

Appendix 3: Interview questions for key agencies

1. Clarify role of interviewee and basis of interviewee's understanding of child protection legislation and volunteering.

[In the course of asking the following questions, check that our understanding of the disclosure process is correct, but don't go through it in detail with interviewees.]

2. What have been the benefits of child protection legislation in practice? NB

- a) Has it been beneficial in ruling out potential volunteers who have criminal records?
- b) Is there evidence of this – ie number of positive disclosures?
- c) Is there any indication of the number of people who have not put themselves forward for volunteering because they have a criminal record which would have prevented them volunteering?

3. What are the main problems with the current child protection legislation? Is there any chance that it may have reduced the number of volunteers? *Prompts:*

- a) Are potential volunteers deterred by the need to have a CRB check?
- b) Are potential volunteers deterred by the process of the check – i.e. inability to produce the forms (young people, recent immigrants, people who have recently changed address), or put off by the physical process of producing the forms?
- c) Is there a perception by volunteers of invasion of privacy/lack of trust? e.g. is the long-standing volunteer insulted by being required to do this check?
- d) Is there a lack of capacity at club level to manage the checking process?
- e) Does it involve too much bureaucracy at local and national levels, slowing down or stopping volunteer recruitment generally?
- f) Does the level of organisation taking the decisions to stop volunteers mean more people are prevented from volunteering? e.g. are national decisions more exclusive than local decisions?
- g) At the local level, is it clear and consistent which offences preclude people from doing which jobs?
- h) Is the implementation of the legislation too indiscriminate? i.e. is there a danger of anyone with a criminal record being rejected? If a potential volunteer proves to have an offending record which prevents them working with children but does not prevent them doing other jobs for the club, how is this handled? Is it handled in a way that will still allow the person to volunteer?
- i) At club or SGB level, is there an unwillingness to use discretion once a disclosure check has come through?

4. What other problems has child protection caused for volunteering? *Prompts:*

- j) Is there a concern, at club or SGB level, that there is a lack of more precise guidance on how to use discretion?
- k) Does child protection prevent or reduce 'hosting' arrangements for child competitors at events?

5. What is your knowledge of proposed legislative changes for 2009?

6. And what is your reaction to proposed legislative changes for 2009? Will it reduce problems?

If there is time, go to more general questions:

7. Is there universal support for the need for child protection legislation regarding sports club volunteers?

8. How seriously is child protection legislation taken at national and local levels?

Prompt: One extreme is the appointment of child protection officers, policies, training, and embedding disclosure procedures and volunteer training into systems. The other extreme is to carry on as before and only implement disclosure procedures partially or 'do the bare minimum necessary'..

9. Have attitudes to child protection legislation changed over time?

Prompt: e.g. initial support in principle but later, when experienced, raise objections; or alternatively, initial fear of implications but later, when used to the processes, they become part of normal practice.

10. What differences, if any, have there been in the effects of child protection legislation between national bodies (e.g. SGBs) and local organisations (e.g. clubs)?

Appendix 4: Club questionnaire

sportscotland

CHILDREN 1ST



Child Protection Legislation and Volunteering

Please complete the questions below by typing in the shaded areas, checking the appropriate boxes or selecting an answer from the drop-down menus as appropriate.

1. Club Name:

2. Sport:

3. What is your role within your club?

If other, please state:

4. How many adult members [18 and over] are there in your club?

5. How many junior members [under 18] are there in your club?

6. Does your club have a designated officer to deal with child protection?

7. Have you seen the best practice guidelines on having a designated officer from **sportscotland** and Children 1st?

8. In the past 2 years how many disclosure checks have you asked for?

9. In the past 2 years how many of the disclosure checks you have asked to be made have produced results that meant that:

a) you could not use a volunteer as the applicant was automatically excluded from working with children.

b) a decision had to be made about the suitability of the applicant – either by your club or by the sport's Governing Body.

10. In the cases in which you had to make a decision about the applicant, how many did you prevent from volunteering? *Check here if not applicable*

11. In the past 2 years how many potential volunteers that you have asked to take a disclosure check have not actually taken it, for whatever reason?

