

Scottish Handball Association
Child Wellbeing & Protection Practice Notes

Reviewed January 2025

Section 3

Practice Notes

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Practice Note 1:

Adult to Child Ratios & 1:1 Coaching

Although these guidelines provide minimum ratios for adults coaching/leading and supervising children, it is essential in handball that a separate risk assessment is taken for each group of children to ensure that ratios are fit for purpose. The risk assessment must be reviewed for each training session and the ratios adjusted accordingly.

Participants under the age of 18, including those qualified as coaches, must always be supervised. Adults coaching/leading and supervising children must avoid being regularly alone when it is not required, therefore the minimum number of adults covering a session must be 2, even if the number of children when looking at the ratio only requires 1 adult.

The level of supervision required for each session must consider the following:

- age and ability of the children
- type of training session being undertaken
- children's growing independence
- environment that the session is taking place in
- risk assessment

If there is an accident or incident you must ensure there is always someone available to supervise the remaining children. Coaches and Leaders working with children must ensure that they do not work in isolation.

Group Sizes and Supervision by Responsible Adults

The group sizes provide a minimum and maximum group size to ensure a safe session. Coaches and leaders should be aware that the maximum group size may not be appropriate for all situations, depending on the child's ability. This must be considered as part of the risk assessment when session planning, to identify appropriate numbers to promote session safety.

Coaches and leaders must only work with the number of children with which they feel confident and competent to do so. The group size should be sufficient to enable meaningful input to be given to all children in the session. For example, younger children and beginners may require extra supervision.

Generally, it is expected that beginner and less experienced children will require a smaller group size, while a higher group size (up to the stated maximum) would be appropriate for more experienced children and young people.

Group sizes may not be exceeded; however, in some environments, the maximum group size can be increased with additional coaching/leader support.

With a minimum of two adults present, the following ratios are recommended as a general guide:

AGE	RATIO
2 to 3 years old	1 : 5
3 to 7 years old	1 : 8
8 years old and over	1 : 10

Additional Personnel

Consideration should be given to whether additional personnel are required to ensure safe running of the session. Anyone enlisted to help should be suitably qualified for the role and tasks they are required to undertake. Additional personnel may be required if:

- Children and young people will be out of sight for a short period of time during the session
- numbers exceed the Group Size of what is considered to be a safe number according to the risk assessment.

1:1 Coaching

On occasion, there may be times where coaches or leaders are providing one to one coaching with a child or young person; when this is the case the following must be adopted:

- Ensuring that consent for lone working with the child/young person is obtained from their parent/carer
- Encourage parents/carers or another appropriate volunteer/adult observer to attend wherever possible
- Ensure children and their parents/carers are aware of all formal arrangements such as the structure, the location and the length of a one to one session.
- Provide the child (& their parents/carers) with information on what to do and who to contact if they feel uncomfortable at any time during a one to one coaching session.
- Ensure that all coaches understand, abide and have signed up to the relevant Set the Standards
- The coaching activity to take place in an open environment with others around and any one to one sessions to be in clear view of others within the venue.
- Ensure that all adults behave in an appropriate manner, respecting the rights of the child and treating them with respect, dignity and fairness.
- Coaching techniques for one-to-one sessions should ideally be delivered by demonstration and avoid any unnecessary physical contact. See the Practice Note 2 – Physical Contact for more information.
- Those working with children alone have a copy of the child's emergency contact number and access to a phone.
- When working remotely a coaching plan covering location, planned activities, start time and expected return time should be provided and a copy left with the parent/carer as well as a suitable contact such as a club committee member or facility reception.
- If working in a remote area then lone working should be avoided, and coaching should be carried out in pairs – 2 adults and 2 athletes.
- When working remotely coaches should consider methods of contact – will a mobile phone be sufficient, and will there be signal? Where practical a secondary or alternative arrangement should be put in place, for example, a radio.

Practice Note 2: Physical Contact & Interventions

All forms of physical contact must be respectful, be sensitive to the needs and wishes of the child/young person and take place in a culture of dignity and respect for all children and young people. Children and young people should be encouraged to express their views on physical contact.

This Practice Note should be read in conjunction with Practice Note 1 – Adult to Child Ratios & 1:1 Coaching

In the first instance, coaching techniques are best delivered by demonstration (either by the coach, an athlete or video which can display the technique being taught).

Instructions need to be clearly explained with a description of how contact with the child or young person will happen before doing so. This needs to be accompanied by checking if the child or young person is comfortable with the proposed method of contact. Manual support should be provided openly and must always be proportionate to the circumstances.

It is not the role of staff, coaches and volunteers to act as carers, if it is necessary to help a child or young person with personal tasks e.g. toileting or changing in unexpected circumstances, the child or young person should be encouraged to express a preference regarding the support they need/anything that makes them uncomfortable at that moment. The situation and provision of support should be reported afterwards to both the club and parents/carers. If the situation re-occurs frequently or a child or young person is unable to manage their own personal care, a parent/carer or other support person provided by the child's family should attend the session throughout so they can receive the support they require.

Staff/coaches/volunteers should encourage parents/carers to support their children at home to practice and develop practiced routines for personal care/changing rooms for when they attend sessions so that children and young people know what to expect and can be self-sufficient.

Staff/coaches/volunteers should not take on the responsibility for tasks for which they are not appropriately trained e.g. manual assistance for a child with a physical disability.

Physical Interventions

The use of physical intervention must always be avoided unless it is absolutely necessary to prevent a child or young person causing injury or serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening must always be the result of conscious decision-making and not a reaction. Before physical intervention, the member of staff or volunteer needs to ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent injury and used only after all other strategies have been exhausted. Where this is the case, children and young people tend to understand and accept the reasons for the intervention.

The following must always be considered:

- Contact must be avoided with buttocks, genitals and breasts. Staff and volunteers must never behave in a way which could be interpreted as sexual.
- Any form of physical intervention must achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Staff and volunteers must consider the circumstances and the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- Children and young people must have the opportunity, or be encouraged to, express their views of physical contact
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/damage they might cause.
- All forms of physical intervention must employ only a reasonable amount of force - i.e. the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period.
- Staff and volunteers must never employ physical interventions, which are deemed to present an unreasonable risk to children and young people or staff and volunteers.

- Staff and volunteers shall never use physical intervention as a form of punishment.
- Physical intervention should not involve inflicting pain
- Be mindful that each child or young person may react differently to different types of physical contact/intervention
- There must always be a debriefing session for staff, volunteers, parents and children after an incident where physical intervention was used. This should include an opportunity to talk about the incident and about how the child or young person can continue to participate safely.

Any physical intervention used must be recorded as soon as possible after the incident by the staff or volunteers and passed to the Club Child Wellbeing & Protection Officer or Scottish Handball's Lead Wellbeing & Protection Officer as soon as possible using the Concern Recording Form (Appendix 4).

Children with Additional Needs

Where children are identified as having additional needs or behaviours that are likely to require physical intervention, this should be discussed with parents/carers and where necessary the club will seek advice from external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff and volunteer training in physical intervention.

Practice Note 3: First Aid & Medical Treatment

As with the nature of sport and handball, there are times when children and young people may injure themselves and require treatment. The following practice sets out the standards expected when those who are appropriately trained to do so need to treat the injuries or children and young people or where they have a pre-existing medical condition.

All staff/coaches/volunteers must ensure:

- Where practicable, all parents/carers of those under 18 have provided relevant permission and information before their child participates in the session (Appendix 8 – Consent Form)
- Consent forms are regularly reviewed and resubmitted by parents/carers to ensure that the most up to date information is collected. Parents/carers need to be made aware to update the consent form should their child's health change at any time.
- There is an accessible and well-resourced first aid kit at the venue
- They are aware of any pre-existing medical conditions; medicines being taken by participants or existing injuries and treatment required
- Only those with a current, recognised first aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible
- Treatment is administered in an open environment, when possible, avoiding private or unobserved situations. Where a private room is needed for the treatment to preserve the child or young person's dignity their parent or carer or another appropriate adult must be present
- Any physio treatment is only administered by a qualified and registered physiotherapist
- A Concern Recording Form (Appendix 4) form is completed if a child or young person sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant
- A child/young person's parents/carers are informed of any injury and action taken as soon as possible
- If a child or young person needs to be transferred to the hospital, their parents/carers (if not in attendance) must be informed immediately, and a member of staff or volunteer must travel with that child or young person to supervise them until the parents/carers arrive.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions

Allergies and Pre-existing Medical Conditions

Handball is a sport that children and young people of all abilities regardless of any medical conditions, disabilities, impairments, or allergies should be able to get involved in should they wish to do so. It is extremely important that those who have medical conditions or allergies are not excluded from taking part in activities, but reasonable steps are taken to adapt activity to their individual needs.

The following sets out the responsibilities of those involved in handball where children and young people who have allergies or pre-existing medical conditions are actively involved in the sport so that their wellbeing is safeguarded and protected:

Parent/Carer Responsibility:

- Ensure a consent form (Appendix 8) is completed accurately and maintained should their child 's circumstances change
- Speak with the member of staff or volunteer about the needs of their child and how these can be accommodated
- Consider a medic alert bracelet/watch for their child
- Check the expiry date or any injectors or medication regularly and ensure they are kept up to date.
- If a rescue pack is in use, this is given to the member of staff or volunteer who may need to use it with the instructions on how it should be used if required.

