



**SCOTTISH
ROWING**

Child Wellbeing & Protection Policy, Procedures & Guidelines

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Introduction

The scope of this policy sets out the role Scottish Rowing will take in lead on Child Wellbeing & Protection within the sport across Scotland. This policy covers all Scottish Rowing activity and the Working with Children Procedures (and linked policies/ procedures referred to) will apply to all staff, volunteers and board members of Scottish Rowing and also all members of Scottish Rowing affiliated clubs (including rowers, coaches, volunteers, committee members, employees and any equivalent members of sub affiliated groups) and any other individuals involved with working with children at any Scottish Rowing organised activity.

Scottish Rowing has a responsibility to all children and young people taking part in the sport of rowing in Scotland and is fully committed to promoting children's wellbeing by keeping them safe, promoting their development and respecting their views.

For the purpose of this policy, a child is recognised as anyone under the age of 18.

The principles for underpinning this policy are;

- ❖ The wellbeing of children is the primary concern
- ❖ It is everyone's responsibility to promote and safeguard the wellbeing of children
- ❖ All children, whatever their age, disability, gender reassignment, race, religion or belief, sex and/or sexual orientation, have the right to protection from all forms of harm, poor practice and abuse.
- ❖ Children have the right to express views on all matters which affect them, should they wish to do so.
- ❖ Scottish Rowing and its affiliated clubs shall work in partnership together with children and parents to promote the wellbeing, health, and development of children



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Scottish Rowing will:

1. Promote the rights and wellbeing of children by providing opportunities to take part in rowing safely
2. Appoint a Child Wellbeing & Protection Officer to lead on implementation of this policy and all its procedures
3. Provide and implement procedures, support, and guidance to safeguard the wellbeing of all participants
4. Set governance requirements for Scottish Rowing affiliated clubs to ensure they have their own adequate policy and procedures for Child Wellbeing & Protection (using this policy and procedures as a basis) and provide support and guidance on the implementation and use of these
5. Promote the policy and procedures to all those it applies to, to ensure they know what to do and who to speak to
6. Safely recruit and select individuals who will be working with children
7. Train, support and supervise its members of staff, volunteers and members to adopt the good practice approach laid out by Scottish Rowing to promote child wellbeing and safeguard children against child protection concerns
8. Respond to all concerns about/ from children in line with the procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedure
9. Maintain confidential records of all complaints, concerns and sanctions applied in line with this policy
10. Regularly monitor and evaluate the implementation of this policy and the associated procedures

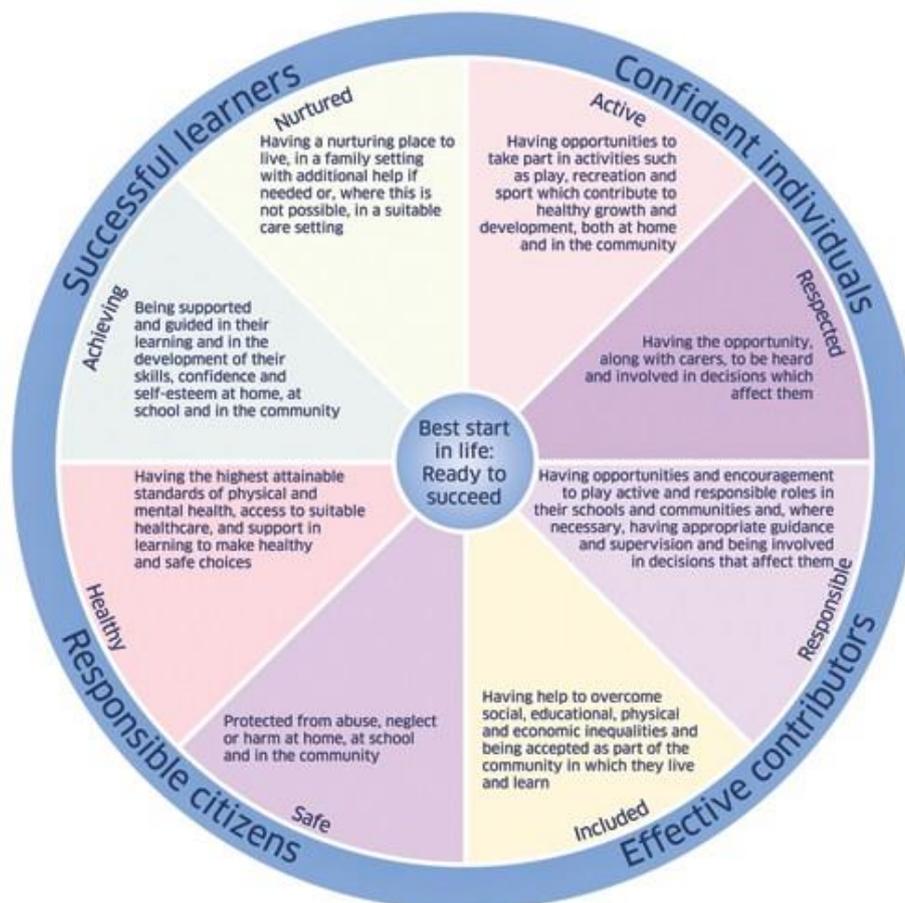
This policy and the procedures will be regularly monitored and reviewed, with a full review being carried out every 3 years. The policy and procedures will also be reviewed in the following circumstances:

- In accordance with changes in legislation and guidance on the protection and safeguarding of children or following any relevant changes within Scottish Rowing
- Following any issue or concerns raised about child wellbeing or protection within Scottish Rowing
- On advice from Children 1st's Child Wellbeing and Protection in Sport Unit

1. Good Practice Approach

1.1 Legislative Environment/ Background

The Children and Young People (Scotland) Act 2014 has provisions for improving the wellbeing of children and young people in Scotland through the Getting It Right For Ever Child (GIRFEC) approach. Wellbeing sits at the heart of the GIRFEC approach and reflects the need to tailor the support and help that children, young people and their parents are offered to support their development. A child or young person's wellbeing is influenced by everything around them and the different experiences and needs they have at different times in their lives. This includes the time they spend involved with the sport of rowing. A child's wellbeing is made up of 8 indicators, shown in the diagram below and are commonly known as 'SHANARRI'.



The full Children and Young Persons (Scotland) Act 2014 can be found at <http://www.legislation.gov.uk/asp/2014/8/contents/enacted>

Further information about the GIRFEC national approach can be found at <http://www.gov.scot/Topics/People/Young-People/gettingitright>



Each child is unique and there is no set level of wellbeing that children should achieve. Each child should be helped to reach their full potential as an individual. It is essential that in sport we understand not only how participation in sport contributes to these wellbeing indicators, but also what we need to do if we are ever worried that something is impacting a child's wellbeing. The wellbeing indicators help make it easier for everyone to be consistent in how they consider the quality of a child or young person's life at a particular point in time. Everyone working with children and young people must play their part to promote, support and safeguard children and young people's wellbeing and be mindful of their contribution to the child's wellbeing.

1.2 Good Practice

Sport can and does have a positive impact on children and young people and therefore the way we deliver rowing needs to ensure that we are promoting and supporting the wellbeing of all children by understanding wellbeing and the SHANARRI indicators and taking a Good Practice Approach to working with young rowers at all times.

The following good practice is expected from all working with children and young people in rowing;

1. be an excellent role model by maintaining appropriate standards of behaviour by being positive, encouraging, and respectful
2. make the experience of rowing fun and enjoyable
3. promote fairness and playing by the rules
4. treat all children with respect, dignity, and fairness
5. be participant-focused
6. respect the developmental stage of each rower and put the wellbeing of each child first before winning or achieving performance goals
7. ensure the training intensity is appropriate to the physical, social and emotional stage of the development of the rower
8. build balanced relationships based on mutual trust and respect, encouraging children to take responsibility for their own development and decision-making
9. maintain a safe and appropriate relationship with rowers. It is inappropriate for coaches and others in positions of trust to have an intimate relationship with athletes or assistants/ helpers. In some circumstances, this could also be a criminal offence
10. involve parents/ carers, along with children wherever possible; this includes involving them to develop training and competition schedules which are suited to the needs and the lifestyle of the rower
11. Always maintain an appropriate and open environment
12. always be publicly open when working with children:
 - avoid coaching sessions or meetings where a coach and an individual rower are completely isolated from view
 - try to avoid one on one situations in changing rooms (if children need to be supervised/ helped try to involve parents or additional helpers where appropriate)



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- keep parents informed about the content and nature of any communications you have directly with their children and choose open communication methods with groups, rather than one to one communication methods
- 13. give enthusiastic and constructive feedback rather than negative criticism
- 14. ensure any physical contact with children is appropriate and necessary, e.g., to provide support. Ensure:
 - it is neither intrusive nor disturbing
 - the reason that it is necessary has been fully explained
 - the rower's permission has been openly given
 - it is proportionate and delivered in an open environment
- 15. conduct a risk assessment before undertaking any rowing related activities and be sure to engage in an on-going mental dynamic risk assessment through-out the activities
- 16. be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given
- 17. arrange that someone with appropriate training in and current knowledge of emergency first aid is available
- 18. gain written parental for;
 - the administration of emergency first aid or other medical treatment if the need arises or use of still and moving images of participants
 - use of agreed digital communication methods
 - attendance at events where the parents/ carers are not available or on site
 - any significant travel arrangements, especially if an overnight stay is involved (we recommend referring to Scottish Rowing guidance for how to manage travel and overnight stays)

Please refer to the following Appendices for specific Codes of Conduct/ Codes of Practice and Wellbeing Standards

Appendix A – Scottish Rowing Club Wellbeing Standards

Appendix B – Scottish Rowing Coach Wellbeing and Protection Standards

Appendix C - Scottish Rowing Wellbeing & Protection Officer Safeguarding Standards

Appendix D – Coaches Code of Conduct

Appendix E – Children and Young Peoples Code of Conduct

Appendix F – Code of Conduct for Parents and Carers



2 Abuse and Poor Practice

Scottish Rowing is committed to promoting children's wellbeing and keeping them safe by attempting to minimise the risks of abuse and poor practice in the sport and to ensure those working with children within rowing are able to respond to any concerns about children's wellbeing and safety both within and out-with the sport.