12. Has the need to have a disclosure check deterred potential new volunteers from coming forward, so the number of people volunteering has been reduced?

13. Once a potential volunteer has made them self known to the club and been told that they need to have a disclosure check, has this been an additional barrier to them becoming a volunteer?

14. Please indicate your overall views on how complying with child protection legislation affects your club, by ticking one of the following that you most agree with.

a) It is essential to do it properly, as it protects children, although it involves work for our club.

b) It is a good idea in principle, and it is a legal requirement, so we need to do our best to implement it in our club.

c) It is generally a good idea, but the practical problems of implementing it in our club mean we can't apply it completely.

d) It raises so many practical problems that it is too difficult for our club to implement it.

15. Apart from disclosures, does your club use any other child protection measures or recruitment practices which might help child protection? *Please select all that apply.*

Written code of conduct for working with juniors

References, informal or formal, for new volunteers

Disciplinary measures

Training for working with children

Interviewing potential volunteers

Other

If "other" please specify:

Only answer questions 16 - 20 if you act as the Child Protection Officer/Coordinator for your club.

16. How much time does it take for you to process the average disclosure check, i.e. the actual time it is worked on, including all parts of the process?

17. How much time does it take for the average volunteer to complete the disclosure form?

18. Where has the information you have on child protection and disclosure checking come from? *Please select all that apply.*

Scottish sport governing body

Children 1st

sportscotland

Volunteer centre

Local government development officers

Other

If "other" please specify:

19. a) Do you have sufficient information about child protection and disclosure checking?

b) If no, what aspects of Child Protection and disclosure checking would you like more information on?

Please save your completed questionnaire and e-mail it back to us (G.Hart@shu.ac.uk). If you have any questions, please feel free to contact me by e-mail or by phone 0114 225 2535.

Thank you very much for your help with this survey.

Appendix 5: Child Protection Officer Questionnaire

sportscotland

CHILDREN 1ST



Child Protection Legislation and Volunteering

Please complete the questions below by typing in the shaded areas, checking the appropriate boxes or selecting an answer from the drop-down menus as appropriate.

1. Club Name:
2. Sport:
3. How many adult members [18 and over] are there in your club?
4. How many junior members [under 18] are there in your club?
5. Where has the information you have on child protection and disclosure checking come from?
Please select all that apply.

Scottish sport governing body

Children 1st

Volunteer centre

Local government development officers

sportscotland

Other

If "other" please specify:

6. Do you have sufficient information about child protection and disclosure checking?

7. If you do not – what aspects of Child Protection and disclosure checking would you like more information on?

8. Apart from disclosures, does your club use any other child protection measures or recruitment practices which might help child protection? *Please select all that apply.*

Written code of conduct for working with juniors

References, informal or formal, for new volunteers

Disciplinary measures

Training for working with children

Interviewing potential volunteers

Other

If "other" please specify:

9. What have been the main benefits of the implementation of Child Protection legislation?

10.a) What have been disadvantages of the implementation of Child Protection legislation?

10.b) Why have there been these disadvantages?

11. As a club child protection officer, what problems have you had to overcome in implementing the legislation?

12. How much time does it take for you to process the average CRB check, i.e. the actual time it is worked on, including all parts of the process?

13. How much time does it take for the average volunteer to complete the disclosure form?

14.a) Do you receive any support in implementing the Child Protection legislation?

14.b) If yes, from whom do you receive this support?

14.c) Is this support valuable?

15.a) Would additional support on Child Protection be useful?

15.b) If yes, what would it help you with and how could it be provided?

16. The main aspects of new legislation proposed to be introduced in 2008 are:

- A volunteer will only have to make one disclosure to get their name on a central register. So they will not need to do a separate check for each organisation they volunteer for. If someone has already had to make a disclosure for paid employment, they will not have to make a separate one for volunteering.
- Similar checks will be required for working with vulnerable adults.
- Retrospective disclosure may be required – so all volunteers will have to go through the process.

What are your views on these changes?

Please save your completed questionnaire and e-mail it back to us (G.Hart@shu.ac.uk). If you have any questions, please feel free to contact me by e-mail or by phone 0114 225 2535.