Member of Staff or Volunteer Responsibility:

- Ensure Consent Forms for all children and young people attending the activity are available and up to date making sure they are stored confidentially
- Alongside the consent forms, have a copy of the child or young person's care plan for allergies and individual risk assessment
- Ensure correct storage of any medications by following instructions
- Have a mobile phone suitably charged and check signal should calls need to be made
- Have a plan for any additional supervision depending on the environment or medical needs (See Practice Note 1 – Adult to Child Ratios & 1:1 Coaching)
- Share any information with those who may need to know about allergies should they need to respond
- Be familiar with the nearest medical facilities at the venue and in the local area
- Any medication should only be administered by the child/young person or their parent/carer unless it is an emergency. If an emergency occurs, the medication must be administered in line with the parent/carers instructions or with the assistance of a medical professional
- Record and report any incidents or concerns using the Concern Recording Form (Appendix 4)

Practice Note 4: Behaviour Management

Staff and volunteers may on occasion have to deal with challenging behaviour from the children or young people in their care. This practice note aims to encourage best practice and provide strategies which can be used to manage any behaviour that proves challenging.

This Practice Note should be read in conjunction with Practice Note 1 – Adult to Child Ratios & 1:1 Coaching and Practice Note 2 – Physical Contact & Interventions.

Principles

The guidelines are based on the following principles:

- The wellbeing of all children is the paramount consideration.
- All those involved in handball including children, coaches and volunteers should have clear guidelines about the standard of behaviour that is expected and should be aware of their clubs Code of Conduct and Scottish Handball's Set the Standards.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and they must always be able to maintain their respect and dignity.
- Some children's behaviour may be caused by medical or psychological conditions. Those working with children may need additional help. This will include discussing the child's needs with parents/carers and possibly from external agencies that already support that child.
- Staff and volunteers must not attempt to respond to challenging behaviour by using techniques for which they have not been trained.
- Handball can be a beneficial experience for all children and children should only be excluded from the club in extremely exceptional circumstances.

Planning Activities

Sessions need to be planned around the group and take into consideration the needs of each child. Staff and volunteers, if they can, should consider previous and likely behaviour. Strategies to manage any risks or general challenging behaviour need to be agreed in advance after they have been identified through a

risk assessment. Including identifying the appropriate number of adults required to manage and support the session safely (Practice Note 1 – Adult to Child Ratios & 1:1 Coaching), including being able to respond adequately to safeguard the group.

Agreeing Acceptable & Unacceptable Behaviour

Staff, volunteers, parents/carers and children should be involved in developing an agreed statement of what is acceptable and unacceptable behaviour and the sanctions to be applied in response to unacceptable behaviour. Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities, this conversation should it take place must involve the Child Wellbeing & Protection Officer.

It may be suitable to, as a group, get the children and young people to draw up a 'List of Acceptable and Unacceptable Behaviours and Sanctions for Unacceptable Behaviour' that will govern their participation in the group/team. Children and young people tend to arrive at a very sensible and working set of 'rules' which then every member of the group can be asked to sign it, as can new members as they join. This list of behaviours is often referred to as a Code of Conduct.

Scottish Handball uses the Set the Standards documents to implement the best standards expected. Templates of the Set the Standards document which can be tailored to suit the needs of individual clubs are available.

Managing Challenging Behaviour

In responding to challenging behaviour, the response must always be:

- proportionate to the actions
- imposed as soon as is practicable
- fully explained to the child/young person and their parents/carers.

In responding to a child or young person who is displaying challenging behaviour, the following advice must be considered:

- Listen to the child or young person, hear what they are saying and use their name
- Recognise their emotions and feelings by identifying them and naming them e.g. “I can see that you are feeling angry”
- Ask the child or young person directly what has happened to try and calm the situation and prompt them to reflect on their behaviour
- Tell them that you want to hear what they have to say as it will help you understand if they can take the time to explain
- Provide them with an opportunity to take some time to the side of the activity
- Try to separate the child or young person’s behaviour from the person
- Any consequences that may be put in place for their behaviour must be explained to the child or young person and identify the behaviour that has led to the consequences

The following actions can be considered when there needs to be a consequence for risk-taking or unacceptable behaviour:

- Time out - from the activity, group or individual work.
- Where a child or young person is removed from the activity, this must be clearly explained to them and when the opportunity for their return will be allowed. Opportunity for a return to the activity must always be offered unless they are displaying a high level of risk to themselves and others.
- Reparation - the act or process of making amends.
- Restitution/Payback - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual ‘contracts’ or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Temporary or permanent exclusion

The following must never be permitted as a means of managing a child’s behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Taking the behaviour personally
- Dismissing their feelings
- Invading the personal space of the child or young person
- Shouting or threatening the child or young person
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Pointing and shaking your finger
- Telling the child or young person to calm down
- Trying to win the argument or having the last word
- Interrupting the child or young person
- Verbal intimidation, ridicule or humiliation.
- Using the threat of removing that child or young person from the club/team
- Failing to explain the reasons for the consequence

The needs of any child or young person where sanctions are frequently necessary must be reviewed in line with the Child Wellbeing & Protection Officer.

This review should involve the child, parents/carers and in some cases, others involved in supporting or providing services for the child and their family, to ensure an informed decision is made about the child’s or young person’s future or continued participation. As a last resort, if a child continues to present a high level of risk of danger, they may have to be suspended or barred from the group or club activities.

Where consequences to challenging behaviour are put in place, these must be reported to the Club Child Wellbeing & Protection Officer or Scottish Handball’s Lead Wellbeing & Protection Officer through a Concern Recording Form (Appendix 4) as soon as possible so any support or action required can be taken.

Practice Note 5: Changing Room Management

Changing rooms, showers and shared locker rooms can be an area where children and young people are most vulnerable. These areas can present several challenges, from limited changing facilities, single room changing, no privacy cubicles, mixed changing, changing used by club and non-club members, or changing used by children, young people and adults at the same time.

This Practice Note should be read in conjunction with Practice Note 4 – Behaviour Management. Types of Changing Area

Clubs must consider the arrangement of the changing facilities in each venue they use and the following practice should be applied where relevant.

General advice points:

- Wherever possible, children and young people should arrive already changed and ready for their activity
- Parents and carers must be made aware of the type of changing environment that is available to use, if any, and ensure their child is confident to use them unsupervised
- Clubs should give clear guidance on limits/expectations on parental supervisor of younger children within a changing environment
- As a general rule most public sports facilities expect children who are 8 years and over to be able to use the changing facilities unaided and without supervision
- Be aware that bully behaviour may display itself within the changing area
- The use of mobile phones or photographic equipment is prohibited in areas where children and young people are changing or showering
- Private facilities where adults and children have to use the same changing area:
 - Wherever possible, adults should avoid changing or showering at the same time as children and young people but this can be managed where there are privacy cubicles and ALL participants should be instructed to use them and if none are available people should wait until one is and not to change in the open.

- There must be no nude shower permitted in open showers or mixed age/gender changing areas
- Where there are no privacy cubicles and the facilities are communal:
 - Identify a specific shower cubicle or changing area for children and young people, if possible.
 - If space is limited identify periods of time (normally 20 – 30 min sections), which are solely for children and young people or adult member use of the changing/shower facilities.
- Place a sign on the door or a volunteer/member of staff outside the door to make people aware of the restricted use and time frame.
- Notify parents/carers as part of the club information process that adults and children or young people may need to share a changing facility and what process the club uses to manage/monitor the facilities.
- Children who are under 8 should be supervised/monitored in changing rooms.
- Adults must always work in pairs and not to be alone in these circumstances.
- Public facilities where adults and children have to use the same changing area:
 - Any specific changing area concerns should be discussed with the centre management who may be able to support or provide further guidance/advice

Depending on how a facility is set up, the venue may take sole responsibility for the supervision and management of changing areas, they may view it as a joint responsibility between the club and venue or may if the club is the sole user group at that time deem the responsibility to lay with the club. It is important to establish what set up, expectations and protocols are in place with the venue your clubs uses.

Chaperoning/Supervising Changing Areas

Clubs may decide to supervise changing areas using adult chaperones, when doing so the following practice must be considered:

- Any adult who has a role requiring them to enter the changing area must have a satisfactory PVG through Scottish Handball.
- Adults must always work in pairs and not to be alone in these circumstances.
- Supervision/monitoring of the changing rooms can be done from outside the door with a call in.
- A pair of chaperones may enter briefly and walk through.
- In rare circumstances, depending on the needs of the group the pair of adult supervisors may need to be in the room.
- If children are uncomfortable changing or showering in public, they should not be pressured to do so, discuss the situation with their parents/carers and consider if alternative provision can be made if appropriate.
- In an emergency if an adult is required to enter the changing area they must be accompanied by another adult, if they have to go into a single gender changing room e.g., a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany them.

Practice Note 6: Late and Non-Collection of Children and Young People

Arrivals and departures from activity and sessions can be a time of particular risk for children and young people. With the movement of numerous parties and many distractions being in place, it can be a stressful time for all, and this is why careful thought and planning is required so that these times can be managed affectively and safely.

This Practice Note should be read in conjunction with Practice Note 7 – Transporting Children. Collections

Clubs need to consider the collection arrangements for their participants and venue. The following questions are to help clubs define their collection processes:

- What the collection plans are for each child or young person in your care – are they to be picked up and if so by who? Is there anyone who is not allowed to pick the child or young person up?
- Can the child leave and make their own way home? Has consent been sought after to allow this to happen?
- What is the process for parents/carers letting the club know about a one off change to normal collection plans?
- If a member of staff or volunteer has back- to-back sessions or the session takes place in a public venue, has the club clearly notified parents/carers when the clubs duty of care finishes and when the parents/carers re-starts, even if the parent/carer is not present?
- Permission forms that include drop off and collection arrangements should be held by the club for each child and young person.
- A register for each session should be taken with space to note any on the day changes to arrangements can be noted
- TIP: Ensure this information is collected as part of the membership sign up process each year and checked regularly with parents/carers throughout the season

Late Collections

Late collections can present clubs and members of staff or volunteers with particular challenges. Parents/carers must be made aware of the clubs policy in regarding this issue.

