[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwifoJ_5qOvYAhXFCsAKHZ2zD0IQjRx6BAgAEAY&url=http://www.leistonfc.co.uk/news/suffolk-fa-announce-county-cup-draws-1947508.html&psig=AOvVaw38UDLaeaaBzmDlhu2UKcWn&ust=1516701317933617)

Suffolk Football Association

Safeguarding Handbook

Version 4.0 Updated January 2021



**Safeguarding is everyone’s responsibility. No action is not an option.**

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Suffolk Police Non-Emergency Line 101

MASH Multi Agency Safeguarding Hub 0345 606 1499

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[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwifoJ_5qOvYAhXFCsAKHZ2zD0IQjRx6BAgAEAY&url=http://www.leistonfc.co.uk/news/suffolk-fa-announce-county-cup-draws-1947508.html&psig=AOvVaw38UDLaeaaBzmDlhu2UKcWn&ust=1516701317933617)

**Vision**

A Thriving Local Game

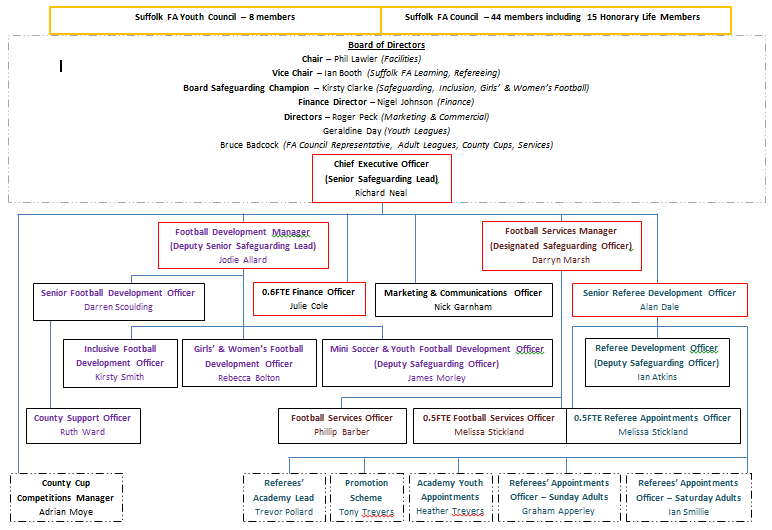
**Values**

* Always **put the participant first** to ensure our game is **safe, inclusive** and **respectful** for all
* Work **collaboratively** to strive for **excellence**
* Operate with **integrity** and **transparency**

**Strategic priorities**

* Provide a safe, inclusive and respectful experience across all football environments
* Support provision of high quality football experiences through local delivery of the National Game Strategy
* Support, develop and strengthen the local football community
* Establish a new home for Suffolk FA which benefits the local game
* Achieve long term financial diversity which allows investment into the local game
* Provide an environment where exceptional staff feel motivated and valued





*Correct as of March 2019*

The Football Association Safeguarding Children Policy

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football, thus every club is required to endorse and adhere to The Association’s Safeguarding Children Policy.

The Association recognises its responsibility to safeguard the welfare of children and young people who play or participate in football by protecting them from abuse and harm. The Association is committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

The Association recognises that the terms ‘child or young person’, ‘abuse’ and ‘harm’ are open to interpretation and challenge but for the purpose of this Safeguarding Children policy they are defined as follows:

**A child or young person** shall be defined as: ‘anyone who has not yet reached their 18th birthday.’

**Abuse** shall be defined as: ‘a violation of an individual’s human or civil rights by any other person or persons and, for the purposes of safeguarding children, shall include physical abuse, emotional abuse, sexual abuse, neglect, bullying and hazing.’

**Harm** shall be defined as: ‘Ill treatment and forms of ill treatment (including sexual abuse and forms of ill-treatment which are not physical) and also the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.’ ‘Harm’ may be caused by acts of commission and acts of omission.

The Safeguarding Children Policy is supported by The Association’s Respect programme to address verbal abuse and bullying of youngsters by parents and coaches on the sidelines. The Association’s Safeguarding Children Policy principles are that:

* The child’s welfare is, and must always be, the paramount consideration;
* All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, race, faith, belief or sexual orientation;
* All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
* Working in partnership with other organisations, children and young people and their parents and carers is essential.

The Association is committed to working in partnership with the Police, Children’s Services Departments, Local Safeguarding Children’s Boards (LSCB) and the Disclosure and Barring Service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

The Association’s Safeguarding Children Policy is in response to government legislation and guidance, developed to safeguard the welfare and development of children and young people. Clubs and Leagues with youth teams must appoint a Welfare Officer in line with The Association affiliation requirements. A Club’s Welfare Officer must sit on the management committee of that Club.

All League and Club Welfare Officers are expected to abide by the Code of Conduct for volunteer Welfare Officers.

The Football Association Equality Policy

The Association is responsible for setting the standards and values to apply throughout football at every level. Football is for everyone; it belongs to, and should be enjoyed by, anyone who wants to participate in it.

The aim of this policy is to ensure that everyone is treated fairly and with respect and that The FA is equally accessible to all.

All Participants should abide and adhere to this Policy and to the requirements of the Equality Act 2010.

The Association’s commitment is to promote inclusion and to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity and to encourage equal opportunities.

This Policy is fully supported by the Board of The Association and the Director of Football Regulation and Administration is responsible for the implementation of this policy.

The Association will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

The Association will not tolerate harassment, including sexual harassment, bullying, abuse or victimisation of a Participant, which for the purposes of this Policy and the actions and sanction applicable is regarded as discrimination, whether physical or verbal. The Association will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Association commits itself to the immediate investigation of any allegation, when it is brought to their attention, of discrimination and where such is found to be the case, The Association will require that the practice stop and impose sanctions as appropriate.

The Association is committed to inclusion and anti-discrimination and raising awareness and educating, investigating concerns and applying relevant and proportionate sanctions, campaigning, achieving independently verified equality standards, widening diversity and representation and promoting diverse role models are all key actions to promote inclusion and eradicate discrimination within football.

Suffolk Football Association Equality Policy

Suffolk County FA is responsible for setting the standards and values to apply throughout football at every level in Suffolk. Football is for everyone; it belongs to, and should be enjoyed by, anyone who wants to participate in it.

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Suffolk County FA is equally accessible to all. All participants should abide and adhere to this Policy and to the requirements of the Equality Act 2010.

The FA's commitment is to promote inclusion and to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, nationality, ethnic minority, religion or belief or disability, pregnancy and maternity and to encourage equal opportunities.

This Policy is fully supported by the Board of Suffolk County FA and the General Manager, who are responsible for the implementation of this policy.

Suffolk County FA will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Suffolk County FA will not tolerate harassment, bullying, abuse or victimisation of a participant, which for the purposes of this Policy and the actions and sanction applicable is regarded as discrimination, whether physical or verbal. Suffolk County FA will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Suffolk County FA commits itself to the immediate investigation of any allegation, when it is brought to their attention, of discrimination and where such is found to be the case, Suffolk County FA will require that the practice stop and impose sanctions as appropriate.

Suffolk County FA are committed to inclusion and anti-discrimination and raising awareness and educating, investigating concerns and applying relevant and proportionate sanctions, supporting campaigns, achieving independently verified equality standards, widening diversity and representation and promoting diverse role models are all key.

**Complaints and compliance**

Suffolk County FA regards all of the forms of discriminatory behaviour, including (but not limited to) behaviour described in the Appendix as unacceptable, and is concerned to ensure that individuals feel able to raise any bona fide grievance or complaint related to such behaviour without fear of being penalised for doing so. Appropriate disciplinary action will be taken against any employee, member or volunteer, who is found, after a full investigation, to have violated the Equality Policy.

**Positive Action and Training**

Suffolk County FA is committed to equality inclusion and anti-discrimination as part of The Football Association’s Inclusion and Anti-Discrimination Plan. We will commit to a programme of raising awareness and educating, widening diversity and representation and promoting diverse role models, which we believe are all key actions to promote inclusion and eradicate discrimination within football. This Equality Policy will be reviewed and updated, if required, on an annual basis.

The Football Association Policy on Safeguarding Adults at Risk

**Definitions**

For the purpose of this Policy the following definitions apply:

1. Adult at Risk

Means any adult who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

2. Abuse

Abuse is defined as a violation of an individual’s human and civil rights by any other person or persons. It includes acts of commission (such as an assault) and acts of omission (situations where the environment fails to prevent harm). Abuse may be single act or omission or series of acts or omissions.

3. Capacity

Capacity refers to an individual adult’s ability to take a specific decision or take a particular action at a particular time even if they are able or not able to make other decisions at other times. The starting point should be that the person has capacity to make a decision unless it can be established that they cannot.

**Policy**

The Association is committed to football being inclusive and providing a safe and positive experience for every adult participant involved in the game regardless of age, gender, gender reassignment, disability, culture, language, race, faith, belief or sexual orientation.

The Association recognises that some adult participants some may need additional safeguards and/ or protection. These adults are referred to as Adults at Risk.

The Association recognises its responsibility to safeguard and protect Adults at Risk, and to respond appropriately to any allegations or suspicions of abuse. Everyone who works with Adults at Risk has a responsibility to commit to this.

If abuse is suspected, or reported, The Association will work in partnership with the Adult at Risk wherever possible, depending on their capacity and the risk to them and others. The Association will also work in partnership with the police, the Disclosure and Barring Service, Safeguarding Adults Boards and local authorities so these organisations can carry out their statutory duties to safeguard and protect Adults at Risk. When responding to abuse or allegations of abuse and considering the sharing of information, The Association will put the needs of the adult first, work in their best interests and take into account the six principles of safeguarding adults detailed in the Care Act 2014: empowerment; protection; prevention; proportionality; partnership; and accountability. These principles will underpin all work with Adults at Risk.

Suffolk FA Safeguarding Code of Conduct - Staff

**Introduction**

The Suffolk Football Association takes its role as a provider of football for under 18s very seriously. Their wellbeing is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

We act in accordance with legislation, statutory guidance and The FA’s Policy and Procedures and any associated guidance including the achievement and retention of the Safeguarding Operating Standard.  
We also take the safeguarding of adults at risk seriously and will act in accordance with The FA’s Policies and Procedures and any associated guidance including the achievement and retention of the Safeguarding Operating Standard.

Please refer to P.16 for further information on the context for Adults at Risk.

**To whom does this Code of Conduct apply**

This Code of Conduct applies to all staff, as all of us have a key role in safeguarding. It therefore applies to and must[[1]](#footnote-1) be signed by officers, managers, employees, consultants, contractors, casual and agency staff (collectively referred to as **staff** in this Code of Conduct). It does not apply to volunteers, as there is a separate volunteer Code of Conduct.

**Staff obligations**

It is our expectation that all our staff will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy. The welfare of children and young people must always be paramount.

We also expect staff to take the welfare of adults at risk seriously and to act in accordance with The FA’s policy on safeguarding adults.

This includes an expectation that staff will:

* Undertake any safeguarding education or training as requested by the CFA;
* Read and comply with The FA’s Safeguarding Children Policy and our safeguarding procedures;
* Obtain and maintain an FA in date DBS check (less than three years since the date of issue) if working in regulated activity with children;
* Act in an appropriate way at all times when in contact with children and young people and adults at risk, whether face to face, via social media, phone or other electronic communications – and always in line with the CFA’s Social Media Policy;
* Recognise the importance of confidentiality when working with children, young people, their families and their data;
* Recognise the importance of confidentiality when working with adults and their data;
* Promptly report any concerns about safeguarding or the protection of children or young people in football to our Designated Safeguarding Officer or the Senior Safeguarding Lead or other nominated person or persons in their joint absence;
* Be familiar with and use the whistle-blowing policy if you suspect or believe that we have not properly addressed any safeguarding concerns;
* Accept that, by taking this role, this County FA may deem you to be in a relationship of trust with under 18 participants or adults at risk that you are in contact with through your role. You should be aware of and understand the responsibility that this entails, by undertaking the relevant safeguarding education, as we deem appropriate;
* Act with integrity at all times; and
* Seek advice from the Designated Safeguarding Officer or the Senior Safeguarding Lead if you are unsure about any of the above or if you are unsure how to act in any given situation.

**Further information and support**

Further information can be found in:

* Our Staff Handbook;
* The FA’s Best Practice guides;
* The FA’s Policy and Procedures.

Alternatively, if you have any queries or concerns regarding the Code of Conduct or safeguarding generally, please speak to our Designated Safeguarding Officer or the Senior Safeguarding Lead in the first instance. If you are the Designated Safeguarding Officer or the Senior Safeguarding Lead and cannot find the advice you need internally seek advice from The FA Safeguarding team.

You should be aware that breaches of the Code of Conduct are taken very seriously and may lead to disciplinary action against you under our Disciplinary Procedure. In certain cases, we may also make a referral to statutory agencies and The FA.

Suffolk FA Safeguarding Code of Conduct – Volunteers

**Introduction**

The Suffolk Football Association takes its role as a provider of football for under 18s very seriously. Their well-being is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

The County also commits to safeguarding adults at risk of harm.

We act in accordance with legislation, statutory guidance and The FA’s Policy and Procedures and any associated guidance and we work collaboratively with The FA in relation to concerns about the safeguarding of children or young people or adults at risk.

**Who this Code of Conduct applies to**

This Code of Conduct applies to all volunteers, as all of us have a key role in safeguarding.

**Volunteer obligations**

It is our expectation that all our volunteers sign this Code of Conduct and will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy and Procedures. The welfare of children and young people must always be paramount.

