club, through the Chairman, Safety Officer and all other Committee Members will ensure the reasonable safety of those attending events at Grant Street Park. The Club will ensure that systems exist for the safe admission, accommodation and exit of spectators.

A.4 RISK ASSESSMENTS

The Club will undertake and maintain a process of risk assessment as required by the Management of Health and Safety at Work Regulations, 1992 and will have regard to this assessment in formulating and updating this policy. These Risk Assessments will also form the basis of the Clubs Contingency Plan.

SECTION B – ALLOCATION OF RESPONSIBILITIES WITHIN THE CLUB

B.1 Persons with Safety Responsibilities

Person with overall Safety responsibility:-

Name: Alex Chisholm

Position: Chairman

Person with day-today responsibility:-

Name: Douglas Noble

Position: Club secretary

In the absence of either person identified above the Club Secretary will assume match day responsibility for safety.

B.2 COMMUNICATION AND MONITORING OF SAFETY POLICY

Each member of staff will be advised, of the policy of the Club towards the safety of spectators. All staff engaged on match day duties will be provided with more detailed information relating to their duties. The Board will receive regular reports on the operation and implementation of the policy.

B.3 SAFETY POLICY REVIEW

This policy will be reviewed and amended as appropriate, following any incident involving spectators, in the light of findings of investigations. Likewise, if changes to operations or facilities lead to significant changes in working practices, the policy will come under review and amendment as necessary.

SECTION C – SAFETY STATEMENT

C.1 ORGANISATION/STRUCTURE FOR IMPLEMENTING SAFETY



The Chairman together with the safety advisor have the responsibility for ensuring that the policy is observed and that club personnel who are engaged in safety duties clearly understand the requirements of the policy.

C.2 ARRANGEMENTS FOR MONITORING THE POLICY

Members of the Club Committee, the Chairman, Stewards (where appropriate) and the Safety Officer will monitor the implementation and effectiveness of the policy and report to the Board on a regular basis.

C.3 SPECTATOR MANAGEMENT

Spectator management will be controlled as follows:

C.3.1 SEGREGATION

Segregation will be implemented within the Grant Street Park only when deemed necessary. In instances where this is required an appropriately sized area will be allocated within the stand. This will be split from the rest of the stand through the provision of a line of barriers, and will be stewarded as appropriate.

C.3.2 ENTRY OF SPECTATORS

Spectators will be admitted to the ground in an orderly, safe manner through the four main Grant Street Park entry gates. Stewards and or Committee Members will be in attendance, as deemed appropriate, to ensure the safety of spectators. People who are clearly under the influence of drink or are in possession of unauthorised objects (including bottles) will not be allowed into the ground. Please refer to the Grant Street Park Stadium Regulations for further details.

The Club will ensure that an effective system for counting spectators as they enter the ground is in place so that club officials can ascertain the number of spectators in the ground at any time. If necessary, appropriate information can be relayed to spectators over the Clubs public address system which can be heard in all areas of the ground.

C3.3 MANAGEMENT OF SPECTATORS IN THE GROUND

Stewards and Club Officials will monitor the safety of spectators in the ground, as appropriate, and report any potential problems. Stewards will be responsible for ensuring that the “No Smoking” policy, for the stand, is implemented. Fire extinguishers will be located in the stand during match days. The public address system will be used to relay safety related information to spectators. Spectators can enter the stand from either end but Stewards will ensure access/exit walkways are kept clear. All raised steps/ uneven areas on spectator walkways will be highlighted with high visibility markings. A safety certificate has been issued for the covered enclosure, with certain conditions attached. The



maximum number of spectators allowed in the enclosure is 499. The total ground capacity has been set at 2074 by the local authority.

C3.4 EXIT OF SPECTATORS

Spectators will be allowed to leave the ground at the appropriate exits. Stewards and Club Officials will ensure that exit gates are opened before the end of the game and that spectator's leave in an orderly manner, with particular consideration given to children and disabled persons. Exits and emergency escape routes will be kept clear of obstructions at all times

C3.5 DISABLED PERSONS

A limited number of suitable accommodation is in place for disabled persons within the ground and they will be assisted to this designated area, or to another area if they wish, by Stewards or Committee Members as appropriate. Stewards will assist disabled persons to enter or leave the ground if such assistance is required. Likewise if requested they will assist disabled person in accessing public amenities e.g. toilets, or refreshment facilities.

C.4 STEWARDING

The club will ensure that an appropriate number of Stewards are in attendance for each home game. The Club will endeavour to provide confrontational management training for as many Stewards as possible. When formal training is not possible, on the job training will be given. Stewards will be identifiable by wearing high visibility vests or jackets at all times. A Stewards Code of Practice has been produced by the Club as a separate document; reference CLACH-D-004.

C.5 INSPECTIONS

The club objective is that spectators can attend the Grant Street Park in the knowledge that they are in a safe environment and to ensure that the club achieves that objective, certain periodic checks will be carried out. General, periodic inspections will be carried out by the Safety Officer and will cover the following areas:

- Exits to ensure that there are no trip hazards and surfaces are not slippery
- Signage where appropriate are in place
- Park exits are kept clear of obstructions
- Combustible or flammable material is not in evidence
- Firefighting equipment, as appropriate, in place and available for use
- All stadium lighting is in working order
- Inspections by the local authority are carried out every two years when the Letter of Compliance is renewed.



C.6 CONTRACTORS

If contractors are working at the ground the club Chairman will ensure that they are made aware of the club's policy with regard to safety matters.

C.7 COMMUNICATIONS WITH THE PUBLIC

Matters relating to the safety policy will be relayed to the public as appropriate, through the public address system, match day programme if applicable, or on the Clubs official web site www.clachfc.com. In the event of the normal public address system failing a loud-hailer will be available for use.

C.8 COMMUNICATIONS WITH STAFF

Stewards and Club Officials will be issued with a copy of the Safety Policy. Problems experienced or potential problems will be discussed at regular Committee meetings.

C.9 FIRE PRECAUTIONS

The Club recognises risk from fire. To mitigate this risk the Club will enforce a strict no smoking policy in all enclosed areas within the ground, including the stand. The Club also has a separate Smoking Policy (CLACH-P-006).

C.10 FIRST AID/MEDICAL PROVISION

Club Personnel with Red Cross Sports Injury training will be available on match days. These first aiders will have access to medical equipment if required.

