



## **Pickleball Scotland Safeguarding Policy and Regulations**

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## 1. Policy Statement

As the national governing body of pickleball in Scotland, Pickleball Scotland has responsibility for governing and developing the sport and we are working to promote our key values so that activities are delivered in safe, fun, accessible and inclusive ways. Through our safeguarding policy and regulations, we strive to uphold and champion a rights-based approach that ensures a positive ethos and well-run sports culture that is welcoming and equitable for all levels of participation.

We recognise that the welfare of all children, young people and protected adults is paramount and that all participants have equal rights of protection. We have a duty of care and we will do everything we can to provide a safe and secure environment for everyone involved in our sport.

We seek to ensure that our safeguarding policy, regulations and procedures are consistent and transparent to facilitate compliance with statutory duties and reflect available guidance on good practice in safeguarding children, young people and protected adults.

We are committed to developing and applying the highest standards of national safeguarding arrangements through the provision of education and support for our workforce which is proportionate to the risks involved and in accordance with Scottish Government guidance and legislation.

We believe that safeguarding is everybody's responsibility. Our Safeguarding Policy and Regulations shall apply to all individuals, clubs, associations, and other organisations involved in any capacity in the sport of pickleball in Scotland, whether or not members of our organisation. For the avoidance of doubt, this includes all participants and anyone as part of workforce within the sport in a paid or volunteer capacity, and whether as an employee or on a self-employed basis including all certified Ambassadors, Coaches and Referees.

Safeguarding concerns are always taken seriously and can be based on a series of seemingly minor issues (e.g. minor breaches of our regulations or Codes of Conduct), through to more serious, persistent or unlawful behaviour (e.g. allegations or concerns about abuse, sexual or physical assault, or repeated breaches of Codes of Conduct).

Regardless of their seriousness and scope, all concerns require a considered response in line with appropriate safeguarding policies and procedures and will be responded to swiftly. Whilst the outcome in respect of such concerns will depend on a

number of factors including both the seriousness and level of risk associated with the complaint or safeguarding referral, Pickleball Scotland has a policy of zero-tolerance towards any conduct that indicates a risk of actual or potential harm. Where it is suspected, any harmful or inappropriate attitude and behaviour that directly affects others, brings the sport into dispute, or could reasonably be viewed as failing to comply with safeguarding Regulations will be the subject of an investigation. At the discretion of Pickleball Scotland Management Committee and with their organisational oversight, safeguarding concerns will be assessed and managed by our Lead Safeguarding and Inclusion Officer. Where appropriate we will seek the maximum sanction available for non-compliance with our policy and regulations which could be a lifetime ban from the sport.

These Regulations shall have retrospective effect and may be applied in relation to conduct which occurred prior to the implementation of this updated Pickleball Scotland Safeguarding Policy and Regulations strategy document.

## **2. Responsibility for Safeguarding**

The Pickleball Scotland Management Committee has overall accountability for Safeguarding Policy and Regulations and its implementation, and responsibility for safeguarding shall apply in the following ways:

2.1 All participants are deemed responsible for helping to create a positive ethos and well-run sports culture that is safe, welcoming and equitable. This extends to recognising and reporting harm experienced anywhere and upholding our robust policy of zero-tolerance of physical or psychological harm; it is a continuous safeguarding process. We expect participants to be willing to report safeguarding concerns in accordance with the procedures as set-out in this policy document.

2.2 Ambassadors, Coaches and Referees are responsible for maintaining high standards of conduct and professionalism in accordance with Safeguarding Policy and Regulations and they must also ensure they are familiar with and abide by the Pickleball Scotland Codes of Conduct. We expect our workforce to adopt and implement safeguarding policy and procedures to ensure that it is embedded into all activities within any setting. Behaviour must reflect our principles of good practice for safeguarding children and protected adults. Ambassadors, Coaches and Referees must observe national Child Wellbeing and Protection in Sport safeguarding standards and keep their professional knowledge and skills up to date, be appropriately qualified for the coaching role, and have the relevant Disclosure Scotland PVG check for regulated roles facilitating pickleball activity. All persons involved in pickleball facilitation must respect and champion the rights of every individual to participate in the sport. We expect everyone to promote safe participation for fun and enjoyment

and, whether trained as an Ambassador, Coach or Referee, we believe that is vital that everyone acts ethically, professionally and takes responsibility for their actions pertaining to the safety and/or welfare of all participants.

2.3 The designated Child Protection, Welfare or Safeguarding Officers are responsible for ensuring their club/organisation/group complies with safeguarding standards and act as a first point of contact for any safeguarding concerns within their club/organisation/group. It is the responsibility of the club/organisation/group to meet both the expected standards and legal requirements for the protection of children, young people and adults, which can be achieved by establishing and integrating safeguarding policy in their culture and provision of clear reporting procedures that should be widely and easily accessible and understood so that they can be followed. The club/organisation/group also has responsibility for compliance with legislation concerning regulated work roles targeted at children or protected adults in accordance with Disclosure Scotland guidance and PVG.

2.4 Our Pickleball Scotland Lead Safeguarding and Inclusion Officer has operational responsibility for managing the safeguarding of children and protected adults, and for overseeing the strategic policy development and implementation, day to day procedures, and provision of education and support for our workforce to protect the welfare of everyone involved with the sport. In their capacity as the designated child protection and welfare point of contact for our organisation and in upholding the legislation and national approach to child wellbeing and protection in Scotland known as Getting It Right for Every Child (GIRFEC), the role of the Lead Safeguarding and Inclusion Officer is to ensure policy is adhered to and part of this process involves promoting the highest standards and expectations shared across the organisation, within communities throughout Scotland and in any setting where pickleball activities are delivered.

### **3. Definition and Interpretation**

#### **3.1 Appellant:**

The person appealing the Decision or Order.

#### **3.2 Certifications:**

This means education and training courses that have been officially implemented or recognised by Pickleball Scotland and have certification processes assessed by our Coaching and Education Officer or other qualified officials in our sport.