We also expect our volunteers to act in the best interests of adults at risk of harm in football and to follow reporting procedures.

This includes an expectation that volunteers will:

* Undertake any safeguarding education or training as requested by the CFA;
* Read and comply with The FA’s Safeguarding Policy and our safeguarding procedures for adults and children;
* Obtain and maintain an FA in date DBS check (less than three years since the date of issue) if working in regulated activity with under-18s;
* Act in an appropriate way at all times when in contact with children and young people, and adults at risk whether face to face, via social media, phone or other electronic communications and in line with the CFA Social Media Policy;
* Recognise the importance of confidentiality when working with children, young people, their families and their data;
* Recognise the importance of confidentiality when working with adults at risk and their data;
* Promptly report any concerns about safeguarding or the protection of children or young people or adults at risk in football to our Designated Safeguarding Officer or the Senior Safeguarding Lead or other nominated person or persons in their joint absence;
* Be familiar with and use the whistle-blowing policy if you suspect or believe that we have not properly addressed any safeguarding concerns;
* Accept that, by taking this role, this County FA may deem you to be in a relationship of trust with under 18 participants and adults at risk that you are in contact with through your role. You should be aware of and understand the responsibility that this entails, by undertaking the relevant safeguarding education, as we deem appropriate;
* Act with integrity at all times; and
* Seek advice from the Designated Safeguarding Officer or the Senior Safeguarding Lead if you are unsure about any of the above or if you are unsure how to act in any given situation.

**Further information and support**

Further information can be found in:

* Our Staff Handbook;
* The FA’s Best Practice guides;
* The FA’s Policy and Procedures.

Alternatively, if you have any queries or concerns regarding the Code of Conduct or safeguarding generally, please speak to our Designated Safeguarding Officer or the Senior Safeguarding Lead in the first instance.

Breaches of the Code of Conduct are taken seriously and may lead to you being unable to volunteer with us and/or the involvement of the statutory agencies and The FA.

Guidance note:

Reference to Adults at Risk, in Safeguarding Codes of Conduct for Volunteers and Staff

**Safeguarding adults in disability football**

For the season 2018/19, the Codes of Conduct include adults at risk of harm.

Open age disability football should be safe and enjoyable for all.

However, we need to be aware that the abuse of adults can and does happen and football needs to play its part in preventing, recognising, reporting and addressing concerns, because safeguarding adults at risk is everybody’s business.

An adult is someone over 18, so the safeguarding children procedures should be applied if there are any concerns about the welfare of an under-18 even if that person is playing in open age disability football.

In 2014 the term vulnerable adults was replaced by ‘adult at risk’. An adult at risk is someone who is over 18 and:

* Has needs for care and support (whether or not the local authority is meeting any of those needs); and
* Is experiencing, or at risk of, abuse or neglect; and
* As a result of those case and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adults with care and support needs include people who have a condition as a result of physical, metal, sensory, learning or cognitive disabilities or illnesses, substance misuse or brain injury.

There are differences between safeguarding adults and safeguarding children including:

* The rights of adults;
* Types of abuse, signs and indicators;
* The involvement of the adult in safeguarding plans and actions;
* Laws, guidance and football regulations.

However there are also similarities and these include reporting all safeguarding concerns to the CFA Designated Safeguarding Officer or in their absence to their deputies. This is the case even when the adult does not wish for a report to be made. Reassure the adult that their wishes will be taken into account but that you have a duty to report.

The County DSO can seek help and advice from The FA Safeguarding Team.

The code of conduct applies to children and young people and adults at risk in disability football. Further resources on safeguarding adults will be available via the safeguarding section of The FA website.

Whistleblowing Policy

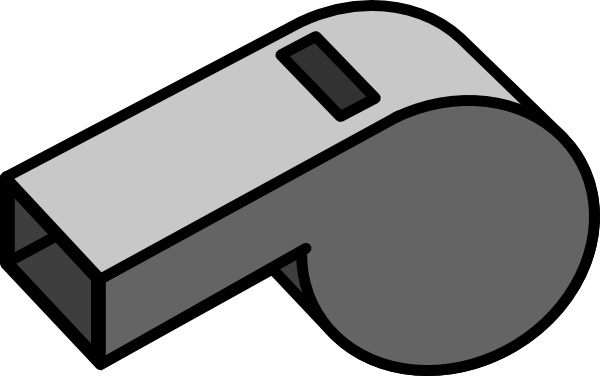
Whistle-blowing in a safeguarding context means revealing and raising concerns over misconduct or malpractice within an organisation, or within an independent structure associated with it.

It can be used as an early-warning system or when it’s recognised that appropriate actions have not been taken. This approach or policy is adopted in many different walks of life.

Any adult or young person with concerns about a colleague’s conduct towards a child or young person can also use whistle-blowing by calling **0800 169 1863** and asking for The FA’s safeguarding team, or via email to: **safeguarding@TheFA.com**

Alternatively, concerns can be reported:

* Direct to the local Police or Children’s Social Care services, or
* The Child Protection in Sport Unit at cpsu@nspcc.org.uk, or
* The NSPCC Helpline on 0808 800 5000 or email: help@nspcc.org.uk



**Policy Statement**

Whistleblowing is an important aspect of safeguarding where staff and volunteers are encouraged to share genuine concerns about an individual or organisations behaviour. The behaviour may not be child abuse but they may not be following Suffolk FA code of conduct or could be pushing the boundaries beyond normal limits.

Whistleblowing is very different from a complaint or a grievance. The term whistleblowing generally applies when you are acting as a witness to misconduct that you have seen and that threatens other people or children.

The concern may relate to something that is happening now, has happened in the past or that you think could happen in the future.

It is Suffolk FA’s intention that all staff and participants of the game feel confident about coming forward and reporting any issues/concerns that they may have regarding the areas below, whilst remaining protected from any subsequent discrimination.

**Aim**

* Ensure our staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity
* Provide avenues for staff to raise their concerns and receive feedback on any action taken
* Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
* Reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith

Any concerns can be reported without this leading to any harassment or victimisation, and every effort will be made to keep both the concern and the whistle-blower’s identity confidential.

**What should be reported?**

* Any breach in the behaviour of management, staff, volunteer or associated paid professional
* Discrimination of any kind
* Concerns that could impact on the health and safety of the children or adults
* The inappropriate treatment or care of a child
* In appropriate use of WRCFA assets
* Decision making for personal gain
* Abuse of position
* Deceit
* Tampering with documents

Methods of reporting

* A concern can initially be raised by any individual to Suffolk FA CEO (Richard Neal). In the event that the concern is about the Suffolk FA CEO, then the complaint would be raised with Geraldine Day (Safeguarding Board Champion)
* Discuss the nature of the concern together with the background , history of the concerns and provide relevant dates of incidents
* There is no expectation that whistle-blower’s prove beyond doubt the truth of their suspicion, however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern
* All individuals will be treated fairly

Concerns will be dealt with in the following way:

Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take

REDACTED

REDACTED

The incident will be investigated by Suffolk FA CEO (Richard Neal) or Geraldine Day (Safeguarding Board Champion)

REDACTED

Richard Neal (CEO)

Suffolk County FA

Bill Steward House, The Buntings, Stowmarket

IP14 5GZ

REDACTED

Email: richard.neal@suffolkfa.com

Tel: richard.neal@suffolkfa.com

* If appropriate it will be referred and put through established Safeguarding procedures and may form the subject of an independent inquiry
* Within ten working days of the concern being raised, the whistle-blower will receive in writing:
* Acknowledgement that the concern has been received, and an indication as to how the setting will proceed to deal with the matter
* Supply the whistle-blower with information on support mechanisms
* Inform the individual concerned as to whether any further investigation will take place and if not, why not.

It may be necessary to interview the whistle-blower to ensure that their disclosure is fully understood. Any meeting can be arranged away from the workplace, if so wished, and a representative or a friend may accompany the whistle-blower/individual for support.

If there are any difficulties experienced as a result of raising a concern, support will be offered.

The whistle-blower will be kept informed of the progress and outcome of any investigation to assure that any disclosure has been properly addressed unless legal reasons determine otherwise.

Confidentiality- will be maintained and every effort will be made not to reveal the whistle-blowers identity if they so wish. If however an individual makes an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action may be taken.

The public Interest Disclosure Act 1998 seeks to protect employees and individuals from discrimination as a result of “blowing the whistle” on their organisation, or individuals within it, through amendments to employment law.

If you are not satisfied with the outcome of the investigation, you may elevate your concerns directly to:

REDACTED

Phil Lawler – Chairman 07904 323030 - [phil.lawler@suffolkfa.com](mailto:phil.lawler@suffolkfa.com)

FA Safeguarding Case Management - 0800 083 5902 - [safeguarding@TheFA.com](mailto:safeguarding@TheFA.com)

Suffolk FA Guidance on the use of Social Media

**Introduction**

Following an increase in cases that relate to social networking sites, Suffolk FA wish to issue a reminder to anyone using social media.

This reminder applies to all participants, that any comment they make which is offensive, threatening, violent or that is deemed to have brought the game into disrepute will result in action being taken against them by Suffolk FA.

To clarify a participant is a player, referee, coach, parent, club official or any other individual who has an active involvement with football.

Participants are responsible for any comments or posts that are associated with their account.

Clubs and Leagues are responsible for all content of their own websites and accounts, and if comments cannot be traced back to an individual, the club or league will be held accountable for these.

Several serious charges have previously been raised against individuals and clubs; please ensure all members are educated on this subject.

**Media comments and Social Networking cases – Charging guidelines**These guidelines have been prepared to provide helpful guidance to Clubs with regard to media comments and social networking postings. The guidelines in no way affect, supersede, alter or replace the actual FA Rules and Regulations in force from time to time. Reference should always be made to the actual FA Rules and Regulations for the full regulatory provisions which govern the disciplinary procedures and which shall at all times prevail.

**General**Cases involving media comments or comments made on social networking sites are charged under FA Rule E3(1). Should the comments include a reference to any one or more of a person or person’s ethnic origin, colour, race, nationality, faith, gender, sexual orientation or disability, these are considered ‘aggravating factors’ and FA Rule E3(2) may apply. This allows for a Regulatory Commission to consider the imposition of a doubled sanction.

**Types of comment**The following types of public media comment, including on social networking websites, may be considered to be in breach of FA Rule E3:

* Comments which are improper, which bring the game into disrepute, which are threatening, abusive, indecent or insulting.
* Comments about match officials which imply bias, attack the officials’ integrity or which are personally offensive in nature

**Points to note**Participants are deemed responsible for any postings on their account. The fact that a posting may have been made by a third party will not necessarily prevent disciplinary action being taken.

In addition, re-tweeting another person’s posting may lead to disciplinary action if the original comment was improper.

Finally, deleting an inappropriate posting, whilst advisable, does not necessarily prevent disciplinary action being taken.

**Process**For cases involving social networking media comments and media comments which have only been published in a written media format and which are considered by The FA to potentially breach FA Rule E3, The FA will always seek written observations from the Participant alleged to have made the comment. This provides an opportunity for a Participant to explain whether he did in fact make the comment, clarify the context in which the comment was made and what was meant by it.

The FA will then consider the observations provided by the Participant and decide whether to either charge the Participant with a breach of FA Rule E3, issue a formal warning to the Participant or to take no further action in relation to the matter.

With regard to public media comments made during television or radio interviews or in articles written and attributed to the Participant, The FA may choose not to seek written observations. This will often be the case where the comment was clearly made by the Participant and the context is apparent.

Designated Safeguarding Officer – Role Profile

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | **County FA Designated Safeguarding Officer (DSO)** | | |
| Reports To: | **CEO** | Jobs reporting into the job holder: |  |

|  |
| --- |
| 1. **Job Purpose** |
| * Manage the CFA’s safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations; * Significantly contribute to the implementation of the Safeguarding Operating Standard for CFAs; * Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently. |

|  |
| --- |
| 1. **Principal Accountabilities & Responsibilities** |
| * Operationally lead the implementation and delivery of safeguarding policy and procedures within the County FA, being accountable for relevant areas of the Safeguarding Operating Standard as set out by The FA; * To link into the senior management team and take a dynamic and strategic approach to safeguarding delivery within the County FA, raising awareness and providing organisational support and direction to colleagues; * To provide the Senior leadership team/Board with regular reports on safeguarding activity within the County FA; * Refer to FA Case Management Safeguarding children and adults at risk abuse concerns and take action(s) in accordance with FA safeguarding regulations, policy and procedures, and as agreed with The FA Safeguarding Team; * Ensure all safeguarding referrals are recorded within The FA’s Case Managements system and securely retained in accordance with FA regulations, policies and data protection legislation; * Deal with all poor practice concerns relating to children and adults at risk in accordance with FA regulations, safeguarding policy, procedures and disciplinary processes; providing guidance to clubs and leagues, recording incidents of Poor Practice within the CFA’s Recording Systems and seeking guidance from the FA Safeguarding Team as required; * Utilise FA IT systems to monitor safeguarding compliance across the grassroots volunteer network and assist in strategic planning; * Ensure the County FA is compliant with safeguarding legislation e.g. Data Protection/GDPR 2018, Children’s Act, Sexual Offences Act, Protection of Freedoms Act (Criminal Record Checks), the Governments ‘Working Together guidance 2018’ and any other legislation or statutory guidance that may be introduced; * Develop strong relationships with key stakeholders; * Strategically manage an effective designated persons network; liaising with the Local Authority Designated Officer(s), Local safeguarding partnerships, Local Safeguarding Adults Boards, Children’s and Adults Social Care Services, Police Child Protection Team(s) and supporting youth league and club welfare officers to be compliant with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes; * Manage a diverse workload being able to prioritise work according to risk and timeframes; * Maintain strong links with key FA staff and attend national FA safeguarding events and CPD courses to ensure knowledge and skills are maintained updated; * To address poor behaviour and raise standards in grassroots football, promote safeguarding and creating a culture that celebrates good practice across the County FA; * Co-ordinate CFA safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the CFA; * Arrange and deliver CPD events for existing leagues and clubs to ensure that sufficient workshop opportunities are available for new volunteers; * Ensure that any individual helping with any CFA event(s) involving children is suitably trained and is aware of their responsibilities at the event(s). |

|  |  |
| --- | --- |
| 1. **Knowledge/experience/technical skills/behaviours** | |
| **Essential**   * Knowledge of safeguarding children and/or legislation relating to Adults at Risk; * Experience of working as a designated person; * A child-centred approach and the ability to maintain this perspective; * Clarity about what constitutes poor practice and what is abusive behaviour; * Experience of writing reports and compiling case file information; * Ability to deal constructively with people’s emotions (e.g. upset, distress, conflict, animosity); * Capacity to handle confidential data/information sensitively; * Ability to promote best practice and the importance of a safe and fun environment; * Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice; * Flexibility on hours and weekend working; * Ability to use Microsoft Office including Word, Excel and PowerPoint. | **Desirable**   * Knowledge of safeguarding statutory organisations for both children and adults at risk; * Experience of implementing policies, protocols and guidance; * Knowledge and understanding of the culture and structure of football (or another sporting body); * Knowledge of The FA’s National Game Strategy and The FA’s Strategic Plan; * Driving licence ( to be decided by each CFA ); * Recognised qualification in Business Administration or equivalent; * Working knowledge of FA systems such as; Whole Game System and CRM; * Knowledge of different faith and culture requirements on children; * Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette’s. |