C.11 CROWD DOCTOR

If an attendance of over 2,000 is anticipated arrangements will be made to have a suitably trained crowd doctor in attendance. The whereabouts of the doctor in the ground will be made known to first aid personnel and key members of the club committee. The doctor will normally be situated in the stand or dug-out area. Ambulances are stationed at Raigmore Hospital and can normally be at the ground if called as part of an emergency within 5 minutes. For crowds under 2,000 the provision of a doctor at the ground will not be possible, but Raigmore hospital is less than 10 minutes away should a situation arise.

C.12 CLUB CONTINGENCY PLANS



The club has drawn up a Contingency Plan, document reference CLACH-D-003, to deal with emergencies and incidents, which might occur during a match or when spectators are queuing to enter the ground. Controlled copies of the Contingency Plan are available to the Clubs Safety Personnel, Management and Emergency Services. A controlled copy will be kept in the Secretaries

office at the park should it be required. The Club Committee, together with the Safety Officer will continually review the Contingency Plan and revise it in the light of lessons learned from any incidents that may take place and in consultation with the Emergency Services.

C.13 MAINTENANCE OF RECORDS

A record will be kept by the Club Safety Officer of any accident or incident which causes injury other than playing injury which:

- (a) Is brought to the notice of the Club Safety Officer or Club Committee
- (b) Occurs whilst the Stadium is in use for a specified event, and
- (c) Has safety implications

Other records that will be maintained by the Safety Officer are as follows:

- A record of all first aid and medical treatment (Accident Book) provided during or in connection with a specified event.
- A record on inspections and tests of firefighting equipment. (12 monthly)
- A record of tests on the public address system 6 monthly (CLACH-S-003).
- A record in Defects Log Book of any defect relating to the Safety of the ground (CLACH-S-001) howsoever discovered, together with a record of when such a defect was remedied.

A record of the following certificates:

- A certificate of inspection of the firefighting equipment (12 monthly).
- A certificate of the Ground Safety Certificate (24 monthly).

This policy is in respect of spectator safety for:-

Clachnacuddin Football Club,
Grant Street Park,
Wyvis Place
Inverness
IV3 6DR



CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-P-002 - HEALTH & SAFETY POLICY - SEASON 2017/18

Introduction

Clachnacuddin Football Club was founded in 1885 and are nicknamed 'The Lilywhites' (due to our white strip) or 'Clach'. Our home ground is Grant Street Park in the city's Merkinch area and we pride ourselves in community integration at all levels.

The first team are a semi-professional senior football team who currently play in Scotland's Highland Football League. We have won the most League championships in the competition's history, a total of 18 times overall. We also have a very good Youth Development system with six age groups ranging from the primary squads to the under 17's and an under 20's squad who participate in the North FA League.

Clachnacuddin Football Club is committed to safeguarding the Health and Safety of all Club personnel. This document is designed to describe the Clubs Health and Safety Policy.

Health & Safety Policy Including First Aid

GENERAL POLICY

It is the policy of Clachnacuddin Football Club to take all reasonable and practicable steps to safeguard the Health and Safety and welfare of all employees at work and to protect all other persons against hazards to Health or Safety arising out of the Clubs activities.

The Club has a separate Spectator Safety Policy document reference **CLACH-P-001**.

The co-operation of every member of the Club is necessary in promoting this policy and in ensuring that the standard of health and safety which is achieved is always at least equal and preferably above the standards set by the Health and Safety at work Act and the regulations made under it.

It is the policy of Clachnacuddin Football Club that ALL of our internal workplaces, including stands are smoke-free, and all employees have a right to work in a smoke-free environment.

The Club has a separate Smoking Policy, document reference **CLACH-P-006**.



FIRST AID STRUCTURE

The executive responsibility for implementing this policy rests with the Clubs Board, which delegates the responsibility to the Clubs certified First Aid team. These are personnel within the Club that have had SFA approved Sports Injury training. In addition, it is the statutory duty of every employee at all times to take reasonable care for the Health and Safety of themselves and all others who may be affected by their actions.

ADVICE

Advice on matters of Health and Safety is given to the Club by the Health and Safety Executive and available from "The Guide to Safety at Sports Grounds". Additional advice if necessary may also be received or requested from the Scottish Ambulance Service.

ACCIDENT BOOK

An Accident Book is maintained in the Club office. With the exception of injuries sustained on the field of play, all accidents or injuries sustained whilst on club business must be recorded in the Accident Book.



CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-P-003 - ANTI DISCRIMINATION POLICY - SEASON 2018/19

Clachnacuddin Football Club is committed to ensuring full participation of all, as we recognise racism, sexism and other forms of discrimination, both institutional and personal are widespread in our society. Such discrimination prevents equality of opportunity to participation within our sport.

This document is designed to describe the Clubs Anti-Discrimination Policy.

ANTI DISCRIMINATION POLICY

1. Clachnacuddin Football Clubs (“The Club”) policy is not to discriminate or in any way treat anyone less favourably, on grounds of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. The Club will not tolerate any such discrimination in any of the Club’s activities.
2. The Club will apply this policy when:-
 - (1) Advertising for and selecting applicants for employment
 - (2) Seeking volunteers
 - (3) Running courses
 - (4) Running external coaching, educational activities, and award schemes
 - (5) Promoting football development activities
 - (6) Selecting teams and
 - (7) Considering appointments.
3. The Club will not tolerate racist, sectarian, sexual or bigoted harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
4. The Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.
5. The Club are committed to challenging and dismantling all forms of discrimination in our club by developing club practice that is sensitive to an suitable for all, reflecting the fundamental equality and worth of everyone.
6. To ensure full participation of all, we will not accept discriminatory practice by any Clachnacuddin Football Club employee, Committee member, volunteers or supporters whether



physical or verbal. This will be reflected in our club as normal practice, whether in recruitment of staff or volunteers, our promotional materials or general behaviour.

7. The Club gives a commitment to ensure that it is open to all and that team selection policy will be the footballing ability and character of the individual, together with the collective balance of the team.
8. Each player and employee contract will include a clause stating that the Club is opposed to racism, sectarianism, bigotry and discrimination in any form and that the player or employee shares these principles and gives a commitment to uphold and promote these standards.
9. Any form of discrimination will be looked upon as serious, will not be taken lightly and may lead to disciplinary action by the Clubs Board.



CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-P-004 - DISABILITY DISCRIMINATION POLICY - SEASON 2018/19

This policy is applicable to all staff, contract workers, spectators and guests of the Club on all premises and places of work occupied by the Club.

