



Scottish Auto Cycle Union

Child Protection Policy

SACU Child Protection Policy Change Record

Version Number	Author	Reasons for change	Change Date
V 1.0	Donald Young	Original Version	28 October 2015
V 1.1	Donald Young	P16 - Typographical errors, P30 – removed hyperlink P40 – various changes Annex E – Addition of Road Racing notes, update to Change Record Sheet Format	13 November 2015
V2.0	Donald Young	Multiple changes made following meetings and guidance from Children 1st	9 th May 2016
V2.1	Donald Young	Further change upon expert guidance	9 th June 2016
V2.2	Donald Young	Date relevant amendments (2017) and clarification of parental signature.	9 th Jan 2017
V2.3	Donald Young	Addition of Annex E – Code Of Conduct for Regulated Staff	9 th Jan 2017
V2.4	Donald Young	Amends to Chapter 12	27 th March 2017

All changes to this policy must be recorded and dated.

Guidance on the Protection of Children and Young People in Motorcycle Sport

Preamble

- 1 Introduction
- 2 Guidance and Legislation
- 3 Responsibilities and Risk Management
- 4 Actions taken by Scottish Auto-Cycle Union
- 5 Monitoring procedures
- 6 Types of abuse & identifying abuse in sport
- 7 Abuse of position of trust
- 8 Grooming
- 9 Emotions when dealing with allegations
- 10 Responding to complaints - alleged /suspected incidents
- 11 Quick guide to procedures
- 12 Disciplinary procedures
- 13 Promoting good practice
- 14 Codes of Practice for all participants
- 15 Safe Recruitment Policy
- 16 Anti-Bullying Policy & Guidelines
- 17 Guidelines for Identifying & Managing Bullying Of Children/Protected Adults
- 18 Whistle blowing
- 19 Photography, Digital Images and Internet

Annexes:

- A - Operational Procedures
- B - Child Protection Referral Form
- C - Accident & Incident Report Form
- D – Roles descriptions for Regulated Staff
- E – Code Of Conduct for Regulated Staff
- F – Data Protection
- G - Useful Contacts

Guidance on the Protection of Children and Young People in Motorcycle Sport

PREAMBLE

The Scottish Auto-Cycle Union (SACU) is the controlling body for Motorcycle Sport in Scotland, we are a National Club within the Auto – Cycle Union (ACU) and recognised as the controlling body for motorcycle sport in Scotland. All events are permitted and run under the guidance of the National Sporting Code and Standing Regulations contained within the ACU Handbook.

Annexe A – Operational Procedures provides further guidance

1 INTRODUCTION

1.1 This document encompasses a Child Protection Policy, Safe Recruitment Policy and a Codes of Conducts for all members of the SACU.

1.2 Sport can and does have a very powerful and positive influence on people - especially children, young people and protected adults. Not only can sport provide opportunities for enjoyment and achievement, it can also help those who participate to develop an expansive range of life skills. These positive effects can only take place if sport is in the right hands i.e. in the hands of those who place the welfare of all children, young people and protected adults first and adopt practices that support, protect and empower them.

1.3 The SACU accept that the welfare and safety of children, young people and protected adults is the responsibility of everyone in the sport, whether paid staff or volunteer.

As an organisation we are committed to not only developing policies and procedures but to providing information and training opportunities to ensure those working with these groups adopt best practice and that at all times no child, young person, protected adult or official is placed at risk.

1.4 This policy will apply to all children and young people up to the age of 18.

1.5 Key Principles

The key principles that underwrite this policy are:

- The welfare of all children and protected adults is paramount
All children and protected adults whatever their age, culture, ability, disability, gender, language, racial origin, parental status, religious belief and/or sexual identity or socio/economic background have the right to protection from harm.

- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- It is everyone's responsibility to promote and safeguard the welfare of children and protected adults.
- Clubs and other organisations will be provided with the opportunities for education and training, appropriate documentation and support to ensure the implementation of this Policy.
- Adults working with children are provided with opportunities for education and training to ensure best practice becomes the norm.
- Working in partnership with children and their parents/carers is essential for the protection of the child.

1.6 The SACU recognises the statutory responsibility of Local Authority Social Work and Police Departments to ensure the welfare of children and it is committed to complying with Local Area Child Protection Procedures.

2 GUIDANCE & LEGISLATION

2.1 This is intended as a brief guide to the legislation relevant to the care and protection of young and vulnerable people in Scotland. The SACU and affiliated Clubs should obtain advice from a solicitor in relation to any specific legal issues.

Children and Young People's Act (2014)

United Nations Convention on the Rights of the Child (1989)

3 RESPONSIBILITIES AND RISK MANAGEMENT

3.1 SACU strives to ensure that children, young people and protected adults are protected and kept safe from harm whilst participating in Motorcycle Sport. We will endeavour to promote high standards of care for all participants. For effective implementation of this policy, clubs and providers must work in partnership, each with a role to ensure the protection of the children and protected adults in their care. The Specific job roles of the Board of Directors and Child Protection Officer are noted below

3.2 Roles:

(i) The Board of Directors of the SACU will:

- Promote the health and welfare of children by providing opportunities for them to take part in motor cycle safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.

- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

(ii) The SACU's Child Protection Officer will:

- Lead on the effective implementation of policy and procedures throughout the sport.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Report to the Management Committee quarterly.
- Raise awareness of the SACU Child Protection Officer role to parents/carers, adults, and children involved in the organisation.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the sport.
- Challenge behaviour which breaches the Code of Conduct.
- Keep abreast of developments in the field of child protection by liaising with the Safeguarding in Sport service, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.
- Signpost appropriate training for all adults working/volunteering with children in the organisation.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Take responsibility for suspensions and conduct investigations under the Disciplinary procedure
- Maintain confidential records of reported cases and action taken.
- Where required liaise with statutory agencies and ensure they have access to all necessary information.
- Support affiliated clubs and their Club Child Protection Officers.

(iii) The clubs will:

- Adhere to the guidelines and procedures contained within this policy.
- Appoint a club child protection point of contact.
- Ensure all those coming into the club to perform regulated work with children and protected adults regardless of whether in a paid or voluntary capacity, are Safely Recruited in accordance with the SACU Safe Recruitment Policy.

- Accept that all Office and Committee members also have a responsibility in this area and be prepared to respond to any indication of abuse.
- Be prepared to challenge and alter bad practice.
- Implement any recommendations of SACU relating to this area.
- Promote an environment where all legitimate concerns can be raised without fear of victimisation or reprisal.
- Ensure that the SACU's Equality and Diversity Policy is adhered to, and that discrimination is prohibited at all levels. Should an allegation be made, maintain confidentiality of the child and the person against whom the allegation is made.

3.3 There is an element of risk within Motorcycle Sport and this has been minimised over the years by the Governing body developing rules and processes to ensure the safe participation of Adults and youths

Annexe A - Section 1 goes into the rules of governance.

4 ACTIONS TAKEN BY SACU

4.1 The SACU has appointed a Child Protection Officer. This person will work closely with the appropriate agencies responsible for Ethics and Child Protection and will represent the SACU in any requisite Child Protection Groups with the sphere of sportScotland

4.2 The SACU has produced guidelines on Safe Recruitment of all staff whether paid or voluntary.

4.3 The SACU has established a semi-independent Case Referral Group, to ensure all child protection related incidents are appropriately managed. (See Annex A – Part 4)

4.4 The SACU maintains confidential records of complaints, concerns and sanctions.

4.5 The SACU has a Concerns Policy in place.

4.6 The SACU undertakes a regular review of this policy in the light of legislative, governance or procedural changes.

4.7 Health, Safety and Child Protection are included within the ACU / SACU coach education programmes.

4.8 The SACU will communicate and promote best practice through mailings, newsletters, on-line bulletins, training and education.

4.9 Coaches, Officials and Clubs are advised and strongly encouraged to follow guidelines set down by the SACU.

4.10 SACU is a Registered Body with Volunteer Scotland and facilitates a criminal records check service to prevent unsuitable people from working within the sport.

