



**BRACKLEY TOWN FC
SAFEGUARDING POLICY
AUGUST 2024 - FINAL**

This document supports the Safeguarding Policy throughout Brackley Town FC, including Brackley Town Men and Women's teams, the development centre of boys and girls under the age of 18 and staff members and volunteers of Brackley Town FC.

This document has been prepared by Brackley Town FC Welfare & Safeguarding officer with information provided by the FA and local community information, helping Brackley Town FC to provide guidance to members of Brackley Town FC community, their players, parents, and supporters. Brackley Town FC Senior and Development will be referred to as Brackley Town FC throughout this document.

More information relating to safeguarding is freely available on the FA web pages and information and links to these sites will be provided within this document.



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FOREWARD

1.0. Brackley Town FC Welfare & Safeguarding Policy:

Brackley Town FC and its associated Academy endorses and promotes the Football Associations Welfare & Safeguarding policies, procedures and principles are fully endorsed, and all Brackley Town FC members have been made fully aware and have signed to say that they have read and acknowledged this document (signatures of which will be retained by Brackley Town FC). Additional information provided by the league will be communicated outside of this document as and when changes have been made and published to Brackley Town FC.

1.1. Brackley Town FC Policy Statement:

Brackley Town FC (BTFC) believes that it will always comply with the rules and regulations that have been set down by the Football Association on the general wellbeing and welfare of all the U18 players young people and adults that are at risk that are connected to Brackley Town FC in whatever manner.

Therefore, Brackley Town FC will promote best practice in the safeguarding of children, adults at risk, parents & guardians, supporters and businesses of which are connected to Brackley Town FC and will promote openness throughout the to ensure that safety is paramount.

The following detailed rules have been written for all Players, Coaches, Supporters, Parents, Seniors, and Walking Footballers that are accredited to BTFC. All those that are registered with BTFC must comply with these rules to ensure the safety of everyone associated with Brackley Town FC.

Brackley Town FC will promote good outcomes in terms of health and development of the game. It will encourage everyone working for Brackley Town FC to recognise the significance of ethnic and cultural diversity".

Safeguarding is the responsibility of everyone who has contact with children, young people and vulnerable groups, BTFC is dedicated to providing a positive environment, enjoyable experiences and to protect from harm. Brackley Town FC safeguarding policy provides details of different types of abuse, guidance on identifying issues and procedures and support for use by staff and volunteers. Brackley Town FC will follow all guidelines on current legislation and best practice and ensure they all those within Brackley Town FC are fully aware of Brackley Town FC's welfare & safeguarding policy to allow them to follow this process in the protection of those within our Brackley Town FC community.

A child or young person is anyone who has not reached their 18th birthday.

A person is defined as an "adult at risk" if they are:

- 18 years or older
- In need of care and support because of their age, disability, illness, mental health needs, drug or alcohol misuse and
- As a result of their care and support needs are unable to protect themselves from harm



1.2. Equality

Brackley Town FC is keen to promote equality no matter whether as a player, match-day volunteer, supporter, member of staff or board, or whatever capacity that individual works within Brackley Town FC has open and equal opportunities to participate in Brackley Town FC activities.

These individuals can be assured of an environment in which their rights, dignity and individual worth are respected, and that they are able to enjoy their engagement at Brackley Town FC without the threat of discrimination, intimidation, victimisation, harassment, bullying and/or abuse.

1.3. SCOPE

This safeguarding policy applies to all members of staff (including volunteers) of Brackley Town FC, including contractors, consultants and Trustees. It also applies to individuals not included in this list who may be conducting related work that involves the children and adults at risk in our care.

For the avoidance of doubt, staff includes the League definition of staff which is “any person employed or deployed by a Brackley Town FC or Brackley Town FC Community Organisation whether in a paid, voluntary, consultancy or third-party capacity.

2.0. Welfare & Safeguarding Policy.

Brackley Town FC takes its responsibility and is committed to ensure the safety and safeguard the welfare of every child and adult at risk who are connected within Brackley Town FC, whether they be a player, supporter, parent/guardian, volunteer working or participating within Brackley Town FC. A child is a young person U18 and engaged in Brackley Town FCs football activity. Brackley Town FC promotes the work the Football Association (FA) is doing and endorses the policy statements made public and throughout the football leagues.

2.1. PURPOSE OF THE POLICY

By implementing this policy across all Brackley Town FC operations, all members of staff will understand that they have a responsibility to work together to safeguard children and adults at risk and that:

- Children and adults at risk must be listened to and taken seriously, consulted with
- when developing processes and reacted to appropriately when ideas, feelings and concern are raised, then addressed in a fair, effective, and timely manner.
- The individual's safety and welfare are of paramount importance, particularly where children are involved.
- All people, regardless of age, gender, racial origin, political or religious belief, sexual identity and or disability, have a right to enjoy sport and associated activities of Brackley Town FC, free from abuse and all forms of bullying, harassment, and discrimination.
- All individuals and organisations involved with Brackley Town FC have responsibilities for the welfare of children and adults at risk in our activities and are bound by this policy; and
- All individuals and organisations involved with Brackley Town FC must act in accordance with the law in relation to such matters.
- 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. For Brackley Town FC operations, it also means supporting 'Safer Recruitment' processes through promoting good practice for those working amongst our staff; supporting them where necessary; ensuring staff are competent, well-managed and challenged when engaged in poor practice; and, finally, acting where concerns arise.



For Brackley Town FC operations, it also means supporting 'Safer Recruitment' processes through promoting good practice for those working amongst our staff; supporting them where necessary; ensuring staff are trained within their role, well-managed.

3.0. OUR SAFEGUARDING VISION

- To create a clear vision throughout Brackley Town FC and ensure staff are vigilant where everyone understands that they have a responsibility for safeguarding.
- To continually improve Brackley Town FC's safeguarding practices and share and improve this practice throughout Brackley Town FC and its members.
- Promoting safeguarding awareness, implementation of best practice and robust procedures are key to safeguarding within Brackley Town FC.
- BTFC is committed to Recognise, Respond, Report, Record and Review all safeguarding concerns, through a variety of communications platforms.

3.1. WHO DOES THIS POLICY APPLY TO?

To illustrate the scope of this work, the list below provides extensive (though not exhaustive) examples or situations across Brackley Town FC where we need to consider the welfare of people in our care:

Players involved in Academy or associated development programmes.

- Under-18 players who are part of open age/senior squads.
- Children and adults at risk taking part in Foundation activities.
- Supporters with disabilities and other vulnerabilities contacting Brackley Town FC, visiting the stadium on matchdays, or visiting for other pre-arranged activities (e.g., stadium tours).
- Young players on tour
- Any children or adults at risk visiting the "Brackley Town FCs" stadium for matches, events, concerts, or tours; or involved in any Brackley Town FC activities.
- Ball assistants, matchday mascots, player escorts and flag-bearers.
- Support for those who may be vulnerable to bullying or cyberbullying through their relationship with any of Brackley Town FC's activities.
- Participants on commercial football school-type programmes or similar. The full policy can be found on Brackley Town FC website, and associated procedures are available by request.

Safeguarding awareness posters are displayed throughout Brackley Town FC, providing contact details on how to contact the DSL. This policy document will be found in the safeguarding section on Brackley Town FC's development website – www.brackleytownfcpcdc.co.uk

3.2. Position of Trust

Brackley Town FC recognise and share the view that football holds with the principle that there are some roles within sport where adults have responsibility for, authority and influence over young people under eighteen years of age and therefore have an ethical obligation to safeguard and protect young people from exploitation. Whilst legally young people aged 16 and 17 have reached the age of consent for sexual activity, any inappropriate sexual relations with young people aged 16 or 17 will be considered a breach of a 'Position of Trust' and will be referred to the appropriate football regulatory authorities and may also be referred to the statutory agencies.

We acknowledge that every child, young person or adult at risk who plays or participates in Brackley Town FC activities should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. (Physical, sexual or emotional harm, neglect or bullying). Brackley Town FC recognises that safeguarding is everyone's responsibility.

For the avoidance of doubt, that it is the responsibility of every adult involved in Brackley Town FC whether in a paid or voluntary capacity.



4.0. SAFEGUARDING MANAGEMENT

Brackley Town FC has appointed a Nick Zammit as the Designated Welfare and Safeguarding Manager who has total responsibility for the safeguarding of children in Brackley Town FC.

The DSO has special responsibilities and is Brackley Town FC's point of contact for safeguarding children and adults at risk. They are appointed in line with Brackley Town FC's role and responsibilities regarding the FA's policy rules for safeguarding and must complete the FA's Safeguarding Children Workshop and Welfare Officers Workshops. The post holders will also be involved with Welfare Officer training provided by The FA, PL and/or County FA.

The DSO is the first point of contact for all Brackley Town FC members regarding concerns about the welfare of any child, young person or adult at risk. The DSO will liaise directly with the Head of Safeguarding 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 Brackley Town FC members.

