

HINTON FOOTBALL CLUB

**Senior Secretary**

**Graham Goodfellow**

**12 Queensway**

# Hereford

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**Tel: - 07734004157**

**Safeguarding Policy and Procedures**

**Hinton Football Club**

This policy was prepared by the following -

**Chairperson** **Graham Andrews** **Tel** 07974447622

**Welfare Officer** **Simon Hall** **Tel** 07773364049

**Secretary** **Graham Goodfellow** **Tel** 07734004157

Mission Statement

**“Aspire to provide quality training, development and education for the benefit of the individual, the football club and the sport as a whole”**

**Core / Strategic Objective**

To provide an environment where young players can express themselves and enjoy their football development and education.

Provide a model pathway for learning and development of youth players such that the opportunity for quality players to sign for Hinton Football Club is achievable.

To maximise the potential of talented individuals!

Develop players as responsible people with an awareness of their responsibilities to each other with mutual respect for others.

Develop and teach the young players to understand the benefits to be gained in a healthy lifestyle, diet, drug awareness, education and codes of conduct.

To develop relationships with parents, schools and other professional organisations that is concerned with the needs of young players individually and collectively.

**1.1 Aims and Principles**

* 1. Safeguard all children and young persons (under 18) who are involved in Hinton Football Club activities.
	2. Ensure good practice in all areas of safeguarding children and young persons.
	3. Develop a welfare programme that promotes the welfare of all children and young person’s so they may participate within a safe environment.
	4. Promote high ethical standards of practice within the club.

**1.2 Principles underpinning the policy are:**

1. Consideration to the children and young person’s welfare is paramount and they have the right to be protected from harm, abuse, exploitation regardless of their age, gender, disability, culture, racial origin, religious beliefs or sexual identity.
2. To understand and acknowledge the vulnerability of some persons i.e. LAC (looked after children), CP( Child Protection) , mental health issues, physical disabilities or alternative accommodation.
3. Take any allegations of abuse or harm seriously and respond appropriately and efficiently as outlined within the policy.
4. Ensure and encourage all parents involved within the club understand their roles and responsibilities towards their child or young person, as promoted by the club.
5. Be positive and proactive in welfare issues and provide good and positive role models of behaviour.

**2. Welfare Team**

Hinton Football Club has a responsibility to safeguard all children and young persons within the club. The Welfare Officer is responsible for ensuring that they are the first point of contact when a safeguarding issue arises and will inform the following committee members:

Welfare Officer – **Simon Hall.**

Chairperson - **Graham Andrews**

Secretary - **Graham Goodfellow**

**3. Human Resources and Disclosure**

**3.1 Recruitment**

As part of the clubs recruitment for voluntary coaches, managers and committee members, all those working directly with children and young persons will be subject to a CRC check. It may be necessary to require appropriate references, if the club feels it is necessary for certain roles within the club.

Any person in direct contact with children and young persons who does not have a satisfactory outcome from the appropriate departments will not be left unsupervised at any time.

**3.2 New appointments who have a CRC**

New members who have a CRC will be will subject to a new one if their CRC is under six months and is of a similar role within the club.

**3.3 Existing and Temporary Members.**

All members who have a DBS may need to apply again if deemed necessary by the committee. Applications will be required if any person declares a conviction or has an impending Police investigation.

**3.4 Convictions**

Any persons with convictions will be subject to an interview where their position will be discussed by the Welfare Officer, Chairperson and Secretary. Their decision will then be presented at the next committee meeting where a final discussion will be made. Depending on the convictions may mean the need to have a closed committee meeting due to confidentiality. It may be necessary to either supervise any members who are in contact with children and young persons or discuss their position if the committee feels necessary when convictions are declared.

**3.5 Good Practice.**

The following principles should be adhered to:

* Persons should always work in an open environment and avoid private and unobserved situations.
* Make football a fun, enjoyable experience where fairness and bullying is dealt with and confronted.
* All children and persons are respected and treated with dignity and equality.
* The child’s and young person’s welfare and safety is always a priority.
* Ensure that if manual or physical support or contact is needed, it is non-intrusive and of an appropriate type, which has the consent of the child or young person.
* When persons are in the changing rooms, there are two coaches at any one time.