5 MONITORING PROCEDURES

5.1 The SACU Child Protection Policy and procedures will be regularly monitored and a full policy review will take place annually. The policy will also be reviewed in the following circumstances:

- As a result of any changes in legislation
- As a result of any changes in governance of the sport
- Following a procedural review as a result of a significant case whether attached to motorcycling or not.

6 TYPES OF ABUSE AND IDENTIFYING ABUSE IN SPORT

6.1 Abuse of children can occur in any environment where there are young people, including the home, at school or in a sports club. Although children are more likely to be abused by people they know and trust in their family. To date there are no registered cases of abuse Motorcycle Sport in Scotland.

The SACU acknowledges that as Motorcycle Sport provides significant access to children, it can present opportunities for individuals who want to harm children. Therefore it is vital that those who have regular contact with children recognise the signs and indicators that a child or protected adult may be being abused and know the appropriate steps to take to report these concerns.

6.2 Coaches and officials may be best placed to help in identifying concerns, and indicators of possible abuse or neglect, at an early stage and referring those concerns to SACU and the appropriate statutory organisation.

6.3 Types of Abuse

All forms of abuse involve the elements of a power imbalance, exploitation and the absence of true consent, whether they concern acts of commission or acts of omission.

Abuse can take many forms including:

- Sexual Abuse - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening
- Emotional Abuse - Exposing children to humiliating, taunting or aggressive behaviour or tone
- Neglect - Lack of care, guidance, supervision or protection,
- Physical Abuse - causing the actual physical harm of a child

All adults working with children and young people should be mindful of the different types of abuse and be familiar with signs that abuse may be taking place.'

7 ABUSE OF POSITION OF TRUST

7.1 This guidance is primarily intended to protect young people under the age 18 where a relationship of trust with an adult exists. This includes young people over the age of sexual consent (16).

7.2 In Scotland young people aged 16 years can legally consent to sexual activity but they may still be relatively immature emotionally. It is essential that those who may be in a position of responsibility and trust recognise this vulnerability and ensure that it is not exploited. There is no simple definition of a protected adult but the position of trust and the vulnerability of adults must not be abused.

7.3 The principles and guidance apply irrespective of sexual orientation: neither homosexual nor heterosexual relationships with a young person are acceptable in a position of trust.

7.4 A Relationship of Trust can be described as one in which one party is in a position of power or influence over another by virtue of their position. A genuine relationship can start between two people within a relationship of trust but the relationship of trust must end before any sexual relationship develops.

7.5 Abuse of trust and sexual or other abuse:

(i) Any sexual activity, which is not freely consenting, is criminal. The sexual activity covered by abuse of trust may be ostensibly consensual, but rendered unacceptable because of the relative positions of the parties concerned.

(ii) There is also the abuse of trust - where young people are indoctrinated with attitudes to training, drugs and cheating, or social, political and religious views which are unacceptable, to the young, the community or rules of the sport.

(iii) Conduct on sexual activity between individuals in a relationship of trust aims to:

- Protect a young person or protected adult from an unequal and potentially damaging relationship
- Protect the person in a position of trust by preventing him/her from entering into such a relationship deliberately or accidentally by providing clear and enforceable
- guidance on what behaviour is acceptable.

7.6 Guidelines on abuse of trust

(i) Any behaviour, which might allow a sexual relationship to develop between the person in a position of trust and the individual (s) in their care, must be avoided.

(ii) Any sexual relationship within a relationship of trust is unacceptable so long as

the relationship of trust continues.

(iii) All those in an organisation have a duty to raise concerns about behaviour by coaches, staff, volunteers, managers and others, which may be harmful to those in their care, without prejudice to their own position.

(iv) It is acknowledged that in some situations a shared attraction may develop between two people within a relationship of trust. In such circumstances, it is essential that the individual who holds the position of trust behaves in an open manner, makes the Child Protection Officer aware of the situation, and resigns from this position of trust if the parties involved wish the relationship to develop beyond the existing professional one.

This will ensure that the previous power differential is not a factor in any future relationship. It is strongly advised that the young person is given an opportunity for reflection before any sexual relationship develops. It is the responsibility of the adult to ensure that his or her conduct is fully in line with the SACU Child Protection Policy.

8 GROOMING

8.1 These are practices which may appear to be carried out with the best of intentions but are used by people who sexually abuse children to ‘groom’ their victim.

8.2 How abusers “target and groom” – they:

- engineer 1-1 situations and develop special friendships
- engage family, other coaches, people of influence
- use text, internet chat rooms have “special secrets”
- extend the relationship from events to socialising
- buy gifts to buy affection
- make promises of success
- have unnecessary physical contact with young people e.g. excessive
- handling/supporting, cuddling, kissing, “friendly” taps

9 YOUR EMOTIONAL FEELINGS WHEN DEALING WITH ALLEGATIONS OF ABUSE

9.1 Everyone has a responsibility to maintain awareness and openness with regard to child protection issues. It is acknowledged that taking appropriate action is never easy and the discovery that a member of staff or colleague is, or may be abusing a child will raise concerns and emotional feelings among other colleagues.

9.2 These emotions may evolve around feelings of:

- Doubt: Is it true?
- Confusion: What will happen?
What actions should be taken?

- Guilt: What will be the effect?
Should I have known?
Did I miss something?
Did I have any suspicions?
Should I have said something?
- Fear: Will I or others be suspected?
- Concerns: What can I do to support all those people who may need
need
Support?
How will it affect further relationships or contact with children?
Are there systems in place to expose future situations?

9.3 There is clearly a need to have support mechanisms for all those involved in or surrounding the issue, including those making the allegation, those who may be being abused and those against whom the allegation is made.

9.4 The SACU is primarily concerned with the well-being and safety of all its members and participants and the SACU will support anyone who in good faith and where he/she has reasonable grounds for doing so, reports his or her concern that a colleague is, or may be, abusing a child.

10 RESPONDING TO COMPLAINTS AND ALLEGED OR SUSPECTED INCIDENTS

10.1 Dealing with child abuse is rarely straightforward. In some cases the disturbed behaviour of the child, or an injury, may suggest that the child has been abused. In many situations, however, the signs will not be clear-cut and decisions about what action to take can be difficult

10.2 Abuse may become apparent in a number of ways:

- Through observation
- A child may tell you
- A third party may have reported an incident, or may have a strong suspicion
- You may have a suspicion

10.3 If an allegation is brought to your attention:

Step 1 – Listen and Reassure

DO

Stay calm - do not rush into inappropriate actions.

Reassure the child - that they are not to blame and confirm that you know how difficult it must be to confide.

Listen - to what the child says and show that you take them seriously.

Keep questions to an absolute minimum - use open ended questions i.e. those where more than a yes/no response is required. The law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested.

Ensure that you clearly understand what the child has said - so that you can pass it on to the appropriate agencies.

Consult with the appropriate child protection authority (e.g. Police, Social Work etc, depending on degree of urgency) - ensuring that you communicate all the information accurately. They will advise as to your next step.

Maintain confidentiality.