2.1 Abuse

Abuse can occur in many situations, including the home, school, and the rowing club it is known that some individuals will actively seek access to children through sport in order to harm them.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.

While it is not necessary to identify a specific category of abuse when responding to a concern, it is helpful to consider and understand the different ways which children can be abused.

There are four categories of abuse;

- Emotional Abuse
- Physical Abuse
- Neglect
- Sexual Abuse

For more information on these types of abuse, see **Appendix G** - 'Types of Abuse'

It is not always easy to distinguish between abuse and poor practice, whether intentional or accidental. It is not the responsibility of an individual in rowing to make judgements about whether or not abuse is taking place, but everyone has a responsibility to:

- identify possible wellbeing concerns, including possible poor practice and/ or abuse
- act if they have concerns about a child's wellbeing, as explained in the "Responding to Concerns" section.



2.2 Children and Young People with a Learning or Physical Disability

Children and Young People with a Learning or Physical Disability Research, including “It doesn’t happen to disabled children” Child Protection and Disabled Children, NSPCC (2003), tells us that children and young people who have a learning or physical disability are more vulnerable to abuse. This is because:

- They are often dependent on a number of people for care and handling, some of which can be of an intimate nature.
- They may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong.
- Signs of abuse can be misinterpreted as a symptom of the disability.
- Like other children, they are fearful of the consequences of disclosing abuse.
- Attitudes and assumptions that children with disabilities are not abused.
- They may be unable to resist abuse due to physical impairment.
- Of negative attitudes towards children with disabilities.

Possible failures to recognise the impact of abuse on children with disabilities. Particular care should be taken by all staff and volunteers when working with children affected by disability.



2.3 Poor Practice

Poor Practice includes any behaviour that contravenes the Child Wellbeing & Protection Policy or any procedures and guidelines which accompany it or any behaviour that does not respect children's rights or impacts negatively on their wellbeing; or does not respect their parents'/carers' rights.

This may be behaviour that falls short of abuse but is still considered unacceptable.

The following list shows examples of areas within sport where poor practice and/ or abuse can occur (the list is not exhaustive).

All examples of poor practice should be avoided

- communicating directly with a child without the parents' knowledge, this includes via telephone, text or instant messages, email, or social media (see Child Wellbeing & Protection Guidelines for advice on good practice for communications)
- spending excessive amounts of time alone with children away from others (see Child Wellbeing & Protection Guidelines for advice on good practice for necessary time alone with children)
- engaging in rough, physical, or sexually provocative games
- allowing or engaging in inappropriate touching of any form
- using inappropriate language to a child or allowing children to use inappropriate language unchallenged
- making sexually suggestive comments to a child, even in jest
- reducing a child to tears as a form of control
- letting allegations made by a child go un-investigated, unrecorded, or not acted upon (see the "Responding to Concerns" section on how to respond appropriately)
- doing things of a personal nature that children can do for themselves (see Child Wellbeing & Protection Guidelines for advice on good practice for personal assistance of children)
- taking children alone in a car on journeys, however short (see Child Wellbeing & Protection Guidelines for advice on good practice for travel arrangements for trips)
- inviting or taking children to your home or office where they will be alone with you (see Child Wellbeing & Protection Guidelines for advice on good practice for necessary time alone with children)
- sharing a room with a child (see Child Wellbeing & Protection Guidelines for advice on good practice for trips away)

Wellbeing and protection of children is everyone's responsibility! People involved in sport work closely with children and young people and can often notice that something is having an impact on a child. All concerns should be acted on whether the cause is thought to be within or out-with the sport. The wellbeing of children is the primary concern



11. Responding to Concerns

Concerns about the wellbeing of children may arise in a number of ways, including:

- You see it happening
- You recognise signs such as those listed previously (under the Poor Practice and Abuse section) or through a child's behaviour or Someone reports it to you
- A child approaches you directly and may disclose something

The concern may involve the behaviour of a member of staff, volunteer, or club member of Scottish Rowing, or it may concern something that has happened to the child outside of the sport e.g., at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

Concerns raised may range from peer relationship breakdowns, bullying behaviour and concerns about any aspect of wellbeing, to concerns about poor practice by an adult in the sport or child abuse.

If a concern is related to suspected abuse or involves the child being in imminent/ immediate danger, it is NOT anyone in the sports' responsibility to investigate further, BUT it is your responsibility to act on these concerns. You can either report this directly to the appropriate authorities (police and/or social work) or report to Scottish Rowing's CWPO who will make the report for you. In both instances a record of the concern should be made on the Scottish Rowing Concern Reporting Form and submitted to Scottish Rowing for review.

Scottish Rowing is committed to working in partnership with parents/ carers whenever there is a concern about a child. Exceptions may occur if the concern is related to the parents/ carer or if the concern is a wellbeing concern with no child protection concerns (concerns involving abuse or imminent/ immediate danger) and the child does not wish the parents/ carers to know or is not ready to tell them. In the latter case, every effort will be made to support the child and positively encourage them to inform the parents/ carers. Support and advice can be sought from the Child Wellbeing & Protection Officer or the Child Wellbeing and Protection in Sport team at Children 1st.

Parents/ carers have the primary responsibility for the safety and well-being of their children.

In any of these circumstances the concern should be acted upon as best you can in line with these procedures, recorded and passed to the Child Wellbeing & Protection Officer. You can seek advice from Scottish Rowing's CWPO and/or the relevant statutory agencies at any stage of the process.



What to do if a child approaches you directly with a concern:

- Remain calm and try to make them feel safe and comfortable
- Listen to what they tell you and take it seriously
- Be honest about what you may have to do with information they tell you, but also be reassuring and supportive that they have done the right thing
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate, or English is not their first language
- Do not make any assumptions about what is said, their feelings or the experience or speculate
- Avoid asking too many questions and probing for more information than is offered
o If you need to ask questions to understand the basic information then use open-ended, non-leading questions to do so
- Do not introduce personal information from either your own experiences or those of other children

The information a child tells you, or you obtain through observations or reports, may highlight a possible concern about the child. The actions taken to respond may fall into one or more of the following categories, which are all detailed further in the next sections:

3.1 Responding to a Wellbeing Concern

3.2 Responding to a Wellbeing Concern which suggest possible Abuse

3.3 Responding to a Concern about the Conduct of a member of Staff or a Volunteer



3. Responding to a Wellbeing Concern:

Any wellbeing concern about a child should be considered in line with the GIRFEC wellbeing indicators and may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce, or bereavement.

Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent should be gained from the child.

This should be reported to the Child Wellbeing & Protection Officer (CWPO) who will advise on what actions may need to be taken and help to implement any support that can be offered to the child. The CWPO can also support the staff member/ volunteer and/ or child to discuss this with the parents/ carers or other organisation which may be able to help (including discussions with the child's school for support).

If the wellbeing concern comes directly from the child themselves, they may request for confidentiality. Wherever possible, this should be granted if there are no indications the child is at risk of harm or in need of protection. The staff member/ volunteer should support the child in the best way they can.

If there is any uncertainty about the appropriate course of action with a wellbeing concern, this should be discussed with the CWPO and if the child has requested confidentiality, then the child can be anonymised during the discussion to obtain the best advice.

If the concern suggests that the child is in need of protection, then this must be passed on with or without consent and the child should be made aware of this.

A record of the concern should be made and passed to the CWPO using the Concern Reporting Form (**Appendix H**)



3.1 Responding to a Wellbeing Concern which suggests possible Abuse:

Wellbeing concerns which suggest possible abuse can come from your own or other people's observations, information from an individual or agency or directly from the child themselves as described above.

If the information you have suggests abuse, then it should be reported to either police or social work as soon as possible on the day the information is received and all advice they provide should be followed.

As soon as possible, you should also make a record of the concern and the actions using the Concern Reporting Form and pass this to the CWPO.

If there is uncertainty about the information you have and there is no evidence of immediate or imminent danger, then you can obtain advice from the CWPO.

However, if they are unavailable, then advice should be sought from social work on the best course of action.