In the event of any concerns, Brackley Town FC has an online form that can be completed, bringing to the attention of the DSO to investigate the matter further.

Brackley Town FC has a proforma that needs to be completed to highlight any safeguarding concerns.

[Safeguarding - Brackley Town FC Player Development Centre \(brackleytownfcpcdc.co.uk\)](http://brackleytownfcpcdc.co.uk)

4.1. Children in Need

It is essential that Brackley Town FC can help any child or adult at risk as soon as possible. Coaches, Parents/Guardians, Staff working at Brackley Town FC, must be vigilant and react by advising the DSO of any concerns as soon as possible. Early help means providing support as soon as a problem emerges,

Early help can also prevent further problems arising; for example, if it is provided as part of a support plan where a child has returned home to their family from care, or in families where there are emerging parental mental health issues or drug and alcohol misuse. Effective early help relies upon local organisations and agencies working together to:

- Identify children and families who would benefit from early help
- Undertake an assessment of the need for early help
- Provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to improve the outcomes for the child.
- Staff should be alert to the potential need for early help for a child who:
 - Is disabled and has specific additional needs
 - Has special educational needs (whether they have a statutory Education, Health and Care Plan)
 - Is a young carer
 - Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups
 - Is frequently missing/goes missing from care or from home
 - Is at risk of modern slavery, trafficking, or exploitation
 - Is at risk of being radicalised or exploited
 - Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
 - Is misusing drugs or alcohol themselves



- Has returned home to their family from care
- Is a privately fostered child 10.0.

5.0. Recognition & Signs of Abuse

There are five main forms of abuse identified as follows, should you have any concern that abuse is occurring you should contact the HOS/DSO immediately.

Physical Abuse

Any deliberate act causing injury or trauma to another person, for example, hitting, slapping, pushing, kicking, burning, giving a person medicine that they do not need and/or that may harm them or application of inappropriate restraint measures. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

Sexual Abuse

Any act which results in the exploitation of children and adults at risk, whether with their consent or not, for the purpose of sexual or erotic gratification. This may be by an adult or by a young person who is intellectually, emotionally, physically, or sexually more mature than the victim. This includes non-contact activities, such as indecent exposure, involving children or adults at risk in witnessing sexual acts, looking at sexual images/pornography or grooming them in preparation for abuse (Including via the internet). Whilst legally Children aged sixteen have reached the age of consent for sexual activity, it is unacceptable for any member of Staff to abuse their relationship of trust for sexual gratification.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and young people.

Neglect

Ongoing failure to meet the basic needs of children and/or adults at risk. Neglect may involve; failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect them from physical and emotional harm or danger, or the failing to ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to, basic emotional needs.

In an activity setting, it may involve failing to ensure that children and/or adults at risk are safe and adequately supervised or exposing them to unnecessary risks.

Neglect may occur during pregnancy because of maternal substance abuse.

- Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child or young person from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers).
- Or ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's or young person's basic emotional needs.

Emotional Abuse

Any act or other treatment which may cause emotional damage and undermine a person's sense of well-being, including persistent criticism, denigration or putting unrealistic expectations on vulnerable groups, isolation, verbal assault, humiliation, blaming, controlling, intimidation or use of threats.



Bullying

Repeated behaviour intended to intimidate or upset someone and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

Bullying because of any form of discrimination:

Bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation, or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults, and 'banter'. - 24 - Cyber-bullying the use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. It occurs among Children, when an adult is the victim, it may meet the definition of cyber harassment or cyberstalking.

10.1. Additional Safeguarding Issues

Staff are required to understand the following safeguarding issues as detailed in the Keep Children Safe in Education, Statutory Guidance for Schools and Colleges Document September 2020. Further categories have been added for completeness.

Female Genital Mutilation (FGM)

Involve procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether it is lawful in another country. It is a form of child abuse common to some African, Asian, and Middle Eastern communities in the UK. This illegal and life-threatening initiation ritual can leave young victims in agony and with physical and psychological problems that can continue into adulthood. Carried out in secret and often without anaesthetic it involves the partial or total removal of the external female genital organs.

The NSPCC Female Genital Mutilation (FGM) helpline offers specialist advice, information, and support to anyone concerned that a child's welfare is at risk because of female genital mutilation.

Forced Marriage

A marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities or children, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, and sexual pressure. A Forced Marriage is different from an arranged marriage, which is a marriage entered into freely by both parties, although their families take a leading role in the choice of partner. It is recognised in the UK as a form of violence against women and men, domestic/child abuse, and a serious abuse of human rights. The Anti-social Behaviour, Crime and Policing Act 2014 made it a criminal offence (which can result in a sentence of up to 7 years in prison) to force someone to marry. - 25 -

The Forced Marriage Unit (FMU) operates a public helpline to provide advice and support to victims and those being pressurised into forced marriages. If you are worried that a child may be at risk of forced marriage, you can contact FMU via the helpline on 020 7008 0151 or email fmu@fco.gov.uk.

Honour based violence.

The term 'Honour Based Violence' (HBV) is the internationally recognised term describing cultural justifications for violence and abuse. It justifies the use of certain types of violence and abuse against women, men and children.

HBV cuts across all cultures, nationalities, faith groups and communities and transcends national and international boundaries. HBV is also a Domestic Abuse issue, a Child Abuse concern, and a crime. If you are worried that a child may be at risk of HBV contact Children's Social Care for further advice and guidance or speak with Brackley Town FC Designated Safeguarding Officer.



Domestic violence

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged sixteen or over, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass but is not limited to psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.

Supporting lesbian, gay, bisexual, and transgender young people

Lesbian, gay, bisexual, and transgender (LGB&T) young people come from all socio-economic backgrounds, religions, faiths, ethnicities, and cultures. It is estimated that six per cent of the population is lesbian, gay or bisexual, so there's a good chance that in a group of 30 young people, at least two will be or will grow up to be lesbian, gay or bisexual.

LGB&T people remain largely invisible across sports this lack of visibility, as well as the misapprehensions about LGB&T people, contributes to an environment of homophobia and transphobia in sport. Challenging homophobia and transphobia when they occur and creating a football environment where everyone feels included is critical. Every young person has the right to be treated with dignity and respect; this includes all young people who are openly lesbian, gay, bisexual, or transgender or are thought to be. Much of this information has been taken from materials developed by Stonewall. For further information visit www.stonewall.org.uk, or to speak with someone call 0800 050 2020.

Hazing

Any rituals, initiation activities, action, or situation, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional well-being of Vulnerable Groups

Infatuations

Vulnerable Groups may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware, that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. Staff should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes aware that a Child or Adult at Risk may be infatuated with him/ her, or with a colleague, should discuss this at the earliest opportunity with Brackley Town FC Designated Safeguarding Officer Nick Zammit.

Child Sexual Exploitation

The NSPCC define Child Sexual Exploitation (CSE) "as a type of sexual abuse in which children are sexually exploited for money, power or status". It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a Child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs. It can be very difficult to identify; warning signs can easily be mistaken for 'normal' teenage behaviour. Sexual exploitation can take many forms ranging from seemingly consensual relationships where sex is exchanged for affections or gifts, or seriously organised crime from groups or gangs.

Affiliated Football recognises that any sexual abuse of children or young people is exploitation. Any concerns relating to CSE should be referred to the statutory agencies.

Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (Staff working in the Foundation are most likely to identify and work with or support children at risk of CSE.)



Grooming

Grooming is defined as developing the trust of an individual for the purpose of sexual abuse, sexual exploitation, or trafficking. Grooming can happen both online and in person. 8.4.13 Fabricate or induced illness:

Fabricated or Induced Illness is easiest understood as illness in a child which is fabricated by a parent or person in loco parentis. The child is often presented for medical assessment and care, usually persistently, often resulting in multiple medical procedures. Acute symptoms and signs of illness cease when the child is separated from the perpetrator.

Peer on Peer abuse

Children can be taken advantage of or harmed by adults and by other children. Peer on peer abuse is any form of physical, sexual, emotional and financial abuse and coercive control, exercised between children and within children's relationships (both intimate and non-intimate). Peer on peer abuse may also occur between and within adults at risk relationships.

Peer on peer abuse can take various forms, including serious bullying (including cyberbullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour, and/or gender-based violence.

County Lines and Child Criminal Exploitation

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and adults at risk to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Coaches, Brackley Town FC officials, players, parents/spectators in both adult and junior football often lose sight of the fact that an individual in a leadership role who is under 18 is still legally a child. As a

consequence, young referees are open to experiencing abusive behaviour verbally, physically and emotionally. This behaviour is not acceptable in football everyone should be treated with respect.

Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual.

Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

Criminal exploitation of children is broader than just county lines and includes for instance children forced to work on cannabis farms or to commit theft.

Cyberbullying

The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. It occurs among children. When an adult is the victim, it may meet the definition of cyber harassment or cyber stalking.