Thank you very much for your help with this survey.

Appendix 6: Interview questions for Active Schools coordinators

1. Clarify role of interviewee and basis of interviewee's understanding of child protection legislation and volunteering.

2. What have been the benefits of child protection legislation in practice? NB

a) Has it been beneficial in ruling out potential volunteers who have criminal records?

b) Is there evidence of this – ie number of positive disclosures?

c) Is there any indication of the number of people who have not put themselves forward for volunteering because they have a criminal record which would have prevented them volunteering?

3. What are the main problems with the current child protection legislation? Is there any chance that it may have reduced the number of volunteers? *Prompts:*

a) Are potential volunteers deterred by the need to have a CRB check?

b) Are potential volunteers deterred by the process of the check – i.e. inability to produce the forms (young people, recent immigrants, people who have recently changed address), or put off by the physical process of producing the forms?

c) Is there a perception by volunteers of invasion of privacy/lack of trust? e.g. is the long-standing volunteer insulted by being required to do this check?

d) Is there a lack of capacity at school level to manage the checking process?

e) Does it involve too much bureaucracy at local and national levels, slowing down or stopping volunteer recruitment generally?

f) Does the level of organisation taking the decisions to stop volunteers mean more people are prevented from volunteering? e.g. are national decisions more exclusive than local decisions?

g) At the local level, is it clear and consistent which offences preclude people from doing which jobs?

h) Is the implementation of the legislation too indiscriminate? i.e. is there a danger of anyone with a criminal record being rejected? If a potential volunteer proves to have an offending record which prevents them working with children but does not prevent them doing other jobs, how is this handled? Is it handled in a way that will still allow the person to volunteer?

i) At school or local education authority level, is there an unwillingness to use discretion once a disclosure check has come through?

4. What other problems has child protection caused for volunteering? *Prompts:*

j) Is there a concern that there is a lack of more precise guidance on how to use discretion?

k) Does child protection prevent or reduce 'hosting' arrangements for child competitors at events?

5. What is your knowledge of proposed legislative changes for 2009?

6. And what is your reaction to proposed legislative changes for 2009? Will it reduce problems?

If there is time, go to more general questions:

7. Is there universal support for the need for child protection legislation regarding sports volunteers?

8. How seriously do you think child protection legislation taken at national and local levels?

Prompt: One extreme is the appointment of child protection officers, policies, training, and embedding disclosure procedures and volunteer training into systems. The other extreme is to carry on as before and only implement disclosure procedures partially or 'do the bare minimum necessary'.

9. Have attitudes to child protection legislation changed over time?

Prompt: e.g. initial support in principle but later, when experienced, raise objections; or alternatively, initial fear of implications but later, when used to the processes, they become part of normal practice.

Appendix 7: Volunteers Questionnaire

This survey is designed to find out how you feel about child protection legislation and disclosure checks of volunteers. It is being conducted by the Sport Industry Research Centre at Sheffield Hallam University, for **sportscotland** and Children 1st. It is very important that **sportscotland** has your opinions because child protection legislation is being changed and the views of club members and volunteers are vital to ensure the changes are appropriate. As an incentive to take part in the research, sportscotland will enter completed surveys into a prize draw offering one lucky club £200 of sports equipment. We do not ask for your name or contact details and all your responses will be treated as confidential so please answer as honestly as you can/ If you are happy to process, thank you for agreeing to help.

1a. Name of sports club?

1b. Please identify the main sport with which you are / were involved with at this club. (Cross one box only)

Athletics	Badminton	Basketball	Boxing	Cricket
Curling	Cycling	Disability sport	Equestrian	Football
Golf	Gymnastics	Hockey	Ice Sports	Judo
Karate	Mountaineering	Netball	Orienteering	Rowing
Rugby Union	Sailing/Yachting	Camanachd/Shinty	Skiing/Snowboarding	
Squash	Swimming	Table Tennis	Tennis	Volleyball
Other				

2. Are you a parent/guardian of a child/young person (under 18) who participates at this or another club?

Yes No

3a. Are you currently a volunteer with this or any other sports club? *A volunteer is defined as helping the club and receipt either no remuneration or only expenses*

Yes [Go to Q4] No

3b. Were you a volunteer at this or any other sports club in the past?