Clubs responsibilities:

- Make sure participants know what to do and who to go and speak to if they have not been collected.
- If the member of staff or volunteer takes back to back sessions there should be another person designated or an identified place to go and wait e.g. a bench in the club/venue reception area, a trackside or seat in reception etc.
- Provide parents/carers with expectations to address the issue, outlining their responsibility and the consequences of late collections.
- Have contact numbers for parents/carers and an emergency contact number that is an alternative to the main contact number for that child or young person (this can be collected through Appendix 8 – Consent Form).
- TIP: Call all contact numbers for parents/carers and emergency contacts at least once a year to ensure they are correct.
- Hold a register naming persons who have permission to collect participants from sessions and if there are any persons who the child or young person should NOT be released too. This register should also note children who have consent/permission to make their own way home unaccompanied.
- Remind parents/carers regularly and at least once per year to check and update the club of any changes to either their personal contact details or those of the emergency contacts provided.

Parents/carers responsibilities:

- Have a contact number for the club/volunteer or member of staff to inform them of emergencies and possible late collections.
- Update the club/volunteer or member of staff as soon as there is a change to either their own contact details or those of the emergency contact.
- Inform the club of any individual who must NOT pick up their child and/or if their child can travel unaccompanied

In the event of a late collection, members of staff or volunteers must:

- If parents/carers are late when picking up their child, the wellbeing and the safety of the child must always take precedence, and they must not be left alone
- Members of staff and volunteers have a duty of care to the children and young people in their sessions and this continues even when the activity has finished
- It is not the responsibility of members of staff or volunteers to transport children and young people home. This must be avoided where possible.
- Attempt to contact the parent/carer, if they do not answer a phone call leave a voice message AND send a text message.
- Call the child or young person's emergency contact if unable to make contact with the parent/carer.
- If the child or young person has a phone ask them to try and call their parent/carer or emergency contact – they may be more likely to pick up the phone to a number they recognise than one they don't have in their phone
- Repeatedly try to make contact with the parent/carer and/or emergency contact as frequent as possible until they pick up
- Make contact with the Club Child Wellbeing & Protection Officer (CWPO) to inform them of the situation or another club official if the CWPO is unavailable. Failing that, Scottish Handball's Lead Wellbeing & Protection Officer must be informed as soon as possible.
- Wait with the child or young person, wherever possible do so in the company of other people.
- Remind parents/carers of the policy in relation to late collections.
- If after following all steps above and it has not been possible to reach the child or young person's parents/carer or emergency contact and a prolonged period of time has passed, contact your club WPO again and discuss next steps – call to police/social work to report and seek advice on the NON-COLLECTION of a child.
- Remember late or missed collections can be stressful and upsetting for children and young people if they go on for a long period of time, it is important to remain calm and reassure them throughout this process.

Members of staff and volunteers must never:

- Take the child or young person to their own home or to any other unauthorised location.
- Ask the child or young person to wait alone with them in their vehicle.
- Send the child or young person home with another person without parental permission.
- Leave the child or young person completely unaccompanied and leave the venue

Practice Note 7: Transporting Children

Scottish Handball appreciates and understands that clubs would not be able to operate without the goodwill of volunteers and parents/carers transporting children and young people in a private car.

However, there is a need to ensure that consideration is given to ensuring the safety and wellbeing of both the child/young person and that member of staff or volunteer (driver) transporting that child or young person.

This Practice Note should be read in conjunction with Practice 1 – Adult to Child Ratios & 1:1 Coaching and Practice Note 6 – Late & Non-Collection

If the club does take on responsibility for travel arrangements, a risk assessment must be undertaken which covers the following areas:

- All vehicles and their drivers are correctly insured
- The driver has a valid and appropriate license for the class of vehicle they are using e.g. D1 classification for driving minibuses
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats
- There is an appropriate ratio of adults per child/young person (See Practice Note 1 – Adult to Child Ratios & 1-1 Coaching)
- Where the journey is long distance, breaks for both the driver and the child and young person are factored in. Drivers must not take unnecessarily long journeys without breaks as this could put the safety of those in the vehicle at a high risk of danger. Legal information on appropriate breaks can be found at www.gov.uk/drivers-hours/gb-domestic-rules
- If a driver is regularly transporting children on behalf of the club this may be regulated work with children as such it should be assessed whether this person requires a PVG check.
- Consent has been obtained from the parents/carers to transport their child along with any needs their child may have when travelling e.g. travel sickness

Transporting Children Alone

Scottish Handball strongly advises that members of staff and volunteers do not take children and young people on journeys in their car alone. If all alternatives have been exhausted and a member of staff or volunteer has to transport a child or young person alone there are a number of safety measures that must be put in place to minimise the risk to both parties:

- Clubs must ensure that the driver as with all of those who have access to children and
- young people in your organisation must have undergone a PVG check and are satisfied that the information provided is satisfactory.
- Clubs must check that the driver has an appropriate and valid driving licence for the type of vehicle they are driving.
- Clubs must ensure that the driver has a vehicle that is fit for purpose, i.e. passed its MOT test and adequately insured.
- The driver should have emergency breakdown cover, access to a mobile phone and contact details for the parent/carer of the child or young person they are transporting.
- Parents/carers need to be informed of the person who will be transporting their child, the reasons why and how long the journey will take. If a parent/carer objects to this, their wishes must be agreed to and alternative arrangements must be explored.
- Children must wear an appropriate seatbelt that complies with current legislation, and be instructed to behave responsibly in vehicles at all times.
- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Drivers should look to contact the parents/carers when they are setting off and as and when they take any breaks

When regular transportation is required, all the above points apply and in addition:

- The driver should attempt to have more than one child in the car or another responsible adult.
- When dropping children off after an event or training session, drivers should alternate which child is dropped off last. Ideally two children would be dropped off at an agreed point i.e. one of their family homes

Private Arrangements

Where parents agree among themselves to share transport for training or competitions this is a private arrangement between them. However, if the club makes the arrangements e.g. who will travel with whom, they (the club) may become liable in the event that something goes wrong if correct procedures haven't been followed.

Practice Note 8: Photography, Video & Live Streaming

Photography, films, live streaming, tweets, posts, and video clips can be used to celebrate achievements, promote activities, and keep people updated. It can also be recorded and used for performance development and analysis reasons.

It is extremely important when engaging online, photography, and video activity that it is done so in an appropriate and safe manner. It is also important to remember that most images taken are appropriate and taken in good faith, but this must be balanced against having safeguards in place to protect children and young people's wellbeing against those who may exploit these situations. This Practice Note sets out simple measures that must be taken to ensure the safety of children and young people in Scottish Handball when it comes to photography and video.

This Practice Note should be read in conjunction with Practice Note 9 – Social Media & Digital Communication.

When engaging in photography and video around handball activity, the following principles must be adhered to so that the wellbeing of those involved protected:

- Parents/carers and children must consent for images to be taken and used.
- They must be informed how their images will be used
- They have a right to decide if their images are to be taken, and how those images may be used.
- Consent to take and use their images only lasts for one year and is not indefinite.
- Images must convey the best principles and aspects of handball, such as fairness, positivity, enjoyment, and fun.
- Care must be taken to ensure that images are appropriate and not open to obvious misinterpretation or misuse.
- Excessive personal information accompanying images can place a child at risk and must be avoided (e.g., just using their first name rather than full name).

- Images must never be taken in changing rooms or areas where children and young people are deemed to be more vulnerable (e.g., bedrooms).
- Unsupervised access to children and young people or one to one photo sessions must not be approved.
- All images of children must be securely stored.
- In the case of images used on websites or social media, particular care must be taken to ensure that no identifying details placed with images can facilitate contact with a child by a potential abuser.

Consent Forms

A Consent Form (Appendix 8) must be completed by the child or young person and their parents/carers before any photography or filming takes place and before any images are published online. Special care must be taken in relation to those who may be deemed more vulnerable than others, e.g. a child or young person fleeing domestic violence or a child or young person with a disability, and consideration must be given to whether publication or use of the photographs and/or video footage would place the child or young person at risk.

Where consent may be withheld or withdrawn by the child or young person and/or their parent/carer, this must be adhered to. Practical arrangements must put in place to avoid this happening which can be done in consultation with the child and young person, their parent/carers, the Club Child Wellbeing & Protection Officer (or Scottish Handball's Lead Wellbeing & Protection Officer) or Event Welfare Officer if in attendance at an event. For example, if there is an official photographer/videographer in attendance, they need be informed of those children or young people in attendance (e.g. through identification of their race number) and advised that they are not photographed or filmed.

If the situation cannot be managed safely then filming and/or photography during the activity must be prohibited and the wellbeing of that child or young person made the priority. This may not be a popular decision, but no child or young person must be put in danger or risk of harm. Their rights must be respected.

Photography and Videos

Sharing photographs, videos and images on social media or other online platforms carries potential risks for children and young people, for example:

- Individuals may become vulnerable to grooming if a photograph or video is shared alongside information that makes them identifiable such as personal details; a tag with location information; visual details such as a school/club uniform
- Inappropriate images or videos of individuals may be shared online
- Images or videos may be copied, downloaded, screenshotted, or shared by anyone
- Images or videos may be adapted and used inappropriately
- Photos or videos may appear in internet search results
- Depending on the terms and conditions of using an online platform, the image or video may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- Each photo or video, and any comments on them, become a part of a person's public image.

To avoid unnecessary risk, Scottish Handball will take the stance that only first names of Under 18's will be published with their image.