DON'T

Panic

Make Promises you can't keep – by explaining that you may have to tell other people in order to stop what is happening, whilst maintaining maximum possible confidentiality

Make the child repeat the story unnecessarily

Delay

Step 2 - Record

If the allegation is ABUSE, the following process should be followed:

- Make a full report of what the child has said, as soon as possible after the disclosure, sign and date it. **Do not use a computer.**
- Give the report to the Child Protection Officer (CPO), unless they are involved in the complaint.
- The CPO will involve the appropriate authorities as and when necessary and will record this, using the SACU incident report form, which can be found in Section 12: Incident Report Form.
- The SACU Child Protection Officer should also be informed and kept up to date with any local subsequent developments.
- If the CPO is involved in the complaint, report direct to the SACU Management board by communicating directly with a board member.
- **Confidentiality must be maintained.**

If the allegation relates to POOR PRACTICE:

- Make a record of the allegations
- The SACU Child Protection Officer should be informed so that a disciplinary Panel can be appointed and an investigation can be carried out if necessary

Misconduct/Allegation Reports

- Record what the child has said, and/or your concerns, legibly and accurately. Details should include:
 - The child's name, address and date of birth
 - Date and time of the incident(s) and/or nature of allegations Your observations e.g. describe the behaviour and emotional state of the child and/or bruising or other injuries
 - The child's account, if it can be given, of what has happened
 - Any action that you have taken as a result of your concerns, e.g comments made to the child; whether or not the parents/carers have been contacted
- Record whether the person writing the report is expressing their own concerns, or passing on those of someone else
- Sign and date the report
- Keep a copy of the report in a secure Private & Confidential file

Step 3 – Involve the appropriate people

Once you have completed your report you must ensure that the Child Protection Officer in your Club has been informed so a decision can be made as to the most appropriate course of action. This person must forward the report to the SACU Child Protection Officer indicating whether further action is required, thus allowing a

disciplinary panel to be appointed. The Chairman of SACU will appoint a Disciplinary Panel as necessary. The final avenue of appeal will be the Chairman of the SACU.

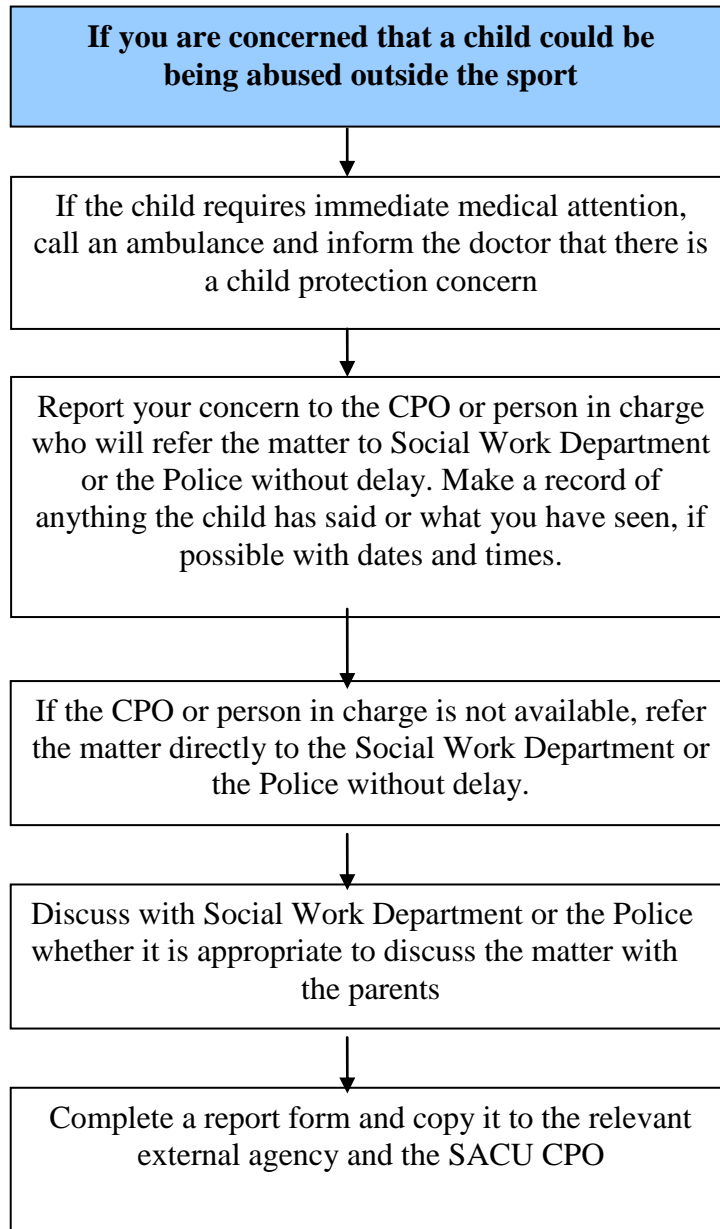
If you are unhappy with the Child Protection Officer’s handling of the incident or the allegations are made specifically against this individual, you should contact Individuals in the following scope:

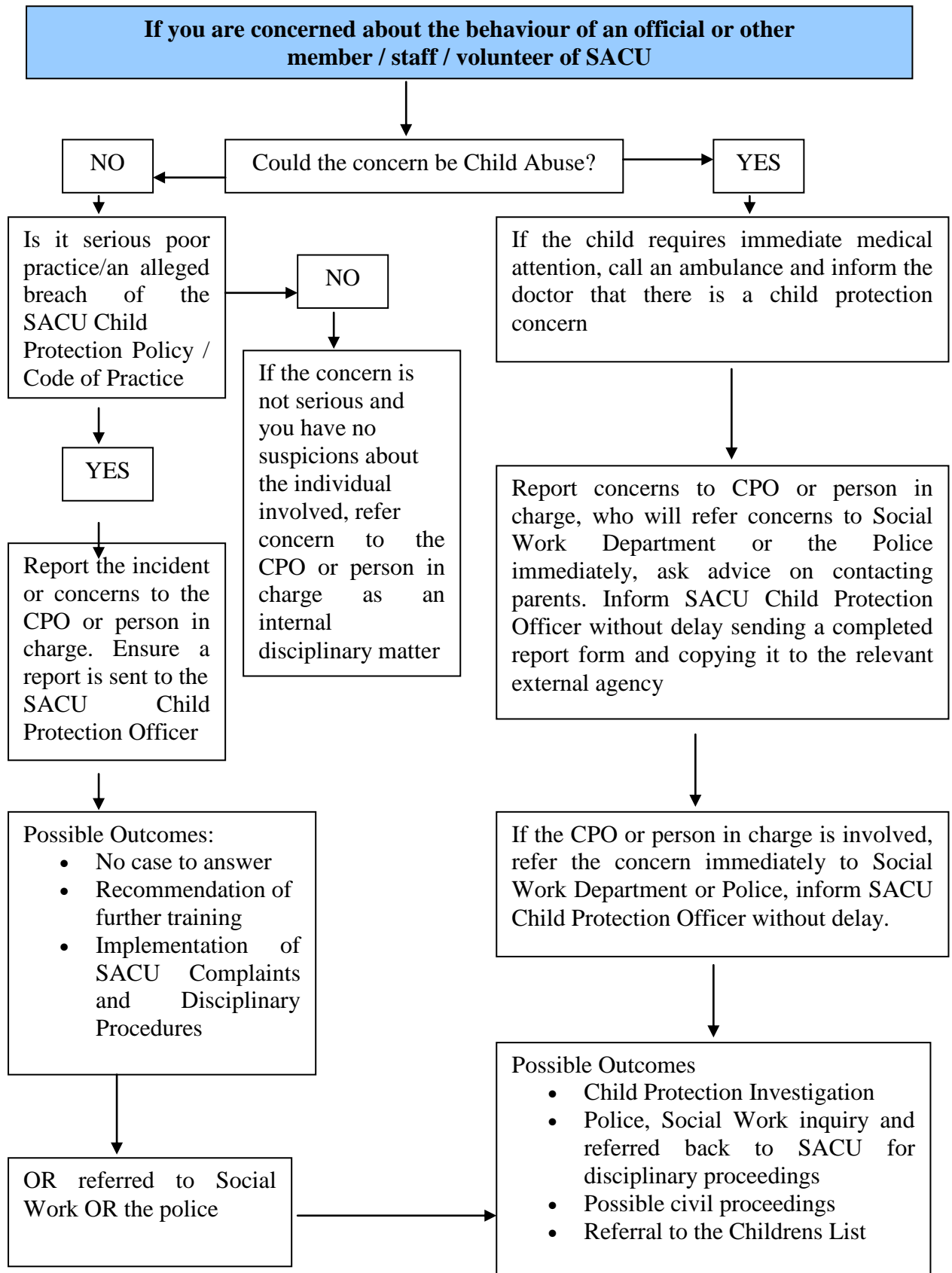
Allegation	Contact
Allegations made against a member or participant	Club Child Protection Officer and report to SACU CPO
Allegations made against the Club CPO	SACU CPO
Allegations made against SACU CPO	A member of the SACU Management Board
Allegations made against a member of the SACU Management Board	Any other member of the board or escalate to the ACU

The reporter should use their discretion in deciding on the level of urgency and how rapidly to escalate the matter.