#### **3.3 Child:**

Child means an individual under the age of 18

Ref: Protection of Vulnerable Groups (Scotland) Act 2007, Section 97(1):

<https://www.legislation.gov.uk/asp/2007/14/section/97>

### 3.4 Decision:

A written or oral decision made by the Lead Safeguarding and Inclusion Officer or Safeguarding Panel appointed in accordance with these Regulations.

### 3.5 Interim Order:

A temporarily applied suspension, restriction, condition, or other sanction imposed as an appropriate action in accordance with this Safeguarding Policy and Regulations for a period of up to 6 months, in relation to 3.6.

### 3.6 Notice:

Any notice or communication required to be served or sent for purposes of these Regulations which may be delivered by hand, by post or by electronic mail. Service of a document sent by electronic mail shall be deemed to be effected immediately and it shall be enough to prove with a copy of the sent email properly addressed and dated.

### 3.7 Order:

A restriction, condition or sanction imposed under these Regulations.

### 3.8 Positions of Trust:

Positions of trust, for the purposes of this Safeguarding Policy and Regulations, is any scenario where a person is carrying out activity including but not limited to pickleball facilitation, coaching, training, supervising or organising in a position of authority, responsibility or influence over a child, young person or protected adult by virtue of the nature of the activity being undertaken and the power imbalance.

### 3.9 Protected Adult:

An individual aged 18 or over who, by reason of physical or mental disability, illness, infirmity or ageing—

- (i) has an impaired ability to protect themselves from physical or psychological harm, or
- (ii) requires assistance with the activities of daily living

Ref: Disclosure (Scotland) Act 2020, Part 1, section 75 Meaning of a 'protected adult': <https://www.legislation.gov.uk/asp/2020/13/section/75>

### 3.10 Referral:

A report of a concern about a child, young person or a protected adult at risk of harm, or a concern or allegation raised about the attitude or behaviour of an individual involved in any capacity in the sport of pickleball in Scotland, whether or not members of our organisation, pertaining to suspected harm being caused to other people.

### 3.11 Regulated role:

They often involve work with children or protected adults, or positions of power or influence over these groups. (<https://www.mygov.scot/pvg-scheme/regulated-roles>)

Ref:

Regulated roles with children: Disclosure (Scotland) Act 2020, Schedule 3:  
<https://www.legislation.gov.uk/asp/2020/13/schedule/3/paragraph/wrapper1n2>

Regulated roles with adults: Disclosure (Scotland) Act 2020, Schedule 4:  
<https://www.legislation.gov.uk/asp/2020/13/schedule/4/paragraph/wrapper2n2>

### 3.12 Respondent:

The person who is the subject of a Referral in relation to Regulation 3.3, 3.5 and 3.6.

### 3.13 Staff Member:

We do not currently have paid staff members but consideration will be given to this policy term in the future.

### 3.14 Workforce:

In these Safeguarding Policy and Regulations, workforce is defined as any member of Pickleball Scotland who is qualified by us and awarded a certification for delivery of pickleball activity. This can be understood as any person involved with the sport in a paid or volunteer capacity, and whether as an employee or on a self-employed basis including all certified Ambassadors, Coaches and Referees. Members of workforce and persons who are in 'positions of trust' are words that shall be interpreted in relation to individuals whom have been vetted and have undertaken the appropriate training and assessment as registered members of our organisation. The definition of workforce is not applied to non-member individuals such as teachers, Active Schools and Campus Coordinators, sports development officers, and physical activity coordinators whom access Continuous Professional Development (CPD) instruction through the Pickleball Scotland Local Ambassador Award training course which is delivered on behalf of their own local authority or academic institution employer.

## 4. Recognising Abuse

These Safeguarding Policy and Regulations recognise that types of abuse may include but is not restricted to:

### 4.1 Physical:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child, young person, protected adult, or others. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child, young person or protected adult.

### 4.2 Emotional:

Emotional/psychological abuse is the persistent emotional maltreatment of a child, young person or protected adult such as to cause severe and persistent adverse effects on emotional development and wellbeing. It may involve conveying to children, young persons, protected adults, or others that they are worthless or unloved, inadequate, not respected, or valued only insofar as they meet the needs of another person. It may include not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. These may include interactions that are beyond the child, young person or protected adult developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve bullying (including cyber bullying), causing children, young persons, protected adults, or others to frequently feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional/psychological abuse is involved in all types of maltreatment of children, young persons or protected adults, though it may occur alone and feature age or developmentally inappropriate expectations being imposed on them.

### 4.3 Sexual:

Sexual abuse involves forcing or enticing a child, young person, protected adult, or others to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may also include non-contact activities, such as involving children, young persons or protected adults in looking at, or in the production of sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming them in preparation for abuse (including online and use of digital technology). We recognise that sexual abuse is gender non-specific nor solely perpetrated by adult

males. Women can also commit acts of sexual abuse, as can other children, young persons or protected adults.

#### 4.4 Neglect:

Neglect is the persistent failure to meet a child, young person or protected adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Neglect may involve a parent or carer failing to:

4.4.1 Provide adequate food, clothing and shelter (including exclusion from home or abandonment);

4.4.2 Protect a child, young person or protected adult from physical and emotional harm or danger;

4.4.3 Ensure adequate supervision (including the use of inadequate care-givers); or

4.4.4 Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child, young person or protected adult's basic emotional needs.

#### 4.5 Financial:

Includes theft, fraud, internet scamming and coercion in relation to a child, young person or protected adult's financial affairs or arrangements, including in connection with wills, property, inheritance, or financial transactions. It can also include the misuse or misappropriation of property, possessions or benefits.

## 5. Codes of Conduct

### 5.1 Relevant safeguarding policy and Codes of Conduct:

Individuals, clubs, associations, and other organisations involved in any capacity in the sport of pickleball in Scotland, whether or not members of our organisation, including all participants and anyone as part of workforce within the sport in a paid or volunteer capacity, and whether as an employee or on a self-employed basis including all certified Ambassadors, Coaches and Referees, are expected to always act in the best interests of children, protected adults, and others, in accordance with the Pickleball Scotland Safeguarding Policy and Regulations and Codes of Conduct, Ethics and Behaviour. Every club/organisation/group, participant, and anyone undertaking a relevant role in connection with the sport must agree to abide by these policies and codes.