The purpose of this policy is to ensure that the Inverness Clachnacuddin Football Club complies with the Disability Discrimination Act 1995 and to ensure that disabled people falling within the definition of the Act are treated equally and fairly.

In line with the Disability Discrimination Act 1995, in this policy:-

DISABILITY refers to a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

DISABLED PERSON refers to a person with such a disability.

DISCRIMINATION refers to treating someone with a disability less favourably than others who do not have a disability, and that treatment cannot be shown to be justified in relation to the activities or circumstances involved.

CLUB POLICY COVERING PART III (THE PROVISION OF GOODS, SERVICES AND FACILITIES) OF THE DISABILITY DISCRIMINATION ACT 1995

1. The Club is committed to ensuring that members of the public with a disability should have as full an access as is reasonably possible to all goods, services and facilities provided or offered to the public by the Club.
2. The Club recognises that not all of its facilities are fully accessible to members of the public with a disability and confirms that it is committed to making the necessary reasonable adjustments described by the Disability Discrimination Act and its relevant Codes of Practice to ensure full compliance with the legislation.
3. The Club will provide free access for members of the public with disabilities and half price admission for their carers. The Club will ensure that the scheme does not discriminate between disabled people with differing impairments.



4. The Club will undertake such additional works as are reasonably required within the timescales set out in the Act.
5. The Club has a grievance procedure in place and guarantees that anyone with a disability making a complaint of discrimination will be dealt with quickly under that procedure.
6. The Club has advised its staff that any incident of discrimination under the provisions of the Act is a serious matter and will be dealt with under the Club's Disciplinary Procedures.

EMPLOYMENT

Inverness Clachnacuddin Football Club fully supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of disability. No applicant or employee shall receive less favourable treatment because of disability.

It is in the interest of Inverness Clachnacuddin Football Club and those who work for it to ensure that all available human resources, talents and skills are considered when employment opportunities arise. As such Inverness Clachnacuddin Football Club is committed to maintaining and managing a diverse work force.

When considering persons for employment Inverness Clachnacuddin Football Club will not discriminate against a disabled person.

1. In the arrangements made for the purpose of determining to whom employment should be offered.
2. In the terms under which employment is offered.
3. In deliberately refusing to offer or not offering employment to someone based on their disability.
4. In the opportunities afforded to a person (i.e. training, promotions or any other work benefit).
5. In dismissing someone or subjecting them to any detriment based on their disability.



CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-P-005 - EQUAL OPPORTUNITIES POLICY - SEASON 2018/19

1. Clachnacuddin Football Club (“The Club”) is committed to the development of positive policies to promote equal opportunity in all of its activities. The Club is an equal opportunities employer and will abide and adhere to the requirements of the Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality.

2. All employees and members of staff are expected to abide by the requirements of the Race relations Act 1976, the Sex Discrimination Act 1986 and the Disability Discrimination Act 1995. Specifically, discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability, less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirements(s) for any reason whatsoever related to their employment or membership, which are different from others.
- Imposing on an individual requirements or conditions which are in effect more onerous on that individual than they are on others. No individual will be placed at a disadvantage by requirements or conditions which cannot be shown to be necessary to the satisfactory conduct of the job or task.
- Victimisation or harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act which has the effect of disadvantaging an individual against another, or others, purely on the above grounds. Thus all of the Club’s recruitment, selection, promotion and training processes, as well as disciplinary matters, will be determined solely by the application of an objective assessment of personal performance and ability.

3. The Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, an undertaking that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of the member of staff accused of discrimination.



4. Any employee or member of staff found guilty of discrimination will be instructed to desist forthwith and will be dealt with under the Club's disciplinary procedures.

5. The Club opposes all forms of unlawful or unfair discrimination on the grounds of disability. No applicant, employee or member of staff shall receive less favourable treatment than others, because of disability. The difficulties of their disability permitting, assistance will be provided, wherever possible, to ensure that disabled employees or members of staff are helped to gain access and to undertake their duties.

6. The Club, including players and officials, will actively promote initiatives – such as 'Show Racism the Red Card' – in the Community. This will be achieved through positive actions as well as communicating via match day programmes, the Club website and, when interacting with supporters and school children where-ever possible.



CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-P-006 - SMOKING POLICY - SEASON 2017/18

THE LAW

The Smoking Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 state that no smoking is allowed in premises that are wholly or substantially enclosed. Those who do not comply with the smoking policy will be subject to normal disciplinary procedures, liable to a fixed penalty fine and/or criminal prosecution.

PURPOSE

This policy has been developed to protect all employees, supporters, service users, customers and visitors from exposure to second hand smoke. Exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same space does not completely stop potentially dangerous exposure.

POLICY

It is the policy of Clachnacuddin Football Club that ALL of our internal workplaces, including the stand, are smoke free and all employees have a right to work in a smoke free environment. The policy came into effect on 26th March 2006.

Smoking is prohibited in all internal spaces within the boundary of Grant Street Park, including the stand. This policy applies to all employees, supporters, consultants, contractors, customers or members and public.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Safety Officer of Clachnacuddin Football Club. All staff and visitors are obliged to adhere to, and facilitate the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy.



Appropriate “No Smoking signs will be clearly displayed at the entrances to and within the premises.

The policy shall also be made publicly available via the Club’s website and be included within the Club’s Health and Safety Policy (CLACH-P-002).

CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-P-007 - ENVIRONMENTAL POLICY - SEASON 2018/19

Clachnacuddin Football Club recognises that our activities inevitably have an impact on the environment. Consequently we are committed to a process of continual environmental improvement and pollution prevention. This statement provides a framework for developing and reviewing environmental objectives. It is the policy of Clachnacuddin Football Club to minimise the potentially significant impacts the Club has on the environment.

We actively encourage the use of public transport, energy efficiency and promote waste minimisation and environmentally friendly waste disposal throughout the Club and by our supporters. We treat all relevant environmental legislation and regulations as the minimum standard and seek to exceed them wherever possible. We endeavour to identify opportunities to reduce and recycle the resources we consume including energy, water and other natural resources, thereby also minimising the amount of waste we produce.

We discourage avoidable travel, encourage the use of walking, cycles, public transport, car sharing and coach use. We expect our suppliers to demonstrate good environmental, social and ethical management practices and we engage with them regularly to identify opportunities for improvement.