11 A QUICK GUIDE TO PROCEDURES IF YOU SUSPECT ABUSE

This quick guide is designed to advise on the most appropriate action to be taken if you suspect abuse or witness repeated poor practice or breaches of the SACU Codes of Practice. If you are uncertain at any stage, contact the SACU Child Protection Officer. All reports should be made on the SACU Child Protection Referral Form contained in Annex B of this policy.





12 Discipline and Appeals Procedure

The SACU has a specific Concerns and Complaints Procedure (SACU Communications Policy Chapter 6) which underpins our aims of achieving the highest standards in openness, probity and accountability to our members and the wider community.

Notwithstanding the rest of Chapter 12, should the incident be deemed serious or urgent then it should be immediately referred to the Police and Local Social Work Departments for action and referral to the Children's list. (see 12.3 Sanctions)

12.1 How the SACU will respond

On receipt of a concern or report of any suspicious or inappropriate behaviour highlighted in any part of this policy, the SACU will take the following actions:

You will be written to / emailed within ten working days:

- acknowledging that the concern has been received
- indicating how the SACU propose to deal with the matter
- giving an estimate of how long it will take to provide a final response
- informing you if any initial enquiries have been made
- whether further investigations will take place and, if not, why not

What action is taken will depend on the nature, severity and potential impact of the concern or accusation. It may;

- be investigated internally by members of the Management Committee or their representatives.
- Consideration for referral to the Children's List
- be referred to the Police or Social Work Department

In order to protect individuals and the SACU, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations which fall within the scope of the Child Protection Policy will normally be referred for consideration under this process. Some concerns may be resolved by agreed action without the need for investigation.

If urgent action is required this will be taken before any investigation is conducted.

12.2 Hearings

After any investigations are complete should it be necessary to call a hearing then all necessary individuals will be called before a panel of two directors and the Child Protection Officer to discuss and resolve any problems and decide on any subsequent actions necessary. A member of the SACU should act as a secretary of the hearing to ensure a proper set of minutes are produced.

Anyone called to a hearing has the right to be accompanied. The panel should not include the Chairman or President of the SACU.

12.3 Sanctions

The Management Committee of the SACU will determine the extent of any sanctions necessary following an investigation and hearing into any accusations or concerns of breaches in the Child Protection Policy.

In all cases, should the findings deem it necessary The SACU will refer offenders to The Children's List, relevant local Social Work Departments and Police Scotland. The Children's list (formerly known as List 99) is a list of all individuals currently barred from working with children and other vulnerable groups.

12.4 Appeals

Subsequent to any hearings, it is the right of any individual to have a appeal against any actions taken against him/her.

Any appeals should be addressed directly to either the Chairman or the President of the SACU. They will act as the final arbiter in any appeals process.

Notwithstanding the comment in part 4.1, following final appeal the SACU will report the matter to external authorities should the breach in conduct be deemed serious enough. The SACU CPO and Management committee would seek external guidance from the necessary agencies in making their decisions.

Records will be maintained of all cases for review. Records will be maintained in accordance with the guidelines of the **Data Protection Act 1998**.

12.5 SACU Follow Up Actions

Subsequent to any actions or even the raising of a concern under the terms of this Policy, the SACU will review the case. The review will go through all elements of the case, reporting, investigating and the final outcome.

As members of the Management Committee form part of the disciplinary process, they will have first hand knowledge of all cases. All individual cases and in turn case reviews will be reported back to the wider body of the Management Committee. Management ownership of the Policy and its processes are vital to enable us to have a continual review and improvement of the process.

12.6 Re-instatement and Allegations of Previous Abuse

After a period of suspension, a person may apply to be reinstated. The panel shall give consideration to a request for reinstatement, but only if in their view there are good grounds for doing so. No individual will automatically be reinstated.

12.7 Responsibilities

The SACU is not liable to reimburse any fees, expenses or other costs incurred by any party bringing or defending any action in respect of an allegation under this policy. The SACU is not empowered to make any award of compensation and accepts no liability for such compensation for harm or suffering by any party in respect of any action taken by the SACU under this Policy.

12.8 Review and Process Improvement

Subsequent to any actions or even the raising of a concern under the terms of this Policy, the SACU will review the case. The review will go through all elements of the case, reporting, investigating and the final outcome.

As members of the Management Committee form part of the disciplinary process, they will have first hand knowledge of all cases. All individual cases and in turn case reviews will be reported back to the wider body of the Management Committee. Management ownership of the Policy and its processes are vital to enable us to have a continual review and improvement of the process.

13 PROMOTING GOOD PRACTICE

13.1 By promoting good practice throughout the wider context of the sport, it is possible to reduce situations for the abuse of children. Everyone should know what to do if there are concerns about possible abuse and where the procedures are kept.

13.2 The appointment of a Child Protection Officer is the key in this process and he/she will be encouraged to promote good practice throughout the sport by ensuring everyone is aware of their responsibilities. This role may include leading by example, organising simple training briefings and promoting best practice around the sport.

14 CODES OF CONDUCT – All Participants

14.1 Preamble

Adherence to good practices, aligned with open communication between all individuals involved should ensure that a safe and enjoyable environment is established and sustained. We have a duty of care to protect young people at all times.

14.2 Code of Conduct – Children / Young People

SACU is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that all individuals, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the sport.

Motorcycle sport should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of SACU you are expected to follow the Codes of Conduct on behaviour and practices

14.3 Good Practices

- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in the decision-making process wherever possible.
- Always work in an open environment, wherever possible. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Avoid excessive training and competition, pushing children against their will and putting undue

14.4 Practices to be Avoided

In the context of your role within the SACU, the following should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in.
- The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves

14.5 Unacceptable Practice

In the context of your role within the SACU, the following practices are unacceptable:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact unless it is permitted within the rules of the game or competition.

- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- A Coach and/or other leader sharing a room alone with a child.

14.6 Safe Practice in unforeseen circumstances

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event, signed and dated. Parents should also be informed of the incident:

- If you accidentally hurt a child
- If a child misinterprets something you have said or done.
- If you have to restrain a child (please note: minimum force must only be used).

To protect the children in your care and to protect yourselves against possible allegations of poor practice, coaches must carefully consider their actions and how they might be perceived by an observer.

15 SAFE RECRUITMENT POLICY

15.1 SACU will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children. Further, SACU recognise that we have a legal duty under the **Protection of Vulnerable Groups (Scotland) Act 2007** to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within SACU.

15.2 This recruitment and selection procedure has two functions. It:

- Provides SACU with an opportunity to assess the suitability of the individual for a particular regulated work role with children.
- Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

15.3 The following recommended procedure will be completed for all positions deemed to be regulated work with children within SACU.

(i) Advertising

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

- The aims of SACU 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 SACU's open and positive stance on child protection.
- A statement that the position applied for is regulated work with children and will require

PVG Scheme membership.

(ii) Pre-application Information

Pre-application information for these positions will be sent to applicants and will include:

- A job description and person specification (e.g. stating qualifications or experience of working with children required) which outlines the roles and responsibilities of the position.
- Application form, self-declaration form and PVG Scheme Q&A guidance notes.
- Information on SACU and related topics. Evidence of qualifications will always be verified.

(iii) Application and Self-Declaration Form

All applicants will be requested to complete an application form and self-declaration form. The purpose of the application form is to obtain relevant details for the position and referee contact details.

The self-declaration form, which shall include information on any relevant past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

(iv) Review Applications

SACU will review application forms and consider applicants for interview. Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer an interview candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

(v) Interview

Interviews will be carried out for all positions which are regulated work with

children.

(vi) Offer of Position

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of SACU, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to [insert name or role, eg Chairman].