### 5.2 Monitoring conduct:

The Codes of Conduct shall be considered a guide for individuals and clubs/organisations/groups to think about and monitor how they and others conduct themselves in their roles to ensure that appropriate safeguards are in place to protect everyone involved in the sport. The codes let everyone know what they can expect from clubs/organisations/groups, Ambassadors, Coaches and Referees, and volunteers, but also what standard of behaviour is expected from members, participants, spectators, and parents/carers.

### 5.3 Adherence to guidelines:

Safety, welfare and wellbeing are the primary considerations during any pickleball activity regardless of the setting or event. Without exception, everyone must adhere to the expectations as set out in the Codes of Conduct, as well other safeguarding guidelines that may be issued. In summary, the Codes of Conduct helps everyone uphold our key values so that activities are delivered in safe, fun, accessible and inclusive ways. By utilising and enforcing our Codes of Conduct, we strive to champion a rights-based safeguarding approach that ensures a positive ethos and well-run sports culture that is welcoming and equitable for all levels of participation.

## 6. Grounds for Action

Action may be taken under these Regulations where it is suspected that the misconduct of an individual indicates a risk of actual or potential harm to other people. As defined in Regulation 3.6, a report, complaint and/or Referral relating to a safeguarding concern about a child, protected adult, or other, or an allegation raised about the attitude or behaviour of an individual involved in any capacity in the sport of pickleball in Scotland, whether or not members of our organisation, may be deemed grounds for action. In reaching a decision as to whether there are grounds for action to be taken, consideration shall be given to all safeguarding concerns and general safeguarding queries that are referred to the Lead Safeguarding and Inclusion Officer for initial assessment so that determination of an appropriate level of response can be reached where it appears that there is reasonable cause to suspect an individual may have:

6.1 within or related to the sport of pickleball or not, already have caused harm to a child, protected adult, and/or perpetrated misconduct that directly affected others or could be viewed as harmful, unethical, inappropriate, and/or was in any way unprofessional behaviour;

and/or,

6.2 whether within or related to the sport of pickleball or not, pose an actual or potential risk of harm to a child, protected adult, or others;

and/or,

6.3 whether within or related to the sport of pickleball or not, been found to be unsuitable for regulated work with children, protected adults, or others, including behaviour that contravenes our policies, regulations, Codes of Conduct (as provided in 5.1, 5.2 and 5.3), and principles of good practice.

#### 6.4 Speaking up:

Pickleball Scotland recognises that children and protected adults, although fully entitled to do so, cannot be expected or relied upon to raise safeguarding concerns. Our reporting procedures allow for circumstances whereby if there are concerns that a child, protected adults, or other who has difficulty in making their own decisions is being harmed or there is a potential risk of harm, someone else who sees something that concerns them should speak up. We want everyone to feel confident reporting concerns, knowing they will be listened to, taken seriously, supported, and appropriate action will be taken in accordance with these Regulations. Every child's voice is taken into account and we understand that children, young people, and protected adults have a right to express their views and have these taken into account in decisions that affect them. Pickleball Scotland adhere to and uphold the Child Wellbeing and Protection in Sport standards and we have a culture of encouraging positive practice and challenging poor practice.

## 7. Rigorous Recruitment

### 7.1 Our standards and expectations:

Safe recruitment practices will be utilised to prevent unsuitable people delivering regulated work with children under age 18 and protected adults, and we are committed to maintaining the highest possible safeguarding standards and expectations shared across the organisation, in partnership with other organisations, and within local communities throughout Scotland in any setting where pickleball activity is happening. Safe recruitment practice includes our workforce vetting procedures with a minimum of one external reference being required and thoroughly checked at the outset, as well as suitability assessments as part of the Ambassador, Coach and Referee education pathway with the provision of ongoing Continuous Professional Development (CPD) and performance monitoring and appraisal.

7.1.1 We will expect anyone involved in facilitation of pickleball to have an up-to-date recognised Pickleball Scotland Ambassador qualification (or equivalent) that certifies the individual is appropriately trained for introducing players to be basics of the game and has adopted our key values.

7.1.2 We will strictly require anyone involved with skills development, i.e. coaching, to have an up-to-date recognised Pickleball Scotland Club Coach Award qualification (or equivalent) that certifies the individual is appropriately trained for delivery of coaching and has adopted our key values.

7.1.3. We require Pickleball Scotland workforce members, i.e. Ambassadors, Club Coaches and Referees, involved with any facilitation or organisation of pickleball activities as regulated roles to vulnerable groups to adhere to our safeguarding and inclusion policies, standards and expectations as set-out in these Safeguarding Policy and Regulations, and Codes of Conduct, Ethics and Behaviour.

7.1.4 Workforce members involved with regulated roles must have up-to-date **sportscotland** Child Wellbeing and Protection in Sport (CWPS) certification as well as an Inclusive Practice certification, to ensure that they have been appropriately trained and assessed and are adhering to our safeguarding and inclusion policies, standards and expectations.

7.1.5 Any club that is a member of Pickleball Scotland and involved with facilitation or organisation of pickleball activities as regulated roles for persons under 18 or vulnerable adult groups will be required to meet our safeguarding and inclusion policies and regulations relating to specific pickleball workforce training and certifications.

7.1.5.1

Club safeguarding and inclusion policies must adhere to Pickleball Scotland Safeguarding Policy and Regulations and should relate to the exact nature of the regulated roles being delivered by the club.

7.1.5.2

The club is responsible for its own reporting procedures and disciplinary processes in accordance with Pickleball Scotland Codes of Conduct, Ethics and Behaviour.

7.1.5.3

Delivery of regulated roles by any club that is a member of Pickleball Scotland is subject to continuous monitoring and evaluation and the club must be officially recognised in order to undertake any facilitation or organisation of pickleball activities as regulated roles to vulnerable groups.

