

REAL FC LTD

SAFEGUARDING CHILDREN POLICY & PROCEDURES

PRINCIPLES

Real Football Club Ltd. (The Club) seeks to ensure the safety and well-being of all children and young people who engage in activities with the Club.

It is through the application of the Policy and Procedures that the Club will seek to develop a positive and proactive welfare programme to enable all children and young people to participate in an enjoyable and safe environment. This equally applies to the safety and security of those working with and responsible for the activities involving children and young people.

The Policy and Procedures have been approved and endorsed by the Club Managing Director as is in line with the Local Safeguarding Children Board guidance and promotes the statutory guidance. The Club will also ensure compliance with the Protection of Freedoms Act 2012.

Real FC Ltd accepts that if you work or intend to work with children or young people, you are automatically placed in a position of trust that carries authority, status, power and responsibility. If the adults involved are positive role models displaying high moral and ethical standards, the benefit to children and young people's development can be significant.

SCOPE

This Policy is for use across the whole Club and is to be observed by all those working with children and young people. The application of this Policy and Procedures across the Club for promoting high standards of safeguarding practice is mandatory.

All the requirements are obligatory and are to be enforced as indicated by the appropriate persons in

all cases where there are any suspected instances of poor practice or abuse.

All employees, coaches, parent managers and volunteers must make themselves aware of the Club's Safeguarding Children Policy and Procedures and where appropriate their work with children and young people will be supported by a safeguarding training programme.

The designated person with responsibility for safeguarding and child protection at the Club is –

[Faye Starr, Head of Safeguarding.](#)

[Tel: 07968 148708](tel:07968148708)

[Email: fayestarr@btinternet.com](mailto:fayestarr@btinternet.com)

The Club fully acknowledges and accepts its responsibility for the safety and well being of children and young people, who engage in any way in any activity carried out with the Club.

Their welfare is of paramount importance. It is the duty of all adults working at the Club to safeguard the welfare of children and young people by creating an open and transparent environment that protects them from harm.

Activities undertaken by Club departments at the following locations are under the remit of this Policy including; *(this list is not exhaustive)*

Club Langley:

- [First Team & Real FC Fixtures.](#)
- [Birthday Parties.](#)
- [Real FC Coaching Programme.](#)
- [Real FC Internal/External Games Programme.](#)
- [Holiday Courses.](#)
- [1 on 1 Coaching Sessions.](#)

Other Venues:

- **First Team & Real FC Fixtures.**
- **Real FC Tour & Tournaments.**
- **Coaching Sessions & Birthday Parties.**

The Club has in place comprehensive safeguarding procedures which meet the requirements of The Children Act 1989 & 2004 and Working Together to Safeguard Children 2018 and the London child protection procedures to ensure the national standards for safeguarding are met and implemented throughout the Club.

Definition of a Child

For the purposes of this policy, a child or young person is someone under the age of 18 years.

AIMS & KEY PRINCIPLES

The aims of the Club's Safeguarding Children Policy are:

- To provide a safe environment for all staff. Volunteers, children and young people who interact with the Club.
- To demonstrate best practice in the area of safeguarding children and young people.
- To develop a positive and proactive welfare programme to enable all children and young people to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout.
- To maintain a culture of vigilance.

The key principles underpinning this policy are:

- The child or young person's welfare is, and must always be the paramount consideration.

- All children and young people have a right to be protected from abuse regardless of their gender, race, disability, sexual orientation, religion or belief or age.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to efficiently and appropriately.
- To ensure that staff, coaches, parents and other adults who come into contact with children and young people are good role models.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

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

Main duties include but are not limited to:

- Ensure Club compliance with statutory obligations under relevant legislation.
- Review and update all policies annually.
- Raise awareness of our safeguarding systems.
- Work with others outside the Club, eg. LADO, MASH, Channel Panel etc.
- Work closely with and report on a regular basis to the Club Managing Director.
- Work to develop and implement safer recruitment and induction practices across the organisation.
- Continuously work to maintain, embed and improve the Club's safeguarding provision ensuring the highest standards for safeguarding vulnerable groups.
- Manage the development, implementation, promotion and review of the Club's

safeguarding vulnerable group's policies, practices and good practice guidelines.