Online Abuse

Reporting concerns about possible online abuse.

All staff and volunteers should be familiar with reporting concerns to the IT helpdesk.

Where a situation may include a vulnerable group or be a breach in safer working practice, the Safeguarding reporting procedures must be followed. In addition to referring concerns to the Safeguarding Team, you should immediately report online concerns to the Child Exploitation and Online Protection Centre (CEOP) or the police. The Safeguarding Team can support you with this. It is important that if you have in your possession indecent images of a child, these must not be forwarded on regardless. In the UK, you should report illegal sexual child abuse images to the Internet Watch Foundation at www.iwf.org.



Reports about suspicious behaviour towards children and young people in an online environment should be made to the Child Exploitation and Online Protection Centre at www.ceop.uk.

Where a child or young person may be in immediate danger, always dial 999 for police assistance.

Brackley Town FC has a separate Youth Produced Sexual Imagery Policy available on request which is in line with the UKCCIS Guidance.

Private fostering

A privately fostered child is a child under 16 (or 18 if disabled) who is cared for by an adult who is not a parent or close relative where the child is to be cared for in that home for 28 days or more.

Close relative is defined as "a grandparent, brother, sister, uncle or aunt (whether of the full blood or half blood or by marriage or civil partnership) or stepparent". A child who is Looked After by a local authority or placed in a children's home, hospital or school is excluded from the definition. In a - 29 - private fostering arrangement, the parent still holds Parental Responsibility and agrees the arrangement with the private foster carer. A child (as per definition above) placed with a host family for 28 days or more is in a private fostering arrangement and therefore Brackley Town FCs with host families should inform and work with their local authority ensuring that they meet legislative and local procedural requirements. This is a mandatory duty.

Poor practice

This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of the child and/or adult at risk are not afforded the necessary priority compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing them in potentially compromising and uncomfortable situations, failing to ensure their safety, ignoring health and safety guidelines, giving continued and unnecessary preferential treatment to individuals.

6.0. RESPONDING TO A REPORT OR SUSPICION

Brackley Town FC employs a Head of Safeguarding to provide effective Brackley Town FC-wide strategic leadership and management with a clear sense of direction and purpose that assists Brackley Town FC to deliver its safeguarding strategy, vision, values, priorities, policies and aims to promote and protect the welfare of vulnerable groups.

To assist the Head of Safeguarding Brackley Town FC has Designated Safeguarding Officers

ACTION TO TAKE IN THE EVENT OF A REPORT OR SUSPICION

The Designated Safeguarding Officer or Head of Safeguarding should be contacted as early as possible; however, it is recognised that an individual may need to respond to a situation immediately. The following guidelines offer help and support in responding to abuse or a suspicion of abuse:

DO

- If the child is hurt or ill seek immediate medical attention as required (Call 111 or an ambulance)
- If the child is immediately at risk of significant harm call the Police 999 Assessment Team and ask their advice.
- If you are unsure what to do you may also contact the NSPCC Helpline 0800 800 5000
- But remember "inaction is not an option".
- Treat any allegations extremely seriously and act at all times towards the child to show you believe what they are saying - LISTEN.
- Tell the child they are right to tell you.
- Reassure them that they are not to blame.
- Be honest about your own position, who you have to tell and why.
- Tell the child what you are doing and when, and keep them up to date with what is happening take further action – you may be the only person in a position to prevent future abuse - 30 -
- 3R's Respond, Record, Refer (Report on to the appropriate person)



- Write down everything said and what was done as soon as you can - Use the child's words – not your own opinion or what you think they said use the following open questions tell, explain, describe inform parents/carers unless there is suspicion of their involvement – if this is the case ensure you make this clear to the designated safeguarding officer who will inform the Head of Safeguarding for further advice
- Head of Safeguarding will seek guidance from the Duty & Assessment Team

DON'T

- Make promises you cannot keep
- Interrogate the child or ask leading questions – it is not your job to carry out an investigation/interview – this will be up to the police and local authority professional staff, who have experience and are trained specifically to sensitively manage the disclosure – ask? the most basic questions (USE Tell, Describe, Explain) and then let the child talk, you LISTEN.
and ensure that you do not jeopardise any potential criminal investigations.
- Cast doubt on what the child has told you, don't interrupt or change the subject
- Say anything that makes the child feel responsible for the abuse
- Promise to keep secrets or keep the information confidential

INACTION IS NOT AN OPTION – Safeguarding is Everyone's responsibility.

Make sure you tell the Children's Safeguarding Officer immediately; they will know how to follow this up and where to go for further advice.

There are contact details of the various Brackley Town FC officials with Safeguarding responsibility displayed around all Brackley Town FC premises and printed contact details are available to all staff, participants and beneficiaries at the various Brackley Town FC locations and activities.

- a. Recording & Reporting Allegations or Suspicions Including Allegations Against Staff.
 - The Children's Safeguarding Officer will ask for a written factual statement from the person making the report. If the report involves an allegation about another member of staff or volunteer, that person will also be asked to write a brief report.
 - Brackley Town FC will ensure that any child (or adult at risk) concerned is immediately removed from any possible risk of harm.
 - Investigations into possible abuse will require careful management.
 - The Head of Safeguarding should seek the advice of the relevant Local Authority Children's Services Team or the Police if a child is in immediate danger of harm. and take their advice on informing the child or young person's parents if it is safe to do so.
 - In the case of an allegation against a member of staff or volunteer then the LADO should be informed (before setting up an internal inquiry) (see additional flow chart Appendix (iii))
 - In cases of low-level poor practice, The Football Association Safeguarding Children & Vulnerable Adults Case Management Team should be informed (before setting up an internal inquiry). In any case of suspected abuse involving an allegation against a staff member or volunteer as soon as the Local Authority Designated Officer has been informed, Brackley Town FC must provide a report to the Leagues Head of Safeguarding.

Timescales

In any case of suspected abuse, the Local Authority Designated Officer (LADO) must be informed within 1 day. Brackley Town FC's Head of Safeguarding must provide a report to the FA Case Management Team via the electronic referral form within 72 hours of the referral to the LADO. A copy of the referral is automatically sent to the League Safeguarding Manager.

The SSM will also provide a verbal report to the board with due respect to confidentiality. Management of Allegations against Staff and Volunteers Policy is available on request.



7.0. Whistle Blowing

Brackley Town FC does not tolerate poor or unsafe practice and welcomes notification of concerns in order that actions can be taken to safeguard the children and adult at risk to whom we offer courses and activities.

Brackley Town FC acknowledges that 'Whistleblowing' is a difficult issue for people for many reasons, and that it has often been the case that people have been reluctant to share concerns about a colleague for fear of the repercussions for themselves or the colleague. All people must hold in mind that safeguarding children and adults at risk is their statutory duty and that being willing to share a concern with the Safeguarding Officer is an important part of that duty.

Brackley Town FC believes that it is not the responsibility of children and adult at risk to raise concerns about the poor or unsafe practice of professionals. All adults working for Brackley Town FC have a responsibility to raise concerns about the practice of colleagues where necessary, in the knowledge that their concerns will be dealt with in a sensitive, appropriate, and timely manner. This may result in a colleague being given guidance and training to support their practice or it may result in the Head of Safeguarding seeking advice from the appropriate agency about how to proceed. - 34 - Brackley Town FC will seek to keep information confidential to protect the whistle-blower and those who may be criticised during any investigation. Information will be shared with all who are deemed appropriate when it has been fully collated and examined. Brackley Town FC accepts that whistleblowing may cause distress to a person and will therefore ensure that impartial support will be made available to them.

Any person who has a concern about the way Brackley Town FC carries out its work should raise this with the Designated Safeguarding Officer. If a person feels unable to raise their concern openly then they should know that they have the right, free from discrimination, to speak to the Head of Safeguarding, Senior Safeguarding Manager, a trustee or a member of the board.

Any allegations must be taken seriously and properly investigated. Immediate action must be taken where required by the named Designated Safeguarding Officer or Head of Safeguarding. If there is information that a child or adult at risk is vulnerable or at risk, Brackley Town FC will follow the guidelines laid down in this safeguarding child policy and the managing allegations against staff and volunteers as appropriate.

8.0. Equality, Inclusion & Diversity

Brackley Town FC are fully committed to providing an inclusive and welcoming environment for everyone who wishes to be involved in Brackley Town FC. We believe that every person who engages with Brackley Town FC has a right to be treated fairly, with dignity and respect, irrespective of their personal characteristics. Brackley Town FC is therefore committed to avoiding and eliminating discrimination of any kind in Brackley Town FC and will under no circumstances condone unlawful discriminatory practices. Brackley Town FC takes a zero-tolerance approach to discrimination, harassment, victimisation, bullying and abuse and endorses the principle of equality, valuing diversity and inclusion and combating unfair treatment throughout its organisation, supporters, and staff.



