

**APPENDIX 3 – SAFEGUARDING POLICY**



# Respect



## Safeguarding Children Policy and Procedures

### Club Policy

### Football Club Safeguarding Children Policy

1. Birchwood Colts Junior Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. that: The key principles of The FA Safeguarding Children Policy are

- the child's welfare is, and must always be the paramount consideration
- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Birchwood Colts Junior Football Club recognises that this is the responsibility of every adult involved in our club.

Birchwood Colts Junior Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

3. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- specify what the role is and what tasks it involves
- request identification documents
- as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- ask for and follow up with 2 references before appointing someone
- where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All Current Birchwood Colts Junior Football Club members working in eligible roles, with children and young people such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice<sup>1</sup>.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Birchwood Colts Junior Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the CRC Process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

4. Birchwood Colts Junior Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com) or

alternatively by going direct to the Police, Children's Social Care or the NSPCC. Birchwood Colts Junior Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

5. Birchwood Colts Junior Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.

6. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

7. Respect codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by Birchwood Colts Junior Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

8. Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer
- ii. If the issue is one of poor practice the Club Welfare Officer will either:
  - deal with the matter themselves or
  - seek advice from the CFA Welfare Officer
- iii. If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care.
- iv. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
  - contact your CFA Welfare Officer directly
  - contact The FA Safeguarding Team on 0800 169 1863 or [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)
  - contact the Police or Children's Social Care
  - call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

The FA's policy on Disclosure and Barring Service CRCs is subject to change. CRC information and guidance can be found at [www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks](http://www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks)

9. Further advice on Safeguarding Children matters can be obtained from:

Birchwood Club Welfare Officer Cliff Penning/Tracy Tufts
07712045932 or 07877466620
<a href="mailto:c.penning@ntlworld.com">c.penning@ntlworld.com</a> or <a href="mailto:tracey.tufts@ntlworld.com">tracey.tufts@ntlworld.com</a>

County Football Association's Welfare Officer: Sarah Pridmore  
Email: [Sarah.Pridmore@lincolnshirefa.com](mailto:Sarah.Pridmore@lincolnshirefa.com)  
Tel: 0344 9670708 ext 113 | Mobile: 07973 666778

[www.TheFA.com/football-rules-governance/safeguarding](http://www.TheFA.com/football-rules-governance/safeguarding)  
• Emailing – [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)  
• The FA Safeguarding Children general enquiry line 0845 210 8080

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Safeguarding Children Policy and Procedures

# Respect



# **CHILD WELFARE POLICY- BIRCHWOOD COLTS JUNIOR FOOTBALL CLUB**

## **CHILD WELFARE POLICY STATEMENT**

Every child who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse this is the responsibility of every adult involved in football.

The Birchwood Colts JFC recognises its responsibility to safe guard the welfare of all children and young people by protecting them from, physical sexual or emotional harm and neglect or bullying. This Club is determined to meet its obligation to ensure that we provide football opportunities for children and young people and do so to the highest possible standard of care.

A detailed copy of this Child Protection Policy is available to Managers, Coaches and Parents of players at the Club on request.

## **CHILD WELFARE POLICY AND PROCEDURES**

These procedures apply to everyone associated with Birchwood Colts JFC whether in a paid or voluntary capacity:

### **WHAT IS CHILD ABUSE?**

Child abuse is a term used to describe ways in which children or young people are harmed, usually by adults and increasingly by peers often these are people they know and trust. It refers to the damage done to a child or young person's physical, mental or emotional health. Children or young people can be abused within or outside their family at school or within the football environment. Abusive situations arise when adults or peers misuse their power over children or young people.

There are five main forms of abuse.

**Physical abuse** includes situations where adults:

- Physically hurt or injure children or young people (e.g. by hitting, shaking, squeezing, biting or burning)
- Give children or young people alcohol cigarettes, inappropriate drugs or poison
- Attempt to suffocate or drown children or young people
- Use excessive and inappropriate training methods

**In the football environment** physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's or young person's immature and growing body (e. g. overtraining) and also when coaches encourage children / young people to take performance enhancing drugs or alcohol.