- Named lead member of staff to manage safeguarding incidents, concerns and allegations.
- Named lead member of staff to work in partnership with statutory authorities, sharing information where appropriate to safeguard vulnerable groups.
- Maintain accurate, confidential and up to date records on all safeguarding incidents, concerns and allegations.
- Give direction and guidance to staff in respect of safeguarding incidents, concerns and allegations.
- Support staff to respond appropriately to concerns about the welfare or safety of vulnerable groups.
- Manage the implementation of the Club's strategy and action and implementation plan for safeguarding.
- Lead and provide direction to all key staff.
- Ensure that all staff are trained, supported and supervised.
- Act as the Club's lead source of safeguarding support, advice and expertise.
- Development and implementation of safeguarding education specific to individual roles and responsibilities to ensure that staff develop and maintain the necessary skills and knowledge to safeguard vulnerable groups.
- Ensure staff understand their individual responsibilities to safeguard and promote the welfare of vulnerable groups.
- Develop relationships with statutory authorities.
- Pro-actively promote and raise safeguarding awareness.
- Promote a safe working environment.
- Attend regular safeguarding training and maintain an up to date knowledge base of relevant legislation, regulations and best practice.
- Provide regular reports to Club Managing Director on the effectiveness of the Club's Safeguarding strategy.

- Represent the Club as Lead Case Manager when cooperating with/reporting directly to external statutory agencies such as Police, Local Safeguarding Children Board, Children's Services or Safeguarding Adults at Risk Team.

RECRUITMENT & DISCLOSURE

The Club complies with the safer recruitment procedures as set out in London Child Protection Procedures. As part of the Club's recruitment and selection process, offers of work for positions which involve working with children and young people in regulated activity are subject to a satisfactory enhanced Disclosure & Barring Service check. Those being employed in a non-regulated activity role will still be subject to a DBS check at the level deemed suitable for the position offered. Appropriate references will also be obtained. The Club is registered with uCheck, who provide an online platform for completing disclosure checks.

All offers of work are subject to a satisfactory outcome of the screening process and until such time as a satisfactory disclosure has been confirmed, the individual concerned will not be permitted to commence work. Supervision arrangements, pending the results of checks, are only suitable for non-regulated activity roles. *(Employers must ensure that those engaged in Regulated Activity are not barred from doing so prior to offering an applicant the role).*

All employees, coaches, and volunteers in a position of trust will be required to undergo regular DBS disclosure clearances, normally every 3 years or earlier if requested. Should an individual's DBS disclosure reveal any relevant criminal history the Club will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with children and young people. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out to assess the information contained within the disclosure certificate. The individual may also be asked to attend an interview prior to a recruitment decision being made. All new employees, workers and volunteers working with children or young people at

the Club will be required to complete a self-declaration on commencement of duties and will be reviewed and updated annually.

STAFF TRAINING

All staff working in direct contact with children and/or young people shall be required to attend an Induction Presentation when commencing their role at the Club as well as completing a degree of Safeguarding training. However the level and depth of such training is dependent on the level of contact with children their job role requires.

The training we insist on having every member of staff complete within the first three months of employment are as follows – Safeguarding Children and Emergency First Aid at Work Course, including AED theory and Practical elements as per HSE requirements and tailored to suit the needs of the staff within our organisation.

Details of those satisfactorily completing these courses are retained by the Head of Safeguarding. The Head of Safeguarding will complete training every two years.

RESPONSIBILITY OF SAFEGUARDING CHILDREN – POSITION OF TRUST AND DUTY OF CARE

The Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment. All employees, coaches, parent managers and volunteers are accountable for the way in which they exercise authority, manage risk, use resources and protect children from discrimination and avoidable harm. To ensure best practice at all times employees, coaches, parent managers and volunteers must be fully aware of this Safeguarding Children Policy and Procedures and the responsibilities. All staff have a duty of care to keep children and young people safe; this can be exercised through the development of respectful, caring and professional relationships. Staff must demonstrate integrity, maturity and good judgement whilst working with children and young people.

Any person responsible for a child or young person, whether solely or jointly, is in a position of trust, which requires behaviour to be in accordance with this policy. Examples of positions of trust (*but are not limited to*) include;

A head volunteer working with children, a football coach, a team manager, a physiotherapist, a driver, as well as staff engaged in match-day activity involving children and young people, including referees, supervisors and photographers.