Further considerations that must be taken when taking photos or videos:

- Only using images of children and young people in appropriate clothing
- Avoid images and camera angles that may be more prone to misinterpretation or misuse
- Avoid full face and body shots of members taking part in activities (for example, workouts) where there may be a heightened risk of images being misused
- Only use images that positively reflect the person's involvement in handball

Personal Use of Photos & Videos

At events there is often widespread use of digital devices to capture photos and videos for personal use by those competing but also parents/carers and general spectators. Guidance must be published before any events to advise those in attendance what the expectations are around photos and videos. This

can be defined in any prior event communications and/or during the event itself and outline areas that are off limits for photography and videography.

If a child or young person wishes to enter into a private agreement with a photographer or videographer, expressed consent must be in place between the child/young person, their parent/carer, and the Event Organiser.

Official Photographer or Videographers

Where an official photographer or videographer is sought after, the following steps must be followed:

- Follow Scottish Handball's Appointment & Selection Procedure is establishing the role officially within a club or team. For events, Sourcing the Provision of Services at Events guidance.
- Provide the photographer/videographer with a clear brief about appropriate content and behaviour
- Always ensure the photographer/videographer wears identification
- Inform children/young person and parents/ carers that a photographer or videographer will be in attendance and ask for consent
- Inform the photographer or videographer about how to identify those who do not consent and to avoid taking images of those individuals
- Clarify areas where all photography and videography is prohibited (i.e. toilets, changing areas, first aid areas)
- Refuse any access unsupervised of children and young people during the event and any attempted access outside of the event/club
- Report any concerns regarding inappropriate or intrusive photography/videography to the Club Child Wellbeing & Protection Officer, Scottish Handball's Lead Wellbeing & Protection Officer or Event Welfare Officer

In some instances, wide-angle and general images may be taken. It may not be reasonable, practical, or proportionate to secure consent for every participating child or young person to take such images. In these circumstances, it must be made clear to those in attendance that these kinds of images will be taken, and for what purposes.

Where, on occasion, journalists or unofficial photographers/videographers may wish to attend club activity or events, the following information must be provided before access to the activity/event can be provided:

- Name and address of the person using the camera
- If focusing on a particular club or person, the details of those
- The reason for taking the images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given

The details provided must be verified and whether permission should be granted. A quick consent check with those they wish to photograph/video can help in decision making process. If granted, the photographer/videographer must be easily identifiable.

Use of Mobile Phones

The use of mobile phones in daily life has increased over the years and continues to do so. There are numerous cases where children and young people have been put at risk due to the ability to record and transmit images extremely discreetly through mobile phones, including images that have been used to humiliate and embarrassed them across various social media platforms.

This can be extremely difficult to monitor and identify but increased importance and care in the use of the practice note must be observed where personal privacy is important e.g., changing rooms, bathrooms and sleeping areas. No photographs or filming should ever be permitted in such areas of personal privacy.

Live Streaming

Live streaming is a live visual broadcast over the internet. As with a lot of sporting events and the ease at which live streaming can take place through various online platforms, it's now an option to easily set up a live stream for promotional opportunities.

Live streams must always be undertaken by authorised individuals to do and following the steps above and with any images or videos, children and young people must be informed of the live stream and their consent obtained with their parents/carers.

Specific considerations must be taken when it comes to live streaming and built into the consent form:

- Which online platform will be utilised
- Who will monitor the live stream and for what purpose
- When the live stream will go live and end
- Where any footage will be stored and where it may be published
- How the privacy settings will be set up
- If the live stream will be restricted to invite only or not
- If active, how comments will be monitored on the platform
- How children and young people (and their parents/carers) can withdraw their consent
- How any abusive or offensive comments can be reported

Remote Online Sessions

Following the lockdowns and management strategies put in place in response to the COVID-19 pandemic, the demand for remote online sessions increased across sport. Where sessions have moved online, the general principles of child wellbeing & protection must be put in place along with a risk assessment for the session so that it is planned and delivered appropriately.

Coaching & Qualifications

Those who are delivering online sessions must only deliver sessions for what they are trained for and follow best practice when it comes to delivering sessions e.g. ensuring the session is suitable for developmental stage.

Safety

As with any session delivered that includes children and young people, their safety and wellbeing must be paramount. The following guidelines must be followed:

Before the Session:

- Consider all of the usual safety considerations for the session they intend to deliver.
- Put together a pre-training introduction which should include information on:
- Making children and young people aware of their own capabilities, only do what they are comfortable with and to stop if they need to

- Participants agree to follow instructions and safety guidance from the session leader
- Permission/consent from their parent/ carer has been obtained beforehand and the parent/carer has checked the environment is suitable for the session

Examples of what should be considered and included in the pre-training advice where applicable:

- What is the floor like? Is it safe and will it stay so when/if wet (if applicable)?
- Is the area well ventilated?
- Do the participants need a mat?
- Can the participants exercise outside? Do they have enough space?
- Where is the nearest furniture? Does it and can it be moved?
- Are there any trip hazards?
- Appropriate clothing and footwear is always worn by everyone on the session
- Any equipment used is wiped clean before and after use
- A responsible adult is always in reasonable proximity to the participant to respond if required
- There is a mechanism for the participant to feedback on any problems or issues with the session e.g. session debrief
- Information and encouragement to stay hydrated
- Pets and any other distractions are kept away during the session.
- If music is played, it is appropriate to the age of the participants

Safe Best Practice

As with any other form of session, implementing good child wellbeing and protection practice is extremely important to protect all of those involved. The risk to children and young people has the potential to increase online and therefore the following practice must be considered in addition to the steps above:

- The parent/carers email address or phone number should be used for any communications regarding the on-line coaching schedule. There must be no direct communication between the child and young person.
- Avoid and minimise unsupervised one to one in person sessions with children and young people. Online sessions must be delivered with a minimum of 2 appropriately trained adults who are members

of the PVG scheme and have undergone child wellbeing & protection training

- Ensure appropriate privacy settings are in place for the platform being used
- Adapt settings to allow everyone to be on screen at the same time
- Be clear to that images of the session must not be taken and shared online, without consent
- Those leading the sessions still a duty of care to children and young people when they are providing on-line sessions. They are entering people's homes virtually which means they may potentially witness behaviour which places a child or young person at risk of harm.
- It is important that everyone, including parents/carers and children, understand what to do if they have a concern and who to speak to. Awareness raising on how to report a concern must be undertaken with all and contact detailed provided to the Club Child Wellbeing & Protection Officer or Scottish Handball's Lead Wellbeing & Protection Officer.
- If a concern is raised the Responding to Concerns Procedure must be followed and the concern reported to the club Child Wellbeing & Protection Officer or Scottish Handball as soon as possible
- If a child is at immediate risk of harm or danger, statutory agencies (police or social work) must be immediately alerted.

Practice Note 9: Social Media & Digital Communication

Social media and the ways we communicate with each other in society develop and advance extremely quickly. As they develop and advance they can bring benefits to those involved in handball to promote and communicate their activity and achievements but at the same time it can have its disadvantages where children and young people can be put at significant risk.

This Practice Note should be read in conjunction with Practice Note 8 – Photography, Video & Live Streaming.

Those risks to children and young people include:

- Access to websites or content that is deemed inappropriate for their age
- Unwanted contact from adults or their peers who wish to harm them or have questionable intent
- Oversharing of personal information
- Receive, send, or share images/comments that are deemed offensive
- Online bullying (and continued bullying offline)
- Grooming for contact & non-contact sexual abuse
- Direct contact for other forms of abuse
- A view on the world that becomes distorted between the online world and real world

For adults and those in positions of trust, there can also be risks:

- Bullying, both online and continued offline
- Their communication with children and young people being misinterpreted or misunderstood
- Unwanted contact from those attempting to obtain or access personal information
- Direct contact from children and young people

Club Social Media Groups and/or Pages

Where clubs and teams wish to utilise the benefits of social media or website, they must adhere to the following practice:

- All social media groups/pages are password-protected with at least 2 members of staff or volunteers with access

- All social media groups/pages will be monitored by a designated person who have been appointed by the committee/board.
- They will seek advice from their club Child Wellbeing & Protection Officer or Scottish Handball's Lead Wellbeing & Protection Officer to advise on child wellbeing & protection requirements
- They will remove any inappropriate posts, where deemed necessary explaining why, and informing anyone who may be affected (as well as the parents/carers of any children involved)
- They must be over the age of 18
- All social media groups/pages settings must be set to 'private' so that only those invited can see their content
- Only invite children and young people who have consented to be involved in the social media groups/pages. If they do not consent, other methods of communication must be explored
- Ensure that parents/carers are invited to be involved in the social media group/page
- Social media email addresses, platforms and group names should be appropriate, fit for purpose and only used for the specific activities they were set up for and never deviated away
- All social media groups/pages are set up through an official club account and not club officials' personal accounts/profiles
- Any details that can be used to identify children and young people must not be posted on club social media platforms
- Any posts or correspondence on the groups/pages must be of a relevant and appropriate for the purpose and audience
- Posts and correspondence are communicated in an open and transparent manner
- Ensure that club officials do not add or friend children and young people on social media platforms outside of the social media groups/pages set up to do so.
- Ensure that all children and young people including their parents/carers are aware of who manages the social media groups/pages and who to contact if they have any concerns

danger, contact Police Scotland or Social Work immediately

Expectations on Members of Staff and Volunteers

- Report any concerns or inappropriate comments/posts to the Club Child Wellbeing & Protection Officer or Scottish Handball's Lead Wellbeing & Protection Officer, seeking advice on the next steps.
- Never message any Under 18's directly on social media from their own personal social accounts. Communication should be done either through official club accounts, email, or group message.
- Ensure all communication is done professionally, avoiding the use of emojis and symbols (e.g., X's)
- Never friend or follow any Under 18's from their own personal social media accounts
- Tag those who are under the age of 18 especially when considered as in a position of trust or authority
- Make sure any content posted is accurate and appropriate
- When directly communicating with children and young people, ensure that parents/carers or at least one other member of staff or volunteer are copied in
- Avoid any unnecessary communication with Under 18's outside of the activity they are involved in unless it is for emergencies, whilst on a trip way or you are unable to contact the parents/carers.
- Never engage in sending messages, jokes, memes, gifs or comments that are (or could be considered as) abusive, bullying in nature, obscene, inappropriate, indecent, racist, homophobic, derogatory, menacing or sexual.
- If a child or young person tries to start a digital communication the member of staff or volunteer must:
- End the conversation in a kind and thoughtful manner explaining that they can't engage or not reply
- Report the conversation to the Club Child Wellbeing & Protection Officer or Scottish Handball's Lead Wellbeing & Protection Officer as soon as possible and if needed arrange to address the matter with the child/young person and their parents/carers
- If the conversation raises concerns that the child or young person is at immediate risk or harm or

