



Perton & Codsall Utd. F.C.

Child Protection Policy

October 2009 Edition

Perton and Codsall United FC 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 of its 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 Child Protection and Best Practice Policy and Procedures, Safeguarding Children and Young People in football (revised edition 2006) and endorse and adopt the Policy Statement contained in that document.

1) The Key Principles of the FA Child Protection Policy are that:

- 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, culture, language, racial origin, religious beliefs or sexual orientation.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All volunteers working in sport have a responsibility to report concerns to the appropriate officer of the club
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

2) 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. Perton and Codsall United FC recognises that this is the responsibility of every adult involved in our club.

3) Perton and Codsall United FC 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 Regulations (see Appendix 1) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer mach official, helper on club tours, coach, club official or medical staff.

We endorse and adopt The FA's Child Protection and Best Practice Guidelines for recruiting volunteers and will:

- Develop a role profile
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Perton and Codsall United FC members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Perton and Codsall United FC 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 FA CRB Unit and that all decisions will be made 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 or young people and to minimise the risk of "grooming" within football.

4) Perton and Codsall United FC supports the FA's Whistle-blowing Policy. Any adult or young person with concerns about a colleague can whistle-blow by contacting The FA Child Protection Team on 0207 745 4771 or by writing to The FA Case Manager, The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the Police, Social Services, or the NSPCC. Perton and Codsall United FC encourage everyone to know about it and utilise it if necessary.

5) Perton and Codsall United FC has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and completion of the Child Protection and Best Practice Workshop. The post holder will be involved with designated persons training provided by the FA. The CWO is the first point of contact for all club members and parents/carers regarding concerns for the welfare of any child or young person. They liaise directly with the Birmingham County FA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

6) Perton and Codsall United FC 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 CWO or member of the committee or alternatively in cases of serious bullying contact the Birmingham County FA CPO.

7) Codes of conduct for coaches, players, officials and parents/carers, officials and coaches have been implemented by Perton and Codsall United FC within the club constitution. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the Birmingham County FA in more serious circumstances. All prospective members will be informed of these codes and requested to accept them and agree to abide by them.

8) Further advice on Child Protection matters can be obtained from:

- The Birmingham County Football Association's Child Protection Officer whose details can be found at <http://www.birminghamfa.com/Governance/Welfare/>
- The FA/NSPCC Child Protection 24-Hour Helpline 0808 800 5000
- www.TheFA.com/Goal
- The FA Child Protection Team.

9) Perton and Codsall United FC Contact Details:

- Rick Ward 07789 926166
- James Hearn 07817 303321

Use of Photographic/Filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Club Child Protection Officer. Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and give their permission, and such films should be stored safely. The Football Association has issued detailed guidance on this issue and reference should be made to the FA web site for more information.

Permission to take photo's form

The Football Association Regulations

Child Protection

1. Any Act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children shall constitute behaviour which is improper and brings the game into disrepute.

2. (a) In these Regulations the expression "Offence" shall mean any one or more of the offences contained in the Schedules of the Criminal Justice and Court Services Act 2000 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.

(b) All persons in such positions that The Association deems relevant whose normal duties include caring for, training supervising or being in sole charge of children are required to obtain an Enhanced Disclosure via The Association's CRB process.

3. Upon receipt by The Association of:

3.1 Notification that an individual has been charged with an Offence; or

3.2 Notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or

3.3 Any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.

4. In reaching its determination as to whether an order under Regulation 3 should be made The Association shall give consideration, inter alia, to the following factors:-

4.1 Whether a child is or children are or may be at risk of harm;

4.2 Whether the matters are of a serious nature;

4.3 Whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded having regard to the need for any action to be proportionate.

5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under the Rules of The Association or any Offence is decided or brought to an end.

6. Where an order is imposed on an individual under Regulation 3, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.

7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football activity for such period (including indefinitely) and on such terms and conditions as it thinks fit.

8. For the purposes of these Regulations, The Association shall act through its Council or any committee or sub-committee thereof, including the Board.

9. Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he/she is associated as soon as reasonably practicable.

10. The applicable standard of proof shall be the civil standard, of the balance of probability. The more serious the allegation taking into account the nature of the misconduct alleged and the context of the case the greater the burden of evidence required to find the matter proved. Save that for changes pursuant to The Football Association's Child Protection Policy, where the welfare and protection of children shall be paramount and the test shall be whether more likely than not.

