

SCOTTISH FA WELLBEING AND PROTECTION TRAINING GUIDE



NOTHING
MATTERS
MORE

INTRODUCTION

This training guide outlines the wellbeing and protection training pathway that all staff and volunteers working or volunteering in Scottish Football should follow in accordance with their role. This guide provides information on the following:



**COURSE
DESCRIPTIONS**



**ROLE SPECIFIC
TRAINING**



HOW TO SIGN UP FOR COURSES



ATTENDING TRAINING ON ZOOM



NON-ATTENDANCE AT TRAINING



COURSE DESCRIPTIONS

This section provides information on the courses that are **available for anyone** to complete.



CHILDREN'S WELLBEING IN SCOTTISH FOOTBALL

Children's Wellbeing in Scottish Football is a **mandatory course** for everyone working with children and young people, or for anyone with designated child wellbeing responsibilities e.g. child wellbeing and protection officers.

The course will include information on:

- Scottish Football's [Child Wellbeing and Protection Strategy 2019–2024: Getting it Right for Every Child in Scottish Football](#)
- Ways to promote a safe and positive culture in Scottish Football
- How to safeguard children and young people in Scottish Football
- What can potentially compromise the wellbeing of children and young people
- Recognising when a child may be at risk of harm
- How to respond to concerns about the wellbeing of a child or young person, or the conduct of an adult towards a child or young person



eLEARNING COMMUNICATING EFFECTIVELY WITH CHILDREN AND YOUNG PEOPLE

Communicating Effectively with Children and Young People is a recommended course aimed at those working directly with children and young people. It will support adults to develop their knowledge and understanding on how to communicate with children and young people and build positive, respectful relationships.

The course will include information on:

- Understanding what communication is
- The different ways that we communicate
- How to communicate with children and young people
- Responding appropriately to challenging behaviours

It is recommended that the [Children's Wellbeing in Scottish Football](#) course be completed before [this course](#).

eLEARNING UNDERSTANDING CHILDREN'S RIGHTS IN SCOTTISH FOOTBALL

Understanding Children's Rights in Scottish Football is a recommended course for anyone working with children and young people. It will support adults to recognise, respect and promote the rights of children and young people in Scottish Football.



The course will include information on:

- What children's rights are
- How children's rights can be promoted in Scottish Football
- What a rights respecting club looks like
- How to promote children and young people's participation in Scottish Football

It is recommended that the [Children's Wellbeing in Scottish Football](#) course be completed before [this course](#).



COURSE DESCRIPTIONS

This section provides information on the courses that are **available for anyone** to complete.



WEBINAR: UNDERSTANDING ADVERSE CHILDHOOD EXPERIENCES IN FOOTBALL (AVAILABLE FROM JULY 2022)

Understanding Adverse Childhood Experiences in Football is a recommended course for anyone working with children and young people. It will support adults to understand the impact early adverse experiences can have on a child's development.

The course will include information on:

- The impact of adverse childhood experiences on child development
- How adverse childhood experiences can affect a child or young person's participation in football
- Coaching from a trauma informed perspective
- The role of sport in helping to overcome trauma

It is recommended that the [Children's Wellbeing in Scottish Football](#) course be completed before this course.

eLEARNING CHILDREN'S WELLBEING IN SCOTTISH FOOTBALL: BOARD OR COMMITTEE MEMBER TRAINING (AVAILABLE FROM JULY 2022)

Children's Wellbeing in Scottish Football: Board or committee member training is specifically targeted at board or committee members. The training will support board/committee members to understand their role and responsibilities in relation to children's rights and wellbeing.

The course will include information on:

- Children's rights and wellbeing
- What can compromise the safety and wellbeing of children and young people in Scottish Football
- The legislative and policy framework around child wellbeing and protection
- The role and responsibilities of board and committee members to promote a safe and positive culture in their club or organisation
- How to support the Child Wellbeing and Protection Officer in their role.

APPOINTMENT AND SELECTION

Appointment and Selection training is for child wellbeing and protection officers or anyone who is involved in the recruitment of staff and volunteers. The course will run through how to safely recruit staff and volunteers in line with the [Appointment and selection procedure](#).

The course will include information on:

- The pre-selection processes
- Recruitment conversations and appointment and selection decisions
- Understanding regulated work in Scottish Football
- Duty to refer





COURSE DESCRIPTIONS



This section provides information on courses that are **only available** to child wellbeing and protection officers.

MANAGING CHILDREN'S WELLBEING

Managing Children's Wellbeing is a **mandatory course** for all child wellbeing and protection officers. The course will build your knowledge and understanding of the role and responsibilities of a child wellbeing and protection officer.