The applicant's appointment will only be confirmed when:

- the self-declaration form has been opened and considered
- satisfactory references have been received and checked
- a satisfactory Scheme Record/Scheme Record Update has been received.

(vii) References

References will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

(viii) Membership of the PVG Scheme

- SACU is registered with Disclosure Scotland. Individuals carrying out regulated work with children within SACU must be members of the PVG Scheme.
- SACU will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by the SACU Child Protection Officer.

15.4 Induction

After the applicant accepts post in writing, the induction process will include the following:

- An assessment of training, individual aims, needs and aspirations.
- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.
- Clarification of the expectations, roles and responsibilities of the position.

15.5 Training

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. Recommended training includes

sportscoach UK's 'Safeguarding & Protecting Children' (a basic introduction to child protection) and, should it become relevant, In Safe Hands (a workshop for club child protection officers).

15.6 Probation

Newly appointed staff/volunteers will complete an agreed period of probation (e.g. 3 months).

15.7 Monitoring and Performance Appraisal

All staff in positions of regulated work with children will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

15.8 Ongoing suitability

Once an individual is in a position of regulated work, individual clubs will be informed by Volunteer Scotland if there is a change to PVG status. Clubs would then require to inform SACU of any such changes.

15.9 Existing staff/volunteers joining PVG Scheme

For existing members of staff/volunteers, who were not previously checked or were previously enhanced disclosure checked for a childcare position under the **Protection of Children (Scotland) Act 2003**, SACU will require those individuals to become PVG Scheme members if they are carrying out regulated work with children.

At the appropriate time, existing members of staff/volunteers will be notified by a Retrospective checks letter giving information on the process. Staff/volunteers will be required to complete a self-declaration form and submit a Scheme Record/Scheme Record Update application. This will ensure, over time that everyone in regulated work in the organisation is a PVG Scheme member.

15.10 New vetting information on PVG Scheme Records

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow SACU Responding to Concerns about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

15.11 Consideration for Children's List or Barred Individuals

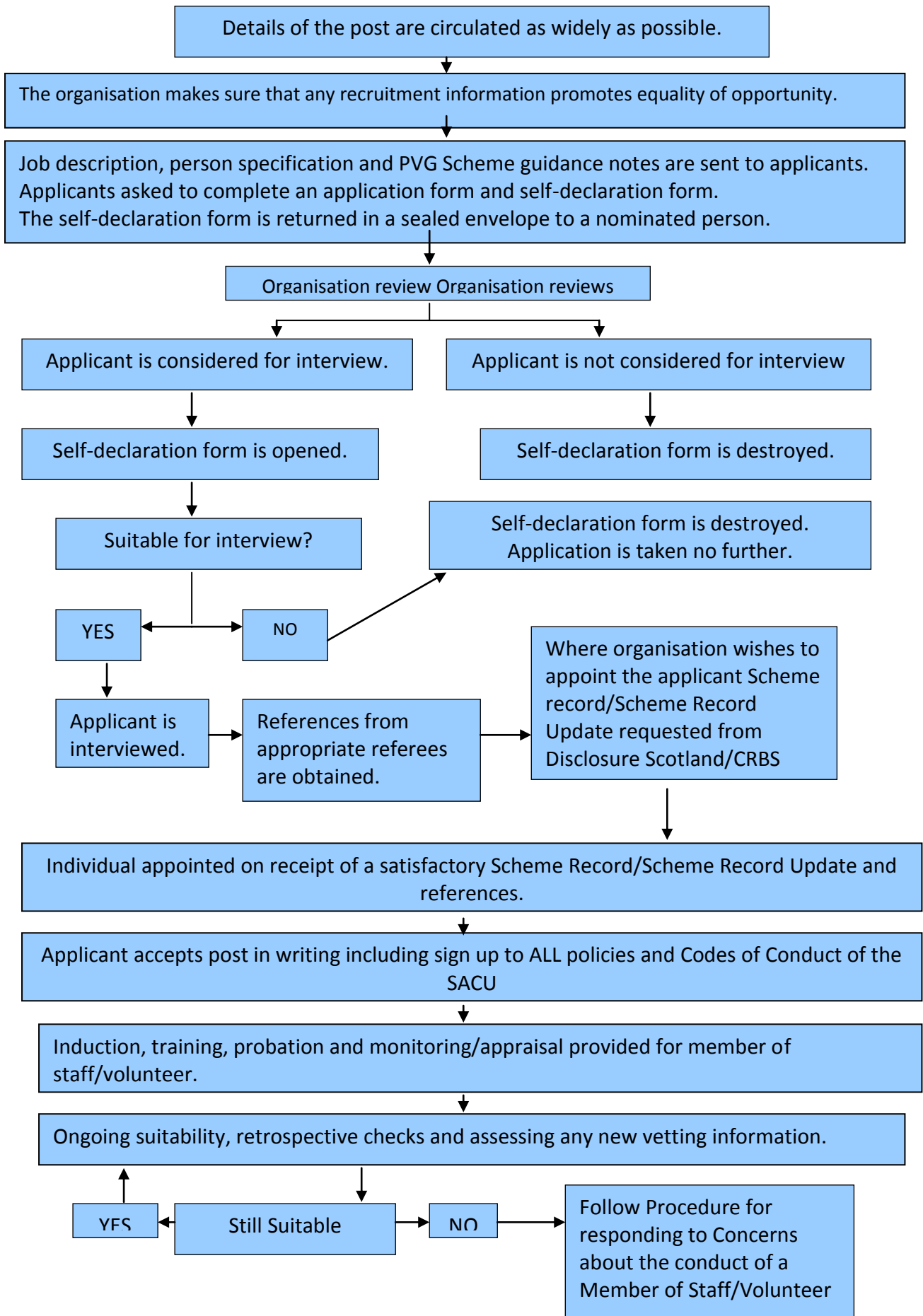
If Disclosure Scotland inform SACU that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the **Protection of Vulnerable Groups (Scotland) Act 2007** duties for organisations.

If Disclosure Scotland notify SACU that a member of staff/volunteer is considered for listing, that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

15.12 PVG Scheme Member leaves SACU

It is the direct responsibility of the Individual to notify Disclosure Scotland that he or she is no longer in regulated work with the SACU.

15.13 PROCEDURE FOR SAFE RECRUITMENT FLOWCHART



16 Anti-Bullying Policy & Guidelines

The SACU strives to ensure that children and young people are protected and kept safe from harm whilst participating in Motorcycle Sport. We will endeavour to promote high standards of care for all participants. For effective implementation of this policy, clubs and providers must work in partnership, each with a role to ensure the protection of the children and young people in their care.

Bullying by its nature can be prejudicial and as such prejudice based bullying will not be tolerated. The SACU will encourage diversity and any prejudicial behaviour which constitutes criminal activity will be reported to the police.

16.1 The Board of Directors of the SACU will:

- Recognise its duty of care and responsibility to safeguard all participants from harm
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- Seek to ensure that bullying behaviour is not accepted or condoned
- Require all members of the club/organisation to be given information about, and agree to this policy
- Take action to investigate and respond to any alleged incidents of bullying
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- Ensure that coaches are given access to information, guidance and/or training on bullying.

16.2 ALL participants will:

- Respect every child's need for, and rights to, a sporting environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and that our differences make each of us special and should be valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Be committed to the early identification of bullying, and prompt and collective action to deal with it
- Ensure safety by having rules and practices carefully explained and displayed for all to see
- Report incidents of bullying they see – by doing nothing you are condoning bullying.

16.3 Bullying

- All forms of bullying will be addressed (see part 17 Guidelines below)
- Everybody in the club/organisation has a responsibility to work together to stop bullying
- Bullying can include online as well as offline behaviour

16.4 Bullying can include:

- Physical pushing, kicking, hitting, pinching etc
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- Posting of derogatory or abusive comments, videos or images on social network sites

16.5 Support to the child

- Children should know who will listen to and support them
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- Children should have access to Helpline numbers
- Anyone who reports an incident of bullying will be listened to carefully and be supported
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- Those who bully will be supported and encouraged to stop bullying
- Sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

16.6 Support to the parents/guardians

- Parents/guardians should be advised on the club/organisation's bullying policy and practice
- Any incident of bullying will be discussed with the child's parent(s)/guardians
- Parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- Information and advice on coping with bullying will be made available
- Support should be offered to the parent(s) including information on other agencies or support lines.