7.1.6 Any workforce member or club that is a member of Pickleball Scotland involved with facilitation or organisation of pickleball to vulnerable groups must be checked by our Lead Safeguarding and Inclusion Officer for suitability for roles. Membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme is a legal requirement for delivery of regulated roles; this is a workforce requirement in accordance with Scottish Government Disclosure (Scotland) Act 2020 which came into effect 1st April 2025. Pickleball Scotland

safeguarding policy requires workforce members involved with regulated roles to complete a PVG scheme record application with us as the governing body for our sport. PVG applications will be handled and processed by the Lead Signatory who abides by the Disclosure Scotland Code of Practice. Pickleball Scotland is an enrolled organisation with Volunteer Scotland Disclosure Services (VSDS).

For further information see: <https://www.volunteerscotland.net/disclosure-services>

Pickleball Scotland shall undertake to treat all applicants for workforce roles within the organisation fairly and not to discriminate unfairly against the subject of disclosure/PVG based on conviction information revealed. Having a criminal record will not necessarily debar an individual from working with us. Only unspent convictions deemed relevant to the position need to be declared and will result in the applicant not being granted the position. Our organisation is committed to a fair recruitment policy that ensures individuals can disclose conviction information in a way that allows for risk assessment to be carried out to determine whether the conviction or conviction information is relevant to the role.

For further information see: <https://www.volunteerscotland.net/disclosure-services/the-disclosure-scotland-act-2020>. If you have any questions about regulated work roles and PVG contact: [inclusion@pickleballscotland.org](mailto:inclusion@pickleballscotland.org).

## 7.2 Standards and expectations right across the community:

We will share knowledge and widely promote the importance of rigorous recruitment in order to protect children under age 18 and protected adults to all our members, affiliated clubs, and other individuals and organisations. These Safeguarding Policy and Regulations will be strictly upheld and shall have retrospective effect and may be applied in relation to existing regulated work roles. Right across the community and in any setting where pickleball activity is happening, we expect that designated Child Protection, Welfare or Safeguarding Officers will be responsible for ensuring their club/organisation/group whether within or related to the sport of pickleball or not, and whether or not members of our organisation, is consistently in accordance with:

7.2.1 These Pickleball Scotland Safeguarding Policy and Regulations, and recommended safe recruitment procedures that shall reflect the available guidance on good practice to ensure the welfare of children under age 18 and protected adults.

7.2.2 Legislative requirements that apply to individuals, organisations and groups.

7.2.3 Nationally recognised safeguarding guidelines for safe recruitment in sport.

This will help us to ensure that:

- a. Those who have contact with children and protected adults through paid and unpaid regulated roles are vetted for suitability and their criminal histories checked.
- b. Clubs/organisations/groups have awareness about the requirement for completion of PVG checks and Scheme Record Updates relevant to pickleball prior to a particular regulated role being undertaken by an individual associated with their club/organisation/group, e.g. regular activity facilitation targeted at children under age 18 or protected adults – including in schools, colleges, universities, and other educational settings.
- c. Workforce recruitment strikes a balance between proportionate protection and robust safeguarding regulations so that suitability for regulated roles can be clearly determined.

7.3 It is an offence for clubs/organisations/groups under the Disclosure (Scotland) Act 2020, to recruit someone for a regulated role if they are barred from working with children, young people and/or protected adults whether in a paid or a voluntary capacity. The only way to find out whether an individual is listed or is being considered for listing, therefore barred from working with children and protected adults, is through a criminal records check.

7.4 Workforce recruitment procedures:

- 7.4.1 The completion of an application form.
- 7.4.2 At least one reference from a relevant person.
- 7.4.3 A vetting and/or suitability assessment process.
- 7.4.4 PVG check if required.

7.5 Pickleball Scotland staff recruitment:

- 7.5.1 The completion of an application form.
- 7.5.2 At least two written references from previous employers including the most recent employer.
- 7.5.3 A formal interview process.
- 7.5.4 PVG check (at enhanced level depending on the nature of the role/position).

7.6 Induction, training and probationary period:

7.6.1 Clear induction training will be provided to give an overview of the organisation and ensure that all Ambassadors, Coaches, Referees, Volunteers and Staff know the purpose, values and structure of Pickleball Scotland.

7.6.2 The Coaching and Education pathway will be clearly explained with detailed information about eligibility, criteria of roles and qualifications, expectations, responsibilities and all relevant policies and procedures.

7.6.3 Relevant training and support will be provided on an ongoing basis, and individual Ambassadors, Coaches, Referees, Volunteers and Staff should expect there to be regular monitoring and performance appraisal in order to maintain the highest possible standards in the sport.

7.6.4 As the national governing body of pickleball in Scotland, we shall have jurisdiction to evaluate standards, identify training needs, and address any concerns about poor practice, safeguarding, equality, inclusion, and diversity in relation to the sport of pickleball, whether or not an individual, club, group, association or other organisation involved in any capacity with pickleball activity is a member of our organisation.

7.6.5 There shall be a probationary period of 6 months with clear goals for all Ambassadors, Coaches, Referees, Volunteers and Staff. If considered necessary, the Lead Safeguarding and Inclusion Officer may recommend withdrawal of a certification if concerns about the attitude or behaviour of an individual is raised, whether harm to a child and/or protected adult has been caused or not. Insofar as there is suspicion of misconduct, these Safeguarding Policy and Regulations shall be applied and an investigation shall be carried out. The Coaching and Education Officer shall be notified if Codes of Conduct concerns have been raised about an Ambassador, Coach, Referee, Volunteer or Staff member still in their probation period and both the Lead Safeguarding and Inclusion Officer and Coaching and Education Officer will be entitled to take action in relation to misconduct (see Regulation 5).

7.6.6 Ongoing maintenance of Continuous Professional Development (CPD) certification for specific work such as Child Wellbeing and Protection in Sport, Safeguarding Protected Adults, Inclusive Practice, and Pickleball for Wellbeing, may be considered a requirement for a particular regulated role, and action will be taken if an individual allows their CPD certification to lapse and sanctions may be applied if, after fair warning and an appropriate period of time to fulfil the training requirements, it has not be updated.