OUR COMMITMENT

We recognise that our activities impact on the environment. Consequently we embrace the principles of sustainable development and we are committed to a process of continual environmental improvement and pollution prevention.

OUR AIMS

Minimise and conserve

We endeavour to identify opportunities to reduce the resources we consume including energy, water and other natural resources, thereby also minimising the amount of waste we produce. Where practicable, we shall reuse materials, recycle waste and procure recycled products.

Comply

We shall endeavour to comply with all relevant environmental legislation and regulations. Moreover we shall treat these as the minimum standard and seek to exceed them wherever possible.

Involve and communicate



We shall document and communicate our policy to employees, suppliers, business partners, shareholders and supporters and provide the necessary training and resources to support the implementation of our policy.

Measures to Encourage Walking and Cycling

Walking and cycling are the most sustainable means of travel. The National Travel Survey has established that 80% of journeys of less than 1 mile (1.6km) are made on foot. The club's core catchment area is local and a high proportion of home supporters live within one or two miles of the stadium, therefore Clachnacuddin Football Club encourages walking to matches. Walking and/or cycling may also be a realistic options for those working at Grant Street Park. Grant Street Park is fully accessible by walking and cycling. Direct access is available from Lower Kessock Street.

Public Transport

Grant Street Park is highly accessible by public transport, being located directly on a main bus route. There is a bus stop directly outside the stadium. Public transport is therefore encouraged by the club as a realistic mode of travel for those working at, or visiting the stadium. We will also arrange for away supporters visiting Grant Street Park, via the Club website (www.clachfc.com) to be made aware of the accessibility of the site by walking and cycling, and in particular that they are aware of the pedestrian routes linking the site to the City centre.

Timing of Matches

Clachnacuddin Football Club will manage the timing of events, particularly the start time of football matches, to ensure that high flows of football related traffic does not occur at peak times on the local road network.

Policy Review

This policy is a living document and one, which Clachnacuddin Football Club will keep under review.



CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-P-008 - CHILD PROTECTION AND VULNERABLE ADULTS POLICY - SEASON 2018/19

Clachnacuddin Football Club are committed to good practice, which protects children and vulnerable adults from harm. All staff and volunteers in this football club accept and recognise our responsibilities to develop awareness of the issues which cause children and vulnerable adults harm.

POLICY

RESPONSIBILITIES

Clachnacuddin Football Club will:

- Promote the Health and Welfare of children and vulnerable adults by providing opportunities for them to take part in Football safely.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedure's to safeguard the well being of children and vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child and Vulnerable Adult Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these procedures as well as implementing where appropriate the relevant disciplinary and appeals procedures.
- Review and evaluate this policy and these procedures on a three yearly basis.



PRINCIPLES

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

This Policy and these Procedures are based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and it is the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.
- All incidents of alleged poor practice; misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

REVIEW

This policy and these procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults.
- Following any issues or concerns raised about the protection of children or vulnerable adults within Clachnacuddin Football Club.
- In all other circumstances, at least three yearly.

1.0 RECRUITMENT AND EMPLOYMENT



All reasonable steps will be taken to ensure unsuitable people are prevented from working with children and vulnerable adults. If recruitment is to take place for a position within Clachnacuddin Football Club that requires regular contact with children or vulnerable adults the following recruitment procedure must be completed.

1.1 ADVERTISING

All forms of advertising used to recruit members for positions involving regular contact with children or vulnerable adults will include the following:

- The aims of Clachnacuddin Football Club and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. Experience of working with children is an advantage).
- Details of Clachnacuddin Football Clubs open and positive stance on child and vulnerable adult protection.

1.2 PRE-APPLICATION INFORMATION

All forms of advertising used to recruit members for positions involving regular contact with children or vulnerable adults will be sent to applicants and will include:

- A job description including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children or vulnerable adults required).
- An application form and self-declaration form.
- Information on Clachnacuddin Football Club and related topics.

1.3 APPLICATION AND SELF DECLARATION FORM

All applicants will be requested to complete an application and self-declaration form.

The purpose of the application form is to obtain relevant details from the applicant for the position. The purpose of the self-declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations. The self-declaration form is requested in a separate sealed envelope and is not opened until the applicant is selected for an interview. If the applicant is not selected, the form is returned unopened to the applicant.



1.4 REFERENCES

References will be sought as required. Where possible at least one of these will be from an employer or a voluntary organisation where the position required working with children or vulnerable adults in any of the following capacities: employee; volunteer; or work experience. If the person has no experience of working with children or vulnerable adults, specific training requirements will be agreed before appointment.

1.5 CHECKS

Clachnacuddin Football Club is registered with Disclosure Scotland and prior to appointment a disclosure Scotland check will be completed. This will require the prospective position holder to complete and submit a Disclosure Scotland form, with results returning to the Club Child Protection and Welfare Officer. As recommended by Disclosure Scotland (Protecting the Vulnerable by Safer Recruitment, 2002) the following types of checks will be requested for positions requiring contact with children and vulnerable adults:

- **Standard Disclosure** – A Standard disclosure will be requested from those applying for positions listed in the Rehabilitation of Offenders Act 1974 (ROA) (Exceptions Order 1975). These categories include occupations with duties that involve regular contact with children and young people under the age of 18; and the elderly; and the sick and handicapped people.
- **Enhanced Disclosure** – An Enhanced disclosure will be requested for positions that involve a greater degree of contact with children or vulnerable adults. For example, positions that requires regular contact with training, supervising or being in sole charge of children and young people.

1.6 INTERVIEW

For positions that require regular contact with children or vulnerable adults, interview will be carried out by members of the Inverness Clachnacuddin Board and the Club Child Protection and Welfare Officer. An interview will include requests for additional information to support the application.

1.7 OFFER OF POSITION

Once a decision has been made to appoint an individual, an offer letter will be presented to the applicant including the details of the position, any special requirements and the obligations e.g.



agreement to the policies and procedures of the organisation, the probation period and responsibilities of the role. Confirmation of the position being accepted will require the offer letter to be formally accepted and agreed in writing e.g. by the individual signing and dating the agreement on the offer letter and returning it to Clachnacuddin Football Club.

1.8 INDUCTION

The induction process for the newly appointed member will include the following:

- An assessment of training, individual aids and any other needs and aspirations.
- Clarification, agreement and signing up to the Child and Vulnerable Adult Protection Policy and procedures.
- Clarification of the expectations and responsibilities of the position.