Female players where possible will have a female coach.

* If transportation is required, consent either verbal or written is sought from the parent or guardian.
* At events or tours no coaches are allowed to room with the children or young persons or invite themselves to their rooms.
* All matches have a first aider on site.
* There is a strict no smoking, drug and drinking policy.
* All persons are to set an example of appropriate behaviour and ensure that the use of foul, abusive or discriminatory language is deemed unacceptable.

**4.1Health and Safety**

The club provides guidance to all involved who work with the children and young persons. The club has public liability and insurance for all players, which is renewed yearly.

Risk assessments are conducted by the groundsmen prior to matches and all facilities are cleaned and checked regularly.

The maintenance of the grounds and facilities are assessed by the groundsmen and all incidents and damaged equipment are to be reported to the Chairperson.

(See Risk Assessments)

All accidents and incidents involving players must be reported to the coaches who will inform the Chairperson.

Any safeguarding issues must be directed to the Welfare Officer.

**4.2 Data Protection**

The club is in line with current legislation. All details are subject to confidentiality and information will only be shared if a child or young person is deemed at risk.

All data of players, coaches, managers and committee members are held on the FA Official website. All persons leaving the club will be removed immediately by the Chairperson.

The manager of each team is responsible for keeping information of players and is fully informed of their role with record keeping and confidentiality. At present no information is kept on any personal computers.

**5 Parental Consent**

Parental consent for activities within the club may require additional consent, this will be organised by the team’s managers and coaches. Where this is not possible the managers and teams must inform the Chairperson.

**5.1Photography and Videoing.**

The club follows the guidance of the FA with the use of photographs and images. All photographs and images used to promote the club must firstly be authorised by the Chairperson. If images or photographs of children and young persons are to be used to promote or advertise the club, parental consent and the child’s permission will be required.

* 1. **Social Media**

The club uses social media to promote the club and inform the members of matches. No photographs or images of children or young persons will be used on social media without parental consent and the child’s permission.

* 1. **Good Practice**
* All children and young persons featured in club publications, adverts or promotions will be appropriately dressed.
* All children that are subject to child protection will not be used.
* Where possible a designated club photographer will be used who will be DBS checked.
* All images, films and photographs will not be kept on any person’s computer and will be stored on disc or icloud.
* The Chairperson will be responsible for ensuring that all safeguarding procedures are adhered to.
* No personal details will be used, in photographs.
* Mobile phones are NOT to be used in changing rooms Signage is in place.
* The club does not condone inappropriate unauthorised photographs or images of children or young person’s being taken. Any persons doing so will be dealt with immediately by the Club Committee and Welfare Officer.
* Any inappropriate images or photographs should be reported immediately to the Welfare Officer or Chairperson.
* It may be necessary to inform the Police without an internal investigation if any children or young person is felt to be at risk.

**6.Safety and Welfare**

**6.1 Late Collection**

The team coaches and manager have procedures in place in the case of late collection. Parents are aware that they should be on time and that late collection is unacceptable. After 15 minutes parents will be contacted and if they are unavailable the child’s emergency contacts will be contacted.

It may be necessary to contact the MASH (Multi Agency Safeguarding Hub) team if any child is not collected after an hour.

If the duty social worker is contacted the Chairperson will investigate the incident. Parents will be given a written warning if late collection is frequent. It may also result in the child being removed from the team.

**6.2 Adult to Child Ratio**

Procedures are in place to ensure the safety and welfare of the children and young persons as outlined by the FA and within this safeguarding policy Additional adults may be required to support activities outside normal training and games. The Chairperson must be informed of this so he can accommodate larger numbers.

**6.3. CRC**

All persons with direct contact with the children and young persons will require a CRC check, which will be required to be updated every 3 years. The committee are responsible for ensuring this is carried out.

All records are on the official FA website and the Secretary is responsible for updating the records.