## 8. Whistleblowing

8.1 The need for whistleblowing arises when internal channels are not able to uncover potentially damaging activity because the individuals responsible can avoid detection

and/or others with suspicion or knowledge of the conduct do not have sufficient trust in the organisation to speak up.

8.2 If a concern about a child, protected adult, or other participant, or an allegation about misconduct is raised but not managed effectively, dealt with, or properly acted upon, or in circumstances where a Referral is not made due to worries that repercussions are likely to arise if a safeguarding concern or allegation is raised through the normal channels, it should be directed to the appropriate authorities by a whistleblower.

8.3 Whistleblowers' concerns will be treated seriously, dealt with confidentially, they will experience no adverse implications of raising the concern and the findings of any investigation will be acted upon.

For further guidance contact:

Sandra Macrae

[inclusion@pickleballscotland.org](mailto:inclusion@pickleballscotland.org).

## 9. Online safety guidelines

Pickleball Scotland seeks to promote the safe, responsible and positive use of digital technology for children, young people and protected adults, and we encourage everyone to get involved with conversations about ways that we can all stay safe online and prevent harm. Through application of these Safeguarding Policy and Regulations, we shall expect anyone involved in any capacity in the sport to consider carefully what images are shared and whether they are suitable for publication (see Regulation 10).

9.1 Individuals, clubs, associations, and other organisations involved in any capacity in the sport of pickleball in Scotland, whether or not members of our organisation, including all participants and anyone as part of workforce within the sport in a paid or volunteer capacity, and whether as an employee or on a self-employed basis including all certified Ambassadors, Coaches and Referees, who deal with digital technology, social media and online platforms should be aware of the potential risks to children, young people, protected adults, and others (Appendix 1) and the required safeguards to prevent harm. Online content that may cause harm and/or which could reasonably be viewed as inappropriate, unethical or offensive shall be considered non-compliant with these Safeguarding Policy and Regulations and a breach of Codes of Conduct, Ethics and Behaviour (see Regulation 5.3). Action may be taken under these Regulations (see 6.1. 6.2, 6.3 and 10).

9.2 Individuals, clubs, associations, and other organisations involved in any capacity in the sport of pickleball in Scotland, whether or not members of our organisation, including all participants and anyone as part of workforce within the sport in a paid or volunteer capacity, and whether as an employee or on a self-employed basis including all certified Ambassadors, Coaches and Referees, should also be aware of potential indicators of online grooming and sexual exploitation of children, young people, protected adults, and others involving social media and digital communication platforms. (Appendix 2). Social media content that may cause harm and/or which could reasonably be viewed as inappropriate or sexually exploitative shall be considered non-compliant with these Safeguarding Policy and Regulations and a breach of Codes of Conduct (see Regulation 5.3). Action may be taken under these Regulations (see 6.1. 6.2, 6.3 and 10).

9.3 Individuals, clubs, associations, and other organisations involved in any capacity in the sport of pickleball in Scotland, whether or not members of our organisation, including all participants and anyone as part of workforce within the sport in a paid or volunteer capacity, and whether as an employee or on a self-employed basis including all certified Ambassadors, Coaches and Referees, should be familiar with these Safeguarding Policy and Regulations and understand the reporting procedures for raising concerns about any potentially harmful, abusive, or illegal social media content and/or digital communications involving inappropriate activity or unethical conduct that does not respect the rights, dignity and worth of everyone involved with pickleball. Knowing how to recognise abuse (see Regulation 4) is considered an essential aspect of safeguarding to prevent, for example, cyber-bullying of children, young people, protected adults, and others. Social media content that may cause harm and/or which could reasonably be viewed as inappropriate shall be considered non-compliant with these Safeguarding Policy and Regulations and a breach of Codes of Conduct, Ethics and Behaviour (see Regulation 5.3). Action may be taken under these Regulations (see 6.1. 6.2, 6.3 and 10).

## **10. Images and photography guidelines**

Individuals, clubs, associations, and other organisations involved in any capacity in the sport of pickleball in Scotland, whether or not members of our organisation, including all participants and anyone as part of workforce within the sport in a paid or volunteer capacity, and whether as an employee or on a self-employed basis including all certified Ambassadors, Coaches and Referees, should be aware of the procedure for using images and videos of children, young people and protected adults in regards to activities, events, social media content, digital technologies, websites and promotional materials. The required safeguards should include individual and parental or guardian permissions for use of images always being sought and confirmed in writing beforehand without any exceptions. Non-compliance with these Safeguarding Policy and Regulations in connection with use of images and videos shall be

considered a breach of Codes of Conduct, Ethics and Behaviour (see Regulation 5.3). Action may be taken under these Regulations (see 6.1. 6.2 and 6.3).

Everyone should consider carefully what images of children, young people and protected adults, and others, are shared in connection with the sport of pickleball and whether images are suitable for publication and/or permissions obtained beforehand. We shall expect the robust application of safeguards in relation to images and photography will include, but not be limited to:

10.1 Any form of still image or video taken by members, participants, volunteers, Ambassadors, Coaches, Referees, staff members, spectators, parents, guardians and carers, photographers, videographers, and anyone using professional recording equipment or personal devices including mobile phones.

10.2 Images and videos of children, young people and protected adults must never portray them in a demeaning, undignified or disrespectful manner which could appear potentially provocative, be staged, or depict them in a state of partial undress.

10.3 These Regulations will strictly apply regardless of gender, across all print, broadcast and digital technologies including social media apps, online video media platforms, and websites, or other published material. Failure to adhere to these Safeguarding Policy and Regulations and any breach of Code of Conduct in relation to images of children, young people and protected adults may result in an immediate sanction being imposed as set out in Regulations 2, 3 and 5, and Pickleball Scotland may, in its sole discretion and without notification, report the matter to the relevant Statutory Safeguarding Agencies, the Police and/or social work department, to conduct further investigations, and a Referral made to Disclosure Scotland for consideration.

If there are any concerns or questions about whether images are acceptable or not, please contact: [inclusion@pickleballscotland.org](mailto:inclusion@pickleballscotland.org).

