

# Child Wellbeing and Protection Policy for Scottish Football – Referee Associations

## PLANNING AND ORGRANISATION

This Practice Note applies to all members and sets out the best practice in relation to planning and organising Referee Association events and activities. This will include any event that involves transporting young people, for example, day trips. Referee Association events and activities should be safe, educational and fun for the young people who have the opportunity to participate. It should be a chance for young people to grow in confidence, self-esteem and skills.

### Preparation and Planning

Planning and organising is a vital part of the delivery of Referee Association activities and is essential when the activities involve young people to ensure the safety and wellbeing of all taking part.

### Adult to Child Ratios

All Referee Association planned activities that involve young people must be planned to involve *at least* two adults. For activities which include both girls and boys who referee, it is recommended that there is at least one male adult and one female adult present on behalf of the Association. For each activity a risk assessment should be completed and, based on that risk assessment, a decision made as to how many adults are necessary to safely supervise the activity.

With a minimum of at least two adults present, the ratio thereafter will be ***at least one adult for every 10 young people involved in the activity***. For example, if there are 30 young referees involved in the activity then there will be at least 3 supervising adults present.

Other factors will also be taken into consideration in deciding how many adults are required to safely supervise the activity or event.

### **This list is not exhaustive but it may include:**

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| <ul style="list-style-type: none"><li>• The nature of the activity e.g. does it include a trip away?</li><li>• The number of young people involved in the activity</li><li>• The age, maturity and experience of the young people involved</li></ul> | <ul style="list-style-type: none"><li>• Whether any of the young people have challenging behaviour</li><li>• The particular risks associated with the activity or event</li><li>• The particular risks associated with the environment</li></ul> |
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<ul style="list-style-type: none"><li>• Whether any of the members have a learning or physical disability or special requirements</li></ul>	<ul style="list-style-type: none"><li>• The level of qualification and experience of the members</li><li>• The programme of activities</li></ul>
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### Risk Assessments

A key part of planning an activity or event is considering any risks associated with the activity or event and how these risks can be minimised and managed. For further information on risk assessments see [Practice Note – Prevention Planning](#).

### Agreeing Acceptable Behaviour

Members of the Association will be required to agree to the Referee *Association's Set the Standards – Behaviours, Expectations and Requirements* and uphold the *Wellbeing and Protection Values – Inclusive, Approachable, Empowering and Accountable*.



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### Planning Activities

Good practice requires planning sessions around the group as a whole, but also involves taking into consideration the needs of young people who will be part that group.

#### When planning a session, activity or event, the Association should:

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| <ul style="list-style-type: none"><li>• Identify the appropriate number of adults required to safely manage and support the session, increased supervision may be necessary for particular activities or events</li><li>• Be able to adequately respond to any behaviour and safeguard other members of the group, including other members of the Referee Association</li></ul> | <ul style="list-style-type: none"><li>• Where the Referee Association identifies any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity</li></ul> |
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### Transportation of Children and Young People

Where it is necessary to transport young people it is important to consider the risks associated. The following provides information on the responsibilities of the Referee Association when transporting young people.

**Where young people make transport arrangements outwith the knowledge of the Referee Association, it will be the responsibility of the young person and their parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.**

#### Responsibility of the Referee Association

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| <ul style="list-style-type: none"><li>• Check the driver(s) has a valid and appropriate licence for the vehicle being used e.g. D1 classification for driving minibuses</li></ul> | <ul style="list-style-type: none"><li>• Make sure there is an appropriate ratio of adults per young person</li></ul> |
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| <ul style="list-style-type: none"><li>• Ensure that all vehicles and drivers are correctly insured for the purpose of the trip</li><li>• Ensure that all vehicles are fit for purpose and have relevant breakdown cover</li><li>• Check that all reasonable safety measures are available e.g. fitted working seatbelts, booster seats, if appropriate</li><li>• Require young people to wear seatbelts at all times and travel in the back seat for health and safety reasons</li><li>• Require drivers to have adequate breaks when driving long distance. Further information on the legal requirement on drivers in relation to appropriate breaks can be found at <a href="https://www.gov.uk/drivers-hours/gb-domestic-rules">https://www.gov.uk/drivers-hours/gb-domestic-rules</a></li></ul> | <ul style="list-style-type: none"><li>• Make sure there is a signed consent form for each young people who is being transported, which includes an emergency contact number</li><li>• Tell the young people about the travel arrangements to make sure they are comfortable with the plans</li><li>• Have a point of contact and a working mobile phone in case of break down or any other issues enroute</li><li>• When the transportation is not pre-planned, call ahead to inform the young person's parents/carers that you are giving them a lift and inform them of when you expect to arrive</li></ul> |
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### DON'T

Travel alone with a young person. Members of the Referee Association should travel in pairs or, in exceptional circumstances, with more than one young person in the car. If you require to transport a young person due to an emergency situation, and it is not possible for another adult to travel with you, tell another member that you are transporting a young person, give details of the route and the anticipated length of the journey



### *Trips away (day trips)*

Travelling to away events require detailed arrangements and even what may appear as the most straightforward trip will require some level of planning and coordination by the Referee Association to make sure that it is a safe and enjoyable experience.

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The following information outlines a number of issues that the Referee Association must take into consideration when travelling with young people.

### *Planning and preparation*

#### Who should travel?

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| <ul style="list-style-type: none"><li>• All trips away that include young people <u>must</u> be planned to involve at least two adults.</li><li>• Members travelling on the trip who have responsibility for young people, or who are in regulated work, must be selected in accordance with the <u>Appointment and Selection Procedure</u> and have received appropriate training</li><li>• Everyone travelling should be familiar with and agree to abide by Child Wellbeing and Protection Policy for Scottish Football</li></ul> | <ul style="list-style-type: none"><li>• There should be a qualified first aider as part of the group with access to a full and up to date first aid box</li><li>• Make sure the appropriate members have been selected for the trip e.g. if travelling with a male group of players, there should always be a male member of staff and vice versa</li></ul> |
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#### How to involve the young people in the preparation and planning:

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| <ul style="list-style-type: none"><li>• The Referee Association should have a signed consent form for all young people, which includes an emergency contact number and any relevant medical information</li><li>• The young person should be given an information pack which includes: dates, what you are doing, where you are going, rules, kit list, medical care needs etc.</li></ul> | <ul style="list-style-type: none"><li>• Young people should also know who they can talk to if they have any worries or concerns while on the trip. All young people and their parents/carers should know who the designated CWPO will be for the trip and given the CWPO's contact details</li><li>• Ask the young people and their parents/carer to make you aware of any dietary requirements. This can include dietary requirements due to allergies or religious beliefs e.g. a young person may be observing Ramadan</li></ul> |
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### *Travel Arrangements*

<ul style="list-style-type: none"><li>• Members of the Referee Association must ensure there is adequate and relevant insurance cover (including travel and medical insurance)</li><li>• Where possible, all members should travel in identifiable clothing e.g. official tracksuit</li></ul>	<ul style="list-style-type: none"><li>• For all Referee Association events that involve travel, potential areas of risk should be identified through a risk assessment. Further information on risk assessments can be found in the <u>Practice Note – Prevention Planning</u></li><li>• Members should have clear roles and responsibilities for the duration of the trip</li></ul>

### *After the trip or activity*

Where possible, a debrief will take place with all those involved in the trip. Ask the young people and the other members of the Association what they enjoyed and they would change. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.