In all circumstances, the person responding to the concern should record as many of the following details as soon as possible after the concern has been raised (if any information is not available then it should be left blank, and the child should not be pressed for any missing information):

- Child's name, age, and date of birth
- Child's home address and telephone number
- Any times, dates, or other relevant information
- Whether the person making the report is expressing their own concern or the concerns of another person
- The child's account, if it can be given, of what has happened and how any injuries occurred using the child's own words
- The nature of the concern (include all the information obtained during the initial account e.g., time, date, location)
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child)
- Details of any witnesses
- Whether the child's parents/ carers have been informed
- Details of anyone else who has been consulted and the information obtained from them
- If it is not the child making the report, whether the child has been spoken to, if so what was said using the child's own words
- The child's view on the situation

It is best if this record is a handwritten paper copy, but if it needs to be completed in an electronic format, then this should not be saved to any device and should be printed then deleted to ensure no other copies of this sensitive data can be made. Sending via email or any other digital format should also be avoided where possible



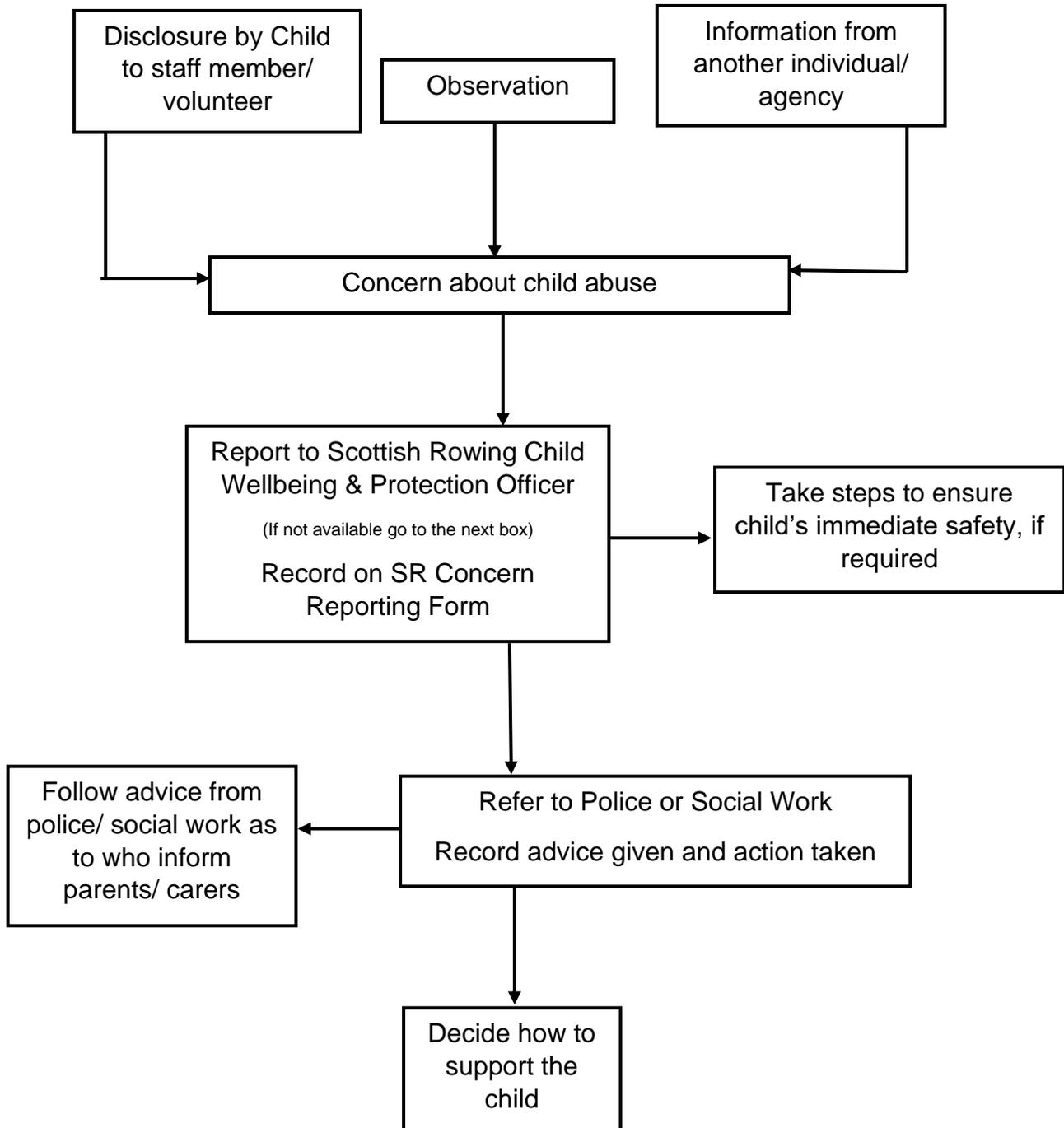
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as this automatically creates multiple additional copies. The completed Concern Reporting Form (**Appendix H**) should be passed to CWPO who will store this record securely. A copy can be provided to the police or social work if they request it.

When there are concerns that the parents/ carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents/ carers may place the child at further risk. In such cases advice must always be sought from the police or social work services as to who informs the parents/carers.

3.1.1 Responding to Concerns about Child Abuse Flowchart





3.2 Responding to a Concern about the Conduct of a Member of Staff or a volunteer:

This section of the procedures should be read in conjunction with Scottish Rowing's Disciplinary Procedure. The following section details the procedure to be followed where the concern is about a member of staff/ volunteer of Scottish Rowing.

These procedures aim to ensure that all concerns about the conduct of a member of staff/ volunteer are dealt with in a timely, appropriate and proportionate manner.

No member of staff/ volunteer in receipt of information that causes concern about the conduct of a member of staff/ volunteer towards children shall keep that information to himself or herself or attempt to deal with the matter on their own.

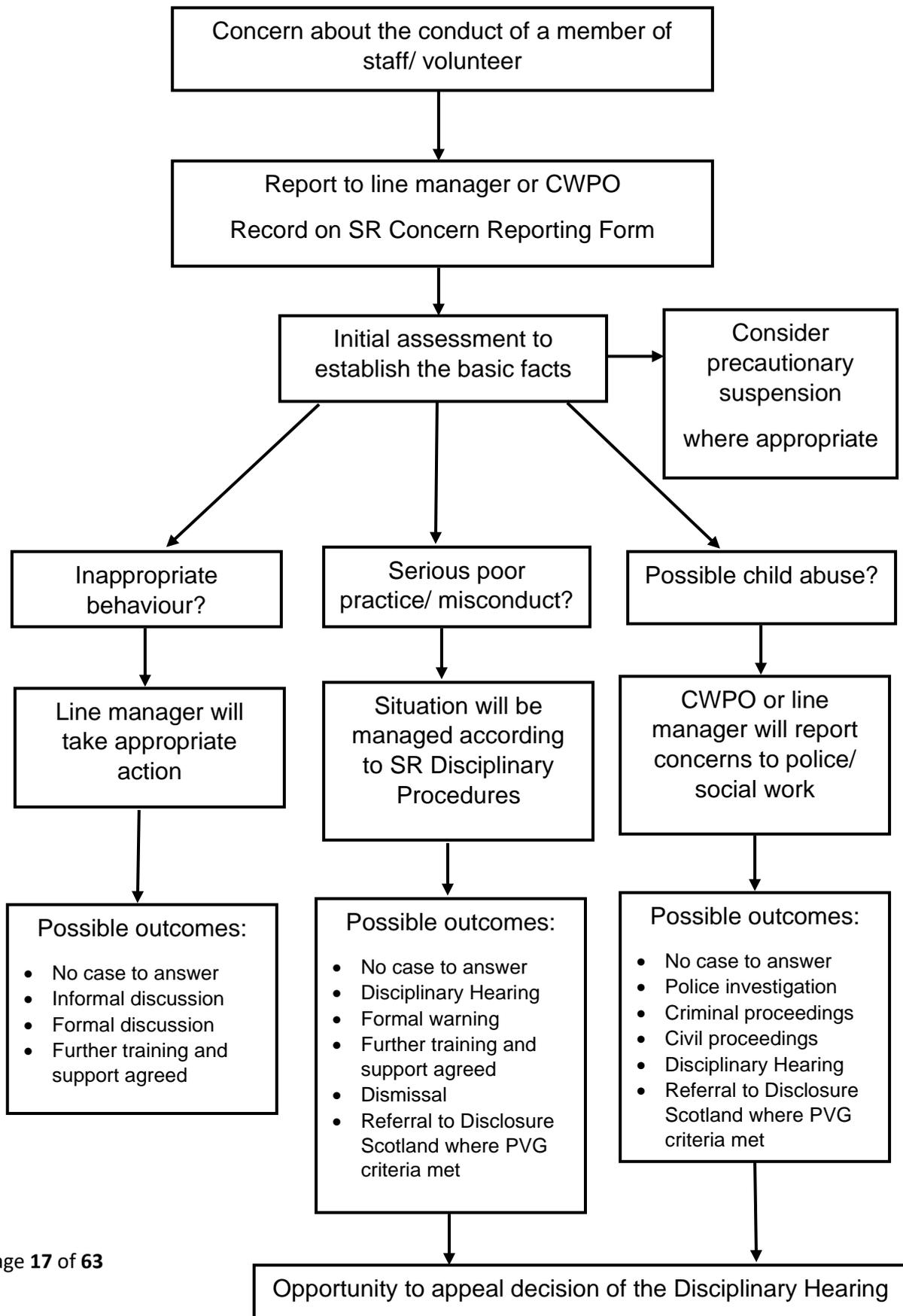
In the event of an investigation into the conduct of a member of staff/ volunteer all actions will be informed by the principles of natural justice:

1. Employees and volunteers will be made aware of the nature of concern or complaint
2. Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee or volunteer
3. An employee or volunteer will be given an opportunity to put forward their case
4. Scottish Rowing will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances

In all cases where there are concerns about the conduct of a member of staff/ volunteer towards children, the wellbeing of the child will be the paramount consideration.

At any point in responding to concerns about the conduct of a member of staff/ volunteer, advice may be sought from the police or social work services.

3.2.1 Responding to Concerns about the Conduct of a Member of Staff/ Volunteer Flowchart





3.3 Procedure for Responding to Concerns

3.3.1 Initial Reporting of Concerns

Any concerns about the wellbeing of a child arising from the conduct of a member of staff/ volunteer must be reported to the Child Wellbeing & Protection Officer (CWPO) on the day the concern arises, or as soon as practically possible.

Where the concern is about the CWPO it must be reported to the Chief Operating Officer or the Scottish Rowing President.

3.3.2 Recording

Concerns must be recorded using the Concern Reporting Form as soon as possible. Reporting the concerns to the CWPO should not be delayed by gathering information to complete the Concern Reporting Form (**APPENDIX H**).