**6.4 Activities for Disabled Persons**

All persons are encouraged and supported to participate where possible. The club follows the guidelines of the Disability and Discrimination Act and the clubs Equality Policy. All risk assessments will be required and updated by the Committee.

**6.5 Restraint Procedures**

If physical restraint or intervention is required during matches it will be carried out by the coaches who are informed of good practice and intervention. The Welfare Officer will be informed and if required, the Police.

**7Safeguarding or Welfare Concerns**

**7.1Highlighting Concerns**

The upmost care is taken to safeguard the welfare of the children and young persons who are club members. Any concerns raised over the treatment of a child or young person should be reported to the either the Welfare Officer or Police if the child or young person is thought to be at immediate risk, abuse or harm.

Any persons with a concern should contact the Welfare Officer who will support and guide them on recognising the signs of abuse or neglect.

If a child or young person discloses any safeguarding or welfare concerns to the coaches, manager or peers then the MASH team should be informed.

The Welfare Officer will only share information with other professionals if the child or young person is thought to be at risk or harm, this may be without the parent’s or child’s consent.

**7.2 Bullying**

Bullying can be defined as “**intentional hurt to another person or when a group of persons influence the imbalance of power within relationships**.”

The club recognises that this type of behaviour towards another person which is intentional is unacceptable and in the first instance it is the coaches’ responsibility to deal with the matter.

If the matter cannot be resolved then the Chairperson and Welfare Officer must be informed who will then be responsible for dealing, and the parents informed.

A continuation of bullying may result in the child or young person being removed from the team.

**7.3 Allegation of abuse or harm from a Coach or Manager.**

In the event of an allegation of abuse or harm brought to the attention of the Welfare Officer or Chairperson then it will be reported the Police and FA whereby the guidelines will be carried out.

In the event of an investigation the person will be not be allowed to carry out their duties until all persons have received a satisfactory outcome.

**7.4 Good Practice**

**Do**

* If a child is ill or hurt, medical assistance should be sought and if needed an ambulance called.
* All allegations should be dealt with seriously and procedures should be followed as outlined within this policy.
* A professional relationship and a position of honesty should be appointed at all times.
* Record the incident, respond and refer to the appropriate professionals.
* Ensure confidentiality at all times.
* Adapt a non-judgemental approach.

**Don’t**

* Make or keep promises or secrets.
* Lead or direct the child. Use and record the words correctly and thoroughly.
* Investigate the matter yourself.
* Doubt the child or young person. Record, report or refer.
* Make the child or young person feel it is their fault or make them feel guilty.

**7.5 Recording Allegations or Suspicions**

The Welfare Officer will ask that all allegations or suspicions are factually written down with the following -

* Date, time and persons involved.
* A written statement made by the child or young person in ‘*their own words.’*

The use of a mobile phone to film or record the child is not permitted in order to record sensitive conversations.

**8. Code of Conduct.**

* Ensure that the safety and welfare of all participants is the clubs priority.
* Treat all children and young persons with respect.
* Consider and take seriously the children’s and young person’s wishes, ideas and concerns.
* Reward and praise efforts and performance.
* Only use physical contact with participants when absolutely necessary.
* Establish a clear, acceptable rules and boundaries and discipline fairly and professional.
* Always use acceptable and appropriate language at all times and be a good role model of the sport.
* Do not favour or show interest in one child.
* Ensure that there is no tolerance to drugs and alcohol.
* Do not be involved in any sexual activity that involves a child or young person.
* Report any concerns of any persons involved in the club.
* Update the policy and procedures of this policy yearly or when required, due to changes in legislation and guidelines.

**Herefordshire Safeguarding Hub (MASH)**

01432 260800 – any concerns about a child

01432 260715 – any concerns about an adult.

**Emergency Duty Team**

01905 768020

**Police**

999

**Childline**

08001111

**NSPCC**

0808 800 5000

**This policy was adopted by Hinton Football Committee on 17.7..2017**

**Review date** 17.7..2018.

**Welfare Officer signature**

**Chairperson signature**

**Secretary signature**