8.1. Equality Statement

Brackley Town FC is committed to and endorses the principle of equality and strives to ensure that everyone who wishes to be involved in Brackley Town FC and its activities whether as a supporter, player, the local community, customer, community outreach participant, employee, Board member, contractor, volunteer, partner, or supplier:

Can be assured of an environment in which their rights, dignity and individual worth are respected, and that they are able to enjoy their engagement at Brackley Town FC without the threat of intimidation, victimisation, harassment, bullying and abuse; and

Have a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex, or sexual orientation.

Our aim is to embed equality across all levels of Brackley Town FC. Through this Policy, Brackley Town FC aims to ensure that the message of equality is followed and actively practised.

9.0. Legal Obligation

Brackley Town FC is committed to avoiding and eliminating discrimination of any kind in Brackley Town FC and recognises that it is unlawful to discriminate directly or indirectly because of an individual's:

- age,
- disability,
- gender reassignment,
- race,
- religion or belief,
- sex,
- sexual orientation,
- marriage or civil partnership,
- pregnancy or maternity.

Individuals will be protected if they have a protected characteristic, are assumed to have a protected characteristic, are associated with someone who has a protected characteristic or with someone who is assumed to have a protected characteristic.

We are fully committed to compliance with all relevant equality legislation, this includes the Equality Act 2010.

- Having a culture of zero-tolerance on abuse, unlawful discrimination, bullying, misogyny, harassment, and victimisation
- Dealing with complaints of abuse, unlawful discrimination, bullying, harassment, and victimisation seriously and timeously
- Monitoring recruitment and selection methods
- Providing equal opportunities
- Challenging unconscious bias
- Developing policies and procedures to ensure they do not discriminate unlawfully because of any of the protected characteristics.
- Monitoring the make-up of the workforce regarding protected characteristics to encourage equality, diversity, and inclusion.
- Ensuring all activities promote positive equality, diversity, and inclusion.



Each member of staff and volunteers are expected to adhere to this policy and procedure to ensure that a positive equal, diverse, and inclusive opportunities climate exist.

Equality, Diversity and Inclusion Definitions:

- Equality - Is ensuring individuals or groups of individuals are not treated differently or less favourably, based on their specific protected characteristic.
- Diversity - Is about recognising differences. It is acknowledging the benefit of having a range of perspectives in decision-making and the workforce being representative of Brackley Town FC's customers.
- Inclusion - Is where people's differences are valued and used to enable everyone to thrive at Brackley Town FC. An inclusive working environment is one in which everyone feels that they belong without having to conform, that their contribution matters and they can perform to their full potential, no matter their background, identity or circumstances. An inclusive workplace has fair policies and practices in the place and enables a diverse range of people to work together effectively.

10.0. Types of Discrimination:

An individual may experience different forms of discrimination. Discrimination may take the form of:

- Direct discrimination – this occurs when someone is treated less favourably than another person because of a protected characteristic they have.
- Indirect discrimination – this occurs when a condition, rule, policy or practice applies to everyone but particularly disadvantages people who share a protected characteristic.
- Discrimination by association - this is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
- Discrimination by perception - this is direct discrimination against someone because an individual believes that another individual possesses a particular protected characteristic when they do not have that protected characteristic.
- Victimisation – this occurs when someone is treated less favourably because of making or supporting a complaint about discrimination, such as being denied a training opportunity or a promotion because they made/supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so.
- Harassment – this is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.
- Bullying – this is a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual.

Failure to make reasonable adjustments this is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.



11.0. Complaints and Compliance:

Brackley Town FC consider all forms of discriminatory behaviour, including (but not limited to) behaviour, which is deemed to be seen to be unacceptable, and is concerned with ensuring individuals feel able to raise any bona fide grievance, report or complaint related to such behaviour without fear of being penalised for doing so.

Appropriate sanctions will be taken against any Senior Management Board member, staff, player, match day fan, or volunteers who participant in outreach programmes and other people engaged with Brackley Town FC's activities who violate this Equality Policy.

Any individual who believes that they have been treated in a way that they consider to be in breach of this Policy by any other Brackley Town FC representative should in the first instance, and if they feel able to do so try and discuss it with that person. If that does not resolve the matter, or in the case of allegations against Brackley Town FC itself, the individual may raise the matter with their manager, a staff member or Brackley Town FC Welfare Officer / Safeguarding Officer (Nick Zammit)

Unfair Treatment:

All staff and volunteers should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination to fellow employees, volunteers, customers, suppliers, and the public.

Reasonable Adjustments

To ensure practices remain justifiable and lawful Brackley Town FC will aim to make the necessary reasonable adjustments relating to all protected characteristics. This includes, but is not limited to, physical features and environmental adjustments in relation to any of its premises ensuring fairness and equality for potential employees, current employees and third-party contractors associated with Brackley Town FC.

Brackley Town FC will take all reasonably practicable steps to ensure staff are able to participate in its business activities on an equal basis. You are encouraged to tell Brackley Town FC if you need appropriate support/reasonable adjustments so that this can be provided.

Recruitment and Selection

Brackley Town FC aims to ensure that job applicants do not suffer unlawful discrimination. Recruitment procedures are reviewed regularly, in line with the Equality Act 2010 and Safer Recruitment Guidelines, including but not limited to, to ensure that individuals are treated based on their relevant merits and abilities.

Job selection criteria is regularly reviewed to ensure that they are relevant to the job and are not disproportionate. Shortlisting of applicants is undertaken by more than one person. Job advertisements will avoid stereotyping or using wording that may discourage groups with a protected characteristic from applying.

Applicants will not be asked questions about health or disability before a job offer is made unless those questions are permitted by law, for example, to establish whether reasonable adjustments might be required for an interview or other selection process, or for equal opportunities monitoring.



Brackley Town FC requests equality and diversity data from all applicants on a voluntary basis when applying for a position and will regularly review shortlisting as the recruitment process progresses. The information is kept in an anonymised format and retained solely within the Human Resources department. The data is used to support Brackley Town FC to take appropriate steps to avoid discrimination and improve equality, diversity and inclusion.

Brackley Town FC is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status will not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents before employment starts, to satisfy current immigration and right to work legislation.

All complaints are to be raised following the questionnaire found on the following link, or in via email to the welfare & safeguarding officer (Nick Zammit)

[Safeguarding - Brackley Town FC Player Development Centre \(brackleytownfcpcdc.co.uk\)](http://brackleytownfcpcdc.co.uk)

Training, promotion and terms and conditions

Employees will be given appropriate access to promotions and training to enable them to progress. All decisions will be made based on merit, ability and job suitability coupled with transparent and justifiable methods.

Workforce composition and promotions will be monitored to ensure equality of opportunity at all levels of Brackley Town FC. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the needs of disadvantaged or underrepresented groups.

Terms and conditions, benefits and facilities will be reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

Responsibility and Key Contacts

The board of directors (Committee, Trustees etc) has overall responsibility for the effective operation of this policy and for ensuring compliance with equality legislation. Day-to-day operational responsibility has been delegated to the Human Resources Department.

All Managers must set an appropriate standard of behaviour, leading by example and ensuring that those they manage adhere to this Policy and Procedure. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

- Associated Policies:
- Whistleblowing Policy
- Anti Bullying Policy



12.0 General Principles concerning the use of Photographs or Recorded Images.

Implicit within Brackley Town FC policies and procedures for the protection of Children is the commitment to ensure that all publications and media represent participants appropriately and with due respect. It is not the intention of Brackley Town FC to prevent parents from taking pictures of their children, but rather to ensure that photographic practices are carefully managed and effective prevention measures in place to deter anyone with undesirable intentions from taking and publishing inappropriate images.

Here at Brackley Town FC our parents, carers, children, and Brackley Town FC generally look forward to celebrating and or publicising footballing successes by photographing children at matches and events. Documenting a child's involvement and progress through the season both by film and photos is widely accepted as contributing to the enjoyment of the game.

It's also recognised some coaches find it helpful to use photographs or film as a coaching tool to support a player's development.

It is recognised that the use of photos and film on websites, social media, posters, within the press or other publications, can pose direct and indirect risks to children if they are not managed appropriately.

However, the taking of appropriate images of children is supported by Everyone wishing to film or take photos in football has a responsibility to familiarise themselves with and adhere to the following guidance.

Potential Risks:

Inappropriate taking and or use of images of children.

Someone may set out to take inappropriate photos or film content in ways that are potentially illegal and harmful, such as:

- Children changing.
- Photos taken in the toilet.
- Using a camera at ground level to photograph up girls' skirts.
- Images that appear ambiguous can be used inappropriately and out of context by others.
- Images that can easily be copied and edited, perhaps to create child-abuse images.
- Images shared privately online that can be re-shared, possibly entering the public domain on websites or social media

(Further information on this is available in 'Section 6: Safeguarding in the Digital World' of the safeguarding section on TheFA.com)

The Identification of, contact with, or grooming of a child.