All subsequent actions taken and reasons for decisions shall be recorded on the Concern Reporting Form. This should be signed and dated by the CWPO, or the person appointed to manage the response to the concerns.

Where Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision.

Guidance on the storage, sharing and retention of such records is contained in the Scottish Rowing Data Protection Policy/ Secure Storage Policy.

3.3.3 Establishing the Basic Facts

Once the concerns have been reported, the CWPO will:

- 3 Establish the basic facts
- 4 Conduct an initial assessment (see point 4 below) of the facts in order to determine the appropriate course of action
- 5 Where appropriate, consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern

3.3.4 Conducting the Initial Assessment

The CWPO will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/ harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.

1. Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation



2. Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff/ volunteer may be approached as part of the gathering process
3. Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff/ volunteer is approached
4. An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading question solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.

However, formal interviewing of children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers therefore questioning of children by those conducting an initial assessment should only be conducted if absolutely necessary and police/ social work advice should be sought in what can be asked.

If it is necessary to speak to the child to clarify the basic facts, best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

1. No further action (facts do not substantiate complaint)
2. Situation is dealt with under Scottish Rowing Disciplinary Procedures
3. Child protection investigation (jointly by police and social work services)
4. Criminal investigation (by the police) The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases
5. Civil proceedings (by the child/ family who alleged abuse)

3.3.5 Initial Assessment supports concerns about poor practice and /or misconduct (but not possible child abuse)

The line manager/CWPO will deal with the situation in line with Scottish Rowing's Disciplinary Procedures.

Pending the outcome of any investigation conducted under Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff/ volunteer towards children.

The wellbeing of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, Scottish Rowing has a duty to make a referral to Disclosure Scotland.



3.3.6 Initial Assessment supports concerns about possible child abuse

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse the CWPO will refer the concerns to the police and/or social work services as soon as possible on the day the information is received.

The CWPO will make a written record of the name and designation of the social worker or police officer to whom the concerns were passed together with the time and date of the call in case any follow up is required.

Referrals to the police/ social work services will be confirmed in writing by the CWPO within 24 hours.

A copy of the Concern Reporting Form should be provided to the police/ social work services on request.

Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents/ carers of the child(ren) involved will be informed as soon as possible following advice from the police/ social work services.

Advice will firstly be obtained from the police/ social work service about informing the staff member or volunteer involved in the concerns. If the advice is to inform the staff member or volunteer, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be sub judice (i.e., under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the employee or volunteer.

Scottish Rowing will take all reasonable steps to support a member of staff/ volunteer against whom an allegation of abuse has been made.

3.3.7 Precautionary Suspension

Suspension is not a form of disciplinary action. The member of staff/volunteer involved may be suspended whilst an investigation is carried out.

Suspension will be carried out in accordance with Scottish Rowing's Disciplinary Procedures. At a suspension interview or in writing the member of staff/ volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement- which will be recorded should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the staff member or volunteer in accordance with the Disciplinary Procedures.



3.3.8 Disciplinary Investigation

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the line manager/ CWPO to decide whether to go ahead with disciplinary action.

3.3.9 False or Malicious Allegations

In exceptional circumstances where an investigation establishes an allegation is false, unfounded, or malicious:

1. The staff member or volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
2. All records pertaining to the circumstances and investigation should be kept in accordance with Scottish Rowing's Secure Storage of Information Policy.
3. The line manager/CWPO will take all reasonable steps to support the individual in this situation
4. In these circumstances Scottish Rowing will review the child's participation in rowing. It may be appropriate to have a discussion with the child (with parental/carer permission)
5. Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

3.3.10 Non-recent Allegations of Abuse

Allegations of abuse may be made some time after the event e.g., an adult who was abused as a child by someone who is still currently working with children. The procedures in section 3 will be followed in the event of an allegation of non-recent abuse.

3.3.11 Protection of Vulnerable Groups (Scotland) Act 2007

Scottish Rowing will refer to Disclosure Scotland the case of any member of staff/ volunteer who (whether or not during their role within the organisation has:

1. harmed a child
2. placed a child at risk of harm
3. engaged in inappropriate conduct involving pornography
4. engaged in inappropriate conduct of a sexual nature involving a child; or
5. given inappropriate medical treatment to a child

AND as a result:

1. Scottish Rowing has dismissed the member of staff or volunteer
2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired, or been made redundant
3. Scottish Rowing has transferred the member of staff/ volunteer to a position in Scottish Rowing which is not regulated work with children
4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or



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5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

Scottish Rowing will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

1. Been dismissed by Scottish Rowing
2. Resigned, retired or been made redundant
3. Been transferred to another position in Scottish Rowing which is not regulated work with children; and
4. Where Scottish Rowing received information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post
5. If Disclosure Scotland notify Scottish Rowing that a member of staff/ volunteer is considered for listing that individual will be suspended from regulated work with children as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involved prejudgement. In all cases of suspension, the wellbeing of the children will be the paramount concern.
6. If Disclosure Scotland inform Scottish Rowing that an individual is barred from working with children, that member of staff/ volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

3.3.12 Media

All media enquiries relating to the conduct of a member of staff or volunteer will be referred to the Scottish Rowing Chief Operating Officer or President or Child Wellbeing and Protection Officer



4 Recruitment

Scottish Rowing is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, sex, gender reassignment, disability, race (including ethnic or national origin, colour, nationality, or being a Traveller), marital or civil partnership status, having or not having dependants, pregnancy, religious belief, social status, sexual orientation or political opinion.

We are an equal opportunities employer and posts with Scottish Rowing are open to all who are suitably qualified and/or experienced.

Scottish Rowing is committed to the following principles during the recruitment process:

1. Vacancies should be filled via a competitive selection process, using fair and robust job-related criteria to ensure the selection of the most suitable person for the job in respect of skills, experience, and qualifications.
2. Recruitment and selection processes should be accessible to all, in line with Scottish Rowing's commitment to provide reasonable adjustments for disabled candidates.
3. Employees who are seeking redeployment will be given priority consideration over other applicants, provided they have the relevant skills and experience.
4. Scottish Rowing recognises that recruitment is a key public relations exercise therefore professional standards must be always maintained. Those involved in the recruitment process must have the opportunity to undertake appropriate training prior to their involvement in the recruitment and selection process.
5. Scottish Rowing does not require disclosure of spent convictions, in accordance with the Rehabilitation of Offenders legislation, unless the role involves working with children or vulnerable adults. In these cases, a self-declaration form is required, and the offer of employment is subject to membership of the Protecting Vulnerable Groups (PVG) scheme. Further information is available in the Scottish Rowing Child Protection Policy.
6. The offer of employment must comply with Scottish Rowing compliance requirements (e.g., evidence of right to work in the UK, satisfactory internal/external references). For some roles, the offer is subject to a check of essential qualifications (e.g., Professional qualifications) and
- 7 Records relating to recruitment will be held in accordance with the Data Protection Act and Scottish Rowing's Data Protection Policy.

A Job Description and Candidate Specification must be completed for ALL positions



4.1 Recruitment of Ex-Offenders

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record to paid/unpaid childcare and adults at risk posts within Scottish Rowing.

Scottish Rowing undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working or volunteering in a childcare or adults at risk position within the organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in the applicant not being granted the position

This organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for.

To ensure the correct applicant is appointed and to enable Scottish Rowing to determine the relevance of any convictions or conviction to positions applied for Scottish Rowing will use the following recruitment tools:

As part of Scottish Rowing recruitment policy, we request the appropriate level of disclosure certificate at the final part of the recruitment stage, when a position has been offered. Enhanced disclosures will only be sought for positions that are deemed exempted posts. An exempted post is one, which is detailed in the Exclusions and Exceptions (Scotland) Order 2003.

Where a position requires an PVG Scheme Membership we will make this clear on the information provided about the post.

Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful, and this information will be fed back to the applicant by letter.



4.2 Volunteers aged 18 or under

There is no legal barrier to anyone aged 18 or under becoming a coach or volunteer with children or young people. If their remit falls into that of regulated work as per the Protection of Vulnerable Groups (Scotland) Act 2007 then they should be subject to the same recruitment and selection procedures as other volunteers, including Scheme Record/Scheme Record Update (note that there is no lower age limit with regards to PVG Scheme Membership).

Anyone under 16 is defined as a child (under the Children (Scotland) Act 1995), and it is not recommended that they take up regulated work with children.

They can, however, be encouraged to help out and should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted. In turn, the organisation has a responsibility to support the supervising coach.

Remember that young coaches or volunteers may come under different pressures (e.g., lack of respect from peers, closeness in age could lead to possible relationship) so regular supervision, training and extra support is recommended.

It is important that adult to child ratios are reassessed as a young volunteer may not be experienced/capable of overseeing a group of children and young people.

For more detailed information see:

Children 1st toolkit: PLAY YOUR PART! Participation Toolkit how to involve children and young people in running a club or group

<https://www.children1st.org.uk/media/6296/playyourpartparticipatiotoolkit.pdf>

5 Away Trips and Hosting

5.1 Away Trips

Travelling away is a regular event for many clubs and squads. Trips may vary from journeys across Scotland to attend regattas and head racing events or involve more complicated arrangements involving overnight stays and events overseas. But even what may appear as the most straightforward of trips will require some travel planning. The following will outline a number of issues that need to be considered when travelling with children.

Communication with:

- **Children** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what kit they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical issues that the squad manager should be aware of. Parents should also have the name and contact details of the manager in the event of an emergency.
- **Other coaches/volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches/volunteers have an itinerary.