## **11. Positions of trust and consequences of non-compliance**

Workforce, volunteers and staff within Pickleball Scotland are placed in a 'position of trust' (as defined in 3.5) in relation to children, young people, protected adults, and others taking part in pickleball activities. Anyone who abuses that trust may be subject to disciplinary action which will be taken in accordance with Regulations 5.1. 5.2 and 5.3. The determination as to whether there are reasonable grounds for action to be taken and the consequence of non-compliance with these Safeguarding Policy and Regulations, and breaches of Codes of Conduct, shall be the responsibility of the Lead Safeguarding and Inclusion Officer with oversight by the Management Committee. All safeguarding concerns will be subject to an initial review in order to assess the seriousness of the Referral and the Lead Safeguarding and Inclusion Officer shall decide whether to immediately refer the matter to any of the relevant Statutory Safeguarding Agencies, the Police or social work department for consideration, and/or deal with the matter and continue with an investigation under these Regulations.

11.1 In the event that the Lead Safeguarding and Inclusion Officer determines that an individual, club/organisation/group, or anyone involved in any capacity in the sport of pickleball in Scotland, whether or not members of our organisation, including all participants and anyone as part of workforce within the sport in a paid or volunteer capacity, and whether as an employee or on a self-employed basis including all certified Ambassadors, Coaches and Referees, has failed to comply with these Safeguarding Policy and Regulations, such misconduct shall itself be the grounds for action and, subject to the discretion of the Pickleball Scotland Management Committee, the Lead Safeguarding and Inclusion Officer may impose whatever sanction and/or penalty is considered appropriate.

Examples of sanctions include, but are not limited to:

- a. an Interim Order (as defined in 3.9);
- b. warning as to future conduct;
- c. formal reprimand;
- d. suspension for a period of time;
- e. probation subject to re-training;
- f. withdrawal of Ambassador certification;
- g. withdrawal of Coach certification;
- h. withdrawal of Referee certification
- i. expulsion from membership of Pickleball Scotland;
- j. lifetime ban from the sport;
- k. be referred to Disclosure Scotland;
- l. reported to any other relevant Statutory Safeguarding Agencies including the Police;
- m. any combination of the above.

11.2 Sanctions shall ordinarily take immediate effect however they may be delayed in commencing or suspended at the discretion of the Lead Safeguarding and Inclusion Officer.

## 12. Child Wellbeing and Protection in Sport and reporting guidelines

The Scottish Government's National Guidance for Child Protection in Scotland (2021) highlights that those working in sport will often become significant role models and trusted people in a child or young person's life. This requires the right people for regulated roles in sport. Pickleball Scotland is committed to safe recruitment processes (see Regulation 7) with rigorous vetting procedures to determine suitability including PVG checks, assessments as part of the Ambassador, Coach and Referee education pathway, and the provision of ongoing education and CPD opportunities, which includes workforce access to nationally recognised training resources in order to achieve best practice and maintain the highest possible standards in the sport of pickleball. This includes the Children First eight standards for Child Wellbeing and Protection in Sport.

12.1 We shall expect everyone involved in the sport to behave in transparent and honest ways that will protect children and young people. As the national governing body of pickleball in Scotland, Pickleball Scotland has responsibility for governing and developing the sport and as such is entitled to thoroughly risk-assess and monitor on an ongoing basis the suitability of Ambassadors, Coaches and Referees for a particular regulated role with children and young people. Once an individual is in a position of facilitating a regulated role, we shall have jurisdiction under these Regulations to appraise performance at regular intervals. This will provide opportunities to evaluate and review standards, identify training needs and address any concerns about poor practice. We believe it is important to diligently assess whether a regulated role is a good fit and to recruit people who:

- put children and young people's safety and wellbeing first,
- respect their rights, and,
- listen and take into account their views.

If the determination is made by our Lead Safeguarding and Inclusion Officer (in conjunction with the Coaching and Education Officer) that an individual has not met our suitability criteria for a regulated work role, or that the Pickleball Scotland key values and inclusion ethos shall not guide the actions of an individual, we will provide an open and honest evaluation of our recruitment decision to the applicant.

12.2 The standards for Child Wellbeing and Protection in Sport (CWPS) provide a framework for sports to promote a safe and child-centred culture in Scottish governing bodies, their workforce, and affiliated clubs, organisations and groups. There are eight

standards with minimum criteria in each to meet. These set a benchmark for good practice to help ensure children and young people's rights are realised in safe and enjoyable spaces, including any sports and leisure environments in communities across Scotland. Compliance with the standards is compulsory for all Scottish governing bodies.

CWPS training supports individuals in sports organisations who are involved in any capacity with regulated roles so that they are informed and trained about appropriate safeguarding policies and procedures organisations that must be in place to protect children and young people. To this end, Pickleball Scotland has adopted the CWPS framework and training and, in the conjunction with the Coaching and Education Officer, the Lead Safeguarding and Inclusion Officer shall have responsibility for raising awareness about it. We shall expect that anyone involved with delivery of regulated work to children and young people will complete CWPS training and will keep their certification up-to-date (every 3 years) so that they have relevant knowledge on child wellbeing and protection that will give them the confidence to deal with issues that may arise in regulated work roles. Child Wellbeing and Protection Officers shall also complete CWPO training and will keep their certification up-to-date.

For further information see: <https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021-updated-2023/>

Standards and tool for Child Wellbeing and Protection in Sport | Children 1st: <https://childwellbeingandprotectioninsporttool.sportscotland.org.uk/>

### 12.3 Reporting guidelines

If you or anyone else has a safeguarding concern, or see something that is concerning in relation to the welfare of a child, young person or protected adult, in the first instance get in touch with the designated Child Protection or Welfare Officer attached to your club, organisation or facility/venue. Alternatively contact the Pickleball Scotland Lead Safeguarding and Inclusion Officer to report your concerns by emailing: [inclusion@pickleballscotland.org](mailto:inclusion@pickleballscotland.org).

If you have an immediate serious concern about the safety of a child, young person or protected adult, you should contact the Police on 101 or 999.

You may become aware of suspected or likely abuse by:

- 12.3.1 Your own observations and concerns.
- 12.3.2 Being told by another person that they have concerns.
- 12.3.3 The person tells you.
- 12.3.4 The abuser tells you.