17 GUIDELINES FOR IDENTIFYING & MANAGING BULLYING OF CHILDREN/PROTECTED ADULTS

17.1 In some cases of abuse it may not be an adult abusing a young person. Children and young people may also be responsible for abuse, for example, in the case of bullying. Bullying may be seen as particularly hurtful behavior usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

17.2 Bullying can take many forms including:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
- Physical - any use of violence
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - All areas of internet, such as email & internet, chat room misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities.

17.3 Identifying Bullying

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However you can watch for signs that may indicate the presence of bullying. The following lists common bully/victim behaviour.

If a child or protected adult:

- Hesitates to come to training sessions
- Is often the last one picked for a team or group activity for no apparent reason, or gets
- picked on when the other children think your back is turned.
- Is reluctant to go to certain places or work with a certain individual.
- Has clothing or personal possessions go missing or become damaged.
- Has bruising or some other injury.
- Keeps 'losing' their pocket money.
- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- Becomes suddenly prone to lashing out at people, either physically or verbally when they are usually quiet.

17.4 Action to Help the Victim(s) and Prevent Bullying

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim(s) to speak out and tell the Club Child Protection Officer or someone in authority.
- Create an open environment.
- Take all allegations seriously and take action to ensure the victim is safe. Speak with the victim and the bully (bullies) separately.

- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to SACU Child Protection Officer.

17.5 Action taken to deal with the bully

- Talk with the bully(s), explain the situation and try to get the bully(s) to understand the consequences of their behaviour.
- Seek an apology from the bully to the victim(s).
- Inform the bully's parents/guardians.
- If appropriate, insist on the return of 'borrowed' items and that the bully(s) compensates the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(s) to change behaviour
- Keep a written record of action taken.

18 WHISTLE BLOWING

18.1 The protection of young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. The SACU supports an environment where people feel free to raise their concerns with the knowledge that all concerns will be taken seriously.

18.2 The term 'whistle blowing' is often used in such circumstances to describe the raising of a concern about practices, procedures or conduct of an individual. In a Motorcycle Sport context a whistleblower may be any individual participant.

18.3 Concerns should be raised without delay to either the SACU Child Protection Officer, Board Member or a trusted adult. The earlier concerns are reported, the easier it will be to take action.

18.4 The SACU understands that whistleblowers are often very reluctant to report concerns within the club setting. Therefore we recognise that whistleblowers may wish to raise concerns in confidence with SACU. In these circumstances, the identity of the whistleblower will be kept confidential. However, disclosure may become necessary to pursue action against the alleged wrong-doer; in these circumstances, the whistleblower will be consulted in advance wherever possible and practicable.

18.5 The SACU will follow up all complaints, concerns or allegations relating to child protection matters including those which are raised anonymously. In some cases, without an identified complainant, SACU are unlikely to be able to proceed with disciplinary actions, but in all cases, an initial assessment will be made to consider whether there is sufficient substance in the complaint, the credibility of the referral and the likelihood of identifying others who can confirm the allegations to warrant some initial enquiries or risk assessment.

18.6 All concerns raised under this procedure will be treated seriously and depending upon the nature of the matter it may be referred the police. In these circumstances, the whistleblower may be asked to provide a written statement and give evidence to the police and/or at a SACU hearing. SACU will provide support to the whistleblower during this process.

18.7 The SACU will not tolerate harassment or victimisation and will take action to protect anyone who has raised a concern in good faith. Anyone who is found to have victimised or harassed a whistleblower will face disciplinary action. Anyone who raises concerns known to be untrue may also be subject to disciplinary action.

19. GUIDELINES ON PHOTOGRAPHY AND INTERNET/SOCIAL MEDIA

19.1 Photographs, Publications, Internet & Mobile Technology

The SACU cannot legislate against the use of photographers at events that are outwith their direct control, however we can provide guidance in best practice for clubs and parents alike.

The SACU fully encourage the use of photography and video as a record of the achievements of young people and as a family record. However, with increases in the use of this material in print and on the internet and social media parents/carers should ensure that they are aware of what images are in the public domain and that children and protected adults are not portrayed in a demeaning manner.

The SACU strongly encourages members to adhere to the following guideline:

The Internet and Social Media sites

Publications or information on Internet sites i.e. Facebook or online magazines and forums should never include personal information that could identify a child or protected adult e.g. home address, e-mail address or telephone number.

19.2 Photographing, Videoing and Filming of Children at events:

The following is required for activities or events where children, young people are participating:

- All materials promoting the events or activities should state that accredited photographers will be present including within the body of supplementary regulations on an event entry form.
- Consent should be obtained from the parent/guardian for photographing, videoing and/or filming of a child, young person or protected adult prior to the event or activity. The required parental countersignature on the entry form is sufficient.
- Anyone wishing to use photographic/film/video equipment at a venue must sign on at the start of an event.
- No unsupervised access or one-to-one sessions should be permitted.

- If the event organiser suspects inappropriate filming or photography, they will request the person to leave the venue and surrender any film, device, disc or memory card relating to the event.
- 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.

19.3 Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to the club Child Protection Officer or when relevant to SACU Child Protection Officer and the Police.

Annex A

Operational Procedure

1. Managing Risks in Sporting Disciplines

Risk to young riders taking part in Motorcycle Sport is managed by age appropriate participation limits and adherence to strict rules and regulations.

1.1 Age Restrictions and Parental Agreement

Motorcycle sport has agreed certain rules regarding the attendance and supervision of young people participating in permitted motorcycle events. These rules are valid across all disciplines.

Riders and Passengers under 18 years of age (Minors): In order to conform with the legislation covered by the Children Act, additionally, for every rider or passenger who is under 18 years of age a Parental Agreement must be signed. The Parental Agreement is incorporated in the annual Competition Licence Application Form or Trials Registration form. Once completed will serve as the riders Annual Parental Agreement.

All minors will be bound by the directions of parent(s), guardian(s) or other appointed adult responsible for them at any event. The following guidelines apply:

Minors aged 15 or under: The Parental Agreement must be signed by a parent or legal guardian who must also be present when the rider competes unless they have specified another responsible adult who may sign for and accompany the rider at events.

Minors Aged 16 or 17 (up to the age of 18) The Parental Agreement must be signed by a parent or legal guardian. There is no requirement for the minor to be accompanied to events by an adult.

Annual age limits are published in the discipline Standing Regulations and are reviewed annually.

1.2 Machine Restrictions

Through the ACU, the SACU has adopted rules which legislate on the machines, their capacities and the minimum age at which a specific category of machine can be ridden. These rules are designed to maximise the safety of young people in the competitive environment.

These rules are specific to each discipline and are noted below:

1.2.1 Trials

AGE LIMITS (2017 Specific)

Class A Born between: 01/01/2000 - 31/12/2001

Class B Born between: 01/01/2002 - 31/12/2004

Class C Born between: 01/01/2005 - 31/12/2007

Class D Born between: 01/01/2008 - 31/12/2011

Class E Minimum age 4 years at the date of competition and born after 01/01/2012

The following are the maximum capacity machines which may be used by the various age groups at ALL TRIALS. ENGINE CAPACITY /WHEEL SIZE FOR ABOVE AGE GROUPS:

The maximum permitted for machines used in the Age Groups set out in regulations are as follows:

A Class - 125cc Mono or 250cc Twinshock combustion engine and Electric up to 10 bhp measured at the rear wheel.

B Class - 125cc Mono or 250cc Twinshock combustion engine and Electric up to 10 bhp measured at the rear wheel

C Class - 80cc combustion engine, and Electric up to 7 bhp measured at the rear wheel.