Board Safeguarding Champion – Role Profile

**Role purpose**

To ensure Suffolk County Football Association (CFA) achieves and retains The FA’s Safeguarding Operating Standard for CFAs.

To ensure the Board acts accordance with legislation, statutory guidance and The FA’s Policies and Procedures and any associated guidance including the achievement and retention of The FA Safeguarding Operating Standard.

To be an active Board member championing the safeguarding of children and young people (under the age of 18) in all CFA activities and adults at risk in disability football.

To recognise and champion that all children and young people in football and all adults at risk in disability football are entitled to the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

**Key skills and experience Required (Essential)**

* A child-centred belief system and behaviours;
* Experience of demonstrable and effective governance – and overseeing a strategic approach;
* Experience of safeguarding or child protection;
* Experience of working in adult safeguarding;
* Knowledge and understanding of grassroots or other voluntary activity;
* Awareness and understanding of The FA Safeguarding Operating Standard for CFAs;
* Ability to listen effectively;
* Ability to ask probing questions;
* Communication skills;
* Presentation skills;
* Experience of problem-solving;
* Basic IT skills including Word and email.

**Desirable**

* Football club or officiating experience;
* Experience of organisational assessments, audits or inspections;
* Experience of being a member of committees or Boards.

**Key responsibilities**

* To ensure the CFA acts at all times in keeping with legislation, statutory guidance and The FA’s Safeguarding Operating Standard
* To ensure the CFA safeguarding responsibilities and accountabilities are embedded in the CFA Strategy/Business Plan/Budget/Risk Register and Operational Plan;
* To ensure the CFA enables and provides relevant safeguarding training for the Board, staff, volunteers and committee and council members;
* To ensure all staff role profiles have safeguarding responsibilities embedded in them;
* To ensure the Board receives information on progress against key areas of work, including risks and challenges;
* To ensure all volunteers are aware of and comply with The FA’s Safeguarding Operating Standard requirements;
* To check and challenge to ensure that the interests of children and young people are paramount in all CFA activities and the best interests of adults at risk are given due consideration in disability football;
* To use the whistle-blowing policy if any concerns are not fully addressed by the CFA or the Board.

Senior Safeguarding Lead – Role Profile

**Role Purpose**

To provide leadership to the Suffolk County Football Association Limited so the County FA acts in accordance with legislation, statutory guidance and Affiliated Football’s Policy and Procedures and any associated guidance.

Guides the County FA to achieve and retain the Safeguarding Operating Standard for CFAs.

**Key Responsibilities are to ensure**

* Lead the CFA to embed safeguarding responsibilities and accountabilities in the CFA Strategy/Business Plan/Budget/Risk Register and Operational Plan;
* Safeguarding is taken into consideration in all decision-making and that safeguarding principles underpin all areas of activity with under-18s;
* Safeguarding is taken into consideration in all decision-making in relation to adults at risk in disability football;
* The implementation of safeguarding principles and practice are monitored, evaluated and acted upon
* Oversight of safeguarding responsibilities and that financial and human resources are appropriate;
* Safeguarding is a standard agenda item at senior team meetings;
* Safeguarding is embedded in all role profiles and respective PDRs;
* Effective management of the Designated Safeguarding Officer (DSO);
* A deputising process in their absence of the SSL;
* A deputising process is in place for the DSO;
* Poor practice is addressed and work on abuse cases is in collaboration with The FA Safeguarding Case Team, using relevant systems and procedures;
* Appropriate reporting of any concerns about the welfare of children or young people;
* The board, staff, volunteers and committee and council members receive suitable training and briefings;
* To use the whistle-blowing policy if required to ensure the integrity of processes and safeguarding of children and young people;
* All children receive the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity;
* All adults at risk in disability football receive the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

Deputy Safeguarding Officer – Role Profile

**Role Purpose**

To ensure Safeguarding is at the forefront of departmental decisions, planning, activities, processes and strategy.

Acts in accordance with legislation, statutory guidance and Affiliated Football’s Policy and Procedures and any associated guidance.

To support the Designated Safeguarding Officer in updating, communication and delivery of events.

**Key responsibilities**

* To ensure Safeguarding is at the forefront of departmental decisions, planning, activities, processes and strategy;
* To ensure all members are aware of and comply with The FA’s Safeguarding Operating Standard for CFAs;
* To assist with safeguarding cases in the absence of the Designated Safeguarding Officer (DSO), including reporting of cases through appropriate FA systems;
* Appropriate reporting of any concerns about the welfare of children or young people in football or adults at risk in disability football;
* To use the whistle-blowing policy if required to ensure the integrity of processes and safeguarding of children and young people and adults at risk;
* All children receive the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity;
* All adults at risk receive the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity;
* To advise colleagues and customers on The FA’s DBS checking processes and how to contact GB Group;
* To undertake safeguarding visits, risk assessment;
* To access the CFA Teamtalk safeguarding area for relevant safeguarding news and information.

Deputy Senior Safeguarding Lead – Role Profile

**Role Purpose**

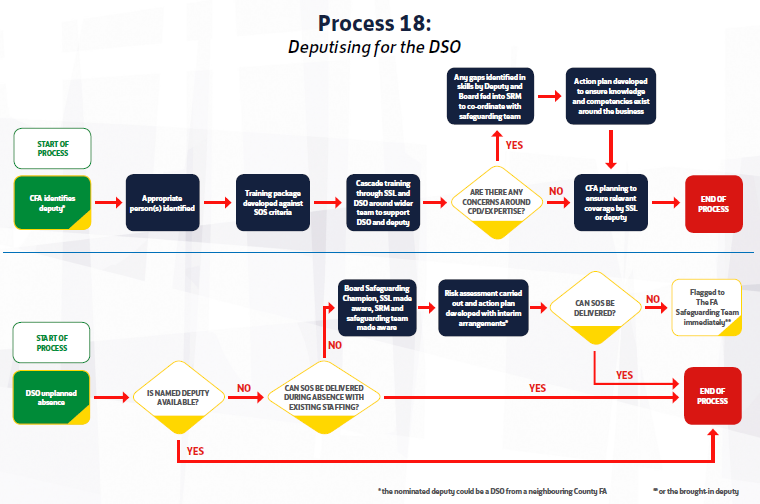
In the absence of the SSL, provide leadership to the Suffolk County Football Association Limited so the County FA acts in accordance with legislation, statutory guidance and Affiliated Football’s Policy and Procedures and any associated guidance.

Guides the County FA to achieve and retain the Safeguarding Operating Standard for CFAs.

**In the absence of the SSL, key responsibilities are to ensure**

* Lead the CFA to embed safeguarding responsibilities and accountabilities in the CFA Strategy/Business Plan/Budget/Risk Register and Operational Plan;
* Safeguarding is taken into consideration in all decision-making and that safeguarding principles underpin all areas of activity with under-18s;
* Safeguarding is taken into consideration in all decision-making in relation to adults at risk in disability football;
* The implementation of safeguarding principles and practice are monitored, evaluated and acted upon
* Oversight of safeguarding responsibilities and that financial and human resources are appropriate;
* Safeguarding is a standard agenda item at senior team meetings;
* Safeguarding is embedded in all role profiles and respective PDRs;
* Effective management of the Designated Safeguarding Officer (DSO);
* A deputising process in their absence of the SSL;
* A deputising process is in place for the DSO;
* Poor practice is addressed and work on abuse cases is in collaboration with The FA Safeguarding Case Team, using relevant systems and procedures;
* Appropriate reporting of any concerns about the welfare of children or young people;
* The board, staff, volunteers and committee and council members receive suitable training and briefings;
* To use the whistle-blowing policy if required to ensure the integrity of processes and safeguarding of children and young people;
* All children receive the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity;
* All adults at risk in disability football receive the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

DSO Deputising Process



Best Practice - Poor Practice - Abuse

**Best practice**

**Poor practice**

**Abuse**

|  |  |
| --- | --- |
| Examples of Best Practice | Examples of Poor Practice |
| Parents on the side line encouraging whole team performance | No drinks for players during training session |
| Coach is qualified and first aider is in attendance | Coach and spectators on the sideline of a youth match screaming abuse at players |
| Coaches working together and offering constructive feedback to each other | Putting players through training which is excessive for their stage of development |
| Coach reacting positively to mistakes and using these as opportunities for learning | Parents encroaching onto the field of play to ‘have a go’ at the referee or players |
| Coaches respecting the referee’s decisions in a match even if they go against their team | Demeaning initiation rituals |
| Coach adopting a fair selection policy in line with club constitution | Encouraging players to continue playing when they have sustained an injury. |
| Allowing players to wear additional clothing (e.g. tracksuit, bottoms, gloves) for every match in cold weather | Coach shouting at the referee when they ‘miss’ a foul |
| Use of Respect banner to designate supporters areas | Player with asthma not having their inhaler to hand during training |
| Club displaying emergency action plan in club house | Players wearing jewellery or untapped rings on pitch |
| Club taking action when a referee is verbally abused and harassed by a group of their players | Injured players being treated by unqualified personnel |
| Club that values fair play before winning | Transporting a seriously injured player to hospital by car rather than ambulance |
| Qualified coaches who train children appropriately | Adult and under 18 referee sharing the same changing room |
| First aider who makes sure that the first aid kit is fully stocked | Abusing players by text or social media |

**What is abuse?**

\* Schools or other uniformed or similar organisations have their own safeguarding policies and procedures that they can share with CFA

\*\* Use CFA initial referral flowchart and The FA Grassroots Policy and Procedure document hosted on TheFA.com

The FA Safeguarding Children Policy and Procedures describes five types of abuse; neglect, physical abuse, sexual abuse, emotional abuse and bullying.

**Neglect** is the persistent failure to meet a child’s basic physical and/or physiological needs; for example food, warmth and clothing, or emotional needs for attention and affection. It occurs if children or young people are left alone or inadequately supervised or where they are exposed to danger, injury or extreme weather conditions.

**Physical abuse** may involve hitting, shaking, throwing, poisoning and burning, scalding, drowning, suffocating or otherwise causing physical harm to children or failing to prevent these injuries or illness from happening.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware what is happening. The activities may include physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. This includes the use of sexually explicit language and jokes and exposure to pornographic material or watching sexual activities or encouraging children to behave in sexually in appropriate ways.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may include conveying to children that they are worthless or unloved; inadequate or valued only in so far as they meet the needs of another person. These may include pushing a child beyond their development capability, as well as over-protection or limiting the child’s social interaction. It may involve the child witnessing the ill-treatment of another; or serious bullying causing children to be constantly frightened or traumatised and can be inflicted by other children as well as adults.

**Bulling** is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms but the main types are physical (e.g. hitting, kicking, theft) verbal (e.g. racist, sexist or homophobic remarks, threats, name calling) and emotional (e.g. isolating individuals from activities and social acceptance of their peer group, constant taunting, shouting and screaming threats and gestures)

**Signs and Indicators**

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 other

Physical signs such as unexplained and usual bruising, finger and strap marks, injuries, cigarette burns, bite marks, fractures, scalds, missing teeth

Physical signs such as weight change, lack of growth or development, unexplained speech disorders, self-harm, clothing inappropriate for child’s age, gender, culture etc.

**PHYSICAL ABUSE**

**EMOTIONAL**

One, or more of the following might trigger concerns about a child.

* A sudden change in behaviour
* Something a child says
* Physical sign of abuse

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

Physical signs such as constant hunger, dirty, ill-fitting clothes or inappropriate clothing, weight change, untreated conditions and continual minor infections.