### 12.4 What to do:

- Do not delay.
- Do not investigate.

- Seek advice from a Child Protection or Welfare Officer or the Pickleball Scotland Lead Safeguarding and Inclusion Officer, and report the concern.
- Make a careful, factual record of anything you observed or were told.
- Refer to Appendix 3 for further information about Reporting Guidelines and how to contact the relevant Statutory Safeguarding Agencies.

We believe that safeguarding is everybody's responsibility. Our Safeguarding Policy and Regulations and reporting guidelines shall, therefore, apply to all individuals, clubs, associations, and other organisations involved in any capacity in the sport of pickleball in Scotland, whether or not members of our organisation. For the avoidance of doubt, this includes all participants and anyone as part of workforce within the sport in a paid or volunteer capacity, and whether as an employee or on a self-employed basis including all certified Ambassadors, Coaches and Referees.

We are committed to ensuring that everyone in our organisation understands and is appropriately trained to know how to deal with any safeguarding concerns. Everyone, including both the Lead Safeguarding and Inclusion Officer and the Management Committee, shall be willing to deal with a safeguarding concern by following the reporting procedures set out here in these Safeguarding Policy and Regulations. It is the responsibility of the Lead Safeguarding and Inclusion Officer to ensure that these procedures are rigorously adhered to. If the Lead Safeguarding and Inclusion Officer is implicated in a safeguarding concern, it is the duty of the 'whistleblower' making the Referral to contact the Management Committee and/or Chair or Pickleball Scotland, or to report the matter to the Statutory Safeguarding Authorities (see Regulation 8).

## 13. Referral process

### 13.1 Investigation procedures:

Regarding a safeguarding concern that requires consideration and an investigation being underway, in determining whether an Interim Order should be imposed, the Lead Safeguarding and Inclusion Officer shall have the authority and jurisdiction to assess the Referral and if there is reasonable cause to suspect that the Respondent's behaviour meets the grounds set out in the Safeguarding Policy and Regulations they may refer the matter to the Coaching and Education Officer, or the Chief Operating Officer of Pickleball Scotland, to review and/or counter-sign an Interim Order pending the outcome of any such proceedings/investigations required, including a decision being made as to whether there will be disclosure of the matter to the relevant national Statutory Safeguarding Agencies including Disclosure Scotland, or consideration given to sanctions.

### 13.2 Confidentiality:

It shall be at the discretion of the Lead Safeguarding and Inclusion Officer whether to continue with the investigation under the Regulations and in respect of the Referrer or individual raising the concern, the investigation procedures will follow the appropriate process and all matters will be regarded as confidential (to the extent possible in the circumstances of each particular case) and no information about an Interim Order shall be made public other than through an authorised disclosure to a statutory body.

### 13.3 Interim Orders:

Where an Interim Order is imposed, the Lead Safeguarding Officer and/or Coaching and Education Officer, and/or Chair of Pickleball Scotland, shall have the discretion to decide the appropriate time-scale required for investigation of the safeguarding matter in accordance with these Regulations, and this may be up to 6 months, subject to review by the Management Committee, depending on the seriousness of the matter and time required to act upon it, including investigating, assessing and interviewing witnesses, cooperation with any third-party organisations (which may involve an external investigation process) and all enquiries and communications necessary to establish the facts and assess the matter, including any investigation that may be required and considered necessary in conjunction with Statutory Safeguarding Authorities (e.g. the Police, Children's and Adult Social Care Service or other investigatory authorities).

### 13.4 Outcomes and notification of Decision:

The outcomes of an investigation and the Decision shall be notified in writing to the Respondent and all interested parties as soon as reasonably possible after conclusion of the investigation process, where practicable no later than 14 working days from a risk assessment report being prepared by the Lead Safeguarding and Inclusion Officer. Notification of the Decision and, if applicable, an Order, shall be communicated to the Respondent. As set out in Regulation 11, if the Respondent is found to have failed to comply with these Safeguarding Policy and Regulations, such misconduct shall itself be the grounds for action leading to sanction(s) and, subject to the discretion of the Pickleball Scotland Management Committee, the Lead Safeguarding and Inclusion Officer may impose whatever sanction(s) is considered appropriate.

### 13.5 Reviewing of Decision by Safeguarding Panel:

Depending on the seriousness of the matter that was investigated, an outcome and Decision of the Lead Safeguarding and Inclusion Officer may be reviewed by a Safeguarding Panel that shall consist of at least three members of the Management Committee. In exercising its discretion to consider what is reasonable and proportionate in response to the matter, the Safeguarding Panel shall give consideration to, among other sanctions (as set out in Regulation 11.1), expulsion from

membership of Pickleball Scotland and/or lifetime ban from the sport, and have the power to make an Order on such terms that it considers appropriate. Proceedings, findings or Decisions of the Lead Safeguarding and Inclusion Officer and Safeguarding Panel shall not be invalidated by reason of any minor defect, irregularity, omission, or technicality.

### 13.6 Appeals process:

A Respondent may appeal an Order made by the Lead Safeguarding and Inclusion Officer and/or a decision ratified by the Safeguarding Panel, only on the basis that the terms of the Order were grossly disproportionate, or if there is new material evidence that, had it been known at the time of the investigation would have significantly affected the decision of the Lead Safeguarding and Inclusion Officer and/or Safeguarding Panel.

The following appeals process must be adhered to:

13.6.1 Any appeal must be submitted within 21 days of receipt of an Order made under these Regulations, and in the form of a written notification of appeal to the Lead Safeguarding and Inclusion Officer.

13.6.2 Any appeal that does not meet the above criteria may be refused by either the Lead Safeguarding and Inclusion Officer or Safeguarding Panel.

13.6.3 An appeal may not be considered the grounds for re-investigation unless new issues, information, or material evidence is determined by the Lead Safeguarding and Inclusion Officer to be relevant.

13.6.4 The appeal process will consist of an oral Panel hearing (at the discretion of the Safeguarding Panel) which may be held virtually or in person, at which the Appellant may under exceptional circumstances be given an opportunity to attend.