PROTECTING CHILDREN & YOUNG PEOPLE WITH DISABILITIES & ADDITIONAL VULNERABILITIES

Children or young people with disabilities or additional vulnerabilities gain enormous benefit from participating in sport. For many years children and young people with disabilities or additional vulnerabilities were not considered to be vulnerable to abuse. It is now known, through research, that this is not the case and they are at an increased risk of abuse and that the greater the disability the greater the risk.

GOOD PRACTICE

All employees, coaches, parent managers and volunteers working with children or young people should adhere to the following principles and action (*list is not exhaustive*):

- Be a role model, displaying consistently high standard of behaviour and appearance (*disciplined/committed/time keeping*).
- Always use language that is appropriate and socially acceptable.
- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Make the experience of the sporting activity fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all children and young people equally and with respect and dignity.

- Always put the welfare of the child or young person first.
- Maintain a safe and appropriate distance with children and young people and avoid unnecessary physical contact.
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child or young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child or young person's consent has been given.
- If groups have to be supervised in changing rooms always ensure coaches etc. work in pairs.
- Request written parental consent if Club officials are required to transport children and young people.
- Coaches are experienced and a qualified first aider is in attendance.
- At any 'away' events, parents are always present and are responsible for their children.
- As a Club we encourage enthusiastic and constructive feedback rather than negative criticism.
- Secure written parental consent for the Club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any incidents, accidents, or injury that occurs, along with details of action taken and any treatment given.
- All other good practice/common sense principles given the varying situations.
- Being alone in changing rooms, toilet facilities or showers used by children and young people.
- Taking children or young people alone in a car on journeys, however short.
- Taking children or young people to your home where they will be alone with you.
- Sharing a room with a child or young person.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allowing children or young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child or young person, even in fun.
- Reducing a child or young person to tears as a form of control.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that the child/young people can do for themselves.

POOR PRACTICE

The following are regarded as poor practice and should be avoided by all employees, coaches, parent managers and volunteers (*list is not exhaustive*):

- Unnecessarily spending excessive amounts of time alone with children and young people away from others.

IF IN DOUBT....DON'T.

Challenging poor practice such as racism, homophobia, bullying, foul, aggressive or provocative language or any controlling behaviour that upsets children or young people is vital. Never ignore bullying or verbal abuse by parents, coaches, children or young people. Listen to and support the person being targeted. Explain to the bully that this is unacceptable.

SIGNS, INDICATORS AND FORMS OF POOR PRACTICE AND ABUSE

"Child Abuse" is a term used to describe what happens when a person, or a group of people, harm a child or young person under the age of 18. Abuse and neglect are forms of maltreatment of a child; somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family, institutional or community setting, by those

known to them or, more rarely by a stranger. They may be abused by an adult or adults, or another child/children or young person.

There are five types of abuse to be aware of that can arise in a football situation, they are as follows;

- **Neglect,**
- **Physical Abuse,**
- **Sexual Abuse,**
- **Emotional Abuse,**
- **Bullying.**

*Full details of signs and indicators of abuse can be found in **Appendix 1** at the end of this policy.*

WHAT TO DO IF YOU SUSPECT ABUSE OR POOR PRACTICE HAS OCCURRED?

If you are concerned about the welfare of a child or young person or you are concerned about an adult's behaviour towards a child or young person you must act. Do not assume that someone else will help the child. Safeguarding children is everyone's responsibility. It is important that you report your concerns to either one of the following;

- **Real FC – Head of Safeguarding.**
- **Real FC – Managing Director.**

TAKING NO ACTION IS NOT AN OPTION

WHAT TO DO IF YOU RECEIVE A SAFEGUARDING DISCLOSURE FROM A CHILD OR YOUNG PERSON

Children or young people who may be vulnerable are likely to disclose abuse to those they trust and how one responds to a disclosure is crucial.

Stage 1

Deal with the disclosure as it happens and ensure that the child or young person's immediate needs are met and that they feel supported. When a disclosure is made, it is most important to understand that you must not investigate the disclosure yourself. The disclosure must always be taken seriously and dealt with according to the guidance in this Policy and Procedures, even if the truth of the disclosure is uncertain. You are not

expected to act as a social worker, counsellor, judge, and jury or avenge the abuser; you are however expected to act in the best interest of the child or young person who may be at risk.