Behavioural signs such as always being tired, early or late, absent, few friends, regularly left alone, stealing, no money, parents or carer not attending or supportive

**NEGLECT**

Physical signs such as genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STDs, thrush and pain on passing motions

Behavioural signs such as unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends

**BULLYING**

**SEXUAL ABUSE**

Physical signs such as weight change, unexplained injuries and bruising, stomach, and headaches, bed-wetting, disturbed sleep, hair pull out.

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

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 reading texts or emails

Dealing with Possible Poor Practice in a Football Setting Flowchart

You become aware of a poor practice and/or possible abuse situation.

* Stay Calm
* If child or young person is present reassure him or her that they are not to blame
* Don’t make promises of confidentiality or outcome
* Keep questions to a minimum

Is the concern poor practice or child abuse?

If concern is child abuse, use Dealing with Possible Child Abuse in Football Setting Flowchart

Contact CWO who will either:

* Follow club procedures for a first report of poor practice, complete and submit The FA Information and Referral Form to the CFA WO for information only
* Seek advice from the CFA WO

Where appropriate the CFA WO will either:

* Give advice for the CWO to action
* Monitor the behaviour of individual or club as required
* Gather additional evidence
* Refer concerns to The FA Case Manager for advice

Where deemed appropriate contact will be made with and action taken by:

* CFA Disciplinary Committee
* CFA FDO or CDM
* YLWO

Possible outcomes:

* Further information requested
* Advice/warning as to future conduct/sanctions
* Further training/support needed
* No case to answer
* Referral to FA Case Management Team for action
* All appeals regarding County FA decisions will be dealt with via CFA complaints procedures\* (\*refer to the current FA Handbook)

Dealing with Possible Abuse in a Football Setting Flowchart

You become aware of a poor practice and/or possible abuse situation.

* Stay Calm
* If child or young person is present reassure him or her that they are not to blame
* Don’t make promises of confidentiality or outcome
* Keep questions to a minimum

Is the concern child abuse? Yes

Is the child or young person in need of medical attention?

Yes

No

* Take the child or young person to hospital or telephone for a ambulance
* Inform the doctor of your concerns in relation to child protection issues (doctor will take appropriate action)

Refer to the Police and Children’s Services for investigation, who will also advise on contacting parents

Does the possible abuse involve a designated person?

Yes

No

Inform the FA Case Management Team as soon as possible as a matter of urgency

Inform The CFA DSO as soon as possible

Make a factual record of events, utilising The FA Referral and Information Form and/or ELSA and forward a copy of the information recorded, including any action taken, to The FA Case Management Team who will take appropriate action

The FA Case Manager will investigate the allegations and liaise with other agencies involved. Case Management may request local assistance from County FA. Referral will be made to Panel

Outcome of the Commission will either be :

* Advice and/or warning as to future conduct
* Further support or training
* Supervision and or monitoring
* Suspension
* No case to answer

Dealing with Concerns Outside of a Football Setting Flowchart

You become aware of a poor practice and/or possible abuse situation outside of a football setting involving a child or young person who participates in football activities.

Is the child in need of medical attention?

Yes

No

* Take the child or young person to hospital or telephone for an ambulance
* Inform doctor of your concerns in relation to child protection issues
* The doctor will take appropriate action

Can you contact the CWO immediately?

Inform the DSO immediately and they will:

Inform the CWO as soon as possible. Also:

* Seek advice immediately from the local Children’s Services, the Police or The FA/NSPCC Helpline
* Take action as advised by these agencies, including advice on contacting parents
* Make a factual record of events using The FA Referral Form and/or ELSA, including any action taken as directed, and forward to The FA Case Management Team
* Indicate clearly whether or not the allegation refers to someone involved in football in any capacity

**Referring Concerns to The FA Safeguarding**

**Case Management Team**

**COUNTY FOOTBALL ASSOCIATIONS – WHAT TO REFER AND HOW?**

**Introduction**

This document is to assist County Football Association (CFA) Designated Safeguarding Officers (DSOs) when they receive concerns about a child or an individual’s behaviour towards a child or concerns that an adult might be at risk. The CFA DSO should consider whether the matter is one of poor practice, and therefore to be dealt with either by the club or the county, or one of a more serious nature and possible abuse which must be referred to The FA Safeguarding Case Management Team (“Case Management”). In order to consider this properly the CFA DSO will need to gather information about the concern, the individuals involved and any other relevant information.

**Receiving information and what to do next**

If an individual has concerns about a child, or another individual’s behaviour towards a child or concerns that an adult might be at risk, those concerns must be reported to the club, league or CFA DSO. If there is immediate danger to the child or adult, this must be dealt with as a matter of priority, whether it is to call the emergency services or seek medical attention. It may not always be clear at the outset whether the concern is one of poor practice or abuse; it may only become apparent once further information has been collected and an assessment can properly be made. The CFA DSO should consider contacting the police, Local Authority Designated Officer (“LADO”) or Children’s Services either for advice or to make a referral to that agency. The CFA DSO may need to talk to others involved in the matter and ask for some statements before being able to assess the situation.

**Making a Referral**

The CFA DSO will need to make the referral using ELSA; only if this is not possible should the paper referral form be used and then emailed to [**safeguarding@TheFA.com**](mailto:safeguarding@TheFA.com). The referral requires completion with as much information as possible about both the alleged perpetrator being referred as well as the child or adult who has suffered the alleged abuse. This will mean the CFA DSO will have to carry out some information gathering before making the referral in order to be able to assess whether the matter is one for the

club or the county to deal with or if a referral to Case Management is needed. It is important to obtain this information so that the Duty Manager in Case Management may assess this as soon as the case is received by them.

When making a referral it is necessary to provide clear and accurate details of the concern; what happened, when and where. Whilst when making a referral ELSA asks for an indication of what type of abuse has occurred and whether or not it is high level poor practice, abuse or for information only this will be assessed further by Case Management. A summary of the concern together with details of any actions the CFA DSO has carried out must also be provided. If any of the statutory agencies have been contacted this must be clearly stated alongside any other action taken. It is important to provide as much information as possible. This means that the names and contact numbers for any police officers spoken to as well as crime reference numbers should be provided. If the CFA DSO has spoken to the LADO their name and direct contact telephone number is essential as otherwise it can be difficult to contact them via the council central telephone number. It is not acceptable to simply pass the initial concern onto Case Management without any information gathering being carried out by the CFA DSO.

**What to include in a referral to Case Management**

It is important when preparing a referral to ensure that the information you send to Case Management is complete, clear and understandable. The following checklist is also contained at the end of this document so that it may be printed off and used when taking down information on the telephone or if you need to use this when visiting a club. It is a template which you may want to personalise for your county.

The principle information required is below:

* Alleged perpetrator’s name, date of birth, ethnicity, address, telephone number and contact details as well as any FAN details if known;
* Club name and details of the role the alleged perpetrator holds/held as well as whether or not it was a paid role;
* Employment information (their current job) and whether the alleged perpetrator holds any other roles working with children or adults at risk;
* Date of the most recent Safeguarding Children Workshop attended by the alleged perpetrator;
* Relationship the alleged perpetrator has to the victim – relative? Coach?
* Is the alleged perpetrator an adult or a child?
* Victim’s name, gender, ethnicity, date of birth, address, telephone and email address (this may be for the victim’s parents);
* Referrer’s name, address, telephone number and email address as well as their role and club;
* Professional network – contact details for the LADO, police and social services;
* Case summary together with any actions taken;
* A list of any individuals who are named in the case summary together with their role, job title or position within the club;
* Details of any strategy meetings held and confirmation that minutes will be shared with Case Management;
* When referring an adult at risk situation, always include the views and wishes of the adult.

This checklist should be clearly marked ‘Private and Confidential’ and used to input the information into ELSA. Once this has been completed the checklist should be securely stored and once no longer needed shredded

or disposed of as confidential waste.

**What should be referred to The FA Safeguarding Case Management Team?**

All cases which are referred to a statutory agency should be referred to Case Management; if the case does not meet the statutory agencies threshold required for them to deal with the concern, it may be referred back by Case Management to the CFA to manage. If an individual has been reported to the CFA twice previously for poor practice the matter should be referred to Case Management on the third occasion. It should be noted that this means three separate incidents of poor practice where the CFA or the club have dealt fully with the previous two incidents not three reports regarding the same incident. Cases which clearly constitute abuse must be referred to Case Management by submitting a referral form via ELSA as quickly as possible, at least within 24 hours of the CFA DSO becoming aware of the matter.

**Poor Practice – what should be done?**

It is The FA’s policy that CFAs deal with matters of poor practice and do not refer these to Case Management (unless as previously stated it is the third incident of poor practice). Anyone witnessing poor practice or having it referred to them by another adult or a child must refer the information to the Club Welfare Officer in the first instance. The club DSO in turn should contact their CFA DSO to discuss the appropriate course of action. The CFA DSO will also contact the LADO for advice and guidance about how to proceed if it is appropriate to do so. LADOs only deal with allegations against adults working with children so it would not be appropriate to refer an allegation against a spectator or a child, although they may on occasion be able to give advice. The LADO may give advice if an incident needs to be referred to Children’s Services or to a Multi-Agency Safeguarding Hub (“MASH”). A MASH referral is only needed if the individual is considered a risk to their own children.

If it is decided that the matter is one of poor practice and is to be dealt with by the club then it will need to be referred to the club disciplinary committee (which could simply be the club chairman, secretary and designated safeguarding officer depending on the club constitution) to be dealt with as quickly as possible. It is important that club disciplinary rules refer to poor practice to enable such issues to be dealt with through

that process. FA Charter Standard clubs are required to have a club constitution and codes of conduct as part of the annual health check.

It is important for CFAs to have a good understanding of what poor practice looks like so they know what they should be dealing with and not referring to Case Management, unless (as previously stated) it is a repeated offence, or they need further advice. Instances of poor practice must not be ignored; to do so is to send out the message that this behaviour is tolerated – which it must not be.

**What does Poor Practice look like?**

Poor practice is behaviour which falls below the standard required by a club as set out in their codes of conduct. Whilst the behaviour may not be immediately dangerous or intentionally harmful it does set a poor example and if it were to continue, it might lead to harm or put a child in danger. To allow poor practice to continue unchallenged may result in an environment developing in which abuse may be able to take place. It normalises behaviour which is unacceptable and should not be condoned. It may also lead to other people having suspicions about an individual’s motivations, even if there was no intention to harm. Club codes of conduct should reflect best practice by stating clearly the good behaviour which the club wishes to promote; they should not just list the poor practice prohibited but set out the positive behaviour which is expected. Codes of conduct should reflect club expectations of members’ behaviour and should be cross-referenced with club disciplinary processes. The codes of conduct should also make clear the rights which staff and volunteers have; for example access to training, support in reporting concerns or poor practice and fair and equitable treatment by the club. Codes of conduct should be written for coaches, match officials, parents, spectators, players and club members. They should be pertinent to the activities these different groups of individuals will be involved in within the club.

The list below sets out *examples* of poor practice.

Examples of Poor Practice

* Failure to provide effective supervision for coaching sessions which should be properly planned;
* Putting performance over the wellbeing and safety of players;
* Having a win at all costs mentality and failing to be gracious in defeat;
* Lack of respect for other individuals, such as match officials, opposition coaches, players, managers and spectators and failing to accept a match official’s decision (this may be dealt with by way of on field disciplinary proceedings but may fall short of being dealt with in this way);
* Having favourites and not treating all children fairly and equitably;
* Allowing rough and dangerous play, bullying, the use of bad language or inappropriate behaviour by players;
* Overtraining and exerting undue influence over players;
* Using punishments that humiliate or harm children;
* Not taking time to explain coaching techniques and ensuring they are understood by all players;
* Condoning rule violations by players and not adhering to the laws and spirit of the game;
* Not holding required FA coaching qualifications for the role being carried out;
* Providing one to one coaching without any supervision or the presence of other adults;
* Inappropriate use of social media;
* Allowing children to discriminate on the grounds of religion, race, gender, social class or lack of ability;
* Failure to encourage children to accept responsibility for their own performance and behaviour;
* Engaging in, or tolerating, offensive, insulting or abusive language or behaviour;
* Failure to challenge poor practice in others;
* Allowing allegations of abuse to go unchallenged or unrecorded and failing to report these to the DSO;
* Failure to record incidents or accidents;
* First aid being administered without others being present other than in an emergency;
* Not referring more serious medical incidents to the club first aider;
* Not having access to a telephone to be able to immediately contact emergency services if necessary;
* Not working as part of a team to ensure the safety of children in their care;
* Failing to address the additional needs of disabled players or other vulnerable groups;
* Allowing confidential information to be shared inappropriately;
* Failure to respect and listen to the opinions of children and consider the rights and responsibilities of children;
* Failure to display and promote consistently high standards of behaviour and appearance;
* Smoking and consuming alcohol during coaching sessions;
* Spending excessive time alone with children;
* Taking children to their own home;
* Not adhering to guidance when transporting children including travel abroad.

The above list is not an exhaustive one but it should give an idea of the type of behaviour which constitutes poor practice. Club codes of conduct should be carefully written and updated regularly to ensure they are relevant and appropriate to the club. Some of the examples listed above can lead to abusive situations and so need to be carefully considered, such as inappropriate use of social media. Clubs should monitor this very carefully and ensure that all involved are fully aware of what is considered to be appropriate and what is not when using social media, particularly when photographing matches, social events and other club based activities. Further guidance is available on this matter if required.

It is always possible to contact the Case Management Duty Manager for advice and guidance on matters of poor practice. The context around which a concern has arisen is important and should always be considered.