When a child's image is accompanied by significant personal information e.g., full name, address - it makes them more easily identifiable to third parties. This can lead, and has led, to children being located, contacted and/or 'groomed'. Even if personal details are kept confidential, details identifying the school or Brackley Town FC, or their favourite sportsperson or team, can potentially be used to groom the child. There's an increased risk of identification of, and contact with a child:

- By someone in circumstances where there are legal restrictions – such as if the child is in local-authority care or placed with an adoptive family.
- Where restrictions on contact with one parent following a parental separation exist e.g., in domestic violence cases.
- In situations where a child may be a witness in criminal proceedings.



Commissioning Official or professional photographers and the local media

If you are commissioning professional photographers or inviting the media to cover a football activity, ensure you and they are clear about each other's expectations. The key is to plan ahead and communicate early on.

Please follow the steps below:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Inform them of your Brackley Town FC's commitment to safeguarding children.
- Establish who will hold the recorded images and for how long they'll be retained and/or used and what they intend to do with them, e.g., place on a website for sale, distribute thumb nails to Brackley Town FC to co-ordinate sales.
- Issue the professional photographer with identification, which must be worn at all times.
- Clarify areas where all photography is prohibited e.g., toilets, changing areas, first-aid areas etc.
- Inform the photographer about how to identify – and avoid taking images of – children without the required parental consent for photography.
- Don't allow unsupervised access to children or one-to-one photo sessions at events.
- Don't allow photo sessions away from the event – for instance, at a young person's home.
- Inform participants and parents or carers prior to the event that a professional photographer will be in attendance.

What to do when parental consent is not given

Brackley Town FC / event organiser has a responsibility to put in place arrangements to ensure that any official or professional photographers can identify (or be informed about) which children should not be subject to close-up photography. This could involve providing some type of recognisable badge, sticker, or wristband, and/or a system for photographers to check with the activity organiser and/or team manager to ensure its clear which groups or individuals should not feature in images.

It is good practise for Parents / Carers / Guardian of children who are not to be photographed to remind the team coach of this, especially if the Team are playing at tournaments where there is likely to be many Teams in attendance.

Common Sense considerations to ensure everyone's safety.

It's important to remember the majority of images taken are appropriate and taken in good faith. If we take the following measures, we can help to ensure the safety of children in football.

DO:

1. Share this guidance on taking images with everyone who becomes a Brackley Town FC member (officials, parents/carers).
2. Ensure Brackley Town FC has written parental consent to use a player's image in the public domain e.g., on Brackley Town FC website, Facebook page or in a newspaper article. This is essential in relation to point 3 below.
3. Ensure that any child in your Brackley Town FC who is under care proceedings where there are legal restrictions, is protected by ensuring their image is not placed in the public domain. This can be done by using The FA's Brackley Town FC Annual Membership Information and Consent Form. (See *Guidance Notes 8.2*)
4. Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts).
5. Aim to take pictures which represent the broad range of youngsters participating safely in football e.g., boys and girls, disabled people, ethnic minority communities.
6. Advise parents/carers and spectators that there can be negative consequences to sharing images linked to information about their own or other people's children on social media (Facebook, Twitter) – and that care should be taken about 'tagging'.
7. Establish procedures to respond to and manage any concerns, including clear reporting structures and a system to contact the Police when necessary.



DON'T

1. Publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so, and you have informed the parents/ carers as to how the image will be used.
2. Use player profiles with pictures and detailed personal information online.
3. Use an image for something other than that which it was initially agreed, e.g., published in local press when initially produced for a Brackley Town FC house commemorative picture.
4. Allow images to be recorded in changing rooms, showers, or toilets – this includes the use of mobile phones that record images.
5. Include any advertising relating to alcohol or gambling in photographs of children.

REMEMBER

- It's not an offence to take appropriate photographs in a public place even if asked not to do so.
- No-one has the right to decide who can and cannot take images on public land.
- If you have serious concerns about a possible child protection issue relating to the recording of images then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk.
- The land or facility owner can decide whether photography and or filming at football activities will be permitted when carried out on private land. However, you need to make this known before allowing individuals access to the private property. If they do not comply then you may request, they leave.
- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).
- That swimming as a social activity for football Brackley Town FCs presents a higher risk for potential misuse than football, so images should: – Focus on the activity rather than a particular child; – Avoid showing the full face and body of a child – instead show children in the water, or from the waist or shoulders up; – Avoid images and camera angles that may be more prone to misinterpretation or misuse than others.

Filming as a coaching aid

The FA advises that coaches using filming as a legitimate coaching aid should make parents/carers and players aware that this will be part of the coaching programme. Care should be taken when storing the film clips. Parental consent must of course have been given.

General Images of events

At many events, organisers will wish to take wide-angle, more general images of the event, the site, opening and closing ceremonies, and so on. It's usually not reasonable, practical, or proportionate to secure consent for every participating child in order to take such images, or to preclude such photography on the basis of the concerns of a small number of parents. In these circumstances, organisers should make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

Good practise would be to ensure that any advertising, tickets, or social media promoting an event state that general photography may be used.

Secure storage of images

Images or film recordings of children must be kept securely.

- Hard copies of images should be kept in a locked drawer.
- Electronic images should be in a protected folder with restricted access.
- Images should not be stored on unencrypted portable equipment such as laptops, memory sticks or mobile phones.



Brackley Town FC and Leagues:

- If you're storing and using photographs to identify children and adults for official purposes – such as identity cards – ensure you comply with the legal requirements for handling personal information.
- For guidance on data protection and other privacy regulations, visit the Information Commissioner's Office (ICO) website: ico.org.uk

Misuse and manipulation of images

An individual with bad intent may deliberately target a vulnerable child to take images which may be uploaded to social media or shared with other likeminded individuals or groups motivated by sexual interest. Occasionally, these images are also used to threaten and force the child into unwanted, illegal sexual activity. Taking and sharing images like this may form part of wider bullying of the targeted young person by other young people, motivated more by a wish to cause humiliation and embarrassment.

Even in the context of a shared joke among friends, without abusive intent, a young person taking and sharing inappropriate images may be committing a serious offence and risk criminal prosecution.

Responding to Concerns

Whether it's general Brackley Town FC activities or when attending an event all Brackley Town FC officials, volunteers, children and parents/carers should be informed that if they have any concerns regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken), these should be reported. Reports can be made to the:

- Event organiser or another official.
- Brackley Town FC Welfare Officer.
- County FA Designated Safeguarding Officer.
- National League DSO
- The FA Safeguarding Team via safeguarding@TheFA.com



13.0. Trips, Tours & Tournaments

Whenever Brackley Town FC/undertakes trips, tours, or tournaments it will ensure the safety of children and adults at risk that it is responsible for. Alongside this, children and adults at risk will have the opportunity to grow their confidence, self-esteem and develop their skills. All trips, tours and tournaments will be carefully planned, and preparations made well in advance to ensure that any concerns from players, parents or carers are addressed. We will ensure that safety of undertaking of trips, tours, and tournaments through following our Safeguarding policies and procedures and those of the FA.

This policy should be read in conjunction with:

[The FA Safeguarding Guidance Note 5.4 – Travel, Trips and Tournament Advice and Permissions.](#)

Other relevant policies and procedures:

- Safeguarding children's policy
- Safeguarding Adult at Risk policy
- Codes of conducts for staff, volunteers, players, and spectators.
- Safer Recruitment policy

Open Age Football:

Brackley Town FC use this policy for those players who may travel with the first team or affiliated teams in open age football who are aged 16/17 (defined in law as children). We are responsible for ensuring appropriate safeguards are in place when arranging transport and trips and ensuring anyone supervising U18s has undertaken relevant safeguarding training and DBS checks are in place.

The following are core principles of Brackley Town FC and will be always followed:

- No child will be permitted to undertake a trip, tour or tournament organised by the (Brackley Town FC unless there is relevant signed consent from parents / carers on file.
- When going on trips, tours, and tournaments we will ensure that minimum staff ratios are met for the age of the children participating and needs of the adults at risk.
- Prior approval will always be obtained by the CFA when planning to play foreign opposition (Appendix A).
- We will ensure that staff of the same sex as the groups are present during the trip, tour, or tournament.
- A member of staff will have a copy of the Emergency Procedures guide relevant to the trip, tour, or tournament.
- A qualified first aider will always be present and will carry a fully stocked first aid kit.
- Brackley Town FC will work with the children and adults at risk to establish and agree rules for the trip, tour or tournament and communicate the consequence of breaking them.
- Brackley Town FC will not endorse any tours, trips or tournaments of non-affiliated teams which are not arranged by Brackley Town FC staff. Should parents wish to independently take a group of players on a tour, trip, or tournament they MUST speak to CWO at least 8 weeks prior to the event. Brackley Town FC Welfare Officer Nick Zammit for assistance.