You must:

- Put your own feelings aside and listen as if the information is not sensational.
- Allow the child/young person to lead the discussion and to talk freely.
- Listen to what the child/young person is saying. Try not to interrupt them or ask lots of questions. Being asked a lot of questions can feel like being interrogated.
- Let them tell you at their own pace. Don't worry if the child/young person stops talking for a while - silences are OK. You don't have to rush in to fill the gaps.
- Accept what the child/young person says without challenge.
- Listen to the child/young person without investigating.
- Allow the child/young person to talk but protect them from sharing the information with too many other people.
- Provide reassurance that you are taking them seriously.
- Let the child/young person know it is recognised how hard it is for them to tell.
- Reassure them that they are doing the right thing by disclosing.
- It is ok to let them know if you are unable to answer all their questions.
- Avoid using questions such as "Is there anything else you would like to tell me?"
- Avoid asking leading questions like "Did the coach hit you?"
- Never ask questions that may make the child/young person feel guilty or inadequate.
- If physical abuse has taken place, you may observe visible bruises and marks but do not ask a child/young person to remove or adjust their clothing to observe them.
- Tell the child/young person who you will be contacting e.g. Club's Head of Safeguarding, then statutory agencies etc. and that you will support them through that process.

- Once you have established that they have been harmed or are at risk of being harmed, do not pursue the conversation any further. This is important to ensure that questions cannot be raised later about possible manipulation of the disclosure.
- Respect the confidentiality of the disclosure and do not share the information with anyone other than those who need to know. Those who need to know are those who have a role to play in protecting child/young person.

You must not:

- Panic or show that you are shocked. It is important to remain calm and in control of your feelings.
- Document or record the conversation while the child/young person is disclosing. This should be done as soon as possible after the child/young person has disclosed to you.
- After the child/young person has disclosed, the conversation must be documented remembering as accurately as you can, the words and phrases used by the child/young person to describe what has happened to them.
- Investigate but do listen and reassure the child/young person that they are doing the right thing by disclosing.
- Give the impression that you might blame the child/young person e.g. Don't ask: "why did you let him?", "what were you doing there anyway?" or "why didn't you tell me before?".
- Press for details by asking questions such as "What did he/she do next?"
- Ask leading questions.
- Pass judgement on what is said, but do try to alleviate any fears or guilt, which the child/young person may have.
- Make false promises and/or promise confidentiality – it should be explained that the child/young person has done the right thing, who will need to be told and why.
- Approach the alleged abuser yourself.

Do remember, when a child/young person discloses they are may feel:

Guilt: They may blame themselves for the abuse and often feel guilt for telling.

Ashamed: They may feel ashamed about the abuse itself.

Confused: They may be confused about their feelings for the alleged abuser.

Scared: They may be fearful of the repercussions of telling. They may be scared of the alleged abuser.

Be careful about touching (e.g. hugging or cuddling) the child/young person if they have not initiated the contact. They may be upset by physical contact.

Stage 2

As soon as possible, once the immediate comfort and safety of the child/young person is secured, you must inform the Head of Safeguarding of the disclosure. You may make a referral yourself directly to a statutory agency if you are concerned about the child/young person's immediate safety and/or are having difficulty contacting the designated safeguarding person/s or if the designated safeguarding person is the alleged abuser. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

Stage 3

You should note down details as soon as possible after the disclosure has been made. What is clearly etched at the time can become blurred after a few hours. It is vital that you make clear and concise notes soon after the disclosure in order to complete a more detailed record and incident sheet later.

Immediate notes should include:

- Date and time
- Place and context of disclosure or concern
- Important facts provided, e.g. names of alleged victim and alleged perpetrator (if available).

- Who you are and your role and contact details at the Club.
- Any action taken.
- Current position including any concerns about safety of the alleged victim and any other person.
- How aware of the referral is/are the victim, perpetrator, parents or relatives.

Wherever possible, you must record information as it was told to you using the language of the child/young person rather than your own interpretation of it.

It is important to report factual information rather than assumption or interpretation. You might convey your intuitive thoughts but these should be recognised as such and should not form part of the record.

What happens next?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. You should be informed by the Head of Safeguarding what has happened following the report being made.

A disclosure is not the only way that you may be made aware of a problem. Sometimes another adult or even a child may say something about a possible abusive situation.