Managing Allegations Against Staff & Volunteers

1. **Introduction**

This guidance is issued by The Football Association (The FA) for County Football Associations (CFA) to deal with instances when allegations are made against CFA employees and/or people volunteering for the CFA e.g. Board, Council, Committee or CFA members and or other volunteers directly deployed on behalf of the CFA to work with under-18s and Adults at Risk (AAR), including those who work on a temporary or locum basis.

Allegations about FA Licensed Tutors should however be sent directly to The FA Case Management team who will in turn work with FA Education.

All CFAs must have procedures in place to deal with allegations made against staff and volunteers. This guidance is underpinned by the government guidance Working Together to Safeguard Children (2018).

As employers, CFAs also have a duty of care to their staff and volunteers and, as such, must also ensure that members of staff against whom an allegation has been made are treated fairly and are provided with effective support.

It is essential that any allegation of abuse is dealt with fairly, consistently and as swiftly as possible, in a way that provides effective protection for the child and/or AAR and at the same time supports the person who is the subject of the allegation.

CFAs are required to inform The FA of any such allegation and this guidance informs

CFAs of the process to do so, which includes working with the relevant Local Authority Designated Officers (LADO) or Adult Safeguarding Board (ASB.

Investigations into CFA staff or volunteers must be led by the Senior Safeguarding Lead, who must inform the Chairperson. They can take advice from people with specific safeguarding knowledge, such as the Designated Safeguarding Officer, but the responsibility for the investigation sits with the Senior Safeguarding Lead.

Allegations and complaints against staff can be minimised by having:

* An open and transparent safeguarding ethos;
* Safer recruitment practices that are followed;
* Systematic induction and training procedures;
* A Code of Conduct for staff and volunteers that is signed up by all staff and volunteers; and
* Regular briefing and discussion of safeguarding issues.

1. **What is an Allegation?**

An allegation is information or a concern which suggests that a CFA employee or volunteer working with children and young people and AAR has:

* Poses or may pose a risk of harm to an AAR;
* Behaved in a way that has harmed a child, or may have harmed a child;
* Possibly committed a criminal offence against or related to a child; or
* Behaved towards a child or children in a way that indicates he or she could pose a risk of harm if they worked with children.

If anyone sees, hears, suspects or reports something that fits into one of the three categories above there is a statutory duty to report this.

1. **Principles**

All CFAs should have procedures for dealing with allegations. The procedures should make it clear that all allegations should be reported immediately, normally to the CEO, who is also most likely to be the Senior Safeguarding Lead. The procedures should also identify the person, often the Chairperson or Board Safeguarding Champion, to whom reports should be made in the absence of the CEO or in cases where the CEO themselves are the subject of the allegation or concern. Procedures should also include contact details for the LADO, Adult Safeguarding Board (ASB) and The FA Case Management team responsible for providing advice and monitoring cases.

If an allegation is made against a CFA member of staff:

* Priority should be given to resolving the matter as soon as possible;
* Staff should not be automatically suspended; all other options should be considered before suspending a member of staff.

If an allegation is made against a volunteer, they may be asked not to volunteer, attend the CFAs premises or contact any members of CFA staff or service users.

1. **Duties towards staff and volunteers**

Employers have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. CFAs also take their obligations in relation to volunteers seriously and will therefore also provide volunteers with a named contact whilst any investigation is ongoing. This guidance is about managing cases of allegations that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children or AAR in their present position, or in any capacity.

The CFA will use its existing Disciplinary Procedures to handle these cases involving employees. Copies of the Disciplinary Procedure are contained in the Staff Handbook. If, following a disciplinary procedure the employee wishes to appeal against any disciplinary action taken, the employee should follow the appeal process in the Disciplinary Procedure.

If the CEO or equivalent is the subject of a complaint or concern, the matter would need to be heard by the Chairperson, supported by the Board Safeguarding Champion. If there was a subsequent appeal in relation to this matter, then another CFA or The FA should hear the appeal wherever possible.

The Disciplinary Procedure does not apply to volunteers but any allegations which fall under the scope of this guidance will be fully investigated as set out below.

It is essential that any allegation of abuse made against a member of staff or a volunteer is dealt with quickly in a fair and consistent way that provides effective protection for the child or children and at the same time supports the person who is the subject of the allegation.

1. **Procedures**

When an allegation is received which falls under the scope of this guidance the CFA should:

* Take the matter seriously and keep an open mind;
* Not promise confidentiality to the person making the allegation/sharing the concern;
* Make a written record of the allegation using the words of the person who made the allegation (including time, date and place where the alleged incident took place, what was said and anyone else present). This should be signed and dated. If the concern is about an AAR, their views and wishes (if known) should also be recorded;
* Contact the Chairperson or Board Safeguarding Champion if the concerns are about the CEO or equivalent;
* Ensure the Designated Person immediately contacts the LADO/ASB and The FA Case Management Team;
* Not make decisions without a discussion with the LADO/ASB and The FA Case Management Team;
* Make a written record of discussions with LADO/ASB and The FA Case Management Team; and
* Make sure LADO/ASB and The FA Case Management Team have full details of the person against whom a concern has been raised and the person who is the subject of the concern.

The procedures for dealing with allegations need to be applied with common sense and judgement.

Some cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children’s social care services. In these cases County FAs should use the Disciplinary Procedure (where appropriate), to resolve cases without delay and in consultation with The FA Safeguarding Case Management Team.

When an allegation against a CFA member of staff is made, the CFA needs to contact the LADO/ASB to inform him/her of the allegation and at the same time make a referral to The FA Safeguarding Case Management Team.

In the event that a referral is received by The FA Case Management Team, the relevant CFA CEO or equivalent will be informed within one working day and the normal procedure will apply.

Some rare allegations will be so serious they require immediate intervention by children’s social care services and/or police.

The purpose of an initial discussion is for **the LADO/ASB, the CFA Designated Person and The FA Safeguarding Case Management Team** to consider the nature, content and context of the allegation and agree a course of action.

**Actions to be agreed in initial discussion:**

* What further information is required?
* Whether any immediate action needs to be taken to safeguard and protect children or AAR;
* When and what should the parents/ carers of any child/children involved be told;
* What should be said to the member of staff or volunteer facing the allegation?
* Whether suspending the member of staff or asking a volunteer to cease their volunteering activities, refrain from attending the CFAs premises or contacting any members of CFA staff or service users is required.
* What is the appropriate risk management strategy? Suspension should not be an automatic response.

As employers the CFAs must consider carefully whether the circumstances of the case warrant a person being suspended from contact with children and/or AAR or whether alternative arrangements can be put in place. Suspension should be considered where children and/or AAR are at risk of harm or the case is so serious it may be grounds for dismissal.

If suspension is agreed, the reason for suspension must be communicated to the member of staff in writing within one day. Alternatives to suspension might include alternative work, or the deployment of another adult to work alongside the person subject to the allegation to supervise them.

CFAs should consider asking a volunteer to cease their volunteering activities, refrain from attending the CFAs premises or contacting any members of CFA staff. This should be confirmed in writing.

Possible outcomes of the initial discussion include:

* Strategy meeting normally held within three days;
* Referral to the LADO/ASB;
* Referral to Police for investigation; or
* No further action (NFA).

The LADO/ASB may ask the CFA Designated Person/The FA to provide or obtain relevant additional information, such as previous history, where there have been previous similar allegations and details of the individual’s current contact with children.

The CFA should decide with the LADO/ASB and The FA whether an investigation needs to be carried out.

In situations where the person is deemed to be an immediate risk to children or there is evidence of a criminal offence, or even if there is no such evidence, the LADO/ASB should determine whether police involvement is necessary.

The initial sharing of information and evaluation may lead to a decision that no further action is to be taken; in which case this decision and a justification for it should be recorded by the LADO/ASB, the CFA and The FA and agreement reached on what information should be put in writing to the individual concerned and by whom. The CFA Designated Person should then consider with the LADO/ASB and The FA, what action should follow both in respect of the individual and those who made the initial allegation.

Informal action should be resolved within in a timely fashion. Ideally, most cases should be concluded with one month.

Where there may be a case to answer, the CFA should decide with the LADO/ASB and The FA how to proceed further, which may include further investigation and internal disciplinary action or the cessation of a volunteer’s activities.

The CFA Designated Person should inform the individual about the allegation as soon as possible after consulting the LADO/ASB and The FA. It is extremely important that the CFA Designated Person provides the individual with as much information as possible at that time. However, where a strategy discussion is needed, or police or children’s social care services or ASB need to be involved, the CFA Designated Person should not do that until those agencies have been consulted, and have agreed what information can be disclosed to the CFA member of staff or volunteer.

If the allegation is not demonstrably false or unsubstantiated, and there is cause to suspect a child or AAR is suffering or is likely to suffer significant harm, a strategy discussion should be convened.

Where it is clear that an investigation by the police or children’s social care services or ASB is unnecessary, or the strategy discussion or initial evaluation decides that is the case, the LADO or ASB should discuss the next steps with the CFA Designated Person and The FA. In those circumstances, the options open to the CFA and The FA will range from taking no further action to dismissal or a decision not to use the person’s services in future.

The following definitions should be used when determining the outcome of allegation investigations:

* **Substantiated**: there is sufficient evidence to prove the allegation.
* **False**: there is sufficient evidence to disprove the allegation.
* **Unsubstantiated**: this is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
* **Malicious**: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

1. **Confidentiality**

It is extremely important that, when an allegation is made, the CFA makes every effort to maintain confidentiality and guard against unwanted publicity, including comments on social media, while an allegation is being investigated or considered.

The CFA Designated Person should take advice from the LADO, the police and children’s social care services or ASB and The FA to agree the following:

* Who needs to know and, importantly, exactly what information can be shared;
* How to manage speculation, leaks and gossip;
* What, if any information can be reasonably given to the wider community to reduce speculation; and
* How to manage media interest if and when it should arise.

Breaches of confidentiality may lead to disciplinary action being taken against members of staff or ceasing an individual’s volunteering activities.

1. **Supporting those involved**

Employers should act to manage and minimise the stress inherent in the allegations process. Support for the individual is key to fulfilling this duty.

Individuals should be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an objection by the LADO/ASB, children’s social care services or the police. The individual should be advised to contact their trade union representative, if they are a member of staff and have one, or a colleague for support. They should also be given access to counselling or medical advice where this is provided by the CFA.

The CFA Designated Person is responsible for keeping the person who is the subject of the allegation informed of the progress of the case and consider what other support is appropriate for the individual.

It should be decided at the outset which of the Designated Persons is leading the investigation and who is providing feedback and support to the person who is subject to the allegation.

Social contact with colleagues and friends should not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

In cases where a child or AAR may have suffered significant harm, or there may be a criminal prosecution, children’s social care services, adult services or the police as appropriate, should consider what support the child or children involved may need and discuss with the AAR if they want support.

1. **Resignations and ‘settlement offers’**

If the person who is subject to the allegation resigns, or ceases to provide their services you must:

* Follow up any allegations in accordance with this guidance;
* Remember to make every effort to reach a conclusion in all cases of allegations and concerns relating to the welfare of a child/children or AAR, including any in which the person concerned refuses to cooperate with the process;
* Never enter into a “settlement/compromise agreement” with the accused where they are employed (i.e. an agreement by which the parties agree the individual’s employment will end if the employer agrees not to pursue disciplinary action and/or in exchange for a termination payment. Typically the parties agree a form of words to be used in any future reference).

A settlement/compromise agreement will not prevent a thorough police investigation where that is appropriate nor should it override the statutory duty to make a referral to the Disclosure and Barring Service (DBS) where circumstances require that e.g. someone leaves their employment for safeguarding reasons.

1. **Record Keeping**

Details of allegations that are found to have been malicious should be removed from personnel records.

However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned.

Where the allegation is found to be false, unsubstantiated, or malicious, the information should not be included in any reference.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS disclosures reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time.

The Information Commissioner has published guidance on employment records in its Employment Practices Code and supplementary guidance, which provides some practical advice on employment retention (https://ico.org.uk/for-organisations/).

1. **Timescales**

It is in everyone’s interest to resolve cases as swiftly as possible, consistent with a fair and thorough investigation. All allegations must be investigated as a priority to avoid any delay. The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness, complexity of the allegation and whether external agencies, such as the police, are involved. The CFAs should set targets to conclude these investigations in order to bring the matter to a close as soon as possible. The CFAs can refer to the LADO/ASB for guidance on timescales.

1. **Action on conclusion of a case**

If the allegation is substantiated and the person is dismissed or the CFA ceases to use the person’s services, or the person resigns or otherwise ceases to provide his or her services, the LADO or ASB should discuss with the CFA Designated Person and The FA whether a referral to the DBS is required.

There is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct (including inappropriate sexual conduct) that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child. In such circumstances, the duty to refer an individual to the DBS arises where an employer has removed the individual from relevant work with children or the person has chosen to cease relevant work in circumstances where they would have been removed had they not done so.

1. **Action in Respect of Unfounded or Malicious Allegations**

If an allegation is determined to be unfounded or malicious, the LADO should refer the matter to the children’s social care services to determine whether the child concerned is in need of services, or may have been abused by someone else.

The same process could be considered for AAR.

Details of allegations that are found to be malicious should be removed from personnel records and should not be included in any references. Consideration should be given as to whether any action should be taken in relation to the individual who made the malicious allegation (e.g. disciplinary action in the case of an employee).

1. **Allegations involving Adults at Risk (AAR)**

If the CFA becomes aware of an allegation that a CFA Staff member or volunteer has harmed an adult at risk a report must be made to The FA’s Case Safeguarding Management Team (safeguarding@TheFA.com).