1.9 PROBATION

Newly appointed members will complete an agreed period of probation on commencement of their role.

1.10 MONITORING AND PERFORMANCE APPRAISAL

All members who have contact with children or vulnerable adults will be monitored and their performance appraised. This will provide an opportunity to evaluate progress and set new goals, identify training needs and address any concerns of poor practice.

2.0 MEMBERS WITH SPECIFIC RESPONSIBILITY FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

2.1 CHILD PROTECTION AND PLAYER WELFARE OFFICER

The Child Protection and Player Welfare Officer has the main responsibility for managing child and vulnerable adult issues within Clachnacuddin Football Club. The Role and responsibilities of the Child Protection and Player Welfare Officer are detailed below.

2.2 ROLE AND RESPONSIBILITIES OF THE CHILD PROTECTION AND PLAYER WELFARE OFFICER

Within Clachnacuddin Football Club the Child Protection and Player Welfare Officer will:

- Provide a single point of contact for anyone with concerns about a child's welfare and protection.



- Implementation, monitoring and review of all welfare and child protection procedures and policies.
- Ensure that all necessary personnel Disclosure Scotland checked and maintain a register of all Disclosure Scotland certificates.
- Act as a counter signatory in the clubs processing of Disclosures and providing advice to Club staff and Committee members as required.
- Coordinate any in-service training for child & Vulnerable Adult Protection issues.
- Encourage good practice and support of procedures to protect children.
- Update the Clubs Child Protection & Vulnerable Protection Policy when appropriate.
- Establish and maintain the complaints procedures.
- Attend the Sports Coach UK workshop on Good Practice and Child Protection.
- Be familiar with current Child Protection Legislation.
- Understand the National Governing Body Child Protection Procedures, rules and regulations.
- In the event of a complaint being made, ensure that the complaints procedures are met and see the procedures through to the final decision.
- Calls committee meetings as necessary and regularly submits a Disclosure Scotland status report to the chairman.
- Organise training for officials or members of staff as necessary.

3. CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

This code of conduct details the types of practice required by all members of Clachnacuddin Football Club when in contact with children or vulnerable adults. These types of practice are categorised into good practice, practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the code by a member of the Club will be referred to the Clachnacuddin Football Club Board in accordance with Section 7.5.

3.1 GOOD PRACTICE



Clachnacuddin Football Club supports and requires the following good practice by members when in contact with children and vulnerable adults. When working with Children or vulnerable adults:

- Make Football fun, enjoyable and promote fair play.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults with respect and dignity.
- Put the welfare of each child or vulnerable adult first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children or vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent obtained.
- Deliver educational instruction first verbally; secondly role modelled, and thirdly and only if necessary, with hands on — which must be accompanied by telling the child or vulnerable adult where you are putting your hands and why it is necessary and obtaining their consent.
- Involve parents, guardians and carers whenever possible.
- Build balanced relationships based on a mutual trust that empowers children and vulnerable adults to share in the decision making process.
- Recognise the development needs and capacity of children and vulnerable adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

3.2 FIRST AID AND TREATMENT OF INJURIES

If, as a member of Clachnacuddin Football Club, a child or vulnerable adult requires first aid or any form of medical attention whilst in an individual's care, then the following good practice must be followed:



- Where practical, all parents/guardians of children or vulnerable adults under 16 must complete an Clachnacuddin Football Club Medical Consent Form before participating in Football.
- Be Aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details on any treatment given. Where possible, ensure access to medical advice and / or assistance is available.
- Only those with a current recognised First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child or vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child or vulnerable adults interests and on professional advice not to do so.
- A Notification of Accident form must be completed and signed and passed to Clachnacuddin Football Club as soon as possible.

3.3 FOR TAKING AND TRANSPORTING CHILDREN OR VULNERABLE ADULTS AWAY FROM HOME

If it is necessary to transport children or vulnerable adults away from home the following good practice must be followed:-

- Where practical request written parental/guardian consent if members are required to transport children or vulnerable adults.
- Always tell another member that you are transporting a child or vulnerable adult, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- Ensure where possible, a male and female accompany mixed groups of children or vulnerable adults, these adults should be familiar with and agree to abide by Clachnacuddin Football Clubs Child and Vulnerable Adult Protection Policy and Procedures.



- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents/guardians.

3.4 PRACTICE TO BE AVOIDED

In the context of an individual's role within Clachnacuddin Football Club, the following practice should be avoided:-

- Avoid having 'favourites' — this could lead to resentment and jealousy by other children or vulnerable adults and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children or vulnerable adults away from others. Ensure that when children or vulnerable adults are taken away from home, adults avoid entering their rooms unless in an emergency situation or in the interests of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid taking children or vulnerable adults to your home.
- Avoid where possible, doing things of a personal nature for children and vulnerable adults that they can do for themselves.

IMPORTANT NOTICE

It may sometimes be necessary for members to do things of a personal nature for children or vulnerable adults, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of the child or vulnerable adult and where possible their parents/guardians. It is important to respect their views. If a person is fully dependent on you, talk with him / her about what you are doing and give choices where possible, particularly so if you are involved in any dressing or undressing of outer clothing, or where there is a physical contact, lifting or assisting a child or vulnerable adult to carry out particular duties. Do not take on the responsibility for tasks for which you are not appropriately trained.

3.5 PRACTICE NEVER TO BE SANCTIONED

In the context of an individual's responsibility for children within Clachnacuddin Football Club, the following practices should never be sanctioned:-



- Never engage in sexually provocative games including horseplay.
- Never engage in rough or physical contact except as permitted within the rules of the game or competition.
- Never form intimate emotional or physical relationships with children or vulnerable adults.
- Never allow or engage in touching a child or vulnerable adult in a sexually suggestive manner.

- Never allow children or vulnerable adults to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child or vulnerable adult even in fun.
- Never reduce a child or vulnerable adult to tears as a form of control.
- Never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child or vulnerable adult for sleeping accommodation.
- Never invite children or vulnerable adults to stay with you at your home.

IMPORTANT NOTICE

In special cases, sharing may be required for health and safety reasons or if the child is very young or particularly vulnerable. If so, explain why this is necessary to the child/vulnerable adult and their parent or guardian and seek their consent. Where possible ensure that at least two adults, preferably male and female are in the room.

3.6 REPORTING

If members have a concern about an incident involving a child or vulnerable adult that seems untoward or unusual they must report their concerns as soon as possible to the Child Protection and Player Welfare Officer. Parents should also be informed of the incident as soon as possible unless it is not in the child's or vulnerable adults interests to tell them (Section 8 Sharing Concerns with Parents, Guardians or Carers). Report, Record and inform if the following occur:

- If you accidentally hurt a child or vulnerable adult.
- If a child or vulnerable adult seems distressed in any manner.
- If a child or vulnerable adult misunderstands or misinterprets something you have said or done.



- If a child or vulnerable adult appears sexually aroused by your actions.
- If a child or vulnerable adult needs to be restrained.

4.0 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 or vulnerable adults 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 children and vulnerable adults is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed. Any suspicions or allegations of bullying of a child or vulnerable adult against a member will be dealt with in accordance with section 7.5.

5.0 PHOTOGRAPHING, VIDEOING AND FILMING OF CHILDREN AND VULNERABLE ADULTS

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults. The following procedures have been developed to protect children and vulnerable adults.

The following is required for Clachnacuddin Football Club activities or events where children or vulnerable adults are participating:

- Where appropriate all materials promoting Clachnacuddin Football Club events or activities shall state that accredited photographers will be present.
- Where possible consent from the parent/ guardian for photographing, videoing and or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic / film / video equipment at a venue must obtain the approval of Clachnacuddin Football Club.
- An activity or event specific identification badge/ sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event. No unsupervised access or one to-one sessions are to be permitted unless this has been approved in advance by the child vulnerable adult, parent/guardian and



Clachnacuddin Football Club. Clachnacuddin Football Club reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated. The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

5.1 CONCERNS ABOUT PHOTOGRAPHERS, VIDEO OR FILM OPERATORS

Any concerns with photographers or video or film operators are to be reported to Clachnacuddin Football Club's Child Protection and Player Welfare Officer and where relevant, the Police.

6.0 CHILDREN OR VULNERABLE ADULTS IN PUBLICATIONS AND ON THE INTERNET

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people or vulnerable adults. In some cases however, displaying certain information about children or vulnerable adults could place them at risk. The following procedure must be followed to ensure Clachnacuddin Football Clubs publications and Clachnacuddin Football Clubs information on the Internet do not place children and vulnerable adults at risk.

Clachnacuddin Football Clubs publications and Inverness Clachnacuddin's information on the Internet must adhere to the following:

- Publications or information on an Internet site must never include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address, telephone number of a child or vulnerable adult. Any contact information must be directed to Clachnacuddin Football Club. Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Where relevant, a tracksuit may be more appropriate attire. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.



- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to, not individual members. Credit for achievements by a child or vulnerable adult are to be restricted to first name e.g. James was a Player of the Year in 2002.
- All published events involving children and vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publication of specific meeting or child/vulnerable adults events e.g. team coaching sessions, must not be distributed to any individuals other than those directly concerned.
- Particular care must be taken in publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute. Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical learning and / or communication or language difficulties, as they could be particularly vulnerable to abuse.

IMPORTANT NOTE

Any concerns or enquiries about publications or Internet information should be reported to Clachnacuddin Football Clubs Child Protection and Player Welfare Officer.

7.0 RESPONDING TO DISCLOSURES

Information you receive from a child or vulnerable adult may fall into one of the following categories:

- Suspicion or allegation of misconduct against a member of Inverness Clachnacuddin Football Club.
- Suspicion or allegation of abuse against a member of Inverness Clachnacuddin Football Club.
- Suspicion or allegation of inappropriate behaviour against someone who is not a member.
- Suspicion or allegation of abuse against someone who is not a member. If unclear about the nature of the information (and therefore which category the disclosure falls into) advice must be sought from the Child Protection and Player Welfare Officer. It is not the responsibility of anyone from Clachnacuddin Football Club to decide whether or not a child or vulnerable adult has been abused. It is however everyone's responsibility to report concerns. It is very important that Clachnacuddin Football Club members understand what is meant by the term 'abuse'. The different types of abuse are:-

Emotional abuse

Clachnacuddin F.C. (1990) Ltd, Grant Street Park, Wyvis Place, Inverness IV3 8DR



Neglect

Physical abuse

Sexual abuse

Negative Discrimination (including racism)

Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

7.1 HOW TO LISTEN TO A DISCLOSURE

It is important to listen carefully to the information a child or vulnerable adult discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell. Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or difficulty in language.
- 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 / vulnerable adult. If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said. If you need to clarify or the statement is ambiguous, use open ended non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children or vulnerable adults.
- Reassure the child or vulnerable adult.

Actions to Avoid When receiving a disclosure:

- Avoid panic.
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.



- Avoid speculating or making assumptions.
- Avoid making negative comments about the person against whom the allegation has been made. Avoid approaching the individual against which the allegation has been made.
- Avoid making promises or agreeing to keep secrets.
- Avoid giving a guarantee of confidentiality.

7.2 RESPONDING TO A SUSPICION OF INAPPROPRIATE BEHAVIOUR OR MISCONDUCT AGAINST SOMEONE WHO IS NOT A MEMBER OF CLACHNACUDDIN FOOTBALL CLUB

In the course of your role within Clachnacuddin Football Club, a child or vulnerable adult may disclose information to you about a person who is not a member of Clachnacuddin Football Club that leads to a suspicion or allegation of inappropriate behaviour or misconduct. If the disclosure is about an incident that occurred during a Clachnacuddin Football Club event or activity:

- Listen to the child as detailed in 7.1.
- Acknowledge the information received.
- Pass the information to both the Manager of the event or activity and the Child Protection and Player Welfare Officer, and if appropriate the parents/guardians/carers of the child or vulnerable adult (refer to Section 8 Sharing Concerns with Parents/Guardians or Carers).
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass it to the Child Protection and Player Welfare Officer.

7.3 RESPONDING TO A SUSPICION OR ALLEGATION OF INAPPROPRIATE BEHAVIOUR OR MISCONDUCT AGAINST A MEMBER OF CLACHNACUDDIN FOOTBALL CLUB

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a member:

- Listen to the child as detailed in 7.1.
- Acknowledge the information received.
- Pass the information the Child Protection and Player Welfare Officer.



- Make a full written record of the disclosure on the day you receive the disclosure Sign and date the record then pass it to the Child Protection and Player Welfare Officer.

ESTABLISHING THE BASIC FACTS

- The Child Protection and Player Welfare Officer must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the basic facts support a suspicion or allegation of misconduct by a member, the matter will be dealt with in accordance with section 7.5.

7.4 RESPONDING TO A SUSPICION OR ALLEGATION OF ABUSE AGAINST SOMEONE WHO IS NOT A MEMBER OF CLACHNACUDDIN FOOTBALL CLUB

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are less than usual. If a child or vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react as soon as possible that day in line with the following procedures:

- Where there is uncertainty about whether the concern relates to abuse or misconduct, the Child Protection and Player Welfare Officer must firstly be consulted for advice on the appropriate course of action. If the Child Protection and Player Welfare Officer is unavailable, external agencies such as the Police and Social Work Department must be consulted for advice. This is important because they have an overview of child protection issues and they may well have other information that together causes concern. On receiving information about a non-member that leads to a suspicion or allegation of abuse:
- Listen to the child or vulnerable adult as detailed in section 7.1 How to Listen to Disclosures.
- Pass your concerns to the Social Work Department/Police 01463 703488 (Local) or 08000223222 (National) in the area where the abuse is alleged to have occurred immediately (these are available 24 hours a day) Act on any advice given.
- At the earliest opportunity tell the Child Protection and Player Welfare Officer about the action taken.
- Make a full written record of what has been seen, heard and / or told as soon as possible in the child / vulnerable adults own words. The information must, where known, include the following:
- Name of child/vulnerable adult.
- Age, date of birth of child/vulnerable adult.



- Home address and telephone number of the child/vulnerable adult. The nature of the allegation in the child / vulnerable adult'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/vulnerable adults account, if it can be given, of what has happened and how any injuries occurred.
- The nature of the allegation (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 (do not examine the child/vulnerable adult).
- Details of any witnesses to the incident.
- Whether the child / vulnerable adult's parents / guardians/ carers have been contacted.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child / vulnerable adult making the report, whether the child / vulnerable adult has been spoken to, if so what was said Record, sign and date on the day what you have seen, heard or been told. If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete the electronic copy that day. Pass the record to the Social Work Department or the Police.

REMEMBER - LISTEN, RESPOND, REPORT AND RECORD

7.5 RESPONDING TO A SUSPICION OR ALLEGATION OF ABUSE AGAINST A MEMBER OF CLACHNACUDDIN FOOTBALL CLUB

The feelings caused by the discovery of potential abuse by a member will raise different issues, e.g. disbelief that a member would act in this way. It is not the responsibility of a member to take responsibility or to decide whether or not a child or vulnerable adult has been abused. However as with allegations against non-members, it is the responsibility of the individual to act on any concerns. Any information that raises concern about the behaviour of a member towards a child or vulnerable adult must be passed on as soon as possible that day, in accordance with these procedures. No member in receipt of such information shall keep that information to him / herself or attempt to deal



with the matter on their own. These procedures aim to ensure that all suspicions and / or allegations of abuse against a member are taken seriously and are dealt with in a timely and appropriate manner. All such incidents will be referred to the Clachnacuddin Football Club Board for formal action.

7.5.1 On receiving information about a member that leads to a suspicion or allegation of abuse:

- Listen to the child or vulnerable adult as detailed in Section 7.1 How to Listen to Disclosures.
- Pass your concerns to the Child Protection and Player Welfare Officer on the day or if not available, the Social Work Department or the police in the area where the abuse is alleged to have occurred (these are available 24 hours a day). 01463 703488 (Local) or 08000223222 (National).
- Act on any advice given.
- Make a full written report of what you have seen, heard or been told, that day.
- If making an electronic copy do not save to the hard drive or Flash Drive. Print the record, sign and date, then delete the electronic copy that day.
- Pass the record to the Child Protection and Player Welfare Officer, the Social Work Department and Police Scotland.

IMPORTANT NOTE

Where the concern is about the Child Protection and Player Welfare Officer it must be reported to the Secretary and Board of Clachnacuddin Football Club.

7.5.2 Actions for the Child Protection and Player Welfare Officer when Concerns are reported

Before taking any action the Child Protection and Player Welfare Officer must always seek advice from the Police or Social Work Department thereafter:

- Establish Basic Facts – The Child Protection and Player Welfare Officer must initially clarify the basic facts to establish whether there is reasonable cause to suspect or believe that a member may have abused a child and/or vulnerable adult.

IMPORTANT NOTE

This may necessitate the child(ren) or vulnerable adult(s) involved being asked some basic open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary



to ask similar basic questions of other children or other appropriate individuals e.g. coaches. After seeking advice from the Police and/or Social Work Department, the parents/guardians may be approached to provide consent to speak to a child / vulnerable adult. Advice must be sought from the Police and/or Social Work Department as to whether a member about whom the allegation has been made may be approached as part of the initial enquiry. This process will not form part of the disciplinary procedure. Making a referral in cases of Suspected and/or Alleged Abuse. If the basic facts support a suspicion or allegation of abuse:

- The Child Protection and Player Welfare Officer will refer the suspicion and/or allegation to the Social Work Department and the Police as soon as possible on that day.
- Appropriate steps may be required to ensure the safety of the child(ren) or vulnerable adult(s) who may be at risk.
- A record should be made of the name and designation of the Social Work Department member of staff or Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.
- Following advice from the Social Work Department and/or Police, the parent/guardian of the child or vulnerable adult should be contacted as soon as possible.

IMPORTANT NOTE

Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information. A Referral for Reporting Suspicions and / or Allegations of Abuse Against a Member of Clachnacuddin Football Club Form must be completed as soon as possible that day. Where possible, a copy of this form must be sent to the Police and Social Work Department within 24 hours. Possible Outcomes following advice from Police: Where the initial enquiry reveals that there is reasonable cause to suspect or believe that a member has abused a child and or vulnerable adult there will be an investigation.

There are three types of investigation that can result:

- A disciplinary investigation.
- A child protection investigation.
- A criminal investigation.



Following advice from the Police, disciplinary action may be taken in cases where a criminal investigation is ongoing provided sufficient information is available to enable a decision to be made and doing so does not jeopardise the criminal investigation.

7.5.3 MANAGING THE MEMBER AGAINST WHOM THE ALLEGATION HAS BEEN MADE

Following advice from the Police, if the decision is made that a member against whom the allegation has been made is to be informed, the member should be told an allegation has been made which suggests abuse. It is essential to preserve evidence for any criminal proceedings whilst at the same time safeguarding the rights of the member.

7.5.4 SUSPENSION

Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out. Suspension will be carried out by the Board of Clachnacuddin Football Club. At the suspension interview the member will be informed of the reason suspension is taking place and given the opportunity to give a statement should he / she wish. Notification of the suspension and the reasons will be conveyed in writing to the member.

7.5.5 MANAGING FALSE OR MALICIOUS ALLEGATIONS

Where, after investigation, the allegation is found to be false or malicious, the member will receive an account of the circumstances and / or investigation and a letter confirming the conclusion of the matter. The member involved may wish to seek legal advice. All records pertaining to the circumstances and investigation will be destroyed. Where this involves a member of Clachnacuddin Football Club, they will be advised of the appropriate counselling services available.

7.5.6 MANAGING ALLEGATIONS OF HISTORICAL ABUSE

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by a member who is still currently working with children. Where such an allegation is made the procedures for managing allegations of abuse detailed in Sections 7.4 and 7.5 must be followed.

8.0 SHARING CONCERNS WITH PARENTS, GUARDIANS OR CARERS

8.1 WHERE IT IS NOT ABUSE

There is always a commitment to work in partnership with Parents/Guardians/Carers where there are concerns about a child / vulnerable adult. Therefore in most situations, not involving the possibility of the abuse of a child or vulnerable adult, it would be important to talk to parents/Guardians or Carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, he/she may have experienced an upset in the family, such as parental separation, divorce or



bereavement. Common sense is advised in these situations however advice should be sought from the Child Protection and Player Welfare Officer if there is any uncertainty about the appropriate course of action.

8.2 ALLEGATIONS OF ABUSE

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/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 the local Social Work Department or the Police as to who contacts the parents.

CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-P-009 - UNACCEPTABLE CONDUCT POLICY - SEASON 2018/19

Clachnacuddin Football Club will not tolerate unacceptable conduct from the Clubs employees, committee members, players or supporters at Grant Street Park or at any other away football stadium.

UNACCEPTABLE CONDUCT POLICY

Clachnacuddin Football Club aims to create and maintain an environment where spectators can enjoy the game of football, safe in the knowledge that they are free from all forms of harassment, abuse, unacceptable or disorderly conduct.

DEFINITION

Unacceptable conduct is conduct which is violent or disorderly. Conduct is violent where there is: Actual, attempted or threatened physical violence against a person or persons.

INTENTIONAL DAMAGE TO PROPERTY

Disorderly conduct involves any activity which stirs up or sustains, or is likely, or is designed to stir up or sustain hatred or ill will against or towards individuals or groups of people because of: gender, age, colour, race, nationality (including citizenship) or ethnic or national origin membership or presumed membership, of a religious group or of a social or cultural group with perceived religious affiliation, Sexual orientation, Transgender identity, Disability, Using threatening, abusive or insulting words or conduct both verbal and non verbal, Displaying writing or any other item which is threatening, abusive or insulting.

RACISM



Clachnacuddin Football Club condemns racism in any form, either on or off the pitch. Clachnacuddin Football Club aims to create and maintain a working and spectating environment free from racial harassment and abuse. Everyone connected with Clachnacuddin Football Club has a responsibility to prevent racial harassment or abuse. A racist incident is defined by Clachnacuddin Football Club as any incident that is perceived to be racist by the victim, or any other person. Racial harassment is defined by Clachnacuddin Football Club to be any verbal, physical, written or visible abuse that is based on a person's race, ethnic background, colour, nationality, language or cultural background – and is considered to be unwanted, unacceptable and offensive to the person. Proven racial harassment or abuse will lead to action being taken against spectators and will be reported to the police and may result in a life ban from Clachnacuddin Football Club. Clachnacuddin Football Club will give their full support to the police in any criminal actions. All employees, committee members, players and servants of the Club have a responsibility to make it clear that such behaviour by anyone

connected with Clachnacuddin Football Club is unacceptable. Supporters should also note that racist taunts and abusive or threatening behaviour will not be tolerated by Clachnacuddin Football Club and will be encouraged to condemn and report such behaviour. Any supporters (home or visiting) behaving in this way will face eviction from the stadium and their actions will be reported to the police. Season ticket holders who conduct themselves in this manner face having their season ticket revoked and all spectators face the prospect of a life ban from the Grant Street Park. Clachnacuddin Football Club fully supports and will promote the Show Racism the Red Card Campaign, details of which can be found at www.srtrc.org.

SECTARIANISM - KICK OUT BIGOTRY THE PLEDGE

Scottish football fans have earned a worldwide reputation for their enthusiastic and good-natured support of the national team. While most fans follow club football in a responsible way, there are occasions where individuals are intent on causing trouble, using football as an excuse for bigoted and unacceptable behaviour. By working together to remove bigotry from our football grounds we can demonstrate that Scottish football fans and in particular Clachnacuddin Football Club supporters: Respect people of all backgrounds and celebrate the multicultural society that Scotland has become in the 21st Century. Want their football clubs, and the support for their clubs, to reflect the diversity of modern Scottish society. Are as passionate about their football clubs as they are about their national team. Clachnacuddin Football Club supports the pledge at www.kickoutbigotry.org/pledge, and the Club encourage all Inverness Clachnacuddin Football Supporters to also sign the Kick out Bigotry Pledge.

CONSEQUENCES

ANY PERSON ENGAGING IN UNACCEPTABLE CONDUCT MAY BE SUBJECT TO ANY, OR A COMBINATION OF THE FOLLOWING:

Removal from Grant Street Park or away stadium.



Suspension from attending home matches involving Inverness Clachnacuddin Football Club.
Indefinite ban from attending home matches involving Inverness Clachnacuddin Football Club.
Suspension or ban from holding Clachnacuddin Football Club membership.
Suspension or ban from Clachnacuddin Football Club Committee.
Suspension or ban as a Player or Coach from Clachnacuddin Football Club.
Reported to the police and possible criminal proceedings.

RESPONSIBILITY

Everyone associated with the Club has a responsibility to prevent and discourage any form of abuse and as such are responsible not only for their own actions but also those of others. We would therefore encourage everyone to bring to the Club's attention, any incident or behaviour, of individuals or groups of individuals, deemed to be in breach of this policy.

Whilst it is appreciated that behaviour such as that listed above involves the minority of individuals in our society, Clachnacuddin Football Club wishes to ensure that we continue to maintain the highest standards both on and off the field of play and that the name "Clachnacuddin Football Club" is associated with good and sporting behaviour at all times.