Expectations on Children and Young People

- Never engage in sending messages, jokes, memes, gifs or comments that are (or could be considered as) abusive, bullying in nature, obscene, inappropriate, indecent, racist, homophobic, derogatory, menacing or sexual.
- Contact staff or volunteers directly through personal social media accounts, ensure communication is done through official club accounts
- Report any concerns they may have to the Club Child Wellbeing & Protection Officer or Scottish Handball's Lead Wellbeing & Protection Officer

Expectations on Parents/Carers

- Be aware of the practice note and adhere to it, ensuring their child is also aware of the expectations on them
- Seek advice from the Club Child Wellbeing & Protection Officer or Scottish Handball's Lead Wellbeing & Protection Officer should they have any concerns
- Communicate with members of staff and volunteers in a professional and appropriate manner in line with Set the Standards
- When engaging with members of the handball community never send messages, jokes, memes, gifs or comments that are (or could be considered as) abusive, bullying in nature, obscene, inappropriate, indecent, racist, homophobic, derogatory, menacing or sexual.

Safe Practice on Social Media

No matter what your security settings are set as, social media is seen as public. The general advice to help keep yourself safe is to only post what you are happy for people to see. You are in control of how much information you share on your social networks or any other website. Don't post information you consider to be private.

If you are ever unsure about what you are about to post, we recommend you ask yourself the following questions:

- Who am I sharing this information with?
- How much and what type of information am I sharing?

- How many people can see the information I am sharing?
- Can I trust all the people that see this information?

Always keep travel arrangements, closed training information or personal information your main page and only communicate this with individuals that you know and are familiar with. If someone requests you remove information that you posted about them, you must honour their request and remove the post/information as soon as practically possible.

Posting messages that are set out to insult, be little, criticise or make fun of others in the handball community is unacceptable. Any messages, jokes, memes, gifs or comments that are (or could be considered as) abusive, bullying in nature, obscene, inappropriate, indecent, racist, homophobic, derogatory, menacing or sexual should be removed immediately to reduce its impact but those who undertook the action will be subject to disciplinary action.

How to Promote Safe Practice on Social Media

1. Have regular conversations about positive online behaviours and expectations
2. Engage with parents/carers about child wellbeing & protection policies, behaviours and expectations
3. Use posters, reminders, and other recourses in your venue and across social media groups/ pages before activities and events
4. Send a reminder around the Christmas period about social media/mobile phone use as reported incidents increase at this time of the year (linked anecdotally to new devices as presents)

Differences Between Groups & Pages

Groups/Group Chats

1. A specific forum to communicate with a specific group of people
2. Closed and private
3. Membership only to specific people eg all club members/ a squad – Age 13+

Pages

1. Promote activities and information to a wider more public audience
2. Page visible to all users on the platform
3. Must not contain personal or identifying information about children and young people

Dealing with Unofficial Groups/chat groups

It can be common places for groups of children and young people or those who engage in shared activities across the same sport to set up an unofficial or private group or chat. They usually start with good intentions but without moderation they can slowly become problematic, and this is where these unofficial groups/group chats become known.

To assist in dealing with and bringing these groups/ groups chats to a resolution, the following steps must be considered:

- Identify if the group/group chat is impacting on club activities or activities outside of the club
- If outside of the club, identify where and report to the appropriate organisation (e.g. Scottish Handball, other Scottish Governing Body, school, college, or if required the statutory services)
- Identify those who are involved and write to them, including volunteers, staff, parents/carers, as a group covering the following:
 - This is an unofficial group/group chat that is not part of the identified social media platforms
 - Reports of inappropriate behaviour have been brought to the attention of the Club Child Wellbeing & Protection Officer or Scottish Handball's Lead Wellbeing & Protection Officer & Committee/Board
 - As it is not an official group/group chat, those who are involved are advised to stop the use of the group/group chat and that parents/carers are asked to speak directly with their child about the group/group chat
 - Request that it is shut down immediately as it is not moderated or administered officially and is in contradiction of the Child Wellbeing & Protection Policy, Procedures and Practice Notes including its Set the Standards
 - If the group/group chat is not shut down, further steps will be taken to identify those involved and inappropriate behaviour will be investigated including reporting the group/ group chat to the online platform following their complaints and reporting procedures.
 - If there are any further instances of inappropriate behaviour or unofficial group/



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- group chats, these will be investigated with disciplinary action taken
- If any criminal behaviour is suspected, this will be reported to Police Scotland without delay.

Practice Note 10: Trips Away & Overnight Stays

Travelling to events, residentials and competitions away from regular handball activity is a normal part of the sport for many young athletes and trips away are an excellent opportunity for children and young people to develop their confidence and self-esteem outside of the physical participation in the sport.

These trips away may involve more complicated arrangements that require overnight stays but even what may appear as the most straightforward of trips will require some level of planning.

This Practice Note should be read in conjunction with Practice Note 1 – Adult to Child Ratios & 1:1 Coaching, Practice Note 3 – First Aid & Medical Treatment, Practice Note 7 – Transporting Children and Practice Note 11 – Working with Under 18 Volunteers.

One of the most important aspects of planning trips away and overnight stays is communication with all parties prior to the trip away or overnight stay: Children & Young People – must be:

- Aware of the travel plans,
- The venue
- Time for collection & return
- Any costs.
- Understanding of the Set the Standards applicable to them

Parents/Carers – must have:

- Been made aware of the above
- Completed a consent form (Appendix 8) detailing any medical issues & appropriate
- consents required
- The name and contact details of the relevant person in the event of an emergency

Members of Staff & Volunteers - must be:

- Made aware of what their responsibilities are in advance of the trip.
- Given an itinerary and contact details for other members of staff or volunteers on the trip
- Given emergency contacts for children and young people including their parents/carers

- Made aware of the relevant permission/consent forms in place.

Young Leaders (U18)

Young Leaders attending and assisting trips away and overnight stays can be an opportunity of excellent experience and development. Where Young Leaders, those who are under the age of 18, are taken away on trips away or overnight stays as part of their role they must not be counted as an “adult”. They must still be counted as a child or young person and their wellbeing protected and promoted as such.

In advance of the trip, a conversation must be held with the Young Leader(s) to set out what their role will be, what arrangements are in place to accommodate them and the expectations upon them to avoid any misunderstandings. This must also happen with the children and young people who are participating so that again it is clear to both parties what their involvement looks like.

Overnight Trips

The Child Wellbeing & Protection Officer might not necessarily be in attendance for the trip away, but they must be involved in the planning process and, if possible, be contactable in an advisory capacity for the duration of the trip away. This is to ensure that all aspects to protect and promote the wellbeing of children and young people have been considered and are in place.

If the Child Wellbeing & Protection Officer cannot attend the trip away, a responsible adult must be identified and appointed as the Child Wellbeing & Protection Lead for the trip so that they can be contactable if there are any emergencies on the trip or at home during the trip.

Before the Trip

Risk Assessment

A risk assessment is legally required to be completed and must be recorded in writing. This is to identify any areas of potential risk and reduce the risk associated with mitigations put in place. With the nature of trips away and overnight stays, the risk assessment needs to be an ongoing process as there can be unforeseen or unexpected situations that arise.

Adult to Child Ratios

When considering a trip away, Practice Note 1 must be considered to ensure that the group travelling is adequately supervised. There must be at least 2 adults in attendance for any trip away, additional adults will be defined by Practice Note 1.

Safe Recruitment

Those adults who are recruited to attend the trip away must have gone through the Safe Recruitment Procedure. They must hold Protecting Vulnerable Groups (PVG) Scheme membership through the club/Scottish Handball and have attended sportscotland's Child Wellbeing & Protection in Sport training in the last 3 years.

Meet with Parents/Carers and Children/Young People

A meeting with all parties must take place. This gives enough time to outline the purpose and itinerary of the trip, make joint decisions together, answer questions and alleviate any concerns.

Trips Overseas

Where trips include travel overseas, familiarisation of the local customs, emergency protocols and laws. To find quick and easy information on countries, the UK Government provides the latest travel advice here: www.gov.uk/foreign-travel-advice. The information provided on countries must be built into the risk assessment for the trip.

Adequate and relevant insurance cover for the trip (including travel and medical insurance) must be in place.

Accommodation

Prior to booking any accommodation, as much information about the accommodation must be obtained and reviewed before making any decisions.

Think about:

- Location
- Environmental factors
- Personal safety issues
- Previous Reviews & Recommendations

Where practical and if possible, a visit may be useful to help identify any practical issues, which can be addressed in consultation with children, young people, and their parents/carers.