Whilst the procedures will be similar it will also be necessary to involve the adult and consider their views and wishes. This process must be guided by Case Management who will have access to expert external help and advice.

Managing Safeguarding Records

**Do**

* Ensure that access to confidential information is strictly controlled at all times and limited to individuals authorised by the County FA as having a genuine need to access the information;
* Keep PC security software up to date;
* Use passwords that are easy to remember, but hard to guess;
* Be cautious of suspicious emails and links;
* Ensure confidential paper documents are stored in a secure filing system;
* Keep a record of any data that is shared with third parties e.g. LADO, police;
* Double-check that email addresses are correct before sending any communication regarding safeguarding;
* Securely and permanently delete any confidential information that is no longer required either by shredding or purging computer files;

**Don’t**

* Distribute any confidential information by email, fax or consumer file sharing tools (see ‘The County FA Safeguarding Portal’ section below);
* Use an unprotected computer or leave your devices unlocked when not in use;
* Leave confidential documents unattended e.g. at a printer or on a desk;
* Share passwords with anyone or write them down;
* Allow the use of USB devices on any computers used to store confidential data;
* Share documentation with any third party without the necessary approvals in writing;
* Install programs or plug personal devices into your work computer without permission from IT.

**The Electronic Safeguarding Administration Tool (ELSA)**

Following the release of ELSA (Aug-Oct 2017), all information regarding poor practice and safeguarding must be recorded/uploaded onto this system. This will create a secure online depository for all confidential documentation.

* Access to the system will be strictly controlled and will be dependent upon;
* Nomination by County FA CEO;
* Attendance on the mandatory training webinar; and
* Sign-off by, National Safeguarding Manager:
* Login protocols, incorporating two-factor authentication, must be strictly adhered to at all times;
* When inputting content into the portal, allegation and fact must be attributed correctly and supposition, where appropriate, must be recorded carefully;
* Pre-existing records should continue to be stored securely and only made available to those authorised by the County FA. Whilst County FAs are under no obligation to upload pre-existing safeguarding records onto the portal, it is recommended that more recent cases are uploaded.

**Data Protection**

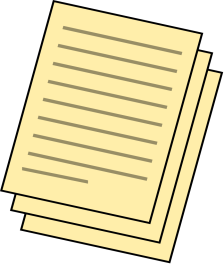
If County FAs have any concerns regarding data protection law or need further advice in this area, please call The FA legal advice helpline, run by law firm Muckle LLP, on 0191 211 7799 or at CSLegalHelp@thefa.com.

Additional guidance from the Information Commissioner’s Office can be found here: [www.ico.org.uk](http://www.ico.org.uk).

Planning An Event – Have you Considered?

All children and young people have the right to enjoy their sport safely. This applies whether playing with a local club or representing their school, county, region or country.

Have you considered?



**Coaches**

1. Have your coaches completed the relevant Safeguarding training and is this up to date?
2. Are you working with the correct ratio for your group size?

**Safeguarding Planning**

1. Do you have Safeguarding Plans including Policy & Procedures, Risk Assessments?
2. Do you have an event safeguarding officer?
3. What Liability and/or Accident insurance are needed?



**Event Sanctioning**

1. If needed, is the competition or event sanctioned to the County FA?
2. Has the event been signed off by the DSO?



**Players & teams**

1. Is the team affiliated to a County FA?
2. Does the team have a qualified and up to date named coach?
3. Have you received consent forms for participation and photography?

**Medical Information**

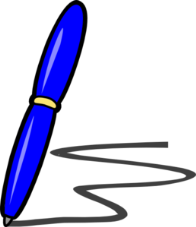
1. Do you have the medical information for participants?
2. Do you have emergency contact details for parents or guardian of participant?





**Overnight Stays**

1. Have you scheduled a team briefing set rules and contact details?
2. Are players aware of who to contact in an emergency?



**Codes of Conduct**

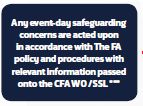
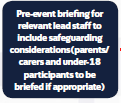
1. Have coaches signed Safeguarding Codes of Conduct?
2. Have participants or clubs signed the relevant RESPECT Code of Conducts?



**Reporting Concerns**

1. Do parents and participants know how, who to and where to raise concerns?
2. Are parents aware of whistleblowing and the reporting process?
3. Do parents know who the event Safeguarding Officer is?

Process Underpinning – Safeguarding embedded into CFA Youth Participation Activities



\*\*This should include any additional planning arising for the needs of vulnerable groups

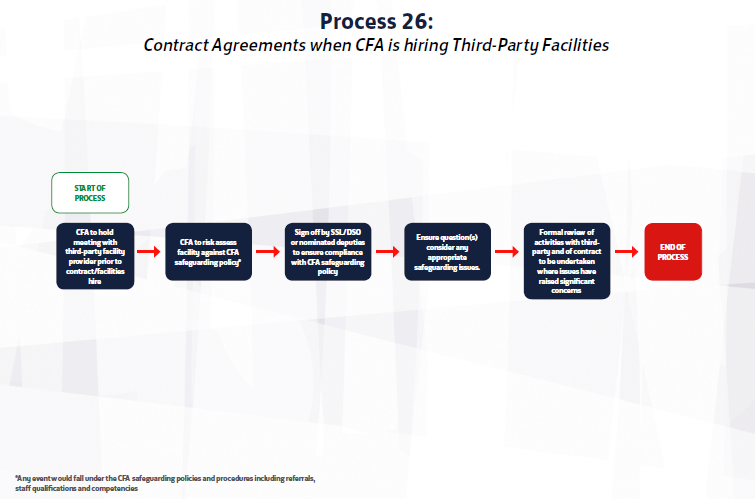
* Name(s) of Event DSO(s)
* Age ranges of children
* Staffing ratios
* Staff DBS checks
* Staff safeguarding education
* Suitability of changing facilities
* Relevant insurance is in place
* Travel arrangements
* Drop-off and pick -up arrangements
* Photography/film consent
* First aid and medical Information

\* This may be the SSL or the CFA WO. However where they are not present there should be another event DSO who is the lead for safeguarding matters.

\*\* Further guidance can be found in the Safeguarding Checklist for County FAs, ‘Maximising Enjoyment, Minimising Risk’ on TheFA.com

\*\*\* Use CFA initial referral flowchart and The FA Grassroots Policy and Procedure document hosted on TheFA.com

Process – Contract Agreements when CFA is hiring Third-Party Facilities



Out of Office Checklist

It is vital that in the absence of a staff member that the safeguarding functions of Suffolk FA for the reporting/management of concerns to be effective.

Therefore it is vital that;

1. **Line Manager to Schedule Handover Meeting**

You have a handover meeting with your Line Manager to discuss your workload whilst absent and highlight any key points in your absence. It is crucial that the safeguarding elements of any left work are not ignored and key documents/communications can be accessed in your absence.

A handover should include both a face-to-face conversation and a written document. Make sure it covers a description of the employee's tasks and processes, unique knowledge, project deadlines, key contacts, any ongoing issues, and details of log-ins, passwords or where keys are kept.

1. **Set Out Of Office Message**

If you are planning to head out on holiday or step away from your office for a few days- creating an out of office autoresponder email message is essential. Include the details of your line manager and the details for communicating safeguarding issues:

The may include:

Your line manager phone and email address

The Designated Safeguarding Officer phone and email address

The general Safeguarding email - safeguarding@suffolkfa.com

The main office number – 01473 616606

The FA Safeguarding email - safeguarding@thefa.com

The FA/NSPCC emergency line number - 0808 800 5000

1. **Update your Voice Mail**

Include the dates you’re out of the office, alternative contacts and how often you’ll be able to check your messages. If you’re taking calls during your travel, set your office phone to forward calls to your cell phone or the temporary number where you can be reached.

1. **Make Space in your e-mail and voicemail**

The longer you’re away, the more likely your inbox will fill up—or worst case— stop receiving messages. Clean it up before you leave to maximize space. Start with emails with attachments and those with the oldest Received dates. Save messages to Personal Folders, which (for Outlook) are stored on your PC, not the mail server. Delete Sent Items and finally, remove Deleted Items.

1. **Prepare a return agenda**

If you can spare 20-30 minutes before heading out to put together a return agenda, you’ll make your actual return MUCH easier. Rather than spending half an hour trying to figure out where to even begin, you can come in, reference your list, and hit the ground running.

Guidance Note on Safeguarding Children in the Disciplinary Process

This guidance note has been approved by The Association’s Football Regulatory Authority. Enquiries or clarification with regards to this guidance note should be directed to the Football Regulation Department in the first instance.

It forms part of a wider guidance note - Guidance Note on Managing Young People with Impairments such as ADHD and Tourette’s Syndrome in the Disciplinary System, amended January 2009.

The football authorities must seek to ensure that, consistent with their policy of Safeguarding Children, they do not put in place case management and disciplinary systems that of themselves cause harm to the very children that are intended to be safeguarded. The same principles apply to County and national associations, although it is obvious that the vast majority of Under 18s football will come under County jurisdiction. Remember they are children first, Participants second.

**Issues**

* Difficulties in children giving evidence, as recognised by the Criminal and Civil courts – the process is intrinsically upsetting for many adults and children will be less likely to be emotionally equipped to cope.
* Seldom in child’s best interests to be directly involved in Disciplinary Commissions.
* Child’s evidence can often be necessary for proper determination of proceedings
* Cross examination can be damaging to child.

**Children Under The Age of 14**

A child aged 13 or under should not appear at a Disciplinary Commission. An alternative method should be adopted which could include:

* A meeting - bring the parties together to talk through the issues.
* County FA (CFA) Welfare Officer (CFA WO) to talk to the child to warn them about their behaviour. A parent/carer should be present at any meeting.
* CFA WO to obtain written statement from child and Disciplinary Commission to then proceed on paper basis only – the CFA WO may need to write the statement in conjunction with the child and parent/carer.
* Private meeting between child and CFA WO to establish child’s version of events, CFA WO to report verbally to Disciplinary Commission. A parent/carer should be present throughout the meeting

**Children aged 14 through 16 Years**

A child between the ages of 14 and 16 years inclusive can attend a Disciplinary Commission provided

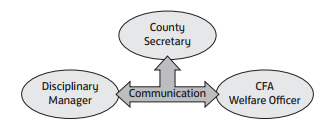
that:

* He / she understands it is his / her duty to speak the truth.
* His / her evidence is sufficiently important to justify it being heard.
* The appropriate procedures relating to minors are adopted. The child must be accompanied by a parent/carer.

**Children aged 17 years**

* Best practice when dealing with a Disciplinary Commission involving those aged 17 years would be to follow the guidance established for adults, except in cases where the individual has special needs. Special needs should be treated in a manner consistent with their mental capacity. If the suggestion is that the Participant has the cognitive reasoning of a child of a particular age, follow that guidance.
* Where a child is aged 17, consent of the parent should be obtained for the child to attend the Disciplinary Commission where possible / appropriate.
* By law a 17 year old is still a child and if they choose to have adult representation this should be allowed.

**Communication Guidance for CFA’s**



* The CFA Disciplinary/Governance staff and the CFA WO should always liaise with regards to cases involving minors. This should include meeting to agree procedures to be adopted on how the case should be heard.
* County Secretary/Chief Executive Officer should be kept up to date.

**General Best Practice Principles at Disciplinary Commission Involving Children aged 14-16 years inclusive**

Overriding principles are that the process of appearing in a Disciplinary Commission should not expose a child to intimidation, distress, a late disciplinary commission or long travelling times during the school week. All possible steps should be taken to assist the child to understand and participate in the proceedings.

**Preparation for a Disciplinary Commission**

* Consent of the parent/carer will always be required.
* He/she should be accompanied at the Disciplinary Commission by an appropriate adult who could be a parent, carer, grandparent, social /care worker or Club official properly in loco parentis. This could be a friend of the family, Club Welfare Officer etc.
* The Disciplinary Commission should be at a location and time that is convenient to the child.
* Restrict attendance at the Disciplinary Commission to as small a number of people as possible. This should be restricted to those who need to be present or have the right to be present only.
* Before the Disciplinary Commission, it may be appropriate to allow the child or young person to visit the room so that they can familiarise themselves with the layout.
* Make sure the young person is aware of the format and process they are about to be engaged in. CFA WO should be available at the Disciplinary Commission to advise/support the child or the Disciplinary Commission members. They cannot support both the child and the commission and their role must be limited to one of them. It must be clear which function they are fulfilling at the Disciplinary Commission.
* Physical layout of room can affect the proceedings and play a role in the effective engagement with the child – you could arrange chairs in two semi circles facing inward, avoid sitting behind tables.
* The members of the Disciplinary Commission should sit at the same level as other parties to encourage eye contact.
* Provision should be made for parents/carers to be able to sit next to their children
* if the child is legally represented, they should be seated in a place that allows easy communication with their representative.