Transport

Planning needs to take place before the event to make sure that, whatever mode of transport is being used, any safeguarding concerns can be addressed. A more detailed transporting children briefing is available. See: **Section 6 – Travel Arrangements for Trips**

Ratio

Dependant on the activity the ratio of adult to child may vary but whatever is considered appropriate would generally need to be increased when travelling away from home. The general rule for trips away from home would be 10 children to 1 adult.

Insurance

The trip organiser needs to ensure that each athletes personal insurance covers travel to away events and cover should include baggage loss, medical cover and emergency expenses to cover accommodation and transport. Further guidance is available with the [NSPCC Safe Sports Events Management Tool](#).

Emergencies

Procedures need to be in place in the case of an emergency taking place during an away trip or whilst being hosted. Further guidance is available within the [NSPCC Safe Sports Events Management Tool](#) as to what should be in place before the trip takes place and what to consider whilst the young person is away.



5.2 Hosting

- A host should be provided with as much information about the child/children staying with them and details of the competition
- The host should agree to provide references and be vetted when this is available. When arranging for events/trips abroad, Scottish Rowing will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references.

For further more detailed information of taking children away on a residential, please refer to [NSPCC Safe Sports Events Management Tool](#)

See appendices:

APPENDIX J - Overnight trips and/or travel abroad checklist

APPENDIX I – Rights and Responsibilities



6 Travel arrangements for trips

Staff/volunteers must consider whether it is necessary to transport children to and from a venue/event for Scottish Rowing organised trips. The general principle is that no individual adult should be left alone with a child or children, and they must be accompanied at all times by another adult should this be unavoidable.

Who is responsible for transporting children to and from a venue/event?

Coaches and other staff/volunteers are not responsible for transporting children to and from the venue/event, unless as part of a venue organised trip (see below).

It is reasonable for organisers and coaches to place responsibility on parents for ensuring appropriate transport arrangements are made for their children.

Parents may choose to make private arrangements with another adult (such as a family friend) to transport their child, however, should let the manager know.

What happens in situations when the trip organiser needs to transport children?

In situations where the trip organiser is arranging transport for children (for example, to an away regatta) the trip organiser must ensure the following:

- Parents are informed of the destination, reason for the journey and who the driver will be
- Parents return to the trip organiser a completed Parental Consent (**APPENDIX L**) Form for Attendance at SR Events' and the driver should have a copy of this with them on the journey in case of emergencies
- There are two adults in the car
- Children are always seated in the back of the vehicle
- If the children are a mixture of female and male, where possible the two adults should also be male and female
- There is an established procedure in the event of a breakdown/emergency.
- The driver has a valid UK driving licence, satisfactory PVG check, correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints
- If transporting children in a mini-bus or bus, the driver must also have the correct type of licence ([more info here](#))

The Child Protection in Sport Unit (CPSU) also has further guidance on this topic in their Safe Sports Events toolkit which you can access on the [CPSU website](#)

See

APPENDIX K for away day trips and events checklist



7 Missing children and young people in the sole charge of Scottish Rowing at events: procedure and flow chart

Procedure:

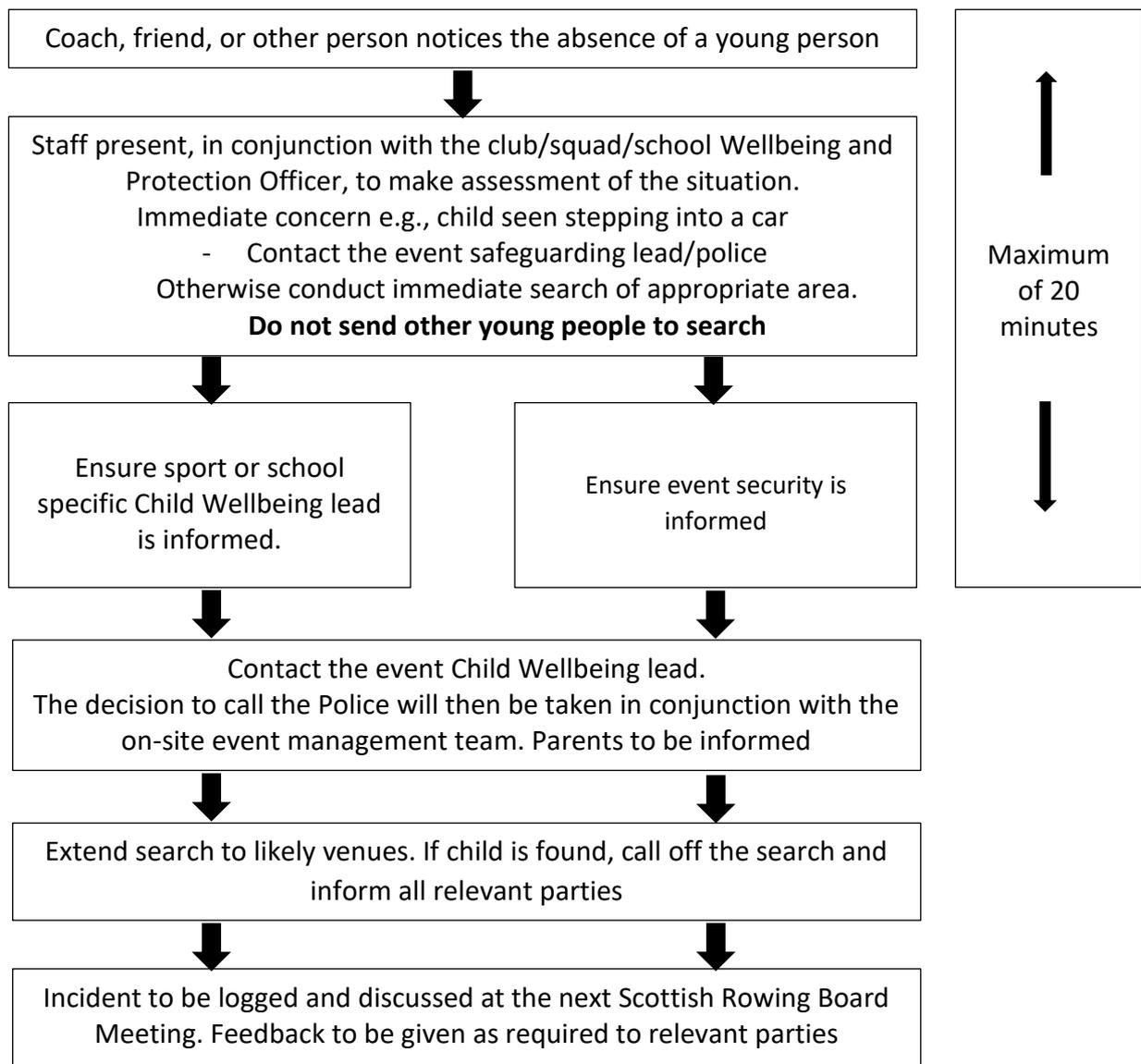
If a child goes missing during a Scottish Rowing event, Scottish Rowing will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their **hair** and **eye colour**, **approximate height** and **build** and **clothing he/she was wearing**, as this will be required by the police.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the designated Child Wellbeing and Protection officer.
- Ensure that you inform all adults involved including the parents, searchers, and police if at any stage the child is located.

Missing children and young people at Scottish Rowing events: Procedure and flowchart

Process flowchart:

If an athlete or young volunteer appears to be missing, the flow chart below identifies the process to be followed. There may well be access to photographs of all young people at the event and if so, these can be used to help provide the police with a description should this be necessary.





8 Changing Rooms

National team coaches and clubs affiliated to Scottish Rowing must have a Changing Rooms Policy, which is provided here. This Policy applies to the arrangements to be made for adults, and children, using changing facilities. National team coaches and clubs affiliated to Scottish Rowing should make arrangements so that children and adults do not use the same changing facilities at the same time.

Best practice principles to be adopted by Scottish Rowing Squads and clubs, wherever possible, are as follows:

- Adults must not change, or shower, at the same time using the same facility as children - if the same changing room is used then they must have different times
- If adults and children need to share a changing facility, they must do so at different times.
- Mixed gender crews/squads must have access to separate male and female changing rooms
- Due to the risks of inappropriate photography or filming, mobile phones must not be used in changing rooms

If children are uncomfortable changing or showering at the facility, no pressure should be placed on them to do so. Suggest instead that they may change and shower at home.



9 First aid and treatment of injuries

Parents/carers must complete a Parental Consent Form (**APPENDIX L**) for Attendance at SR Events before their child participates in sport. This ensures that sports volunteers/staff running an event or activity are made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required.

Squad Managers/Scottish Rowing Activity staff should:

- Have an accessible and well-resourced first aid kit and a working telephone at the venue.
- Where possible, access to medical advice and/or assistance should be made available.
- Only those with a current, recognised First Aid qualification should treat injuries.
- Inform parents/carers as soon as possible of any injury and action taken.
- A *Concern Recording Form* (**APPENDIX H**) should be completed if a child sustains a significant injury and the details of any treatment given recorded. Good sense or sport specific guidance should be used to determine which injuries are significant.
- The circumstances of any accidents that occur should be recorded and reviewed to avoid it happening again.



10 Managing Challenging Behaviour

Staff/volunteers who deliver rowing activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and are based on the following principles:

- The welfare of the child is the paramount consideration
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

Planning Activities

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

Agreeing Acceptable and unacceptable Behaviours

Staff, volunteers, children, young people, and parents/carers should be involved in developing an agreement about:

- What constitutes acceptable and unacceptable behaviour (code of conduct)
- The range of sanctions which may be applied in response to unacceptable behaviour

This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.



Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

Ensure that parents/carers understand the expectations of their children and ask them to reinforce this ahead of any trip or activity.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing
- Imposed as soon as is practicable
- Fully explained to the child and their parents/carers

In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out – from activity, group or individual work
- Reparation – the act or process of making amends
- Restitution – the act of giving something back
- Behavioural reinforcement – rewards for good behaviour, consequences for negative behaviour
- De-escalation of the situation – talking with the child and distracting them from challenging behaviour
- Increased supervision by staff/volunteers
- Use of individual 'contracts' or agreements for the child's future or continued participation
- Sanctions or consequences
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion

The following should 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
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities
- Verbal intimidation, ridicule, or humiliation



Physical Intervention

Staff/volunteers should consider the risks associated with employment physical intervention compared with the risks of not employing physical intervention

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour
- Be the result of conscious decision-making and not a reaction to an adult's frustration
- Employ the minimum force needed to avert to a person or serious damage to property – applied for the shortest period of time
- Used only after all other strategies have been exhausted
- Be recorded as soon as possible using the Scottish Rowing 'concern reporting form'

Parents/carers should always be informed following an incident where a coach/volunteer has had to physically intervene with their child

Physical intervention must not:

- Involve contact with buttocks, genitals and breasts
- Be used as a form of punishment
- Involve inflicting pain

Views of the child

A timely de-brief for staff/volunteers, the child and parents/carers should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents/carers about the child's needs and continued safe participation in the group activity.



11 Communications

Staff/volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent, and appropriate.

Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message and should be sent in a group communication. This information should only be “need to know” information such as the last-minute cancellation of a training session.

In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent has provided on the child’s behalf. Parents/carers should be offered the option to be copied into any messages their child will be sent. Although consent is not legally required for young people aged between 16 and 18 it is still recommended that parents are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16- to 18-year-old.

The following good practice is also required:

- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database
- The number of people with access to children and young people’s details should be kept to a practical minimum. A record should be kept of their numbers/ addresses, namely by the Squad Manager
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation
- The organisation should be clear that messages should be sent only to communicate rowing related matters: details of meeting points, training, event details, competition results etc. The same message should be sent to every member of the group/squad
- Communication by text/email between coaches/ volunteer and children/young people should include a copy to a third party e.g. copy to relevant CWPO and/or parent



APPENDIX A

Scottish Rowing Club Wellbeing and Protection Standards Policy and Procedures

Scottish Rowing Clubs must

- Adopt the Scottish Rowing Child Wellbeing and Protection Policy or have adopted their own policy which has been approved by your club at management level.
- Ensure the Scottish Rowing Child Wellbeing and Protection and the Clubs Policy and procedures are communicated and accessible to members and visitors, including staff, coaches, and volunteers.
- Promote your clubs safeguarding reporting procedures and Wellbeing & Protection Officer to all members.
- Have in place clear codes of conduct for your members of staff, coaches, volunteers, members and parents/carers.
- Complete the Scottish Rowing Annual Safeguarding Questionnaire

Club Welfare or Wellbeing & Protection Officer

Scottish Rowing Clubs must

- Ensure a Wellbeing & Protection Officer is appointed with a suitable role description, and their details are promoted.
- Make sure the Club Wellbeing & Protection Officer is a member of the Protecting Vulnerable Groups (PVG) scheme with the club.

The Club Welfare or Wellbeing & Protection Officer must complete the following training requirements and renew each training course every 3 years;

- Complete the Child Wellbeing and Protection in Sport training course.
- Complete the Child Wellbeing and Protection in Sport Officer Training (CWPO).



Club Coaches working with participants aged under 18 years of age

Rowing Club Coaches must

- Must be a Member of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme and hold an update relevant to the role they are doing within their club or for Scottish Rowing.
- Complete the Child Wellbeing and Protection in Sport training course (Scotland), renew this training course every 3 years and upload your certificate to your Scottish Rowing membership profile.
- Hold a Scottish Rowing Coach membership.
- Hold an up to date first aid certificate (renewed every three years)
- Should hold a relevant Rowing Coaching qualification.

APPENDIX B

Scottish Rowing Coach Wellbeing and Protection Standards

Coaches working with participants aged under 18 years of age

- Must be a Member of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme and hold an update relevant to the role they are doing within their club or for Scottish Rowing.
- Must complete the Child Wellbeing and Protection in Sport training course, renew this training course every 3 years and upload your certificate to your Scottish Rowing membership profile.
- Must hold a Relevant qualification appropriate to the environment and activity they are delivering
- Must hold a Scottish Rowing Coach membership
- Must hold an up to date first aid certificate (renewed every three years)

Coaches working with participants aged 18 years and above

- Should be aware of the contents and procedures of the Scottish Rowing Adult Support and Protection Policy and Procedures
- Must hold a relevant qualification appropriate to the environment and activity they are delivering
- Must hold a Scottish Rowing Coach membership
- Must hold an up to date first aid certificate (renewed every three years)
- Must complete the Child Wellbeing and Protection in Sport training course, renew this training course every 3 years and upload your certificate to your Scottish Rowing membership profile.



APPENDIX C

Scottish Rowing Wellbeing & Protection Officer Safeguarding Standards

This document details the safeguarding requirements for the Wellbeing & Protection (Scotland) Officers

The Wellbeing and Protection Officer must:

- Ensure they are appointed with a suitable role description and their contact information is promoted to all members of the club.
- Must be a Protecting Vulnerable Groups (PVG) scheme member with their club or with Scottish Rowing if they are the Scottish Rowing Wellbeing and Protection Officer.
- Must hold Scottish Rowing membership (This is not mandatory but recommended).

The Wellbeing & Protection Officer must complete the following training requirements and renew each training course every 3 years:

- Must complete the Child Wellbeing and Protection in Sport training course*
- Must complete the Child Wellbeing and Protection in Sport Officer Training (CWPO)

*As a pre-requisite to attending the Child Wellbeing and Protection in Sport Officer Training (CWPO), attendees need to have completed the Complete the Child Wellbeing and Protection in Sport training course previously.



APPENDIX D

Coaches Code of Conduct WHAT IS A CODE OF CONDUCT?

A code of conduct defines what is considered good and correct behaviour of all Scottish Rowing coaches.

It reflects the values held by the coaching profession and outlines the expected conduct of members while they perform their duties.

It will also be used as a benchmark to assess whether certain behaviours are acceptable or not acceptable. As a coach, you are expected to always adhere to this code of practice.

1. RESPECT FOR PARTICIPANTS
2. INTEGRITY IN RELATIONSHIPS
3. RESPONSIBILITIES: BEHAVIOURS AND CONDUCT
4. PROFESSIONAL RESPONSIBILITIES
5. FAIR PLAY PRINCIPLES

1. RESPECT FOR PARTICIPANTS

The principle of respect for participants challenges coaches to act in a manner respectful of the dignity of those involved in rowing. This principle is based on the assumption that each person has value and is worthy of respect and free from harassment.

Acting with respect for participants means that coaches do not make some participants feel more or less worthy than others, based on; gender, race, place of origin, ethnicity, athletic potential, sexual orientation, religion, political beliefs, socio-economic status, marital status, age or any form of disability.

2. INTEGRITY IN RELATIONSHIPS

Developing professional relationships with individuals is a central part of being an effective coach. However, it must be recognised that behaving with integrity is crucial, and coaches will be expected to be honest, sincere, and honourable in their relationships with participants and others.

SCOTTISH ROWING COACHES:

- Must have a high degree of self-awareness and the ability to reflect critically on how your values and opinions influence others
- Should empower participants to be responsible for their own decisions
- Should clarify the nature of the coaching services being offered to participants advance
- Should communicate and cooperate with other organisations and individuals in the best interests of the participants
- Must have knowledge of and follow the Scottish Rowing Child Wellbeing and Protection and Adults at Risk Policies and procedures and take necessary actions if they have a concern over the wellbeing of a child and adults at risk. [Wellbeing & Protection - Scottish Rowing \(scottish-rowing.org.uk\)](https://www.scottish-rowing.org.uk)



- Must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying)
- Avoid sexual intimacy with participants over 18 years of age, while coaching them
- Coaches and others in a position of authority and trust in relation to children and participants aged 16 and 17 years must not engage in sexual relationships with them while an unequal power relationship exist

3. RESPONSIBILITIES: BEHAVIOURS AND CONDUCT

ROWING COACHES:

- Must be fair, honest and considerate to participants and others in the sport, e.g. officials, club members, race organisers, event volunteers
- Make a personal commitment to providing a quality service to participants at all times
- Must be a positive role model for participants, the club and the sport of rowing throughout Scotland
- Take pride in being a coach, this includes, projecting an image of health, wearing appropriate clothing and use of appropriate language and actions
- Should not be under the influence of alcohol or drugs when operating in the professional capacity as the coach, this includes travelling to and from as well as delivering sessions

4. PROFESSIONAL RESPONSIBILITIES

The principle of coaching responsibilities carries the expectation that the activities of all coaches will benefit society in general, and participants and will do no harm. Fundamental to the implementation of this principle is the notion of competence, which implies that coaches should be well-prepared and possesses up-to-date knowledge of rowing so they will be able to maximise benefits and minimise risk to the participants.

ROWING COACHES MUST:

- Ensure that the environment is as safe for training and competition, taking into account and minimising possible risks
- Any physical contact with participants should be appropriate to the situation necessary for the participants skill development. Always ask prior permission if contact is required
- Promote the execution of safe and correct practice at all times
- Be professional in their work and accept responsibility for their actions
- Make a commitment to providing a quality service to their participants
- Recognise the power inherent in the position as a coach
- Contribute to the development of rowing coaching by exchanging knowledge and ideas with others
- Acknowledge the limitations of their knowledge and competence



- Obtain appropriate coaching qualifications to the level of operation required
- Ensure they hold a valid and appropriate insurance policy for their coaching activities
- If coaching under 18s it is your responsibility obtain a PVG check from your club. In addition, coaches with under 18s must complete a [Child Wellbeing and Protection in Sport Course](#). The Child Wellbeing and Protection in Sport course must be renewed every 3 years.