Brackley Town FC will ensure that the appropriate insurances are in place to cover the following:

- Public and civil liability
- Travel Insurance
- Personal accident
- Vehicle insurance
- Breakdown cover for transport
- Medical cover abroad (if applicable)



Brackley Town FC will commit to meetings with parents and carers to:

- Introduce staff who will undertake the trip, tour or tournament with the child(ren) or adult(s) at risk.
- Confirm roles and responsibilities of those travelling, including Brackley Town FC staff members with Safeguarding responsibility whilst away. This person will hold the safeguarding qualifications necessary to perform the role.
- Provide information packs.
- Ensure all welfare requirements are known, recorded, and understood for each person with specific requirements and needs (medical, physical, or psychological).
- Confirm a Brackley Town FC point of contact for parents and carers.

Accommodation guidance for overnight stays:

The Brackley Town FC will ensure when booking a trip, tour, or tournament – that they have permission from the CFA, the location is suitable, and it holds a current fire certificate. In addition, we will ensure that:

- There are ensuite facilities or separate facilities for children and adults.
- Under 18's will not share rooms with adults.
- There is secure parking.
- That varied dietary requirements can be met.
- Valuables can be stored safely.
- There is sufficient night-time security.

If possible then Brackley Town FC will look to send a member of staff to visit the accommodation before booking to ensure it is suitable but in any case, thorough research will take place prior to booking.

Travelling and staying abroad:

If travelling or staying abroad then Brackley Town FC will advise parents/ carers of any Visa's and/or vaccinations required. Parents and carers will also be asked to provide details of valid international health insurance for each child and adult at risk.

Staffing and staff ratios:

- Minimum staffing ratio's will be met in accordance with the FA guidance note 5.5.
- Minimum of **two FA DBS checked coaches/ adults** (young leaders 16/17 year of age are not considered adults).
- Brackley Town FC will always ensure where same sex children or adults at risk are staying-g that we have the same sex staff members with the group.

NSPCC Recommended Adults to child ratios:

Age of Children	Ratio of staff
4-8 years	One adult per 6 children
9-12 years	One adult per 8 children
13-18 years	One adult per 10 children

Rules whilst away:

Brackley Town FC will work with children and adults at risk to establish and agree rules beyond those in the codes of conducts. The consequences to rule breaking will be communicated to those travelling or staying overnight.

**Examples:**

No person under the age of 18 years will be allowed to possess or consume alcohol. If this rule is broken then those found with, or those having consumed alcohol may be:

- a. Prevented from playing further matches.
- b. Parents / carers will always be informed.
- c. Further sanction from Brackley Town FC on return, which could include a ban or being removed from Brackley Town FC.

Safety, security, and safeguarding when staying in accommodation:

- Once at the accommodation staff will check that all windows and doors are safe, check rooms for damage, that they are non-smoking rooms and report anything as per necessary.
- All rooms will be checked to ensure there is no access to alcohol and that movie access is appropriate or entirely restricted.
- All those staying are to be briefed with regards to fire safety and procedures in the unlikely event of fire.
- How to contact the adult in charge will be made clear, this will include details of where their room is in location to the children's room (ideally one at each end of a single corridor).
- Finally, all belonging including money, passports and valuables will be stored safely.
-

Transport

The Club has developed a transport policy in line with the Guidance issued by the League and uses the documentation and processes recommended in line with this guidance. Including consent forms and risk assessment/management processes. Separate Transport Policy Document available.



14.0. First Appearance and Travel Policy

Whenever Brackley Town FC makes the decision to include a young person under the age of 18 in the first team, or development squad we have a duty of care to ensure their safety. The aim, whilst ensuring the safety, is that the young person can grow their confidence, self-esteem and develop their skills.

When inviting a young player under 18 to a senior or first team game we will consider all the risks and put in place some safeguards.

Therefore, the inclusion of a young person into the squad will be carefully planned, and preparations made well in advance to ensure that any concerns from the player, parents or carers are addressed. We will ensure their safety of first appearances and travel through following our Safeguarding policies and procedures and those of the FA.

Purpose:

This Toolkit has been designed to help Welfare Officers and Designated Safeguarding Officers to prepare and think things through in advance to support your Brackley Town FC in safeguarding their young players on their debut. This guidance provides information on good working practices which will be regularly reviewed and, where appropriate, improvements made. Suggestions to improve working practice and safety are welcomed from any source. The information contained in this document has been developed by EFL Brackley Town FCs and is seen as good practice to support the transition of young players into the adult game, therefore we have adopted this for Steps 1-4. Please ensure you read through the whole document before making any plans.

DBS checks:

Questions have been asked in the past regarding those travelling to an away game, for example.

When a player U18 is staying overnight at a hotel as part of the senior team, does everyone travelling need a Disclosure and Barring Service (DBS) and must the First Team Manager have a DBS when a player who is U18 is involved in a First Team game?"

Answer: Not all travelling need to be DBS checked, HOWEVER, The Manager must be!

Away game travel:

If the debut of the young player is going to occur during an away game, then ensure that at least one person travelling has a DBS. The DBS document will state if the person has clearance for work with the children's workforce or for work with the adult workforce. Those medical professionals who work with both adults and with U18s will require 'child and adult workforce' on their DBS certificate. Brackley Town FC physio is likely to already have an existing DBS certificate.

Speaking with the player, his parents and all other interested parties, before any debut, would ensure that all of those involved will know what to expect, especially if the team is travelling to an away game. It is important to ensure that everybody understands that no single person is solely responsible' for the care of the young player. Safeguarding is everyone's responsibility. Therefore, all of those involved should be made aware of their personal responsibilities when a young player is making his debut for the first team. Whilst this policy is written around a debut appearance, the principle will apply for more regular senior appearances. Note: The younger the player is, the more vulnerable they may be.



Additional vulnerabilities to consider include:

1. The excitement and anxiety of playing for the first team or senior squad:
2. Their keenness to do well and to impress and please the manager, coaches and team.
3. Travelling to an away game as the only U18.
4. Wanting to be one of the 'grown-ups' but being cautious and reminded of the code-of-conduct for U18s.

Step1 – Talking to parents/carers:

Talk to parents outlining some of the issues detailed in a) – e) below then follow up with a letter enclosing a consent form. Ask the parents / carers to sign and return the consent form. Template examples of a letter to parents / carers, a consent form and Code of Conduct are enclosed as Appendix 1- 3.

- a) Outline what a great achievement it is that their son/daughter has been offered the opportunity to debut with the First Team. If the match is an away game, explain that they are likely to be the only U18 travelling (if that is the case). Explain that they may have been called up, but that does not automatically mean they will play on the day.
- b) Explain that you understand that their son/daughter may be thrilled at the prospect of playing but you are aware that they may also be nervous and even a little anxious. Also, tell them that you will be speaking to them (or have already done so) to reassure them and ensure they are comfortable and knows what to expect.
- c) Explain that if away travel is involved, they will be in a hotel room alone and will not be sharing with any of the other players. The only exception to this would be if two U18s are travelling with the team, in which case they can share a room. Likewise, a child's parent or guardian may also wish to attend and share a room.
- d) Explain that you intend to 'buddy up' their son/daughter with one of the senior players. Seek their support, explain that you would like them to talk to their son/daughter to prepare them and try to ensure they know that this is a great opportunity, which should be enjoyed. Parents / carers should reinforce the fact that if they are uncomfortable about anything they should talk to someone they trust.
- e) Explain that the reasons you are going through this process with them is to try to ensure that everything goes as smoothly as possible for their potential first team appearance.

Step 2 -Talking to the player:

It is highly likely to have been the Academy Manager or First Team Manager who has informed the player that they have been called up. The information in a) – g) below is a follow up conversation which should be undertaken by either Brackley Town FC Welfare Officer (CWO) / Designated Safeguarding Officer (DSO) or by another appropriate person who the player knows and trusts. Therefore, the timescales for talking to players and parents may be interchangeable.

- a) Congratulate the player on being selected to join the first team squad. Explain that they may have been called up, but that does not automatically mean they will actually play on the day. Be diplomatic in preparing them for this possible disappointment.
- b) Discuss with the player that while you understand that they must be very proud at the prospect of playing, you also understand that they may be nervous and even a little anxious.



- c) Explain that you will try to identify a 'Buddy' for them, and this may be a senior player who can provide support for them during their possible debut. Ask them if there is someone, they think they would feel comfortable with. However, be clear that this may not necessarily be the person who is identified as their 'Buddy'.
- d) Explain to the player that they do not have to tolerate any unacceptable 'banter' or behaviour and that they need to set their own boundaries and know what 'line' must not be crossed personally. Explain that there may quite a bit of 'down-time', and they should think about what they take with him to fill the time.
- e) They also need to know that if the team are travelling to an away game, they will be staying in a separate hotel room and should not share a room with any adult over 18 (Unless it is a parent or guardian).
- f) Outline what is expected of them in respect of a 'code of conduct'. That is what their person responsibilities are during the trip. This includes, specifically, ensuring that they understand they must have no access to alcohol (including the mini bar); no access to adult television or any adult materials; they should not engage in gambling; that they should use any social media platform in a responsible manner, in line with any Brackley Town FC policy and must be careful about comments which may be misinterpreted or insulting to others in any way; clarify that they must not make any inappropriate comments about the football environment. Brackley Town FC may have additional responsibilities to add to this list.
- g) Ensure the player, knows, and understands that if they have ANY concerns, they can speak to their 'Buddy', Welfare Officer / DSO, or someone else that they trust.