It is important to check the Health & Safety policies of any accommodation and the security and suitability of sleeping arrangements to allow supervision and access in case of emergency. A conversation with the accommodation provider should be able to discuss any questions or requirements needed.

Sharing arrangements need to be appropriate to the age and gender of the children and young people in attendance. Anyone under the age of 18 must not be placed in a room on their own, they must be placed in a twin/triple room. If not possible, arrangements need to be made to have a connecting room to another room with children and young people.

Members of staff or volunteers (18+) must never share with children and young people, this is extremely poor practice and could be seen as attempts to groom children and young people.

Ideally rooms will be allocated to one floor of the accommodation with the staff and volunteers also being placed on the same floor. If this is not possible and rooms are spread across numerous floors, staff and volunteers should be split to the same floors so that cover is in place should any concerns be raised during the evening. Room numbers for the staff and volunteers must be shared across the children and young people so that they know where to go should they have concerns or if there are any incidents in the evening.

On arrival to the accommodation:

- Check all the rooms (number of beds, any damage, or concerns)
- Ensure there is no access to alcohol and all rooms are non-smoking
- Movie access is appropriate or is not available
- Everyone is made aware of the emergency procedures
- There is a location to store money or valuables
- Have a meeting to review the programme, itinerary and rules for the trip

Exchange Visits/Hosting

Where looking to organise exchange visits or host families, it is extremely important that the families involved are appropriately vetted. The PVG Scheme or equivalent police check should be utilised, and references thoroughly checked. Meetings prior to the trip must

take place between all parties to raise concerns, understand expectations and raise any questions.

Parents/carers and their children must all be provided with a copy of emergency contact numbers and children and young people need to be informed of who they can talk to if problems arise during the visit. Daily contact must be encouraged between the child/young person, their parents/ carers and the lead organiser for the exchange/visit.

Residential at a Facility/Centre

Organisers must check for the following when booking a residential facility or centre. They should be able to confirm that:

- They are appropriately licensed.
- They have adequate and relevant insurance cover in place.
- They have a policy on the wellbeing & protection of children in place.
- They have Health and Safety policy and procedures in place.
- They have adequate security arrangements in place.
- Their staff that are appropriately vetted, qualified and trained.

During the Trip

The following is the best practice that needs to be followed during the length of the trip so that adequate safeguards and protections are in place:

- Hold daily group meetings with a separate one for staff/volunteers
- Any free time that is available for the children and young people must supervised, no child or young person must be allowed to wander alone
- The use of alcohol and/or drug use must be prohibited during the trip
- Sexual relationships and/or contact (even between two young people) is prohibited during the trip.
- If abroad and the legislation is more lenient in that country, the standards expected in Scotland must be adhered to.
- Behaviours and standards expected set out for the trip with clear roles and responsibilities
- Members of staff and volunteers must not be overfamiliar with children and young people
- Ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

- Checks carried out when leaving and arriving at different locations to ensure that everyone is present
- Never enter the bedrooms of children and young people unless it is necessary. If there is a need to enter the bedrooms, there must be 2 adults present who knock and inform the children and young people that they are entering. The door must remain open when in the room.
- Members of staff and volunteers need to maintain an overview of the wellbeing of the children and young people on the trip. This will help identify any issues at an early stage and resolve them as quickly as possible.
- The children and young people can be encouraged to participate in this process by, for example, completing a daily diary. This can be a way for them to identify, both positive and negative things, that they want to raise with members of staff or volunteers.
- Any concerns that are raised to a member of staff or volunteer must be reported to the Child Wellbeing & Protection Lead for the trip who can then liaise with the Child Wellbeing & Protection Officer at home and communicate with the parents/carers if necessary.
- Set out expectations around the use of social media, mobile phones and other electronic devices:
- Ground rules and expectations must be communicated to all parties
- Consider restrictions at certain times on their use (e.g. meal times/during activity)
- Think about if mobile phones should be allowed and other devices banned e.g. laptops

After the Trip

Where possible, a debrief must take place with all those involved in the trip. Ask the children and/or young people and the staff and/or volunteers what they enjoyed, and they would change. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback can be used to inform future trips and make the experience more enjoyable for all of those involved.

Practice Note 11: Working with Under 18 Volunteers

Children and Young People people are encouraged to take on leadership roles and start their journey on coaching, volunteering, and officiating pathways. They may be an individual who is pursuing their interest in this area, or they may be part of formally recognised youth leadership programmes.

This Practice Note should be read in conjunction with Practice Note 9 – Social Media & Digital Communication and Practice Note 12 – Adapting Complaints & Disciplinary for Under 18's.

This Practice Note refers to any child or young person taking on any leadership role outside of their usual participation within the sport.

Legal Considerations

Whilst a lot of the legal requirements that are in place regarding employment of children and young people are not applicable when it comes to volunteering, knowing and understanding the legal requirements is best practice:

- Employment is restricted to those aged 14 and over
- They may not be employed before 7am or after 7pm on any day or for more than 2 hours on schooldays or Sundays.
- They are to have at least 2 consecutive weeks free from work during school holidays
- In addition to legislation, those of compulsory school age are not permitted to volunteer during school hours without the permission of their school

Duty of Care and Health & Safety

The Children (Scotland) Act 1995 puts a legal duty of care on organisations and states that they must legally do what is reasonable for the purpose of safeguarding or promoting the child welfare. There is an enhanced duty of care towards those children and young people who are volunteers, reflecting their relative immaturity. Risk assessments must be carried out to decide whether placing a child or young person in a volunteer role would put them, or the people they're working with, at risk. This risk assessment must follow some basic principles:

- Consider the need for increased supervision
- More explicit instructions and guidance
- Should not take responsible behaviour for granted
- What the behaviour/needs/skill level of the group the Young Leader will be working with is
- Any potentially dangerous activity that must have constant adult supervision

Inappropriate Tasks for Young Leaders

Young Leaders can be more vulnerable than adults in similar roles. There are therefore some tasks that may be inappropriate for Young Leaders; including:

- Acting as an "adult" for supervisory purposes i.e., on an away or overnight trip
- Physically demanding work
- Certain types of advisory work e.g., Child Wellbeing & Protection
- Lone Working or 1:1 Working
- Overly repetitive tasks with little or no opportunity for learning or development
- Certain types of fundraising e.g., any club events involving alcohol or gambling

Parent/Carer Permission

Consent must always be confirmed by a parent/carers when appointing a Young Leader. When seeking consent make sure that the Young Leader and their parent/carers fully understands what the role involves:

- Set the Standards: Behaviours, Expectations and Requirements
- Time commitments
- Role description
- Any training/education or checks like PVG that might be required
- Supervision, support and mentoring provided
- The location of the volunteering
- The tasks to be performed
- Child Wellbeing & Protection policies and procedures
- Encouraging parents/carers to come along to your events, where suitable, or even the Young Leader's first session.

PVG and Supervision

Under 16

PVG required: NO

Supervision Required: YES always by an adult with a PVG and CWPS training

Rationale: Young Leaders who are under 16 should be considered as a session participant who is taking a leadership role in that session and should be always supported by a responsible adult. The adult is considered to have duty of care for the session and all participants (including the Young Leader who might be leading the session).

16 years and above

PVG required: YES – if the role is regulated work

Supervision Required: An adult must always be in attendance with the Young Leader, but they may be more removed from the oversight of the Young Leader. This will be defined by a risk assessment based on the Young Leader's skills, knowledge, and ability to undertake the role.

Rationale: The legal duty of care required under legislation becomes applicable to anyone who is 16 years of age and over if they oversee children and young people. Therefore at 16 years of age (or above) Young Leaders should follow the PVG and training requirements for the role that they are delivering.

Other Considerations

Many Young Leaders are in full-time or part-time education at school, college, or university. It is essential to build in some flexibility to volunteering roles for children and young people so that they can maintain a healthy balance between their education and their volunteering commitments.

To support Young Leaders manage their time across their volunteer duties speak to them about:

- Their time availability and any academic pressures when these pressures are in the year
- What is realistic to commit to
- Any periods of time when they might be less available
- Plan in regular check-ins to discuss how their level of input is working for them and if any changes are needed

Young Leader Finances

Where adult volunteers may have a more secure income through full time employment, Young Leaders may not have the financial stability as others. This makes the prompt reimbursement of expenses for travel and other standard agreed expenses important and they need to be treated as a priority.

Remember that not all young people are confident asking for things, so you may need to remind them to claim their expenses.

Mobile Phones

Many young leaders aged 14 – 18 will either still be active session participants or only recently moved from session participant to Young Leader and will be friends with their peers, some of whom will still be Under 18. It is therefore very likely that they will have the personal contact details or be connected on social media.

It would be inappropriate to require Young Leaders to isolate themselves from their friends and social circle by removing the details of those members from their contact lists/social media.

Therefore, the following practice must be implemented:

- Where a Young Leader is Under 18 and had phone, email or social media interaction with other peers who are Under 18, the contacts can be retained but the Child Wellbeing & Protection Officer informed and made aware.
- If possible, those contacts should be identified
- Where possible, the supervisor for the Young Leader should make every effort to avoid placing the Young Leader in charge of those they are
- Where this is not possible or difficult to manage, the Young Leader must be informed of Practice Note 9 – Social Media & Digital Communication.
- Where new children and young people join the activity, the Young Leader must not become involved in personal contact with them.

Adults Communicating with Young Leaders

Whilst the Young Leader may be seen as a colleague, they are also still a child or a young person.

Communication with them must always be addressed to the Young Leader and their parent/carer and delivered via the method of communication agreed upon.