D Class - 80cc combustion engine, Maximum Medium wheel and Electric up to 7 bhp measured at the rear wheel

E Class Small wheel Electric powered machines up to 2 bhp measured at the rear wheel.

The C and D Classes may be split by wheel size.

C Class - Standard Wheel.

- Medium Wheel

D Class - Medium Wheel

- Small Wheel

Wheel sizes:

Standard: 21" Front; 18" Rear

Medium: 19" Front; 17" Rear

Small: 16" Front; 14" Rear

1.2.2 Motocross/Scrambles

MACHINES, ELIGIBILITY AND CLASSES.

Class	Capacity	Max Wheel Size	Ages
Auto	50cc 2 stroke (max)	12" rear; 14" front	6 – 8

Junior 65	65cc 2 stroke or 110cc 4 stroke (max)	12" rear; 14" front	7 – 10
85 Small Wheel	85cc 2 stroke or 150cc 4 stroke (max)	14" rear; 17" front	9 – 12
85 Big Wheel	2 stroke or 150cc 4 stroke (max)	16" rear; 19" front	11 – 15
125	125cc 2 stroke (max)	19" rear; 21" front	14 – 17
MX2	145cc 2 stroke or 250cc 4 stroke (max)	19" rear; 21" front	14 – 17
MX1	251cc - 450cc 4 stroke 200cc -500cc 2 stroke/Open	19" rear; 21" front	15 +
MX2	max 250 2 stroke or 250cc 4 stroke (max)	19" rear; 21" front	15 +
Clubman	Open	19" rear; 21" front	15 +

1.2.3 Road Race

The minimum age for competing in Road Racing in Scotland is 12 years.

The parent or Legal Guardian must accompany all competitors, or participants in parades, under 18 years of age to every meeting. This person must attend at signing-on, any riders briefings that take place and be present throughout the meeting.

Age	Permissible Machinery
12 years	Up to 80cc GP specification machine (treaded tyres) Up to 125cc Production based machine Up to 250cc single cylinder 4 stroke Production machines (restricted)
13 Years	Up to 125cc Automatic Production Scooter Up to 80cc GP specification machine Up to 125cc Production based machine Up to 305cc single or twin cylinder 4 stroke Production machines (restricted to maximum 37hp) Up to 390cc Single cylinder 4 stroke Production machine (restricted) Up to 125cc GP specification machine Up to 250cc 4-stroke single cylinder machine (unrestricted)
14 years	Up to 125cc GP specification machine Up to 250cc 4-stroke single or twin cylinder machine (unrestricted) Up to Formula 400 specification or 450cc Production based machine Up to 500cc single or twin cylinder 4-stroke machine Up to 650cc twin cylinder 4-stroke Production based machine
15 years	Up to Formula 400 specification or 450cc Production based machine Up to 500cc single or twin cylinder 4-stroke machine Up to 650cc single or twin cylinder 4-stroke Production based

	machine
16 years	Up to Formula 400 specification or 450cc Production based machine Up to 500cc single or twin cylinder 4-stroke machine Up to 650cc single or twin cylinder 4-stroke Production based machine Any classic or Vintage machine Up to Formula 600 or Supersport 600 specification machine 675cc 3 cylinder 4 stroke Production based machine Up to 250cc Grand Prix Machine
17 years	Any classic or Vintage machine Up to Formula 600 or Supersport 600 specification machine 675cc 3 cylinder 4 stroke Production based machine Up to 250cc Grand Prix Machine National Unlimited capacity machine
18 Years	Any classic or Vintage machine 650cc Up to Formula 600 or Supersport 600 specification machine 675cc 3 cylinder 4 stroke Production based machine Up to 250cc Grand Prix Machine Clubman or National Unlimited capacity machine

1.2.4 Enduro and Hare & Hounds

The minimum age to enter an Enduro is 16. Only entrants of 16 and above will be accepted. In all cases riders under 18 require a signed parental consent form as noted in part 1.1.

1.2.5 Quad Racing

Class	Age Limits	Machine capacity
Class A	14 to 17 years	Open Class – 250cc 2 stroke air cooled/water cooled /maximum 250cc 4 stroke
Class B	12 to 16 years	Open Class (air cooled) 200cc 2 stroke / maximum 250cc 4 stroke
Class C	11 to 16 years	Standard Class (air cooled) 200cc 2 stroke / maximum 250cc 4 stroke
Class D	9 to 14 years	Geared Open Class 100cc 2 stroke / maximum 150cc 4 stroke
Class E	8 to 13 years	Auto Open Class 100cc 2 or 4 stroke
Class F	8 to 13 years	Standard Class 100cc 2 stroke or 4 stroke
Class G	7 to 9 years	Open Auto Class 50cc
Class H	6 to 9 years	Standard Auto Class 50cc

2 Communicating Policy

A significant part of policy is how we communicate policy, as ratified by the Board of Directors and amendments, to our clubs and the wider membership. A number of methods will be involved to ensure that this happens.

2.1 The SACU Website

All policies will have a portal on the website, this makes it available to all members of the clubs and their memberships.

2.2 SACU Bulletins

The SACU Office Manager publishes a Bulletin generally bi-monthly, this will be used to announce any amendments or changes to Child Protection policy or law as it affects motorcycle sport. Additionally the CPO will be able to use the bulletins to communicate with the clubs and wider membership in addition to the network of CPO's across the clubs.

2.3 Management and Discipline Meetings

These forums will be used to inform and direct the members of these specific committees of the policy and the obligations they hold as discipline committees and as Stewards at events around the country.

3 Coaching

The whole SACU Coaching Accreditation and Development Programme is under review, along side this we will develop pathways for talented youngsters in each of our sports to progress.

This document outlines the current position.

3.1

The SACU currently uses the ACU Coach Certification Programme and it is open to anyone who wishes to coach or instruct sporting motorcycle skills.

The ACU Coach Certification Programme delivers training and assessment that is mapped to National Coaching Standards, providing new and existing coaches with the fundamental skills needed in order to pass on their skills and knowledge to other riders.

Each Coach has signed up to:
the ACU Child Protection Code of Practice
the ACU Ethical Code
the ACU Training Manual - Best Practice Guidelines

3.2 ACU & SACU Coaching Policy and Coaching Code of Practice

All ACU/SACU Coaches will sign the following as an acceptance of the policies and commitments of both the ACU and SACU.



SACU
28 West Main Street
Uphall,
West Lothian
EH52 5DW

ACU & SACU Coaching Policy and Coaching Code of Practice

The Auto-Cycle Union Ltd (ACU) has agreed the following policy in relation to Equal Opportunities and Unacceptable Behaviour.

It is the responsibility of every ACU & SACU certified Coach/Instructor to uphold and enforce these policies, along the ACU's Child Protection Policy contained in the Rider Training Guidelines, at all times.

Equal Opportunities Policy/Sports Equity Policy Statement

The ACU is committed to ensure that all people irrespective of their age, gender, disability, race, ethnic origin, creed, colour, social status or sexual orientation, have a genuine and equal opportunity to participate in motorcycle sport and leisure at all levels and in all roles. That is as a beginner, or participant, as a coach, manager, administrator, official or spectator.

The ACU, and its & SACU's certified Coaches/Instructors accept the responsibility to take the lead in challenging all forms of discrimination, particularly racism and sexism. The ACU believes that it is in the interests of the whole sport that this Policy is effectively implemented.

Unacceptable Behaviour

Any behaviour contrary to the above Equal Opportunities Policy statement will be considered unacceptable behaviour and will not be tolerated.

Also to be considered as unacceptable behaviour:

- Any violence or threat of violence, particularly when motivated by racism or sexism
- Any name calling, insulting remarks, threats or graffiti, particularly of a racist or pornographic nature
- Any behaviour which threatens or hurts the dignity or physical well being of any other person attending the coaching session, whether or not they are participating
- No alcohol, drugs, solvents are to be brought to a coaching session and anyone under the influence of any of the above will not be allowed to participate.
- No offensive weapons must be brought to coaching sessions

ACU Coaching Code of Practice

The ACU Rider Training Guidelines should be regarded as the definitive 'Best Practice Procedures' for all ACU & SACU certified Coaches/Instructors, irrespective of discipline.