On occasions you may witness an incident that may cause concern or indeed you may pick up on things that cause concern or information may be passed to a coach or manager anonymously by a person or persons who do not want to be directly involved for whatever reason. However you come upon information that causes concern and may put others at risk, the result should always be the same:-

TAKING NO ACTION IS NOT AN OPTION

Full contact details can be found in **Appendix 5**.

All matters will be fully investigated and appropriate action will be taken. Action may include referral to the Police or Children Services if deemed required by the Head of Safeguarding. Any referral to an

external agency shall also be reported to the Club's Managing Director.

REMEMBER THE CHILD'S WELFARE IS OF PARAMOUNT IMPORTANCE

Full details of dealing with concerns outside the football setting can be found on the NSPCC website - www.nspcc.org.uk

SAFEGUARDING PROCEDURES

The Club takes any form of safeguarding poor practice or abuse seriously to promote a culture of best practice and accountability.

The Club encourage all employees, coaches, parent managers and volunteers to raise concerns they may have about any safeguarding poor practice or abuse as early as possible to the designated personnel. We will respond appropriately to promote a safer Club.

If you have any questions regarding this section of the Safeguarding Children Policy and Procedures, please contact the Head of Safeguarding.

PROCEDURE FOR RAISING A SAFEGUARDING CONCERN

How to raise a concern

You do not need to have firm evidence before raising a concern. But we do ask that you explain as fully as you can the information or circumstances that gave rise to your concern.

Step 1

If you have a concern of any form of safeguarding poor practice or abuse, raise it first with one of the coaching staff.

Step 2

If you feel unable to raise the matter with the coaching staff for whatever reason, raise the matter with the Head of Safeguarding.

Step 3

If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, please contact:

The NSPCC on 0808 800 5000

help@nspcc.org.uk

Steps will then be taken to fully investigate the matter to decide what appropriate action should be taken.

The Club is committed to protecting children and young people and will take action to uphold this commitment.

USE OF PHOTOGRAPHY & FILM IMAGES

The Club takes its guidance on the use of images from guidelines issued by The NSPCC. All images are taken by Club officials who have been briefed by the Club's Head of Safeguarding. Before taking images of children or young people, parental consent is sought in writing at the start of the season or prior to an event.

Parents/Carers are responsible for informing the Club of any change of circumstances within the season which may affect consent.

Parents/Carers will be informed of how the image will be used. The Club will not allow an image to be used for something other than that for which it was initially agreed.

- All children or young people featured in Club publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific child.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated Club photographers will, where applicable, undertake a DBS check and attend the Club's Safeguarding Course and in any case will be personally responsible to ensure the images are only used in the manner the Club intended.
- Children who are the subject of a court order will not have their images published in any Club document.
- No images of children featured in Club publications will be accompanied by

personal details such as their home address.

- Recordings of children for the purposes of legitimate coaching aids are only filmed by Club officials and are stored safely and securely at the Club's premises.
- Mobile phone cameras are not to be used in changing rooms.
- Any instances of inappropriate images in football should be reported to the Head of Safeguarding.
- The Club does not put young player profiles with images and personal information on its website.

SOCIAL NETWORKING GUIDANCE

The Club recognises that social media and social networking services provide opportunities to effectively engage with a wide range of audiences in a positive manner. However the Club is also aware of the potential safeguarding risks especially to children and young people when using these forms of media.

Do not add/invite children or young people you have responsibility for in football as 'friends' within social networking sites such as Bebo, SnapChat, Instagram, Facebook etc.

Avoid 'one to one' electronic communications. Where you do communicate electronically ensure you send this communication to the parent/carer as well as the child or young person.

GOOD PRACTICE WITH SOCIAL MEDIA

When working with children and young people you should always encourage them to:

- Ensure their privacy settings are set as high as possible;
- To have private profiles on social networking sites including Twitter and Instagram;
- Not to indulge in any form of 'Sexting'. By having in their possession or distributing indecent images of a person under 18 on to someone else – young people need to

be aware that they could be breaking the law as these are offences under the Sexual Offences Act 2003.

- Ensure they are aware that Apps like SnapChat do not always destroy the image as other users have the ability to capture the images and store or share them;
- To report any inappropriate images or things that concern them to one of the coaches or the Head of Safeguarding;
- To report any cyber bullying, harassment or images and content that cause offence;
- To behave in a safe and appropriate way online and not put themselves or others at risk.