For further details of The FA's Regulations, see The FA's Handbook for the current football season.

Appendix 2 – Signs and Indicators of Abuse

What is abuse? Where and how does it happen? Does it really happen in sport and indeed, in football? “Child abuse” is a term used to describe what happens when a person, or group of people, harm a child or young person under the age of 18. Child abuse may mean that harm is actively done to the child or young person, such as beating or burning, or it may refer to neglect where the carers fail to protect the child or young person from harm. The abuser is often an adult, but may also be another young person and occasionally even a child. Usually the abuser has some sort of power over the child or young person, and often knows them well. Abuse can happen anywhere, e.g. in the family, any institution or group and in any activity where children or young people are present. There is a risk that direct abuse, or neglect, can happen in football.

The FA defines abuse into five categories:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying

Neglect

Neglect takes place if adults fail to meet a child or young persons basic physical needs, e.g. for food, warmth and clothing, or emotional needs such as attention and affection, It occurs if children or young people are left along or inadequately supervised or where they are exposed to danger, injury or extreme weather conditions. In football, neglect could occur if children or young people do not have proper supervision, clothing or are allowed or encouraged to play whilst injured. It could occur if a child or young person’s particular health needs are disregarded before, during, or after a game.

Physical Abuse

Physical abuse occurs if people physically hit, burn, poison, shake or in some way hurt or injure children and young people, or fail to prevent these injuries from happening. In football, physical abuse could happen where training methods are inappropriate for the developmental age of the child or young person, where they are allowed to play with an injury or where inappropriate drugs or alcohol are offered or accepted. It would clearly happen if a child or young person is hit or physically restrained or manhandled by those supervising the game or training session.

Sexual Abuse

Sexual abuse occurs if children or young people are used to meet another person’s sexual needs. This includes any form of sexual behaviour with a child or young person (by an adult or another child or young person), the use of sexually-explicit language and jokes, inappropriate touching and exposure to pornographic material. Sexual abuse can occur in football. For example, where there is inappropriate touching, or where sexually-explicit jokes occur between adults and children or young people or if indecent images are taken or adapted and placed on child pornography sites.

Emotional Abuse

Emotional abuse includes frequent threatening, taunting or sarcastic behaviour, along with holding affection or being extremely over-protective. It includes racist or sexist behaviour and demeaning initiation ceremonies. It can be inflicted by other children and young people as well as by adults. Children and young people who are being abused or bullied in any way will also experience emotional abuse. In football, coaches or parents emotionally abuse children and young people if they constantly criticise, abuse their power, or impose unrealistic pressure to perform to a high standard. It may also occur if a club allows members to deride people with disabilities or from minority cultures and use derogatory language about them.

Bullying

Although anyone can be the target of bullying, children and young people who are perceived as "different" from the majority may be at greater risk of bullying. This includes children and young people from minority cultures or children and young people with disabilities. Victims are often shy and sensitive and perhaps anxious or insecure. Bullying can be defined as:

- Physical: hitting, kicking and theft
- Verbal: name calling, constant teasing, sarcasm, racist or homophobic taunts, threats and gestures
- Emotional: tormenting, mobile text messaging, ridiculing, humiliating and ignoring
- Sexual: unwanted physical contact or sexually abusive comments.

Bullying can take place anywhere, but is more likely to take place where there is inadequate supervision. In football it is more likely to take place in the changing rooms, or on the way to and from the football pitch – but can also take place at a training session or in a competition. Football's competitive nature can create and even support an environment for the bully if individuals and clubs are unaware. The bully in football can be a parent who pushes too hard, a coach or manager who has win-at-all costs philosophy; a child or young person intimidating another; or an official who places unfair pressure on a child or young person. The victim is often weaker and less powerful and the outcome is always painful and distressing. In an NSPCC survey of young people (2000), bullying was reported to be the most common source of distress and anxiety.