Step 3 – Talking to the `Buddy`

As the CWO/DSO you will need to identify who may be the most suitable 'Buddy' for the young player. You may need to seek advice on this from the Academy Manager or other members of staff. Remember, however, to be sensitive when deciding on this issue. The idea is to try to support the player through a well-planned transition and not to create an environment where they 'stand out more' and is the focus of more attention.

Also remember the 'Buddy' should be someone that the player will feel comfortable with, however, it should be one of the senior players.

When you talk to the 'Buddy', it is important to stress that they are not responsible for the care of the young player. You are simply asking them to be a sympathetic ear, if required, and a mentor for the young player.

Step 4 – Talking to the person with the DBS.

As stated earlier a First Team or Development Squad Match is not an activity designed for U18s, therefore DBS are not required by all the adults involved. However, to provide additional safeguards, one member of the support team should have an FA DBS certificate and be cleared through The FA for work in football. Generally, Brackley Town FC physio may hold an appropriate disclosure.

When you talk to the physio, or other person with the appropriate DBS, it is important to stress that they are not solely responsible for the care of the young player during any trip. The young player will not need constant independent supervision. You are simply asking them to be available for the young player, if required.



Young people over 16 years of age are often capable and legitimately entitled to live independently. A one-night stay in a hotel room alone is something young players may already have done as part of family holidays.

Step 5 – Talking to the Manager and the team.

Realistically, it may be only a few days before a game when you are informed that a young player is going to be called up. Therefore, the best approach for ensuring everyone knows and understands their responsibilities when a young player is called up is to ensure that as CWO/DSO you address this issue during an in-house safeguarding training session.

Through well planned training and using this guidance as part of a Brackley Town FC education programme, you should be better prepared for last minute confirmations of call-up which may occur a couple of days before an important game.

When delivering training, the key message would be:

- a) young players U18 are defined in law as a children and adults working with children need to not only protect those young players, but to also demonstrate standards of behaviour which do not leave the adults open to allegations against themselves.
- b) If the game involves away travel, players U18 should be in a hotel room alone and should not share with an adult over 18.
- c) An exception to this would be if two U18s are travelling with the team, in which case they can share a room.
- d) Players and staff should not encourage young players U18 to engage in any inappropriate activities such as gambling; the use of alcohol or other inappropriate or illegal substances; or watching or engaging in any inappropriate adult behaviours.
- e) Regardless of what experiences they, as experienced older players, encountered in the past, especially on their debut for the first team, players and all staff should recognise the vulnerability of young players U18 and the risks associated with encouraging young players to engage in inappropriate activities.
- f) It is important to remember that the younger the player, the more vulnerable they will be.
- g) The best way to inspire young players to play well and fulfil their potential is to provide encouragement and praise, especially during times of challenge and anxiety, such as on their debut for the first team. Providing positive role models in the form of more experienced players who demonstrate appropriate behaviour can help the player and Brackley Town FC.

All staff that work with young players are in a position of trust. Young players, parents and carers must have confidence that any professional football Brackley Town FC working with children will ensure that they provide a professional, trained workforce that understand their roles and responsibilities when working with U18s.

Planning and preparing for the time when U18s will be called up for a first team or senior appearance can only help to provide protection for; the players U18, the senior players, Brackley Town FC, the business, and The Brand. It will also provide reassurance for families that their son will be provided with the right guidance and support during his development.



15.0. Adult Player Code of Conduct – Walking Football

Brackley Town FC share and encourage the FA's Code of Respect, we believe that we all have the responsibility to promote the highest standards of behaviour. Adult players have a significant role to play in this. All adult players should follow this code of conduct and treat your team, other players, match officials with Respect.

Adult Players on and off the field, I will:

- Stick to the rules and celebrate the spirit of the game.
- Always show respect to everyone involved in the game.
- Never engage in public criticism of the Match Officials and abide by their final decision.
- Win or lose with dignity. Shake hands at the end of the game.
- Be aware of the potential impact of bad language on others.
- Never engage in abusive language, bullying or intimidating behaviour.

I understand that if I do not follow the code, I may:

- Be asked to apologise to whoever I've upset.
- Receive a formal warning.
- Be required to attend a FA education course.
- Be dropped, substituted, or suspended from training.
- Not be selected for the team.
- Be sanctioned by Brackley Town FC in line with player's contract.
- Be asked to leave Brackley Town FC and / or issued a fine.

16.0. Administering Medical Needs & Attention

Brackley Town FC Development coaches are not responsible or trained to administer medication. Where U18 players require medication before, during or after the game, this is to be administered via parent/guardian, the player themselves or a medical professional. If a player falls ill during training or match day, every effort is to be made to assist and make the player comfortable whilst raising the alarm for immediate medical support. Depending on the nature of the illness, the coach may call the training or match to a halt or ask a parent/helper to assist with the player until support arrives.

17.0. Registration of Players at Training & Match Day:

It is imperative for the safety of the child and the coach that all players are signed in/out during training and match days and are collected by a known adult/parent or guardian.

18.0. Missing Child & Uncollected Children

Coaches must be aware; of the players they have in their care during both training sessions and matches.

18.1. For training sessions and home matches:

- Coaches should arrive at least 15 minutes before the time players have been told to arrive.
- If parents arrive early, they should not leave the players on their own. Parents must wait until a coach and at least one other player arrives before they leave the venue. At the end of the session two adults should remain with the players until the parents arrive to collect the players. Under no circumstances must coaches leave a player alone to wait for a parent/guardian who may be late.



- At each session coaches must take a register of the players who have arrived.
- If parents are going to be late, they must inform one of the coaches by mobile phone. Parents should also inform the Coach if they are unable to collect their child and are sending someone else to collect the player. Text messages are not acceptable as a means of communication.
- Players should be encouraged to go to the toilet before the training session or match so that they do not have to go during the activity. If a toilet visit is necessary during, players should go as pairs with one coach/helper. The coach/helper should stay just outside the changing rooms whilst waiting for the player.

18.3. For away matches:

- Coaches should arrive at least 15 minutes before the players.
- The Coach in charge must carry a copy of the list of players travelling and know the total number of players in their charge.

18.4. Missing players:

If a player goes missing at any time the following procedures should be followed:

- A Coach/helper should look for the player.
- If the problem is not resolved within 15 minutes, you should contact the parent
- If the player is not found after 30 minutes, Coach/helper and parents should inform the police.

18.5. Investigations:

When a missing child has been located and safely returned to training/the game, the child's family or the police, the club's Welfare Officer will investigate the circumstances of the child going missing.

18.6. After Care

The club will look to facilitate any additional aftercare for the child or children who were part of the training session if there is a need to do so. Where professional help and assistance is required, Brackley Town FC will support those professional agencies engaged and provide as much help and assistance as possible.

19.0. Concussion

What is concussion? Concussion is an injury to the brain resulting in a disturbance of brain function. It affects the way a person thinks, feels, and remembers things. There are many symptoms of concussion, with common ones including headache, dizziness, memory disturbance or balance problems.

19.1. What causes concussion?

Concussion can be caused by a direct blow to the head but can also occur when a blow to another part of the body results in rapid movement of the head (e.g., whiplash type injuries). Onset of symptoms

The first symptoms of concussion typically appear immediately or within minutes of injury but may be delayed and appear over 24-48 hours following a head injury. Over the next several days, additional symptoms may become apparent.

Loss of consciousness (being 'knocked out') does not always occur in concussion (in fact it occurs in less than 10% of concussions) and is not required to diagnose concussion.

A concussed player may still be standing up and may not have fallen to the ground after the injury.

19.2. How to recognise concussion

If any of the following visible clues (signs) or symptoms are present following an injury the player should be suspected of having concussion and immediately removed from play or training and must not return to activity that day. The concussion recognition tool (CRT6) may be used as an aid to the pitch-side recognition of concussion (***please refer to the FA's Concussion guidelines***)



20.0. BRACKLEY TOWN FC – Code of Conduct & Respect: Coaches, Team Managers and Brackley Town FC Officials Code of Conduct

We all share and encourage the FA's Code of Respect; we believe that we all have the responsibility to promote the highest standards of behaviour. Coaches, Team Managers and Brackley Town FC Officials have a significant role to play in this. All coaches, managers and Brackley Town FC officials must follow this code of conduct and treat your team, other players, and match officials with Respect.