**Neglect** Includes situations in which:

- A child or young person's basic physical needs (e.g. for food warm clothing) are not met
- Children or young people are consistently left alone and unsupervised

**In the football environment** neglect might also occur if the coach or manager fails to ensure children or young people are safe or exposes them to undue extremes of weather or risk of Injury e.g. through unsafe equipment.

## **GENERAL GUIDELINES IN THE CARE OF CHILDREN AND YOUNG PEOPLE**

It is possible to reduce situations in which abuse or allegations can occur and to help protect

staff/volunteers by promoting good practice. The following are more specific examples of care, which should be taken when working within a sports context.

**Always** be public and open when working with children or young people. Avoid situations where you and an individual child or young person are completely unobserved.

**Always** treat players in an open environment or, if treatment is required within a closed area ensure parents / carers are aware of this.

**Where** appropriate, parents/carers should take on the responsibility for their children or young people in the changing rooms. If groups have to be supervised in the changing rooms, always ensure that managers / coaches work in pairs.

**Where** there are mixed teams away from home, they should always be accompanied by a male /female manager/coach.

**When** working with children or young players of the opposite sex, coaches must agree with parents/carers when, or if, it is appropriate to enter the changing area. It may be prudent to set a time, for example, 10 minutes before a game when the coach could enter the room accompanied by parents / carers, at least one of which must be of the opposite sex.

**Everyone** should be aware that as a general rule it does not make sense to:

- Spend excessive amounts of time alone with a child / young person
- Take children or young people alone on car journeys, however short. If you are placed in a position where this happens ensure that the child is seated in the back of the car.
- Take children or young people to your home where they will be alone with you.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the child's parents/carers.

Adults should **never** engage in rough, physical or sexually provocative games, including horseplay

**Never** share a bedroom with a child or young person

**Never** allow or engage in any inappropriate touching

**Never** make sexually suggestive comments to a child or young person, even if in fun

**Never** allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon

**Never** do things of a personal nature for children or young people they can do for themselves

**Never** invite or allow children or young people to stay with you at your home unsupervised.

**Sexual abuse** includes situations in which adults/peers use children or young people to meet their own sexual needs through:

- Full sexual intercourse, masturbation, oral sex, fondling or anal intercourse
- Showing them pornographic books, photographs or videos or taking photos for pornographic purposes

**In the football environment**, sexual abuse might also occur when inappropriate physical contact takes place e.g. through inappropriate supporting, treatment or touching of children or young people.

**Emotional Abuse** includes situations in which:

- There is a persistent lack of love, affection or attention shown to a child or young person
- Children or young people are overprotected preventing them from socialising
- Children or young people are frequently shouted at or taunted

**In the football environment**, emotional abuse might also include situations where parents or coaches subject children or young people to constant criticism, bullying or unrealistic pressure to perform to high expectations or to attain standards they are clearly not able to reach.

Bullying is not always easy to define; it can take many forms and is usually repeated over a period of time. The three main types of are:

- Physical (e.g. hitting, kicking, theft)
- Verbal (e.g. racist or homophobic remarks, threats or name calling)
- Emotional (e.g. isolating an individual from activities)

These will all include:

- Deliberate hostility and aggression towards a victim
- A victim who is weaker or less powerful than the bully/bullies
- An outcome, which is painful and distressing for the victim

Bullying behaviour may also include other forms of violence, sarcasm, spreading rumours, persistent teasing, tormenting, ridiculing, humiliation, racial taunts, graffiti, gestures, unwanted physical contact or offensive comments of a sexual nature.

**Actions to take if a child or young person informs you that he/she is concerned about someone's behaviour towards them.**

It is crucial that all allegations are taken seriously and appropriate actions taken. If this happens, you should:

- React calmly so as not to frighten the child/young person
- Tell the child or young person he/she is not to blame and that he /she was right to tell
- Take what the child has to say seriously
- Ensure the safety of the child or young person
- Avoid leading the child or young person and keep any questions to an absolute minimum necessary to ensure a clear understanding of what has been said
- Re-assure the child or young person but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments
- Depending on the circumstances, parents and carers should be contacted only after advice from Social Services
- Inform the designated Club Child Protection Officer immediately of what has happened and what action you have taken.