Where the Young Leader is 16 or 17 years of age, it may be restrictive or detrimental to their development to communicate via their parent/carer. In this situation, a Young Leader 16 or 17 years of age may be directly contacted with the following expectations put in place:

- Consent obtained by the Young Leader and their parent/carer identifying the method of communication
- The communication is strictly professional and in relation to the Young Leaders role in the activity
- The communication includes a responsible adult e.g., parent/carer, a member of staff or volunteer, or the Child Wellbeing & Protection Officer to ensure its open and transparent
- Communication is kept on the platform agreed upon and any changes communicated to the Child Wellbeing & Protection Officer and the parents/carers.
- Never engage in sending messages, jokes, memes, gifs or comments that are (or could be considered as) abusive, bullying in nature, obscene, inappropriate, indecent, racist, homophobic, derogatory, menacing or sexual.

Communication Guidance for Young Leaders

- Do not add or take contacts for children and young people who were not previously in your contacts/friends on social media and who you have only met via your leadership role – that would be a breach of good practice and your Set the Standards
- Always remember that you are in a position of trust and power and that any communication, comments, photos and video clips sent through social media, or a form of digital communication may be shared wider than those who you intended it to go
- Never share pictures of yourself or your friends that you wouldn't be happy for your family to see.

Also never post or send any photographs, videos or make comments that:

- May be hurtful, untrue or upsetting or that you may regret sharing later on
- May be used by other people in a way you did not intend or want
- Other people may find inappropriate
- Do not upload images of other children and young people taking part in your training, activities or events without express permission. You will have to make sure that photographic consents and the photo are in line with the Child Wellbeing & Protection Policy including Practice Note 8 – Photography, Video & Live Streaming
- This will not prevent you having images of your friends on your personal social networking site, if they were taken outside of the sporting arena. Even so, it is still a good idea to check that any person in the image, and their parents/carers, are happy for you to upload the image.

Personal/Social/Romantic Relationships

Scottish Handball has adopted the Home Office guidelines which states that people in positions of trust and authority should not have a romantic/ sexual relationship with 16/17 year olds in their care (a relationship of that nature with those U16 is a criminal offence and a form of child abuse). The power and influence a coach and other staff/volunteer roles has in a professional relationship with a young person cannot be underestimated. In addition to this, the young person's success or failure and team selection/ technical decisions may be dependent on that person.

It is vital for all coaches, as well as other volunteers, to recognise the responsibility they have and ensure that they do not abuse that position of power and trust. No sexual/romantic relationship should exist between any young member of the organisation aged 16/17 years and their coach or other staff/volunteers and that the relationship between those roles and members must be appropriate at all times; this has been included in the Scottish Handball codes of conduct, and any relationship of this nature may result in disciplinary action.

Pre-existing relationships between young people

Where a pre-existing relationship exists between members and one of those in the relationship moves into a Young Leader role, the following should be implemented:

- The relationship should be declared to the person supervising the young leader and the Club Child Wellbeing & Protection officer
- The person supervising that young leader should make every effort to ensure that their role is not the lead for their partner e.g. the young leader who is a coach is not the primary coach for their partner except on an occasional basis
- A clear set of behaviour standards is discussed and agreed with both the young people as
- to how they are to interact at official events, meets, training etc. – it should require the adherence of appropriate leadership role to participant behaviours

Complaints/Disciplinary Procedures

Young Leaders while taking on roles with additional responsibilities are still children and young people, any processes relating to any complaints or disciplinarys that they are involved in must reflect this and the following key principles:

- Those who know the Young Leader best should be the ones who discipline, mentor, guide and educate them as part of their development
- The disciplinary/complaint procedure must be simple, easy to understand and conducted more informally than procedures for adults
- The wellbeing and protection of the Young Leader is paramount. Any arrangements around meetings or hearings must take into account their educational commitments and family life. Therefore, meetings must be conducted locally and involve the Child Wellbeing & Protection Officer.
- Any sanctions or suspensions must reflect the severity of the situation but also consider the age of the Young Leader. They should not be used to discourage the Young Leader from their role but to encourage education, reflection and understanding.
- Outcomes and decisions must be communicated in a way that can be understood by the Young Leader.

- An appeal process must be built into the complaints/disciplinary process and communicated appropriately.

Serious Cases

Where cases involve an escalating behaviour pattern, where permanent exclusion is a potential outcome, where cases may require police investigation or statutory investigation, racial abuse or homophobic/transphobic abuse (this list is not exhaustive) shall be referred to Scottish Handball's Lead Wellbeing and Protection Officer who shall provide advice on how to deal with the matter/refer it to external agencies.

More information on adapting a complaint and/or disciplinary procedure for Under 18's can be found in Practice Note 12 - Adapting Complaints & Disciplinary for Under 18's.

Practice Note 12: Adapting Complaints & Disciplinary for Under 18s

Scottish Handball has an established complaints and disciplinary process and recognises that there is need to adapt this when children and young people are involved. The priority for this adaptation is to create a child centred approach to ensure that complaints/disciplinary systems designed for adults are avoided as this may be harmful for the child or young person.

When working with Young Leaders, this Practice Note should be read in conjunction with Practice Note 11 – Working with Under 18 Volunteers.

The process involved should reflect this and be based on the following key principles:

- Those who know the Young Leader best should be the ones who discipline, mentor, guide and educate them as part of their development
- The disciplinary/complaint procedure must be simple, easy to understand and conducted more informally than procedures for adults
- The wellbeing and protection of the Young Leader is paramount. Any arrangements around meetings or hearings must take into account their educational commitments and family life. Therefore, meetings must be conducted locally and involve the Child Wellbeing & Protection Officer.
- Any sanctions or suspensions must reflect the severity of the situation but also consider the age of the Young Leader. They should not be used to discourage the Young Leader from their role but to encourage education, reflection and understanding.
- Outcomes and decisions must be communicated in a way that can be understood by the Young Leader.
- An appeal process must be built into the complaints/disciplinary process and communicated appropriately.

Under 13

Any complaints or disciplinary matters that involve a child or young person under the age of 13, it is best practice for the person who knows them best (for example, their coach or leader) to deal with them, involving their parents/carers, with input and advice from the Child Wellbeing & Protection Officer. Their attendance at a disciplinary panel or meeting must be avoided unless it is deemed necessary to resolve the matter.

Alternatives that could be used:

- A conversation is had with the child or young person to warn them about their behaviours as part of the session. An approach can be agreed by the Child Wellbeing & Protection Officer which can discuss how to inform the parents/ carers who must be informed following an intervention.
- If challenging behaviour persists or a breach of the Set the Standards is identified, a meeting to talk through a resolution must be arranged. By bringing together the child/young person, their parents/carers, Child Wellbeing & Protection Officer and their coach/leader to discuss and talk through the issues, this can be a less formal approach than a hearing but can demonstrate the severity of the challenging behaviour.
- If the above points do not resolve the issue; then a more formal approach is required:
- A private meeting held, at an appropriate time, between the child/young person and the Child Wellbeing and Protection Officer needs to be called to establish the child or young person's version of events. A parent/carer must be present for this meeting.
- The Child Wellbeing and Protection Officer will be required take meeting notes and create a summary which must be provided to Scottish Handball.
- If the challenging behaviour involves other children or young people, meetings must be held with them to establish their version of events.
- Any adults involved must also be spoken to for their version of events
- If a meeting is not likely, the Child Wellbeing & Protection Officer must obtain written statements from those involved as an alternative. These statements must come via their parents/carers.

Between 13 – 18 Year Olds

At this age, it may be appropriate for a child or young person to attend a disciplinary or complaints hearing/panel. Following the key principles above, along with any reasonable adjustments required to make sure they do not face any intimidation or distress, if it is decided that a hearing/panel the following practice must be followed:

- Is a precautionary suspension required in this case?
- Can management measures be put in place to facilitate continued participation while the matter is investigated?
- What will the suspension cover?
- Partial suspension – some activities?
- All handball activities in any capacity – total suspension

Under 16

The process adopts the practice identified below

- They are accompanied by a parent/carer, who acts as a support and is not there to answer on their behalf.
- They understand it is their duty to tell the truth.
- They are informed that their evidence is sufficiently important to justify it being heard
- The option of carrying out this process via paper statements or virtually should be considered if they do not wish to attend a meeting in person.

Under 18

- Consent of the parent/carer must be obtained for them to attend the hearing/meeting.
- They are allowed the option to decide if they have their parents/carers (or an adult of their choice) present
- The option of carrying out this process via paper statements or virtually should be considered if they do not wish to attend a meeting in person.

Serious Cases

Where cases involve an escalating behaviour pattern, where permanent exclusion is a potential outcome, where cases may require police investigation or statutory investigation, racial abuse or homophobic/transphobic abuse (this list is not exhaustive) shall be referred to Scottish Handball's Lead Wellbeing and Protection Officer who shall provide advice on how to deal with the matter/refer it to external agencies.

Precautionary Suspension

Where the complaints or concerns are of a significant nature, a precautionary suspension may be needed to protect all parties involved and limit the risk of further incidents occurring. It is important to consider the following when issuing a precautionary suspension:

Preparing for the Hearing/Panel

There must always be a pre-hearing/panel meeting with those who are conducting the process. This gives an opportunity to agree on the procedures and how the hearing/panel will be conducted – in person or virtually.