5. FAIR PLAY PRINCIPLES

The principle of coaching responsibilities carries the expectation that the activities of all coaches will benefit society in general, and participants and will do no harm. Fundamental to the implementation of this principle is the notion of competence, which implies that coaches should be well-prepared and possesses up to-date knowledge of rowing so they will be able to maximise benefits and minimise risk to the participants.

The following are examples of fair play behaviours for coaches, participants, and umpires:

ROWING COACHES:

- Follow all the rules and never seek to deliberately break a rule
- Aim to compete fairly, using talent and ability to win; refuse to win by illegal means or by cheating
- Respect all race umpires, and their decisions, without doubting their integrity
- Recognise and acknowledge good performances by others
- Maintain dignity in all circumstances, and demonstrate self-control
- For the coaches – know the rules and regulations well, and always apply them with impartiality
- Never condone the use of any illegal or prohibited substances according to the WADA code to enhance a participant's performance



APPENDIX E

Athlete Code of Conduct

As a member of Scottish Rowing all athletes are expected to demonstrate to a professional level of behaviour and commitment.

Scottish Rowing believe it is important that all athletes, coaches, administrators, parents and officials should show respect and understanding for the safety and welfare of themselves and others at all times.

As such all athletes are expected to abide by the following code of conduct:

- Arrive at all training sessions on time, ready to participate and show commitment to the sport.
- Participate within the rules of the sport, respect decisions of coaches and officials and demonstrate respectful behaviour towards all fellow athletes and opponents.
- Always wear the appropriate kit/uniform during training and wear suitable attire to all events.
- Demonstrate positive behaviour at all times. No swearing or inappropriate behaviour in any public environment (i.e. whilst in the club, travelling as part of a team/squad, at team events/functions etc).
- Treat fellow athletes, coaches and staff with respect at all times. Derogatory statements about individuals will not be tolerated.
- Agree not to smoke, consume alcohol, or take non-prescription drugs of any kind.
- Treat all sports equipment and venues with respect and keep it in good condition. This includes leaving toilets and changing areas tidy at the end of sessions.
- Inform your coach of any injuries or illness you may have before your session begins.
- Follow the instructions of coaches and staff. If you are given instructions you don't understand or agree with challenge these in a calm and respectful manner.
- Do not use mobile phones during training, competitions or in changing areas.
- Demonstrate respectful behaviour in all areas of your life including on social media. Remember that what you post, like or share reflects on you as a person and as a member of Scottish Rowing.

APPENDIX F**Code of Conduct for Parents and Carers**

Scottish Rowing recognise the vital role that parents and carers play in our sport. We know that young athletes perform at their best and enjoy their sport more when they have the backing of supportive family members. It can, however, be easy for parents and carers to get caught up in the behaviour from the side line which can then detract from a young person's positive experience. As such all parents and carers are asked to abide by the following code of conduct:

- Demonstrate respectful behaviour at all times. Children often copy what they see so please give them something positive to copy.
- Encourage your child to learn the rules of the sport and play within them at all times.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport. Sport should be fun, and your child will only continue to progress if they genuinely enjoy taking part.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and appropriate language at all times.

- In order to ensure that staff can best support your child, please feel able to share any relevant information about matters affecting your child's wellbeing (e.g. medical conditions, additional support needs, allergies, worries at school, family bereavement etc) with coaches and club officials as appropriate.

- We all want the children to get the most from their sport session, and although it is tempting to give your input, we feel it is confusing for a child to receive technical advice from the parent as well as the coach during events. A few words of encouragement are fine.

- Make Rowing fun. The more fun your child is having, the more they will learn and the better they will perform.

Scottish Rowing reserve the right to ask any parent or carer to leave a training session or event if they are in breach of any aspect of this code of conduct.

APPENDIX G - Types of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or institutional setting by those known to them or, more rarely, by a stranger.

Abuse, in all its forms, can affect a child at any stage. The effects can be so damaging that without appropriate intervention, they may continue to have a very negative impact upon an individual into adulthood.

While it is not necessary to identify a specific category of abuse when responding to a concern, it is helpful to consider and understand the different ways which children can be abused.

There are four categories of abuse;

- i. Emotional Abuse
- ii. Physical Abuse
- iii. Neglect
- iv. Sexual Abuse

(i) EMOTIONAL ABUSE

“...is the persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.”

It may involve the imposition of age or developmentally inappropriate expectations of a child. It may involve causing a child to feel frightened or in danger, or exploiting or corrupting a child. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

Examples of Emotional Abuse in Sport

- Persistent failure to show any respect to a child e.g. continually ignoring a child.
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child making them feel frightened.
- Acting in a way which is detrimental to a child’s self-esteem.

Specific examples in a rowing situation could include:

- Subjecting a young rower to constant criticism, name calling, sarcasm or racism.
- Putting a young rower under unrealistic pressure to perform to high expectations.

Signs which may raise concerns about emotional abuse include:

- low self-esteem

- significant decline in concentration
- running away
- indiscriminate friendliness and neediness
- extremes of passivity or aggression
- self-harm or mutilation

(ii) PHYSICAL ABUSE

“...is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after”.

Most children sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins, and knees. An important indicator of physical abuse is when the bruises or injuries are unexplained, the explanation does not fit the injury, or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered. It is possible that some injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.

Examples of Physical Abuse in Sport

Bodily harm that may be caused by:

- Over training or dangerous training of athletes.
- Over playing an athlete.
- Failure to do a risk assessment of physical limits or pre-existing medical conditions.
- Administering, condoning or failure to intervene in drug use.

Specific examples in a rowing situation could include:

- Disregarding the individual requirements of each child's growing body or needs when setting a training programme e.g. allowing 14 year olds to undertake hour-long, continuous ergo sessions.

Signs which may raise concerns about physical abuse include:

- refusal to discuss injuries
- aggression towards others
- improbable excuses given to explain injuries
- fear of parents being approached for an explanation
- running away
- untreated injuries
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- unexplained injuries, particularly if recurrent
- wearing long or extra clothing to hide injuries

(iii) **NEGLECT**

“...is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter, and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child’s basic emotional needs”.

Neglect may also result in the child being diagnosed as suffering from ‘non-organic failure to thrive’, where they have significantly failed to reach normal weight and growth of development milestones and physical and genetic reasons have been medically eliminated. In its extreme form a child can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Examples of Physical Neglect in Sport

- Exposing a child to extreme weather conditions e.g. heat and cold.
- Failing to seek medical attention for injuries.
- Exposing a child to risk of injury through the use of unsafe equipment.
- Exposing a child to a hazardous environment without a proper risk assessment of the activity.
- Failing to provide adequate nutrition and water.

Specific examples in a rowing situation could include:

- Allowing young rowers to train or race inappropriately clothed for the prevailing conditions
- Consistently leaving a child without adequate provisions e.g. food, water, clothing, sun protection, etc.

Signs which may raise concerns about neglect include:

- constant hunger
- poor personal hygiene and/or poor state of clothing
- constant tiredness
- frequent lateness or unexplained non-attendance (particularly at school)
- untreated medical problems
- low self-esteem
- poor peer relationships
- stealing

(iv) SEXUAL ABUSE

“...is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways”.

Some of the aforementioned activities can occur through the internet. Boys and girls are sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.

Some children may never be able to tell someone they have been sexually abused. Changes in a child's behaviour may be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that a child has been sexually abused.

Examples of Sexual Abuse in Sport

- Exposure to sexually explicit inappropriate language or jokes.
- Showing a child pornographic material or using a child to produce such material.
- Inappropriate touching.
- Sexual intercourse and/or sexual activity with a child under 16.

Specific examples in a rowing situation could include:

- Engaging in unnecessary and inappropriate physical contact e.g. massaging a young rower in a suggestive manner
- Making suggestive comments to or in earshot of a young rower
- Inappropriately close relationships developing between a rower and a coach
- Spending an unnecessary amount of time in the changing area when young rowers are present

The following signs may raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- social isolation – being withdrawn or introverted, poor peer relationship
- sleep disturbance (nightmares, bed-wetting, fear of sleeping alone)
- running away from home
- girls taking over the mothering role
- school problems e.g. falling standards, truancy
- reluctance or refusal to participate in physical activity or to change clothes for games
- low self-esteem

- drug, alcohol or solvent abuse
- display of sexual knowledge beyond the child's age
- sexual promiscuity, over-sexualised behaviour, compulsive masturbation
- eating disorders
- unusual interest in the genitals of adults, children or animals
- anxiety, depression, self-harm/mutilation, suicide attempts
- bruises, scratches, bite marks to the thighs or genital areas
- pregnancy
- discomfort/difficulty in walking or sitting
- fear of medical examinations
- urinary tract problems, vaginal infections or genital damage
- genital odour, venereal /sexually transmitted diseases
- stained underwear, soiling or wetting
- itchininess, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- fear of bathrooms, showers, closed doors
- abnormal sexual drawings
- having irrational fears
- developmental regression/acting younger than their age
- psychosomatic factors e.g. recurrent abdominal or headache pain
- "Grooming" including over the internet
- wearing extra clothing / clothing tied tight (e.g. tracksuit trousers); reluctance to wear sports kit

Children and Young People with a Learning or Physical Disability Research, including "It doesn't happen to disabled children" Child Protection and Disabled Children, NSPCC (2003), tells us that children and young people who have a learning or physical disability are more vulnerable to abuse.