Yes [Go to Q10] No [Go to Q11]

CURRENT VOLUNTEERS

4. For approximately how many years have you been a volunteer at this club?

5a. As a volunteer at this club, do you help with children or young people (under 18 years)?

Yes No [Go to Q7]

5b. Do you help with children or young people in any of the following roles?

(Please mark all the roles you help with)

Management and administration	Coaching	Supervising and leading
Officiating	Providing Transport	
Other (please specify)		

6. For approximately how many years have you been helping with children or young people?

7. As a volunteer at this club, have you been asked to complete a Disclosure Check?

Yes No

8. Please indicate your level of agreement with each of the following statement by marking the appropriate box in each row.

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree
I am aware of my responsibilities with respect to Child Protection					
I am aware what Disclosure Checks involve					
I have had good advice on Child Protection from the club					

9. Please indicate how important the following factors are as threats to you continuing to volunteer at the club? *Please mark one box in each row*

	Very important	Important	Neither important nor unimportant	Unimportant	Very unimportant
Starting a family					
Demands of paid job					
Not enough time to spare					
I do not fit in with the other people involved					
Do not have the right skills / experience					
Any reason involving money					
My efforts as a volunteer are not appreciated					
I am too old					
Family / partner complained about it					
Too formal / too much paperwork					
Requirement for disclosure check					
Prefer just to play sport					
The club is too disorganised					
My children are no longer with the club					

DISENGAGED VOLUNTEERS

10. Please indicate how important the following factors were as reasons for you stopping volunteering? *Please mark one box in each row*

	Very important	Important	Neither important nor unimportant	Unimportant	Very unimportant
Starting a family					
Demands of paid job					
Not enough time to spare					
I did not fit in with the other people involved					
Did not have the right skills / experience					
Any reason involving money					
My efforts as a volunteer were not appreciated					
I was too old					
Family / partner complained about it					
Too formal / too much paperwork					
Requirement for disclosure check					
Preferred just to play sport					
The club was too disorganised					
My children are no longer with the club					

10a. Please indicate (below) and other very important factor(s) that stopped you volunteering.

[If you answered Q10 please go to Q13]

POTENTIAL VOLUNTEERS

11. Please indicate how important the following factors are as barriers to you offering to volunteer?

Please mark one box in each row

Very important	Important	Neither important nor unimportant	Unimportant	Very unimportant
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- Starting a family
- Demands of paid job
- Not enough time to spare
- I did not fit in with the other people involved
- Did not have the right skills / experience
- Any reason involving money
- My efforts as a volunteer were not appreciated
- I was too old
- Family / partner complained about it
- Too formal / too much paperwork
- Requirement for disclosure check
- Preferred just to play sport
- The club was too disorganised
- My children are no longer with the club

11a. Please indicate (below) and other very important barrier(s) to you offering to volunteer.

12. Have you considered volunteering at a sports club, but the prospect of having to have a disclosure check has prevented you from doing so?

Yes No

13. Please indicate your level of agreement with each of the following statements about Disclosure Checks.

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree
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- They give me confidence that the club has met its legal requirements
- They are an important procedure in ensuring the safety of children
- They help to remove unsuitable volunteers
- They help to give children and young people confidence in volunteers
- They help to give parents confidence in volunteers
- They discourage volunteers because people need a new check for each new organisation
- They discourage people from volunteering because of the paper work involved
- They discourage people from volunteering because of the private details they require

14. If you have any further general or specific comments (positive or negative) about Child Protection and Disclosure Checks, please write them in the space below.

15. How many years have you been a member of, or associated with this club?

16. Gender?

Male Female

17. Age?

16-24 25-34 35-44 45-54 55-64 65+

18. Employment status?

In full-time employment	In part-time employment	Unemployed
Retired	In full-time education	Other employment status

Thank you for taking the time to help with this important research.
Please return the completed questionnaire in the prepaid envelope
or send to:

Sport Industry Research Centre
Sheffield Hallam University
Room A118 Collegiate Hall
Collegiate Campus
Sheffield

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