The following must always be considered:

- Consent of the parent/carer will always be required.
- The hearing/panel should be at a location and time that is convenient to the child/ young person.
- Restrict attendance at the hearing/panel to necessary personnel only.
- A hearing/panel for children and young people is often made up of 2 and no more than 3 individuals.
- Beforehand, it may be appropriate to allow the child or young person to visit the room so that they can familiarise themselves with the layout.
- Make sure the child or young person is aware of the format and process they are about to be engaged in.
- The Child Wellbeing and Protection Officer must be available at the hearing/panel to advise/ support the child/young person or to support the hearing/panel; they cannot do both. It must be clear to all which function they are fulfilling to avoid a conflict of interest.
- Physical layout of room can affect the process and play a role in the effective engagement with the child/young person – try to remove physical barriers e.g., arrange chairs in two semi circles facing inward and avoid sitting behind tables The members hearing/panel must aim to sit at the same level as other parties to encourage eye contact.
- Provision must be made for parents/carers to be able to sit next to their child
- If the child or young person is formally or legally represented, they must be seated in a place that allows easy communication with their representative

The Hearing/Panel Process

- At the beginning all of those involved must introduce themselves
- If supporting the hearing/panel and not the child or young person, the Child Wellbeing & Protection Officer should lead the hearing/panel and explain the role of each person
- Minutes are not normally taken, but the outcome must be recorded at least.
- Any written statements from any children and young people involved must be taken to ensure that their position is clearly recorded.
- Meeting members can make notes for their own recollection.
- If the hearing/panel is lengthy, regular breaks must be encouraged and taken.
- Proceedings must be inquisitorial rather than adversarial.
- Questions must be in plain English and at a level the child or young person can understand
- considering their age, maturity and intellectual and emotional development.
- Hearing/panel members must consider what information they are trying to obtain and how it is relevant to the case.
- The nature and extent of the questioning of any child or young person is under the control of the Child Wellbeing and Protection Officer.
- The Child Wellbeing and Protection Officer must intervene to prevent the child or young person being questioned in a hostile or inappropriate way.
- If a parent/carer has accompanied the child/ young to the hearing/panel, it must be made clear that the parent/carer is there in a supporting role only and must not conduct the proceedings on behalf of the child/young person.
- A timeline for outcome communication must be given at the end of the meeting unless it is unclear. If its unclear, the reasons why must be explained to all of those involved.

Do

- Address the child or young person by their first name.
- Be aware of the impact body language can have
- Folded arms and peering over spectacles = negative -
- Occasional nod/leaning forward = positive.
- Rephrase a question to simplify it if the child or young person is finding it difficult to answer.
- Remain seated throughout proceedings.

Don't

- Address the child or young person using their title and surname
- Use closed questions (those that allow a yes or no answer) or legal jargon.
- Dismiss what the child or young person is saying
- Make assumptions or judgements

Communicating Outcomes

- Communicating outcomes must not be delayed or go beyond the stated timescales without notification and explanation as to the reasons why
- If the case is proven, someone must talk directly to the child or young person (with their parents/carers in attendance), explaining the outcome in simple terms and what this means. They need to be encouraging them to confront their behaviour, taking responsibility for it and the consequences if it does not change. The person who informs the child or young person must be either the Child Wellbeing & Protection Officer or the most relevant person to the child or young person e.g. coach or leader
- The outcome must also be communicated in writing to the child or young person via their parents/carers with the right to appeal should the child or young person wish to appeal the decision made.
- The appeal process must be directed by the child or young person via their parents/carers.
- If the parents/carers are appealing through their own decision, the child or young person must be asked to share their thoughts/ opinions on appealing
- If advise on the format of communicating decision is required, please contact Scottish Handball's Lead Wellbeing & Protection Officer.

Practice Note 13: Set the Standards - Behaviours, Expectations and Requirements (Coaches, Leaders & Volunteers)

Every member of staff and volunteer at the will be asked to sign up to the following standards, outlining the behaviour, expectations and requirements for those working or volunteering with children and young people.

Everyone is expected to create an environment where children and young people are respected, their rights & wellbeing are promoted, and they are supported to have fun and develop in a safe environment. Without this, they will not have the inspiration to love handball.

To attain this, Scottish Handball asks its staff and volunteers to embody the ethos of the Child Wellbeing & Protection Policy and displaying exemplary behaviour and implementing practices that make handball safe and fun. In doing this we can all make handball a positive experience for all children and young people involved.

I will:	
<ul style="list-style-type: none"> • Make handball a fun and enjoyable experience • Always show respect to everyone • Encourage children and young people to be respectful to everyone • Appreciate the importance of everyone • Be proud of being part of the same 'team' • Encourage others to be proud of their team 	<ul style="list-style-type: none"> • Be a positive role model by: <ul style="list-style-type: none"> ➢ Leading with enthusiasm ➢ Provide positive encouragement ➢ Never engaging in, offensive, insulting or abusive behaviour either in person or online ➢ Never tolerate offensive, insulting or abusive behaviour either in person or online ➢ Being gracious in victory and defeat ➢ Challenge and report behaviour that does not meet the standards expected
When working with children and young people, I will:	
<ul style="list-style-type: none"> • Treat all children and young people equally • Act with respect, dignity, honesty, sensitivity and fairness around children and young people • Promote the best interests of the young person • Put the wellbeing of children and young people before winning or achieving performance goals • Promote and protect the rights of all children • Ensure that children and young people are aware of their rights 	<ul style="list-style-type: none"> • Never have favourites • Praise children and young people that demonstrate commitment, positive attitude and good behaviour and encourage such behaviour • Engage with children and young people allowing them the chance to be heard • Allow young people the right of being involved in decisions affecting them • Always listen to and act upon any concerns raised by a child or young person

Practice Note 13: Set the Standards - Behaviours, Expectations and Requirements (Parents & Carers)

Every parent & carers who is directly or indirectly through their child's participation in handball will be asked to sign up to and adhere to the following standards, outlining the behaviour, expectations and requirements.

Everyone is expected to create an environment where children and young people are respected, their rights & wellbeing are promoted, and they are supported to have fun and develop in a safe environment. Without this, they will not have the inspiration to love handball.

To attain this, Scottish Handball asks all parents and carers to its staff and volunteers to embody the ethos of the Child Wellbeing & Protection Policy, display exemplary behaviour and work hard to make handball a positive experience for all children and young people involved.

I will:	
<ul style="list-style-type: none"> • Make handball a fun and enjoyable experience • Always show respect to everyone • Encourage children and young people to be respectful to everyone • Appreciate the importance of everyone • Encourage their child to be a positive role model within their team • Treat all children and young people equally • Act with respect, dignity, honesty and sensitivity • Promote the best interests of everyone • Put the wellbeing of children and young people before winning or achieving performance goals • Respond to communications relating to handball in a respectful and timely manner • Ensure that pick up/drop off times are adhered to and respected • Communicate when their child can't attend or circumstances have changed • Praise all children and young people that demonstrate commitment, positive attitude and good behaviour and encourage such behaviour 	<ul style="list-style-type: none"> • Be a positive role model by: <ul style="list-style-type: none"> ○ Leading with enthusiasm ○ Provide positive encouragement ○ Never engaging in, offensive, insulting or abusive behaviour either in person or online ○ Never tolerate offensive, insulting or abusive behaviour either in person or online ○ Being gracious in victory and defeat ○ Challenge and report behaviour that does not meet the standards expected • Always listen to and act upon any concerns raised by a child or young person

Practice Note 13: Set the Standards - Behaviours, Expectations and Requirements (Under 18 Athletes)

Every child or young person will be asked to sign up to the following standards, outlining the behaviour, expectations and requirements when getting involved in Handball.

Every child or young person is expected to respect everyone involved in the sport and engage in positive behaviours. Without this, children and young people will not have the inspiration to love handball. IN return, children and young people can expect to engage in handball within a safe and fun environment whereby their rights are respected.

To attain this, Scottish Handball will embody the ethos of the Child Wellbeing & Protection Policy, encourage children and young people to display exemplary behaviour. Through implementing practices, Scottish Handball will make handball safe and fun.

I will:	
<ul style="list-style-type: none"> • Make handball a fun and enjoyable experience • Always show respect to everyone • Appreciate the importance of everyone • Be proud of being part of the same 'team' • Encourage others to be proud of their team • Lead with enthusiasm & positivity • Treat all children and young people equally • Act with respect, dignity, honesty, sensitivity and fairness around children and young people • Have fun! 	<ul style="list-style-type: none"> • Never engage in, offensive, insulting or abusive behaviour either in person or online • Never tolerate offensive, insulting or abusive behaviour either in person or online • Be gracious in victory and defeat • Demonstrate commitment, positive attitude and good behaviour • Always listen and respect those leading sessions

Practice Note 13: Set the Standards - Behaviours, Expectations and Requirements (Spectators)

When attending handball events, they can be filled with emotion and excitement. Everyone is expected to create an environment where children and young people are respected, their rights & wellbeing are promoted, and they are supported to have fun and develop in a safe environment.

Scottish Handball expects those who are attending games and events as a spectator to embody the ethos of the Child Wellbeing & Protection Policy and displaying exemplary behaviour. In doing this we can all make handball a positive experience for all children and young people involved.

I will:	
<ul style="list-style-type: none"> • Make handball a fun and enjoyable experience • Always show respect to everyone • Encourage children and young people to be respectful to everyone • Appreciate the importance of everyone • Act with respect, dignity, honesty, sensitivity and fairness around children and young people • Promote the best interests of the young person • Put the wellbeing of children and young people before winning 	<ul style="list-style-type: none"> • Be a positive role model by: <ul style="list-style-type: none"> ○ Provide positive encouragement ○ Never engaging in, offensive, insulting or abusive behaviour either in person or online ○ Never tolerate offensive, insulting or abusive behaviour either in person or online ○ Being gracious in victory and defeat ○ Challenge and report behaviour that does not meet the standards expected • Always listen to and act upon any concerns raised by a child or young person