This is because:

- They are often dependent on a number of people for care and handling, some of which can be of an intimate nature.
- They may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong.
- Signs of abuse can be misinterpreted as a symptom of the disability.
- Like other children, they are fearful of the consequences of disclosing abuse.
- Attitudes and assumptions that children with disabilities are not abused.
- They may be unable to resist abuse due to physical impairment.
- Of negative attitudes towards children with disabilities.
- Possible failures to recognise the impact of abuse on children with disabilities.

Particular care should be taken by all staff and volunteers when working with children affected by disability.



APPENDIX H - Concern Reporting Form

- Complete Part A of this form if the concerns relate to the general wellbeing of a child.
- Complete Parts A and B if the concerns relate to possible child abuse.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

PART A- WHERE THERE ARE CONCERNS ABOUT GENERAL WELLBEING OF A CHILD

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers.

Any significant incidents that cause concern about the wellbeing of a child should be recorded and reported to the Child Wellbeing and Protection Officer and parents/carers as soon as possible. Seek advice from the CWPO

or Child Wellbeing in Sport Services if you are not sure what to do if there are concerns about the general wellbeing of a child.

1. Child's Details

Name:	Date of Birth:
	Club:
Address:	School:
Postcode:	
Tel No:	
Preferred Language:	Is an interpreter required? YES / NO
Any Additional Needs?	



2. Details of situation giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why)

3. Details of any witnesses/other people involved (including names, addresses and telephone contacts)

4. Details of any injuries (including all injuries sustained, location of injury and action taken.

5. Child's views on situation (if expressed). Where possible, please use the child's own words.

6. Details of any action taken



PART B- WHERE THERE ARE CONCERNS ABOUT THE CONDUCT OF AN ADULT

1. Details of person about whom there is a concern

Name:	Relationship to Child:
Address:	Tel No:
Postcode:	

2. Details of concerns: (date, time, location, nature of concern, who, what, where, when, why, continue on a separate sheet if necessary)

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3. Details of any action taken

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4. Details of other persons/agencies contacted: (including date, time, name of person contacted and advice received)

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5. Have the child's parents/carers informed? YES/NO If yes, record details / If no please state why not:

--

Part C – YOUR CONTACT INFORMATION

1. Details of Person Recording Concerns

Name:	Position/Role:
Address:	Tel No:
Postcode:	

2. Details of support provided to the Child(ren)

--

3. Any additional details

--

Signature: _____

Print name: _____

Date Completed _____

forms emailed to childprotection@scottish-rowing.org.uk

APPENDIX I – Rights and Responsibilities

CHILD/YOUNG PERSON	
Right to	Responsibility
<ul style="list-style-type: none"> • Be safe • Have concerns listened to • Be respected by their coach and host family • Have easy access to phone contact with the trip organiser • Have a list of events (itinerary) • Regular group meetings with other young people • Have their religious needs facilitated • Have prior knowledge of the climatic variation to enable them to bring adequate clothing • Be made aware of the codes required for phoning home • Maps of the local area • Have the currency of the country they are visiting explained to them • Be made aware of collection and drop off arrangements 	<ul style="list-style-type: none"> • Show respect to their host • Show respect to other youth members and their leaders • Attending any prior planning meeting to ensure they are fully informed of the plans • Maintain the sport's reputation by adhering to their code of conduct • Discussing their dietary needs with the host family (though it is the parent's/organiser's responsibility to ensure this information is passed on in advance) • Maintain the accommodation to the standard set • Be aware that they are acting as an ambassador for their sport and on occasions their country • Dependant on arrangements with parents, manage their own money

COACH/MANAGER	
Right to	Responsibility
<ul style="list-style-type: none"> • Have support from their Governing Body if reporting any concerns about the arrangements • Respectful behaviour from children and young people, other adults, members or parents involved in the trip • Not be left vulnerable when working with children • Receive the relevant information from parents/guardians in advance of the trip i.e. <ul style="list-style-type: none"> - Dietary needs - Any personal care needs - Emergency contact numbers - Signed medical consent form - List of any medication/allergies - The European health Insurance Card (EHIC) ALLOWS YOU TO ACCESS STATE-PROVIDED HEALTHCARE IN ALL European Economic Areas (EEA) countries and Switzerland at a reduced cost or sometimes free of charge. 	<ul style="list-style-type: none"> • To plan well in advance of the trip • Check Scottish Rowing's guidelines • Gather information on destination and venue (if possible carry out a risk assessment) • Facilitate information meetings prior to the trip for parents and children. • Maintain confidentiality about sensitive information • Model effective behaviour including time keeping, commitment and compliance with procedures • Fostering team work to ensure the safety of children and young people in their care. • Respond to children/young peoples' statements and concerns and report these in accordance with organisational procedures • Record any complaints or accidents on relevant documentation • Provide the children, parents and host with an itinerary of events



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<ul style="list-style-type: none"> • To have any personal “out of pocket” expenses reimbursed • To be able to apply sanctions in line with Scottish Rowing’s guidelines and discussed prior to the trip • To share responsibilities, such as being an emergency contact, with other staff/volunteers rather than being solely responsible. 	<ul style="list-style-type: none"> • Have clear arrangements for collecting and transporting children during the trip • Ensure that a young person has to share a room that is someone of the same sex and that they are aware of who this is in advance • Check adequate insurance cover is arranged • Ensure they have received the relevant documentation from the child’s parents/guardians • To ensure that there is an appropriate adult/child ratio • To submit a report to club or Governing Body after the trip • Make parents and children aware of photographic policy and obtain parent’s signature (or include on permission form)
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PARENTS/GUARDIANS	
Right To:	Responsibility
<ul style="list-style-type: none"> • Know their child is safe • Be informed of any problems or concerns relating to their child/ren • Be informed if their child is injured • Have consent sought prior to trip • Contribute to the decisions in planning the trip (when appropriate) • Have knowledge of where their child is staying and with whom • Have a contact number for their child’s hosts and trip organiser • Have detailed itinerary of events that their child will be taking part in 	<ul style="list-style-type: none"> • To be aware of the Code of Conduct for children, coaches and hosts and encourage their child to abide by these • To agree sanctions with the coach and child prior to the trip, in accordance with organisational procedures • Ensure the child has appropriate spending money • To pay the relevant costs prior to their child going on the trip • Provide the coach with all relevant documents and emergency contact number • Ensure the child has a passport (if required) prior to the trip • Provide appropriate clothing to meet the needs of the child while away from home • Drop off and collect their child at agreed time



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HOSTS	
Right to:	Responsibility
<ul style="list-style-type: none">• To be treated with respect by the children, coaches, volunteers and parents• To have prior knowledge of any special requirements<ul style="list-style-type: none">- Medical- Food- Religious- Transport- Mobility• To have telephone contacts, lists of parents and coaches in the event of an emergency• To be financially reimbursed for any expenses (when agreed)• To be informed of competition details• To have clearly defined roles prior to the event• To be consulted about change in plans	<ul style="list-style-type: none">• To have agreed to a Code of Conduct• To consent to checks/references being sought into the appropriateness of them being hosts• To provide a safe and supportive environment for the children while they are hosting them• To attend host meetings prior to and during the competition if arranged• To provide the child with a positive experience of staying away from home and possibly a different culture



APPENDIX J - Away day trips and events checklist

An essential safety checklist for Scottish Rowing squads

Communication with parents

- Drop off and pick up times
- Destination and venues
- Competition details
- Kit and clothing required
- Food and drinks required
- Consents/registration forms received
- Medical details and medication
- Process for parent contacting coach or young person

Transport

- Journey times and stopping points
- Supervision
- Suitability, accessibility
- Drivers checked
- Insurance
- Seat belts

Supervision and staffing

- Ratio of staff to athletes (include 'down' time)
- Male/female
- Specialist carers
- Responsibilities

Emergency Procedures

- First aid
- Specific medical details
- Reporting procedures
- Home contact details
- Athlete information

Insurance

- Liability
- Adequate Cover



APPENDIX K – Parental Consent Form for Rowing Activities

Confidentiality: Details on this form will be held securely and will only be shared with coaches or others who need this information in order to meet the specific needs of your child.

Event Name

Date of Event

To be completed by Parent or Guardian

Name of child/young person:			
Date of Birth:			
Gender:			
Name of parent (or guardian):			
Tel No. of parent (or guardian):		Alternative Tel No:	
Email of parent (or guardian):			
Please confirm if there any activities that your child can not participate in?	Please give details:		
Medical information:			
Any specific medical conditions requiring medical treatment?	Yes (please give details):	No	
Details of medication required (pain/flu/inhaler):			
Any specific medical condition or disability?	Yes (please give details):	No:	
Any allergies?	Yes (please give details):	No:	
Details of any dietary requirements (vegan/vegetarian):	Yes (please give details):	No:	



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Consent information: <i>please tick the boxes below</i>		
<input type="checkbox"/> I give consent for my child to attend this event.		
<input type="checkbox"/> I give my consent that if an emergency medical situation arises, Scottish Rowing may act as loco parentis including in the administration of first aid and / or other medical treatment which in the opinion of a qualified medical practitioner may be necessary.		
Signature of parent / guardian:		
Print name parent / guardian:		
Date:		



APPENDIX L – Parental Consent Form for Use of Images of Children

Event Name _____

Date of Event _____

I (insert name) the
 parent(s)/guardian(s) of:

(child's full name)

.....

I consent / I do not consent (delete as appropriate) for my child to be photographed/filmed at the above-named event. I understand that the images may be used for the following Scottish Rowing purposes:

- Social Media, including Facebook and Twitter
- Scottish Rowing Website Articles,
- Marketing & leaflets
- Training, educational or publicity purposes.

All photography and video will be taken in accordance with the Scottish Rowing Child Protection Policy.

Signed.....

Date.....