Signs and indicators

Children and young people are reluctant to tell someone when they are being abused, so it is essential that every adult is aware of the possible signals that a child and young person's welfare or safety is being threatened. However, there is rarely a clear sign and you may often have to piece together various snippets of information and rely on your instinct that something does not seem quite right. You may have one piece of information that, when added to that of others, forms a clear picture of abuse. This is often compared to fitting pieces of a jigsaw together. Only when you have a few pieces can you start to see the true picture. **Remember, it is not your job to decide whether or not a child or young person is being abused – however it is your responsibility to share your concerns.**

Club Child Protection Officer Designated Role

The Club Child Protection Officer will:

- Be the club's point of contact for the Football Association and other organisations to liaise with on Child Protection matters
- Be the point of contact for all club members regarding any concerns or allegations
- Implement the procedures outlined in the club's Child Protection Policy relating to any concerns or allegations, including making referrals to Social Care Services, Police and the Football Association as appropriate
- Ensure that the club's register of coaches and volunteers is kept up-to-date
- Arrange Child Protection Awareness training for all coaches / volunteers who work with junior club members, and keep records of attendance
- Ensure that all coaches / volunteers who work with club members have been CRB-checked (or have completed a self-disclosure form as an interim measure) and that all records are stored securely and maintained in line with the requirements of the Data Protection Act (see section on CRB checks)
- Ensure that the club's Child Protection Policy and Codes of Conduct continue to be implemented, and are given to all new members/coaches and volunteers
- Ensure that an up-to-date register of emergency / alternative contacts for all junior club members is kept, along
- With information about any medical conditions, and ensure that this is only available on a "need to know" basis

The club child protection officer is not responsible for investigating concerns / allegations or for deciding whether abuse has taken place. However, the club child protection officer is responsible for ensuring that concerns / allegations are reported to the relevant authorities

The Club Child Protection Officer should be given the following documents:

- The Club's Child Protection Policy
- The Club's Child Protection Policy Action Plan
- The Club's Code of Conduct for Club Personnel
- The Club's Code of Conduct for Parents / Carers
- A register of the club's existing coaches and volunteers and the information currently held about them
- (level of qualification, copies of certificates etc.)
- Information about the details currently held for club members
- A sample reporting of Concerns Form
- A list of contacts for the relevant agencies for reporting concerns, asking advice and arranging training.

Form to record allegations/concerns about children

Please use this form as a prompt, recording any additional information on the back or on another sheet. PLEASE HANDWRITE YOUR NOTES—DO NOT TYPE THEM.

REMEMBER - your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe.

Child's details (name, address, tel number, age or DOB)

Child's parents or guardian's details(where known)

Details of the person reporting the suspicion / Allegation / concern (this may be the child)

Describe what the suspicion/allegation/concern is here:

Describe fully any signs; symptoms you or others have observed (include here what the child has told you):

Where did this occur (as far as you know)?

When did this happen (as far as you know)?

If some earlier signs/symptoms were noticed before today, when and where was this?

Record details of anyone else who may have been present or have relevant information:

Signed:

Position in club:

Date:

Telephone Number:

Self Disclosure form—Part One

HAND THIS FORM TO THE CLUB'S CHILD PROTECTION OFFICER AS SOON AS POSSIBLE. NOTE TO CLUB CHILD PROTECTION OFFICER - TO ENSURE CONFIDENTIALITY, THIS FORM SHOULD BE FILED IN A SECURE PLACE.

Name of club:	PERTON & CODSALL UTD
Role within club: (existing role , or role you are being considered for, as appropriate)	
Full Name:	
Any names used previously: (including maiden names)	
Date of Birth:	
Gender: (Male / Female)	
Address:	
Telephone Number:	

Self Disclosure Form - Part Two

In order to protect young people within the Club, the role which you are being considered for is exempt from the Rehabilitation of Offenders Act 1974. This means that you are required to provide details of all convictions, cautions, bindovers, suspensions, formal warnings and reprimands, even if they would otherwise be considered "spent". This includes motoring-related offences, and pending court cases. Any information declared will remain confidential and will be considered only with regards to its relevance to your role within the club. Please answer the following questions, then sign and date the form.

Have you ever been convicted, cautioned, bound over, suspended, formally warned or reprimanded, or do you have any pending court cases?	YES / NO (delete as appropriate)
If "Yes", please supply details below, including the nature of the offence, the date and the sentence imposed:	
Do you know of any reason why you should not work directly with children, or in an environment where children are present (i.e. are you known to any Social Care Services Department as being an actual or potential risk to children, have you had a disciplinary sanction from another club, Governing Body or other organisation relating to child welfare etc.?)	YES / NO (delete as appropriate)
If "Yes", please supply details below:	
I declare that the information above is correct, and I agree to inform the Club Child Protection Officer within 24 hours if I am subsequently arrested or investigated in relation to Child Welfare concerns and within 7 days if any other information in Part Two changes.	
Signed:	Date: