



Version 1.0

## Vulnerable Adult and Child Protection Policy

### Approval Details

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## Record of Change

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<b>Date</b>	<b>Version Number</b>	<b>Reason for Change</b>
17 Nov 15	1.0	First Issue of Document

# **North Highland Harriers**

## **Vulnerable Adult and Child Protection Policy**

### **Introduction**

North Highland Harriers (NHH) aims to ensure that all children and vulnerable adults are protected and kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this we will ensure our volunteers are carefully selected, screened, provided with appropriate support and supervised. The Club will also have a robust procedure for dealing with any reports or suspicion of abuse.

NHH will ensure that all members and volunteers are aware of this policy and have received appropriate training and support to ensure its full implementation.

Further information and guidance, especially for the Welfare Officer can be obtained from the Scottish Athletics Website.

### **Selection and Screening**

The Selection and Screening of individuals volunteering for positions within the Club (except existing members to committee roles) will be undertaken in accordance with the NHH Volunteer Screening Policy.

In exceptional circumstances an individual may be barred from joining NHH as a standard member.

### **Training**

All successful applicants will receive induction training, which will give an overview of NHH, the policies and Codes of Conduct. Induction training will also cover how and where NHH Policies, Guideline, Codes of Conduct can be accessed.

Any position specific training (for example coaching positions) that is required will be provided as and when necessary by a suitably qualified and experienced individual.

Ongoing training and support will be provided as the needs are identified and in accordance with any Scottish Athletics and/or legislative requirements. The Club committee will review the training needs on an annual basis.

All Members will be provided with details on how to access NHH Policies, Guidelines and Codes of Conduct. Each member will be made aware of the requirements of the relevant Codes of Conduct. Any relevant information, specifically regarding changes to Codes of Conducts, Policies, Guidelines or Health and Safety will be distributed to Members by e-mail.

All Members on joining the Club will be provided with the NHH policy and procedures for reporting of Abuse, Bullying and Harassment both within and outwith the environment of NHH and the suspicion of these activities.

### **Supervision and Support**

The Club Chairperson will maintain an overview of the effectiveness of each (with the exception of the coaching staff) volunteer in NHH. If any individual is deemed to be ineffective, bringing NHH into disrepute or causing other volunteers additional work unnecessarily then the Club Chairperson will discuss their performance and agree an improvement plan. These sessions will be minuted and copies made available to the volunteer.

The Head Coach will monitor the performance of all coaches and take the necessary action if the effectiveness falls below the minimum standards.

The Club Welfare Officer will offer support to any Member or volunteer they deem may benefit from it. The Welfare Officer will also provide support to individuals on request.

### **Reporting Abuse**

NHH understands that in addition to making a referral (a written report) to Disclosure Scotland, Child Protection issues concerning Members, Volunteers, Children and Vulnerable Adults must always be referred to the appropriate Agencies for investigation. The Club Welfare Officer will act as the focal point for the reporting of Abuse, Bullying and Harassment (including suspicion of) to External Authorities.

Further guidance, in particular for submitting reports, is provided by Scottish Athletics; the document Safeguarding and Protecting Children and Vulnerable Adults in Athletics<sup>1</sup>.

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<sup>1</sup> Safeguarding and Protecting Children and Vulnerable Adults in Athletics - Policy and Procedures dated 22 April 2009