The course will include information on:

- What the role of a child wellbeing and protection officer is
- The role of a child wellbeing and protection officer in creating a rights respecting club
- How to recruit staff and volunteers in line with the [Appointment and Selection Procedure](#)
- Responding to concerns about the wellbeing of child or young person in line with the [Responding to Concerns Procedure](#)

The Children's Wellbeing in Scottish Football course must be completed in advance of this course.

RESPONDING TO CONCERNS: CHILD WELLBEING AND PROTECTION OFFICER TRAINING

Responding to concerns is designed to enhance knowledge and confidence in responding to concerns about the wellbeing of a child or young person, or the conduct of an adult towards a child or young person. The training will use scenarios to work through the [Responding to Concerns toolkit](#).

The course will include information on:

- The principles of any response
- The four stages of the response process
- Recording and sharing information appropriately
- Common mistakes in the response process

The Managing Children's Wellbeing course must be completed in advance of this course.



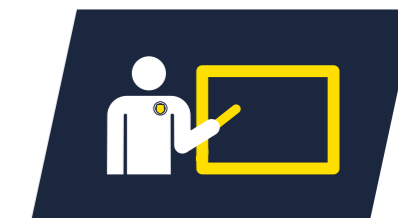
ROLE SPECIFIC TRAINING GUIDE

This section will provide information on:

WHAT TRAINING IS **MANDATORY** FOR SPECIFIC ROLES WITHIN FOOTBALL

WHAT TRAINING IS **RECOMMENDED** FOR SPECIFIC ROLES WITHIN FOOTBALL

HOW OFTEN THE TRAINING SHOULD BE REFRESHED



BOARD AND COMMITTEE MEMBERS

- eLearning *Children's Wellbeing in Scottish Football: Board or committee member training.*



ADULTS WORKING OR VOLUNTEERING AT CLUBS (NO SPECIFIC CONTACT WITH CHILDREN AND YOUNG PEOPLE)

Example roles, senior team manager, match day or hospitality staff.

- Children's Wellbeing in Scottish Football.* This course is **recommended** for adults working or volunteering in Scottish Football. It can be completed either **online or in person** (face to face or Zoom) and should be **refreshed every three years.**



ADULTS WORKING DIRECTLY WITH CHILDREN AND YOUNG PEOPLE

Mandatory

- Children's Wellbeing in Scottish Football.* This course can be completed either **online or in person** (face to face or Zoom) and must be **refreshed every three years.**

Recommended

- eLearning *Communicating Effectively with Children and Young People*
- eLearning *Understanding children's rights in Scottish Football*
- Webinar: *Understanding Adverse Childhood Experiences in Sport*

CHILD WELLBEING AND PROTECTION OFFICERS

Mandatory

- Children's Wellbeing in Scottish Football.* This course can be completed either **online or in person** (face to face or Zoom) and must be refreshed **every three years.** It is recommended that those in the role of Child Wellbeing and Protection Officer complete the course face to face.

Please note that if you are a Child Wellbeing and Protection Officer for a **Scottish FA Member Club, Association or League** then attendance at a face-to-face *Children's Wellbeing in Scottish Football* course is required.

- Managing Children's Wellbeing.* This course can only be completed **in person** and must be **refreshed every three years.**

Recommended

- eLearning *Communicating Effectively with Children and Young People*
- eLearning *Understanding Children's Rights in Scottish Football*
- Webinar: *Understanding Adverse Childhood Experiences in Sport*
- Responding to concerns
Face to face course to be completed after the managing children's wellbeing.
- Appointment and Selection

SIGNING UP FOR COURSES

All wellbeing and protection courses can be accessed via the learner's SFA Live account or by visiting the Scottish FA website.

If you experience any difficulty accessing your account or signing up for courses, please visit the [Coach Education Support Portal](#) for further information and guidance. If you are unable to find the information you need here, please raise a support ticket, providing your full name, date of birth and a brief description of the support you require.



ATTENDING TRAINING ON ZOOM

If you are attending training that is taking place on Zoom you will receive an email with information on how to join the course the day before the training is due to take place.

If you have not received this email by 3pm on the day the training is due to take place, contact the wellbeing and protection team on ChildrensWellbeing@Scottishfa.co.uk

Before the course is due to commence you will be issued with guidance on attending training on Zoom. You should read this carefully before attending the training and contact the wellbeing and protection team if you have any questions.



NON-ATTENDANCE AT TRAINING

If you are no longer able to attend training, you should cancel your place by logging into your SFA Live account and selecting the course details, or by informing the wellbeing and protection team on ChildrensWellbeing@Scottishfa.co.uk. Courses usually have waiting lists, cancelling your place will allow someone else to attend the training.



If you have any queries regarding training, please contact the Wellbeing and Protection team on ChildrensWellbeing@Scottishfa.co.uk





WWW.SCOTTISHFA.CO.UK
HAMPDEN PARK | GLASGOW | G42 9AY



NOTHING
MATTERS
MORE