Coaches, Team Managers and Brackley Town FC Officials:

On and off the field, I will:

- Always show respect to everyone involved in the game.
- Stick to the rules and celebrate the spirit of the game.
- Encourage fair play and high standards of behaviour.
- Always respect the referee and match officials whilst encouraging players to do the same.
- Never enter the field of play without the Referee's permission.
- Never engage in, or tolerate offensive, insulting, or abusive behaviour.
- Be aware of the potential impact of bad language on others.
- Be gracious in victory and defeat.
- Respect the facilities home and away.

When working with players, I will:

- Place the well-being, safety, and enjoyment of each player above everything.
- Never tolerate any form of bullying.
- Ensure that all activities are suitable for the players' ability and age.
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interest.
- I will make myself familiar with safeguarding practices and review FA guidance documents on the safeguarding section of **EnglandFootball.com** concerning:

1) Physical Contact and Young People

2) Acceptable Behaviours When Working with Young People



20.1. BRACKLEY TOWN FC Spectators and Parents/Carers Code of Conduct

Brackley Town FC share and encourage the FA's Code of Respect, we believe that we all have the responsibility to promote the highest standards of behaviour. Spectators and Parents/Carers have a significant role to play in this. All spectators, parents, and carers should follow this code of conduct and treat all team, players, and match officials with Respect.

All Spectators and Parents/Carers

I will:

- Have fun; it is what we are all here for!
- Celebrate effort and good play from both sides.
- Always respect the Referee and Coaches and encourage players to do the same.
- Stay behind the touchline and within the Designated Spectators' Area (where provided).
- When players make mistakes, offer them encouragement to try again next time.
- Never bring prohibited items into a football match or stadia (Pyrotechnics, weapons, drugs etc).
- Never engage in, or tolerate offensive, insulting, or abusive language or behaviour
- I will make myself familiar with safeguarding practices and review FA guidance on **physical contact (5.6) & Acceptable Behaviours When Working with Young People (5.7)** documents on the safeguarding section of **Englandfootball.com**.

I understand that if I do not follow the code, I may be:

- Issued with a verbal warning or asked to leave.
- Required to meet with Brackley Town FC committee. League or CFA Designated Safeguarding Officer.
- Obligated to undertake a FA education course.
- Requested not to attend future games, be suspended, or have my membership removed.
- Required to leave Brackley Town FC along with any dependants and/or issues with a fine.

22.0. Reporting Concerns:

[Safeguarding - Brackley Town FC Player Development Centre \(brackleytownfcpcdc.co.uk\)](http://brackleytownfcpcdc.co.uk)

Or

Nick.zammit@brackleytownfc.co.uk

Or

Safeguarding@brackleytownfc.co.uk

The Designated Safeguarding Officer or Head of Safeguarding should be contacted as early as possible; however, it is recognised that an individual may need to respond to a situation immediately. The following guidelines offer help and support in responding to abuse or a suspicion of abuse:

If a safeguarding or welfare concern needs to be reported and investigated. The concern must be brought to the attention of the clubs Welfare & Safeguarding Officer (Nick Zammit). The allegation will then be investigated and resolved IAW the clubs and the FAs guidelines. Communications between all parties will be always strictly confidential and will not be shared outside of the investigation.

If the allegation is seen as a police matter, then the club will ensure that all parties are informed and handed to the police for investigation.



22.1. Do's & Don't:

DO If the child is hurt or ill seek immediate medical attention as required (Call 111 or an ambulance) If the child is immediately at risk of significant harm call the Police 999 or Local Authority Duty & Assessment Team and ask their advice. If you are unsure what to do you may also contact the NSPCC Helpline 0800 800 5000 But remember "inaction is not an option"

- Always treat any allegations extremely seriously and act towards the child to show you believe what they are saying - LISTEN.
- Tell the child they are right to tell you.
- Reassure them that they are not to blame.
- Be honest about your own position, who you must tell and why.
- Tell the child what you are doing and when and keep them up to date with what is happening.
- Take further action – you may be the only person able to prevent future abuse.
- 3R's Respond, Record, Refer (Report on to the appropriate person)
- write down everything said and what was done as soon as you can –
- Use the child's words – not your own opinion or what you think they said.
- Use the following open questions tell, explain, describe.
- Inform parents/carers unless there is suspicion of their involvement – if this is the case ensure you make this clear to the designated safeguarding officer who will inform the Head of Safeguarding for further advice.
- Head of Safeguarding will seek guidance from the Duty & Assessment Team

22.2. DON'T

Make promises you cannot keep.

- Interrogate the child or ask leading questions – it is not your job to carry out an investigation/interview – this will be up to the police and local authority professional staff, who have experience and are trained specifically to sensitively manage the disclosure – ask the most basic questions (USE Tell, Describe, Explain) and then let the child talk, you LISTEN and ensure that you do not jeopardise any potential criminal investigations
- Cast doubt on what the child has told you, don't interrupt or change the subject.
- Say anything that makes the child feel responsible for the abuse.
- Promise to keep secrets or keep the information confidential **INACTION IS NOT AN OPTION** – Safeguarding is Everyone's responsibility.



23.0. Confidentiality

There is always tension and caution around issues of confidentiality. The advice for all staff at the Club is that no guarantee of confidentiality can be given to a child young person or adult at risk (although this does not necessarily mean that the parents/carer of the young person/adult at risk must be told). You cannot promise to keep their disclosure a secret or that you will not have to speak to someone else about the issue – reassure them that it will be on a 'need to know' basis and that their dignity and privacy will be always respected. A child, young person or adult at risk should never be pressured to give information or show physical marks unless they do so willingly. If they choose to show markings, two members of staff should be present. There are actions which staff must and are obliged to take once they are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need-to-know basis, and nobody should have any reservations about referring a safeguarding children or adult at risk issue to the CSO/DSO, HOS or SSM. The key issue is that the welfare of the child or adult at risk is protected. 9.6 Safeguarding Code of Conduct Everyone plays a role in safeguarding the welfare and development of children and young people. As an individual responsible for children, young people or adults at risk taking part in a Club activity you have a duty to:

- Ensure that the safety and welfare of all participants is your priority and ensure that any planning, preparation, delivery, or review reflects this duty, and all actions are in the best interests of those in your care.
- Treat children, young people, and adults at risk with respect, regardless of their gender, ethnic or social background, language, religious or other beliefs, disability, sexual orientation, or other status and encourage them to treat others the same way. Always consider the age, maturity, understanding and emotional condition of participants when working with them.
- Listen carefully to children, young people, and adults at risk about their needs, wishes, ideas and concerns and take them seriously.
- Reward effort as well as performance
- Only use physical contact with participants where necessary. If contact is necessary, (e.g., for the purposes of coaching or first aid), then explain to the individual what the contact is for and change your approach if he or she appears uncomfortable and conduct this in an open and transparent way.
- Establish clear codes of conduct for participants and apply disciplinary policies equally and fairly in respect of poor behaviour. Physical punishment or discipline or use of aggressive physical force of any kind towards any participant in your care is prohibited.
- Always use language or behaviour towards participants and others that is appropriate and do not use language or behaviour that is or could be considered harassment, abuse, sexually provocative or demeaning. You are a role model to both participants and other members of the workforce, your appearance, attitude, behaviour, and language has a direct effect on your role.
- Not supervise or care for others whilst under the influence of alcohol or illegal drugs or any medication that may impair your ability to ensure an individual's welfare.
- Not appear to favour one individual or show interest in one individual more than another.
- Wherever possible, ensure that more than one member of the workforce is present when working in the proximity of children or other vulnerable people. It is inappropriate to spend excessive time alone with those children or adults at risk who you supervise or care for or to take them to your home.



- Always maintain professional boundaries in person and online. Do not engage in physical 'horseplay' with any participants and where possible avoid personal involvement in the activity you are responsible for. Be careful when engaging participants in 'banter' as this can easily be misunderstood. Recognise the danger to self and others when online.
- Not engage in any form of sexual activity with or involving a child or adult at risk in your care. Such activity is prohibited regardless of the legal age of consent and is considered a breach of this Policy.
- Report any concerns you have over a person in your care or the actions of a member of the workforce. If you witness or are told about any incident or issue that may put a vulnerable person at risk or harm, or may breach this policy, you have a duty to report it to the appropriate person (and only share the information with those who need to know). This may be your line manager, CSO/DSO or HOS. 9.7 Codes of Conduct – Various There are roles and activities which carry their own specific code of conduct and should be used in conjunction with the safeguarding general code of conduct. All staff must ensure that they receive, read and comply with the code of conduct for the activity they are engaged in prior to commencing that role or activity.

Reporting Incidents:

Welfare & Safeguarding:
Football Academy:

Nick Zammit
Andy Thompson

24.0. Helplines:

- NSPCC 0800 800 5000
- Police Helplines: 999 or 101
- FMG fgmhelp@nspcc.org.uk
- Forced Marriage: www.gov.uk/forced-marriage

25.0. Policy Revision

- Annually or as per changes or amendments.
- Final July 24
- First amendment – Aug 24