**The Disciplinary Commission**

* At the beginning of the case, Disciplinary Commission members should introduce themselves and those present in the room.
* The Chairman of the Disciplinary Commission should briefly explain the role of each person.
* Address child by first name.
* Be aware of the impact body language can have e.g.
  + folded arms and peering over spectacles = negative
  + occasional nod / leaning forward = positive
* Remain seated throughout proceedings.
* If the Disciplinary Commission is lengthy, regular breaks should be taken.
* Proceedings should be inquisitorial rather than adversarial.
* Closed questions (those that allow a yes or no answer) and legal jargon should be avoided.
* Rephrase a question to simplify it, if the young person is finding it difficult to answer.
* Questions should be in plain English and at a level the child or young person can understand taking into account their age, maturity and intellectual and emotional development.
* Disciplinary Commission members should consider what information they are trying to obtain and how it is relevant to the case.
* The nature and extent of the questioning of any witness is under the control of the Chairman of the Disciplinary Commission.
* The Chairman of the Disciplinary Commission can and should intervene to prevent the child being questioned in a hostile way.
* The Chair should ensure that questions are short, simple and phrased in a language that the child can understand.
* The Chairman of the Disciplinary Commission should also ensure that anyone else present in the room conducts themselves appropriately.
* If a parent/carer has accompanied the child to the Disciplinary Commission, the Chairman of the Disciplinary Commission should make clear that the parent is there in a supporting role only and should not conduct the proceedings on behalf of the child.
* If the case is proven someone should talk directly to the child, encouraging him / her to confront their behaviour, taking responsibility for it and its consequences. As this is a sensitive area it is recommended that someone with the appropriate training should undertake this e.g. the CFA WO

Under 18’s Referees Disciplinary Support

Please refer to the 2018/19 season handbook pages and Governance on TheFA.com

Where referees are involved within disciplinary cases, they should refer to The FA Handbook, Appendix II ‘County and other affiliated assocuations = Hearings before disciplinary commissions’ page 231, under the heading of ‘Attendance of children within disciplinary hearings.

The FA’s Judicial Services department has produced guidance for children and young people attending disciplinary commissions. It has instructed that the following practices must be followed to best protect the interest of children and young people where they are providing evidence.

1. Evidence should only be received from young people (accompanied by a responsible adult) in front of the Commission Members, Commission Secretary, participant charged and his/her representative.
2. All other occupants of a Commission be asked to leave whilst a young person is giving evidence.
3. The asking of questions would be restricted to the Chairman only.
4. At the end of the questioning the representative or participant charged would be asked whether there are any other questions that they believe should be asked of the witness.
5. If required additional questions could be put to the witness but again by the Chairman only.
6. Once all the questioning has been completed the young person would then leave the Commission room and will not be required to remain for the remainder of the hearing.

The FA Anti-Bullying Policy

**Statement of intent**

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any committee member.

**What is bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

* Emotional - being unfriendly, including (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
* Physical pushing, kicking, hitting, punching or any use of violence
* Racist - racial taunts, graffiti, gestures
* Sexual - unwanted physical contact or sexually abusive comments
* Homophobic - because of, or focussing on the issue of sexuality
* Verbal - name-calling, sarcasm, spreading rumours, teasing.

**Why is it important to respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. The impact upon a child or young person can be devastating and in some cases effect all aspects of their life, in extreme circumstances it can lead to suicide threats or even attempts. This club has a responsibility to respond promptly and effectively to issues of bullying.

**Objectives of this policy**

* All club members, coaches, officials and parents/carers should have an understanding of what bullying is
* All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
* All players and parents/carers should know what the club policy is on bullying, and what they should do if bullying arises
* As a club we take bullying seriously. Players and parents/carers should be assured that they would be supported when bullying is reported
* Bullying will not be tolerated.

**Signs and indicators**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

* says he or she is being bullied, is unwilling to go to club sessions, becomes withdrawn anxious, or lacking in confidence, feels ill before training sessions, comes home with clothes torn or training equipment damaged, has possessions go ‘missing’, asks for money or starts stealing money (to pay the bully), has unexplained cuts or bruises, is frightened to say what’s wrong, gives improbable excuses for any of the above.

In more extreme cases:

* starts stammering, cries themselves to sleep at night or has nightmares, becomes aggressive, disruptive or unreasonable, is bullying other children or siblings, stops eating, attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

**Procedures**

1. Report bullying incidents to the CWO or a member of the clubs committee or contact the CFA WO
2. In cases of serious bullying, the incidents will be referred to the CFA WO for advice and possibly to The FA Case Management System
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, the Police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

**Recommended club action**

If the club decides it is appropriate for them to deal with the situation, they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/is not appropriate, a small panel (made up from the chairman, CWO, secretary, committee members) should meet with the parent/carer and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same three members should meet with the alleged bully and parents/carer and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed by all as a true account.
4. If bullying has in their view taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

In the case of adults reported to be bullying anyone within the club under 18:

1. The CFA WO should always be informed and will advise on action to be taken where appropriate
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA’s Child Protection and Best Practice awareness training may be recommended.
3. More serious cases may be referred to the Police and/or Children’s Services.

**Prevention:**

* The club will have a written constitution,which includes what is acceptable and properbehaviour for all members of which theanti-bullying policy is one part
* All club members and parents will sign to accept the constitution upon joining the club
* The CWO will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.



Appendix A – FA Respect Code of Conduct; Young Players

**WHEN PLAYING FOOTBALL I WILL:**

* Always play to the best of my ability and for the benefit of my team
* Play fairly – I won’t cheat, dive, complain or waste time
* Respect my team-mates, the other team, the referee or my coach/manager
* Play by the rules, as directed by the referee
* Be gracious in victory and defeat – I will shake hands with the other team and referee at the end of the game
* Listen and respond to what my coach/team manager tells me
* Understand that a coach has to do what is best for the team and not one individual player
* Talk to someone I trust or the club welfare officer if I’m unhappy about anything at my club.

I understand that if I do not follow the code, any/all of the following actions may be taken by my club, county FA or The FA:

**I MAY:**

* Be required to apologise to my team-mates, the other team, referee or team manager
* Receive a formal warning from the coach or the club committee
* Be dropped or substituted
* Be suspended from training
* Be required to leave the club.

**IN ADDITION:**

* My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
* The FA/County FA could impose a fine and suspension against my club.



Appendix A – FA Respect Code of Conduct; Spectators

**I WILL:**

* Remember that children play for FUN
* Applaud effort and good play as well as success
* Respect the Referee’s decisions even when you don’t agree with them
* Appreciate good play from whatever team it comes from
* Remain behind the touchline and within the Designated Spectators’ Area
* Let the coach do their job and not confuse the players by telling them what to do
* Encourage the players to respect the opposition, referee and match officials
* Support positively and offer players encouragement not criticism
* Never engage in, or tolerate offensive, insulting or abusive language or behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken:

**I MAY BE:**

* Issued with a verbal warning from a club or league official
* Required to meet with the club, league or CFA Welfare Officer
* Required to meet with the club committee
* Obliged to undertake an FA education course
* Obliged to leave the match venue by the club
* Requested by the club not to attend future games
* Suspended or have my club membership removed
* Required to leave the club along with any dependents.

**IN ADDITION:**

* The FA/County FA could impose a fine and/or suspension on the club.



Appendix A – FA Respect Code of Conduct; Coaches, Managers & Club Officials

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA’s Respect Code of Conduct at all times.

**ON AND OFF THE FIELD, I WILL:**

* Use my position to set a positive example for the young people I am responsible for
* Show respect to others involved in the game including match officials, opposition players, coaches, managers,
* officials and spectators
* Adhere to the laws and spirit of the game
* Promote Fair Play and high standards of behaviour
* Respect the match official’s decision
* Never enter the field of play without the referee’s permission
* Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
* Be gracious in victory and defeat.

**WHEN WORKING WITH PLAYERS, I WILL:**

* Place the well-being, safety and enjoyment of each player above everything, including winning
* Never engage in or tolerate any form of bullying
* Encourage each player to accept responsibility for their own behaviour and performance
* Ensure all activities I organise are appropriate for the players’ ability level, age and maturity
* Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player’s best interests.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my

club, County FA or The FA:

**I MAY BE:**

* Required to meet with the club, league or County Welfare Officer
* Suspended by the club from attending matches
* Suspended or fined by the County FA
* Required to leave or be sacked by the club.

**IN ADDITION:**

* My FA Coaching Licence may be withdrawn.



Appendix A – FA Respect Code of Conduct; Match Officials

We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the side-lines.

Play your part and observe The FA’s Respect Code of Conduct of match officials at all times.

**I WILL:**

* Be honest and completely impartial at all times
* Apply the Laws of the Game and competition rules fairly and consistently
* Manage the game in a positive, calm and confident manner
* Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
* Never tolerate offensive, insulting or abusive language or behaviour from players and team officials
* Support my match official colleagues at all times
* Set a positive personal example by promoting good behaviour from players and team officials
* Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
* Communicate with the players and encourage fair play
* Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
* Prepare physically and mentally for each match
* Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

I understand that if I do not follow the Code, any/all of the following actions may be taken:

**I MAY BE:**

* Required to meet with The FA /County FA Refereeing Official
* Required to meet with The FA/County FA Refereeing Committee.

Appendix B – Safeguarding Role; Club Welfare Officer

A Club Welfare Officer has two key responsibilities which are:

1. To be clear about the clubs responsibilities where running activities for children and young people.

This involves:

* ensuring these responsibilities are well understood by others
* working with the Youth League Welfare Officer (YLWO)
* working with your County FA Welfare Officer
* promoting The FA’s Respect Programme and helping to develop best practice processes

1. To help club personnel understand what their ‘duty of care’ towards children and young people actually means and entails on a day-to-day basis. In order to carry out their responsibilities they need to follow these five simple steps:

**Put in place:**

* a safeguarding children policy, anti-bullying policy and equality policy
* responsible recruitment processes including the taking up of references and submitting FA CRC checks (getting the right people into the game)
* The FA Respect Programme codes of conduct

**Understand:**

* what the Respect Programme aims to do
* the benefits of implementing the Respect codes
* the quick wins to be gained by using The FA’s safeguarding children best practice guidance (e.g. Travel, Trips and Tournaments, Photography guidelines, Anti-bullying Policy and Safeguarding Children Policy Template)
* why certain roles require an FA CRB check and how The FA CRC process works
* how to refer a concern about the welfare of a child

**Communicate with:**

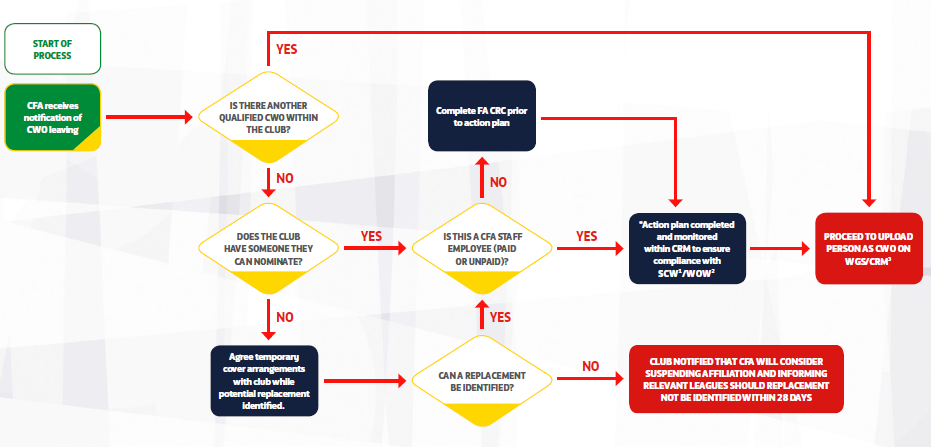
* club officials about the Respect Programme and its aims
* parents/spectators and get them to sign up to the Respect codes
* parents and new players by getting involved with running ‘start of season’ welcome sessions for members
* coaches and managers about the importance of being consistent role models for their players
* your Youth League Welfare Officer – introduce yourself, find out how they can support you and let them know what you are doing to safeguard children in your club
* your County FA Welfare Officer if you need help or advice
* The FA by taking part in surveys, questionnaires, focus groups as and when asked

**Encourage:**

* parents to complete the Respect education programme
* coaches, team managers, first aiders/medics to complete The FA’s Safeguarding Children Workshop
* coaches and team managers to listen to their players thoughts, ideas and views
* the committee to make use of the Respect Programmes designated spectator area at all games

**Monitor:**

* repeated incidents of poor behaviour and liaise with your committee (and where necessary Youth League Welfare Officer or County FA Welfare Officer)
* compliance with FA CRC checks through The FA CRC Checks for those who require one using The FA Safeguarding Online System



Appendix B – Club Welfare Officer Recruitment Following Resignation

Appendix B – Safeguarding Role; League Welfare Officer

A Youth League Welfare Officer will have two key responsibilities which are:

1. To be clear about the leagues responsibilities when running activities for children and young people.

This involves:

* ensuring these responsibilities are well-understood by others
* working with your County FA Welfare Officer
* working with the Club Welfare Officers registered with your league
* promoting The FA’s Respect Programme and helping to develop best practice processes

1. To help league and club personnel understand what their ‘duty of care’ towards children and young people actually means and entails on a day-to-day basis, working closely with the Club Welfare Officers to achieve this.