13.6.5 There is no automatic right for any party to address the Safeguarding Panel in person. The Safeguarding Panel has sole discretion whether, exceptionally, to allow the Appellant to address it in person, based on a written application made by the Appellant to the Lead Safeguarding and Inclusion Officer.

13.6.6 Deliberations of the Safeguarding Panel may be held in private and the Decision (with reasons) relating to an appeal shall be communicated by the Lead Safeguarding and Inclusion Officer to the Appellant with 21 days of the hearing, and that Decision will be final and binding and there lies no other form of appeal.

### 13.7 Regulation of procedures:

The Pickleball Scotland Management Committee shall have power to regulate its own procedures.

## **14. Record Keeping**

Safeguarding related information held by Pickleball Scotland is kept securely on its digital systems and records are stored and handled in accordance with our Privacy Policy. Only the Lead Safeguarding and Inclusion Officer, Sandra Macrae, will have passcode protected access to safeguarding related information and records will only be kept as long as necessary.

Designated Child Protection, Welfare or Safeguarding Officers in clubs/organisations/groups must be responsible for their own record keeping procedures and care should be taken to ensure that safeguarding information is kept secure and confidential. All records should be factual. In addition to information and material evidence about a safeguarding concern, it is equally important to document steps taken and actions to investigate, copy of an Interim Order if issued, any interviews or statements from those involved and/or witnesses, outcomes and decisions reached, and the reasons for making an Order, and/or if a decision is taken to refer the matter to a Statutory Safeguarding Authority – namely Disclosure Scotland. Safeguarding records should always clearly detail name and role/position of the person making the record, with date, time, and signature(s).

## **15. Monitoring and evaluation procedures**

These Safeguarding Policy and Regulations will be reviewed on a two-yearly basis or at the time of any changes to legislation. If a Referral is investigated then the usefulness of this policy will be considered as a matter of course and any necessary adjustments to the policy incorporated and implemented for best practice. If you would like to discuss any element of this policy, please email [inclusion@pickleballscotland.org](mailto:inclusion@pickleballscotland.org).

## **Appendices**

### **Appendix 1 – What are the potential risks to children and young people using social media?**

With all emerging technologies such as social media there is the potential for misuse. Risks associated with user interactive services such as social media, include cyber

bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-hate, racist, hate and adult pornography<sup>(1)</sup>.

Most children and young people use the internet and social media positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world and vice versa.

Potential risks can include, but are not limited to<sup>(2)</sup>:

- a. Bullying by peers and people they consider 'friends'.
- b. Posting personal information that can identify and locate a child offline.
- c. Sexual grooming, luring, exploitation and abuse contact with strangers.
- d. Exposure to inappropriate content.
- e. Involvement in making or distributing illegal or inappropriate content.
- f. Theft of personal information.
- g. Exposure to information and interaction with others who encourage self-harm.
- h. Exposure to racist or hate material.
- i. Encouragement of violent behaviour, such as 'happy slapping'.
- j. Glorifying activities such as drug taking or excessive drinking.
- k. Physical harm to young people in making video content, such as enacting and imitating stunts and risk-taking activities.
- l. Leaving and running away from home as a result of contacts made online.

## **Appendix 2– Potential indicators of online grooming and sexual exploitation of children and young people**

With all emerging technologies such as social media there is the potential for misuse. Risks associated with user interactive services such as social media include cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-hate, racist, hate and adult pornography<sup>(1)</sup>.

Most children and young people use the internet and social media positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world and vice versa. Potential risks can include, but are not limited to<sup>(2)</sup>:

- A. Bullying by peers and people they consider 'friends'.
- b. Posting personal information that can identify and locate a child offline.
- c. Sexual grooming, luring, exploitation and abuse contact with strangers.

- d. Exposure to inappropriate content.
- e. Involvement in making or distributing illegal or inappropriate content.
- f. Theft of personal information.
- g. Exposure to information and interaction with others who encourage self-harm.
- h. Exposure to racist or hate material.
- i. Encouragement of violent behaviour, such as 'happy slapping'.
- j. Glorifying activities such as drug taking or excessive drinking.
- k. Physical harm to young people in making video content, such as enacting and imitating stunts and risk-taking activities.
- l. Leaving and running away from home as a result of contacts made online.

### Appendix 3 - Handling Disclosures

#### IMPORTANT INFORMATION IF YOU HAVE A CHILD PROTECTION CONCERN

Write down notes (referral forms can be obtained from DCPO) for:

- Dates, times, facts, observations (verbatim if possible)
- Try to ensure that you have all relevant details recorded

Contact Pickleball Scotland's Designated Child Protection Officer, Sandra Macrae via [inclusion@pickleballscotland.org](mailto:inclusion@pickleballscotland.org) to report and log a concern that has been raised.

Pickleball Scotland's Designated Child Protection Officer will liaise with Children's Social Services.

The DCPO will revert if further information/involvement is required from you

### Other Sources of Information and Contacts

**Scottish Government Child Protection Line** 0800 022 32222

**Scottish Children's Reporter** 0300 200 1555  
 For Local Area Contacts [www.scra.gov.uk/contact\\_us/index.cfm](http://www.scra.gov.uk/contact_us/index.cfm)

#### **Social Work Services Standby Service:**

West 0800 811505  
 Edinburgh 0800 731 6769  
 Highland 0800 093 8100

NB: All the above 0800 numbers are 24-hour services and can give details of contacts for all areas.

Visit With Scotland at [www.withscotland.org/public](http://www.withscotland.org/public) to find the appropriate contact for the child's area. (This link is updated at least weekly).

**Named Person:**

All Children Resident in Scotland have a Named Person who can be Contacted or Informed of any Concerns. Named Persons are usually the Head of the Child's School or Health Visitor.

**If you are unsure about any allegations, you can phone**

- NSPCC 0808 800 5000 Calls are free from landlines and most mobiles.
- Children First Safeguarding in Sport 0141 419 1150 or email [safeguardingsport@children1st.org.uk](mailto:safeguardingsport@children1st.org.uk)
- Children First 0141 418 5670
- Childline 0800 11111