Declaration

I,(print name) confirm that I have read the above declaration and agree to be bound by and honour the ACU Coaching Code of Practice.

I also confirm that I have read and understood the Rider Training Guidelines and agree to consider this document as Best Practice guidelines for motorcycle coaches/instructors. I also agree that all training activities undertaken by me will be conducted in accordance with these guidelines.

Signed.....Date.....

5 Training

The SACU will ensure that where necessary individuals will attend specific Child Protection workshops and seminars. It is expected that the SACU CPO and Lead Discipline Coaches will attend this training.

We will also strongly encourage the club CPO's to attend the same workshops and seminar where they are available locally to them.

Training records for all relevant individuals will be retained under the provisions of the **Data Protection Act 1998**.

Annex B

SACU CHILD PROTECTION REFERRAL FORM

- Remember to maintain confidentiality. Do not discuss this incident with anyone other than those who need to know in order to protect the child.
- Complete the blue boxes on the form in clear handwriting, NOT on a computer

Your Name	
Your Position	
Child's Name:	
Child's Address:	
Parent's/Carer's Names and Address	
Child's Date of Birth (if known)	
Date and time of alleged incident	
Your observations	
Record exactly what the child said in their own words and any questions you asked if the situation needed clarified. Remember: Do not lead the child – record actual details. <i>Continue on separate sheet if necessary.</i>	
Action taken	
External agencies contacted (date and time)	
Police contacted?	Yes / No * * Delete as appropriate
If yes, please confirm name of Police Officer and phone number	
Details of advice Received	
Social Work contacted?	Yes / No * * Delete as appropriate
If yes, please confirm	

name of Social Worker and phone number	
Details of advice Received	
Other Organization?	Yes / No * * Delete as appropriate
If yes, please confirm name of contact, Organization & number	
Details of advice Received	
Signature: Print name: Date:	

NB: A copy of this form should be sent to the SACU Child Protection Officer for further actions if necessary.

Annex C

ACCIDENT & INCIDENT REPORT FORM

This form should be used to report any accidents or incidents involving young people during a motorcycle event

The form should be completed by the Clerk of the Course or Secretary of the event within 7 days of the accident or incident.

A copy of the completed form should be held locally by the Club and a copy sent to the SACU Child Protection Officer -

Personal Details

Nature of Injury

Injured Person	Mr/Miss/MrsMs		Injury Details	
Surname				
Forename		Age	First Aid Given	Yes/No *
Status (Rider, Spectator etc)			First Aider's Name	
Club (If Applicable)			Organisation	
Address (Inc Postcode)			Hospitalised	Yes/No *
			Further treatment	
Telephone			Hospital	
E Mail				

Accident /Incident details (venue)

Organising Club Details

Venue Name		Name	
Address (including Postcode)		Address (including Postcode)	
Telephone No		Telephone	

		No	
Competition		E mail	
Training		Nature of Event	
Date			Time
Accident Site			

Accident Details

<p>Description of Accident / Incident</p> <p>Prepared by the person reporting</p> <p><i>If applicable include incident site diagram/ photograph.</i></p> <p><i>Indicate event site/incident layout, position of injured person, position of event officials, coaches and witnesses</i></p> <p><i>Please use additional sheets if required</i></p>	
Witness Details	
Name	
Address	
(Including Postcode)	
Witness Statement	
(Use additional sheets as required)	

--	--

For the following serious categories, a report should be made initially by telephone to the SACU Child Protection Officer (see Contacts list – [Annex](#))

- Death
- Loss of sight
- Any injury liable to cause admittance to hospital for 24 hours or over
- Loss of consciousness
- Other serious injuries to a young person or child

Name			
Address <i>(Including Postcode)</i>			
Status <i>(rider, official, spectator Etc)</i>			
Club <i>(if Applicable)</i>			
Telephone Number			
Email <i>(to confirm receipt of form)</i>			
Signature		Date	

Annex D

Job Descriptions For Regulated Staff

Annex E



Scottish Auto Cycle Union

28 West Main Street, Uphall
West Lothian, EH52 5DW

E-mail: office@sacu.co.uk
Telephone: 01506 858354
Website: www.sacu.co.uk

SACU Staff and Coaches – Code Of Conduct

Code of Conduct

The SACU is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that all individuals, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the sport.

Motorcycle sport should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of SACU you are expected to follow the Codes of Conduct on behaviour and practices

Adherence to and encouraging good practices, aligned with open communication between all individuals involved should ensure that a safe and enjoyable environment is established and sustained. We have a duty of care to protect young people at all times.

Good Practices

- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in the decision-making process wherever possible.
- Always work in an open environment, wherever possible. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Avoid excessive training and competition, pushing children against their will and putting undue

Practices to be Avoided

In the context of your role within the SACU, the following should be avoided:

- Having ‘favourites’ – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children’s bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in.
- The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves

Unacceptable Practice

In the context of your role within the SACU, the following practices are unacceptable:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact unless it is permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- A Coach and/or other leader sharing a room alone with a child.

Safe Practice in unforeseen circumstances

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event, signed and dated. Parents should also be informed of the incident:

- If you accidentally hurt a child
- If a child misinterprets something you have said or done.
- If you have to restrain a child (please note: minimum force must only be used).

To protect the children in your care and to protect yourselves against possible allegations of poor practice, coaches must carefully consider their actions and how they might be perceived by an observer.

Name SACU Role

Signature Date

Annex F

DATA PROTECTION ADVICE

Detailed below are guidelines for storing, destroying and accessing records and various other forms related to Recruitment and Child Protection.

Document	Where to Store	Who Has Access	Retention	Disposal
Application Forms	Secure	Interview panel	6 – 12 months	Shred or Burn
References	Secure	Interview panel	Until person Leaves	Shred or Burn
Incident reports	Secure	CPO / other professional agencies depending on follow up.	12 months	Shred or Burn
Accident Forms	Secure	CPO or SACU	12 months	Shred or Burn

Please note that in Child Protection issues, all documentation may be required for a criminal investigation.

NB. For Road Racing Accident Forms - Forms must be retained until the child reaches the age of 21. The child on reaching the age of 18 has the right to sue and has the following three years to raise a case in court. All paperwork relating to a road race meeting should be retained for three years even if no accidents were recorded at the time.

This additional rule covers the period where a court case can be raised, after three years it is time barred.

Definitions:

Secure storage is defined as:

- Kept in a locked storage place with restricted access.
- Retained electronically, password protected with limited access

Annex G

USEFUL CONTACTS:

SACU – Child Protection Officer: Kirstin Pennycook

Contact Details Available via SACU Website.

CHILDREN 1st

Safeguarding In Sport
8000 Academy Park
Glasgow
G51 1PR
Tel: 0141 419 1156
www.children1st.org.uk

Internet Safety:

www.thinkuknow.co.uk

The Child Exploitation and Online Protection Centre (CEOP)

www.ceop.gov.uk

ParentLine Scotland

0808 800 2222

NSPCC Child Protection Helpline

0808 800 5000

Childline Scotland

0800 1111

Scottish Criminal Records Office

0870 609 6006

For your local Social Work department please visit www.withscotland.org using your postcode you can gain access to local support.

(Your) Local Police Contact telephone number (in an emergency dial 999)

Acknowledgement:

The Scottish Auto – Cycle Union (SACU) would like to acknowledge the following organisations which have supported this Child Protection document:

SportScotland / Children 1st 10 Steps to Safeguard Children in Sport

Any section of this policy may be photocopied for non-profitmaking teaching purposes within educational institutions or for sporting education purposes. Apart from these specific permissions, no part of this policy may be included in any publication, magazine, newsletter or journal, or stored in a retrieval system or transmitted in any form, by any means, electronic, mechanical, photocopy, recording or otherwise without the prior written permission of the SACU

Created 2nd November 2015