Online Grooming; this is where an adult (someone over the age of 18) uses the internet and social media to befriend and entrust a child or young person for future sexual abuse, image production or exposure. Children or young people may befriend someone online and that person may use sexual language with the child and also send gifts or pretend they are in a relationship with the child.

As with other abuse, the signs and indicators are similar, however with online grooming there are more specific indicators including;

- Children spending an alarming amount of time online in isolation of other family members;
- Children having lots of new gifts not brought by family members;
- Children being picked up by different people (who the family do not know in cars);
- Children saying they are dating someone they met online and it is apparent the person is older.
- Children using dating sites.

Cyberbullying; The use of electronic and digital media to scare, harass or intimidate another person. Social Networking is dealt with in full in the Club's Social Networking Policy, available on the Club Website.

CHILD SEXUAL EXPLOITATION (CSE)

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts to serious organised crime from groups or gangs.

What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim.

PREVENT – Preventing Radicalisation and Tackling Extremism

The Government's PREVENT duty came into force on the 1st July 2015 and involves protecting children from the risk of radicalisation. Key Club staff will be trained, informed and able to recognise vulnerability and mitigate the risks. Currently there a number of factors that can make young people vulnerable to radicalisation and if there are any such concerns about a child or young person a member of the Safeguarding team must be notified immediately.

RATIOS AND SUPERVISION OF CHILDREN & YOUNG PEOPLE

Any activity undertaken by the Club will always give full consideration to the appropriate number of staff members available depending on the age of the Children involved, the degree of risk the activity involves and whether there are any additional vulnerability or disability needs. The lower the age of the participants, the greater the need for supervision.

Regardless of ratios a minimum of two members of staff or delivery partner will always be available to supervise an activity. This ensures that at least basic cover in the event of something impacting on the availability of one of the adults during the activity.

TOURS AND TOURNAMENTS

When attending any tournament we ensure all teams are supported by a suitable amount of staff and volunteers.

When in the UK or abroad on Tour the Club ensure everything is in place for parents and families to all attend and book their place. They supervise their children throughout, including meals and overnight stays.

All coaching staff have separate accommodation and supervise matches and training as they would if based at Club Langley.

FIRST TEAM PROGRESSION

As players progress through the Academy system they may have the opportunity, before their 18th birthday, to train and play with the First team. Obviously this carries a number of safeguarding concerns, as they will be entering an adult environment and be susceptible to adult behaviours and language. The Club will support the player/s during this transition and their first point of contact for guidance and support will be the First team manager and their coaches. The Head of Safeguarding will also be available to them. Parents will be included and consent sought at every stage throughout this progression.

CONFIDENTIALTY & DATA PROTECTION

Employees, coaches, parent managers and volunteers may have access to confidential information about children and young people in order to undertake their responsibilities and may be given highly sensitive or private information. They should never use confidential or personal information about a child or young person or his/her family for their own or others' advantage. Confidential information about a child or young person should never be used casually in conversation, or shared with any person other than on a need-to-know basis. In circumstances where the child or young person's identity does not need to be disclosed, the information should be used anonymously.

There are some circumstances in which an employee, coaches, parent managers and volunteers may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities. If an employee, coaches, parent managers and volunteers is in any doubt about whether to share information or keep it confidential, they should seek guidance from the Head of Safeguarding. Any media or legal enquiries should be referred to the Managing Director or, in their absence, to their deputy.

The storing and processing of personal information about children is governed by GDPR general data protection regulations. For further information on the Club's (and your) obligations under GDPR, please see the Club's Privacy Policy, available on the Club Website and in this document.

This means that employees, coaches, parent managers and volunteers;

- Are expected to treat information they receive about children in a discreet and confidential manner;
- Should seek advice from the Head of Safeguarding if they are in any doubt about sharing information they hold or which has been requested of them.

WHISTLEBLOWING

Employees, coaches, parent managers and volunteers, players and parents may be the first to know about concerns about a child's safety and welfare. When individuals feel unable to follow the normal reporting procedures or have already followed the procedure and consider that the issues have not been adequately addressed, they are encouraged to contact the Club's Head of Safeguarding. This process will enable individuals to share their concerns, in good faith and in confidence to enable the matter to be taken seriously, investigated and managed appropriately. We also have a Staff Code of Conduct which is also available on the Club website.

SAFEGUARDING CHILDREN POLICY & PROCEDURES

Appendices

Appendix 1

Signs & Indicators of Abuse.

Appendix 2

Other applicable Club Policies & relevant Legislation/Regulations.

Appendix 3

Key Safeguarding Contacts

SAFEGUARDING CHILDREN POLICY & PROCEDURES

Appendix 1

Signs and Indicators of Abuse

One of more of the following might trigger concerns about a child:

- A sudden change in behaviour
- Something a child says
- Physical signs of abuse

The signs may vary according to the age and understanding of the child.

Category of abuse	Physical signs	Behavioural signs
Physical abuse	Physical signs such as unexplained and unusual bruising, finger and strap marks, injuries, cigarette burns, bite marks, fractures, scalds, missing teeth.	Behavioural signs such as fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, bullying or abuse of others.
Neglect	Physical signs such as constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor Infections, failure to supply hearing aids, glasses and or inhalers.	Behavioural signs such as always being tired, early or late, absent, few friends, regularly left alone, stealing, no money, parent or carer not attending or supportive.
Sexual abuse	Physical signs such as genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STDs, thrush, anal pain on passing motions.	Behavioural signs such as apparent fear of someone, nightmares, running away, sexually explicit knowledge or behaviour, masturbation, bed-wetting, eating problems, substance abuse, unexplained money or gifts, acting out with toys, self-harm.
Bullying	Physical signs such as weight change, unexplained injuries and bruising, stomach and headaches, bed-wetting, disturbed sleep, hair pulled out.	Behavioural signs such as difficulty making friends, anxiety over school, truancy, withdrawn, anger, moodiness, suicide attempts, reduced performance, money and possessions reported as lost, stealing from within the family, distress and anxiety on reading texts or e-mails.
Emotional abuse	Physical signs such as weight change, lack of growth or development, unexplained speech disorders, self-harm, clothing inappropriate for child's age, gender or culture etc.	Behavioural signs such as unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.

SAFEGUARDING CHILDREN POLICY & PROCEDURES

Appendix 2

Other applicable Club Policies:

- Medical Policy & Procedures
- Social Networking Policy
- Health & Safety Policy
- Data Handling & Protection Policy
- Whistleblowing

Relevant Legislation/Regulations:

- Working Together to Safeguarding Children 2018 from April 2018.
- The Children Act 1989 & 2004
- The London Child Protection Procedures
- The Counter Terrorism and Security Act 2015
- GDPR 2018
- Human Rights Act 1998
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education (Statutory guidance for schools and colleges) 2016 to be replaced by 2018 in September 2018

Please note that the lists are not exhaustive.

SAFEGUARDING CHILDREN POLICY PROCEDURES

Appendix 3

Key Safeguarding Contacts

The Club		
Head of Safeguarding	Faye Starr	07968 148708 (mobile) fayestarr@btinternet.com
Club Management		
Managing Director	Andy Birchenall	07970 634324 (mobile) info@realfc.co.uk
Club Coaches		
Coach	Michael Costa	07961 101468 (mobile) clublangleyfc@outlook.com
Coach	Junior Asante	07506 666987 (mobile) jrnanaasante@gmail.com
Coach	Liam Johnson	07498 282178 (mobile) liamjohnson4@yahoo.co.uk
Coach	Callum Willcox	07896 962385 (mobile) callum_willcox94@hotmail.co.uk
Coach	Mick Strain	07816 573074 (mobile) info@keepersball.co.uk
Coach – Girls Section	Jade Colfer-Coleman	07851 255300 (mobile) jade_cc@hotmail.co.uk

External Safeguarding Contacts		
Metropolitan Police		101 - non urgent calls 999 - emergencies
NSPCC		0808 800 5000 (24 hour helpline)
Child Line		0800 1111 www.childline.org.uk
Child Protection in Sport Unit		0116 234 7278 cpsu@nspcc.org.uk www.thecpsu.org.uk
E-safety		www.thinkuknow.co.uk www.ceop.police.uk
Bromley MASH		020 8461 7373 mash@bromley.gov.uk
Bromley LADO		020 8313 4146 jane.bailey@bromley.gov.uk

Policy reviewed & updated – 1st April 2018

This policy will be reviewed on an annual basis and includes any organisational change, change in legislation or learning outcomes from safeguarding incidents, concerns or allegations.