In order to carry out their responsibilities they need to follow these two simple steps:

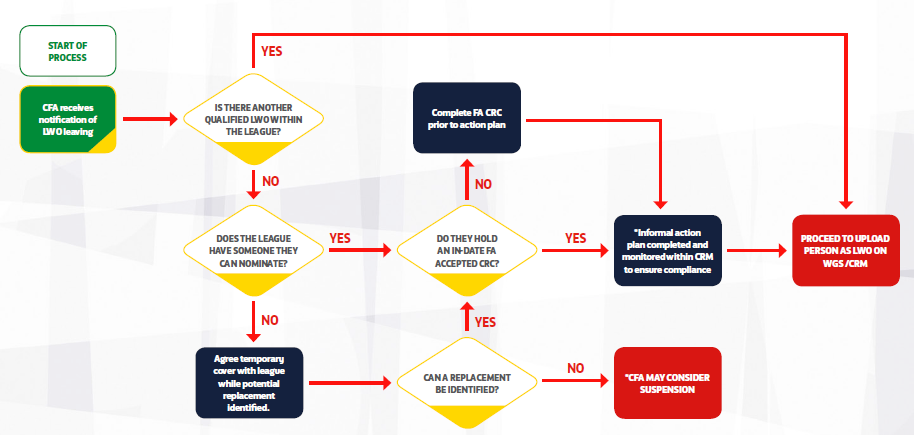
**Promote and Support by:**

* Knowing who your CFA Welfare Officer is and how to contact them
* Knowing who every Club Welfare Officer is and how to contact them
* Ensuring all Club Welfare Officers complete The FA’s Safeguarding Children and Welfare Officer Workshops
* Knowing why certain roles require an FA CRB check and how The FA CRB process works
* Knowing what The FA’s Respect Programme requires of everyone
* Highlighting the benefits of the Safeguarding Children education programme for club officials and parents

**Monitoring**:

* Your clubs to ensure they have a Safeguarding Children Policy, Anti-Bullying Policy and Equality Policy
* Buy-in to the Respect Programme (especially the distribution of codes of conduct and adherence to these)
* Repeated incidents of poor behaviour and liaising with your CFA Welfare Officer about these
* Individual clubs use of The FA’s Safeguarding Children best practice guidelines (e.g. Responsible Recruitment, Travel, Trips and Tournaments, Anti-bullying policy and Safeguarding Children Policy template)
* That all Club Welfare Officers are assisting those in their clubs who require a CRB check to do so via The FA CRB Unit

It is essential that the Youth League Welfare Officer is perceived as being approachable, having a child centred approach and the ability to maintain this perspective when carrying out their role.



Appendix B – League Welfare Officer Recruitment Following Resignation

Appendix B – Safeguarding Role; Local Authority Designated Officer (LADO)

The LADO will provide advice and guidance to employers and voluntary organisations. They liaise with the police and other agencies and monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistently with a thorough, fair and proportionate process.

The framework for managing allegations is set out in statutory guidance contained in Working Together to Safeguard Children 2018

The guidance outlines procedures for managing allegations against people who work with children and young people in any capacity, whether paid, unpaid, volunteers, casual, agency or anyone self-employed. The LADO may become involved in matter which relate to activities in a person in a position of trust’s personal life which raise possible safeguarding concerns.

The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

* Behaved in a way that has harmed a child, or may have harmed a child;
* Possibly committed a criminal offence against or related to a child; or
* Behaved towards a child or children in a way that indicates they pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

1. Enquiries and assessment by Children and Young People’s Service about whether a child is in need of protection or in need of services
2. A police investigation of a possible criminal offence
3. Consideration by an employer of disciplinary action in respect of the individual.

The LADO is responsible for:

* Providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers and recommending a referral as appropriate.
* Guidance to employers and voluntary organisations of their role in ensuring alleged adults have access to a fair and thorough process with consistent support.
* Recommendations on progressing referrals and chairing a strategy meeting where necessary.
* Managing and overseeing individual cases from all partner agencies.
* Ensuring the child’s voice is heard and that they are safeguarded.
* Monitoring the progress of cases to ensure they are dealt with as quickly as possible.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case and working closely with other agencies, employing organisations and voluntary organisations.

Local Authority Designated Officers, Rennie Everett and Dian Campbell can be contacted via email on LADOCentral@suffolk.gcsx.gov.uk or using the LADO central telephone number 0300 123 2044 for advice and consultation.



Appendix B – Safeguarding Role; Multi Agency Safeguarding Hub (MASH)

**What is the MASH?**

The MASH (Multi-Agency Safeguarding Hub) is a partnership between Suffolk County Council (Adult and Children’s Services), Suffolk NHS, Suffolk Police, Suffolk Youth Offending Service, District and Borough Council Housing Services and Probation working together to safeguard children, young people and vulnerable adults.

**Why was the MASH introduced?**

A recurring learning point from reviews of serious safeguarding incidents across the country has been the importance of having effective information sharing and close working arrangements between relevant agencies. The MASH is an effective way for organisations to make improvements to the information sharing in a confidential environment. The MASH model had been strongly endorsed by the OFSTED report ‘Good Practice by Local Safeguarding Boards’ and ‘The Munro Review of Child Protection’. The Care Act 2014 draft guidance also highlights a MASH which includes adult safeguarding as best practise.

**Where is the MASH based?**

The majority of staff will be based at Landmark House, Ipswich including Suffolk County Council Children and Adult Services, Police and, Health. Housing, Probation and Youth Offending staff will work from their existing locations.

**What happens when an enquiry is made about a child?**

Partners in the MASH will share information to decide if: the child or young person has been harmed or could be harmed in the future and if the child or young person or you would benefit from support from other people who help children and families.

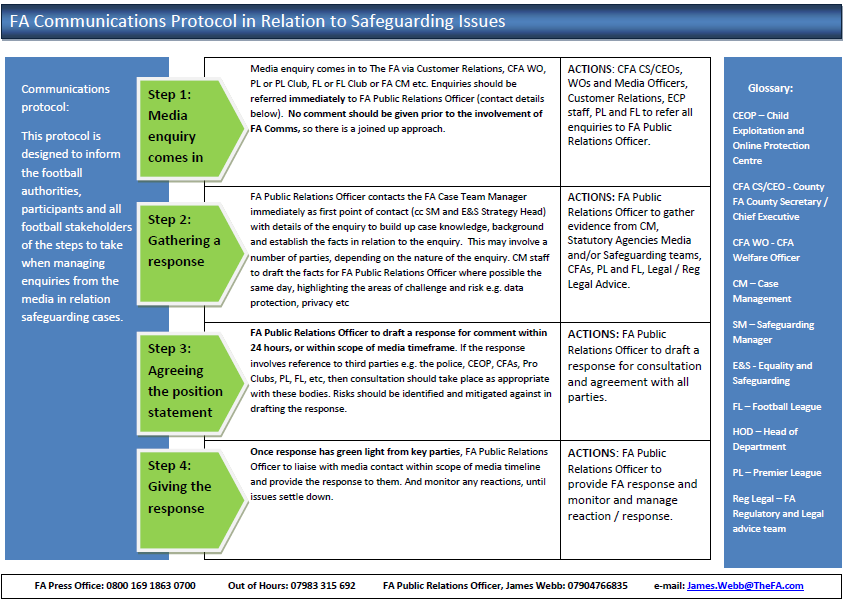
**What happens after the safeguarding concern about a child?**

If the child or young person is thought to have been harmed or could be harmed in the future, we will refer them to Suffolk County Council’s Social Care team. Information will also be given to the Police if it is necessary to help stop or solve a crime. If the child or young person has not been harmed but we think they or you would benefit from extra help, then their name, address, reason for the enquiry and outcome will be passed onto the most appropriate service so the appropriate support can be provided. We will also notify you and where appropriate the child or young person, explaining the outcome of the safeguarding concern.

**Professional referrers**

If you would like to discuss whether the situation you are concerned about should be the subject of a safeguarding referral, please contact the MASH Consultation Line on 0345 6061499.



Appendix C – Disclosure and Barring Services (DBS) Checks for CFA Staff & Volunteers

Legislation that underpins the Disclosure and Barring Service and The FA Policy on Criminal

Record Checks Context: The law requires that we do all we can to prevent people who are barred by the Disclosure and Barring Service (DBS), from working with children in Regulated Activity in football.

A DBS (Disclosure and Barring Service) Enhanced Criminal Record Check with Children’s Barred List tells The FA if a person is barred, or has relevant convictions, cautions or other information that must be risk assessed.

The FA’s Policy on Criminal Records Checks has been informed by consultation with relevant government departments, the DBS, the wider sports sector through the Sport and Recreation Alliance and the NSPCC’s Child Protection in Sport Unit.

Where roles are eligible, County FAs must use these checks to help make informed recruitment decisions about the suitability of people who are seeking to, or hold a role with under-18s in football.

The Protection of Freedoms Act, 2012 defines Regulated Activity as:

* Specific activities, carried out frequently or intensively, which is unsupervised. This includes those whose roles involve teaching, training, instructing, supervising, giving advice or guidance on wellbeing or caring for children or driving a vehicle solely for children on behalf of a club or football organisation.
* Frequently or intensively are usually described as once a week or more, four days or more in one 30 day period or overnight, although occasionally people with lower levels of contact may still need one if there is expectation that within their role they are able to work with children and young people and potential for the above criteria to be met.
* Supervision is defined as: regular; day to day; reasonable in all circumstances for protecting children; and carried out by someone in Regulated Activity In making its decisions on which roles are supervised and which are not

In football any role that meets the above eligibility criteria must have a DBS Enhanced Criminal Record Check with Children’s Barred List.

Job adverts for eligible roles

Where eligible roles that may include Regulated Activity are recruited and are therefore exempt from the Rehabilitation of Offenders Act 1974, the following statement must be included in job adverts and written communications prior to a job offer or appointment and before a check is undertaken:

“This post requires Enhanced Criminal Records Checks and checks against the Barred Lists and is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared”.

This ensures that there is informed consent that the role requires a check and a DBS disclosure certificate, which could carry personal and sensitive information is required for the role.

**Eligibility for checks on CFA employees and CFA volunteers**

This table provides a guide the eligibility of CFA roles for DBS checks. The County FA Welfare Officer/DSO should support the Senior Safeguarding Lead to review CFA staff eligibility for checks on a regular basis.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position | Is there eligibility for a  DBS Enhanced Criminal  Records check? | Reasons | Is it Regulated Activity  & eligible for DBS  Enhanced Criminal  Records Check with  Children’s barred list? | Notes | Evidence |
| County FA Staff | | | | | |
| Football Development  Officers  (Including Disability,  Inclusion, Schools/colleges,  Women & Girls and other  aligned roles) | Yes | Unsupervised; teaching,  training & instruction, caring for & supervising of children and young people | Yes | Assumes FDO has hands  on role in some form with  under-18s | Role |
| Referee Development Officer | Yes | Unsupervised; teaching,  training & instruction, caring for & supervising of children and young people | Yes | Assumes RDO has hands  on role in some form with  under-18s | Role |
| County FA Welfare Officer/  Designated Safeguarding  Officer (DSO) | Yes | Unsupervised; teaching,  training & instruction, caring  for & supervising, advice &  guidance on well being | Yes | Work through role directly  with under-18s | Role |
| Governance Manager/  Officers | Possibly | CFA to define role with  Children and Young people in disciplinary process along with potential to meet the  frequency and intensity criteria | Possibly | Dependent upon the potential  expectation of frequent contact with children and young people in the disciplinary process and whether at any time the role  would include caring for or supervising in this context | CFA to review and document reasons for whether there is or is not eligibility |
| CEO, County FA  Secretaries and Officers  within CFA Senior  Leadership Team  including:  Operations Managers  Development Managers  Participation Managers  Finance Managers | Possibly | Potential within roles for  activity such as teaching,  training & instruction, caring  for & supervising of children  and young people | Possibly | Dependent upon the potential expectation of frequent contact with children and young people in the disciplinary process and whether at any time the role would include caring for or supervising in this context | CFA to review and document  reasons for whether there is or is not eligibility |
| Media/Communication Officer | No | Not coaching, teaching or instructing, caring for, or supervising, advising or guiding on wellbeing, not driving for the organisation, providing treatment or therapy | No | Eligibility may be met through unsupervised tasks/ projects with children and young people if this includes  frequently or intensively caring  for or supervising | CFA to review this if the roles change to include Regulated  Activity |
| Administrators | No | No |
| County FA Staff - Other | | | | | |
| Rep Team Coach/Manager  (Including assistants) | Yes | Unsupervised; potential within  role for teaching, training  & instruction, caring for &  supervising of children and  young people | Yes | Includes all coaches, whether  they have assistant in title or  not | Role |
| Rep Team Physio/First Aider | Yes | Treatment and therapy | Yes – Assuming the potential to  meet frequency and Intensity | N.B.: Also eligible for Adults  at risk barred list checks | Role |
| Mentors – working with  child’s workforce  (Including Referee Mentors) | Yes | Unsupervised; potential within role for teaching, training & instruction, caring for & supervising of children and young people | Yes | Work with under-18s | Role |
| Referee Coaches –  working with Child’s  Workforce (under-18s) | Yes | Unsupervised; teaching & training, advice & guidance on wellbeing, & supervising | Yes – Assuming the potential to  meet frequency and Intensity | Work with under-18s | Role |
| Other CFA Roles paid &  voluntary which may  include:   * Affiliation, Sanctioning/ * Competition officers * Referee Appointment * Officers * Reception staff * General Stewards * Cleaning staff * Refreshments /kiosk * Catering staff * Turnstile staff * Ground staff * Furry mascots * Photographers * CFA Committee members * Youth Council members | No | Not coaching, teaching or instructing, caring for, or supervising, advising or guiding on wellbeing, not driving for the organisation, providing treatment or therapy | No | Unless another eligible role with children and young people is also undertaken  Eligible Role would need to involve caring for or  supervising/chaperoning,  overnight stays re:  tournaments, etc. | Role |
| County FA Board Members | | | | | |
| Directors | No | Not coaching, teaching or instructing, caring for, or supervising, advising or guiding on wellbeing, not driving for the organisation, providing treatment or therapy | No | Unless they assume an eligible role with children and young people is also undertaken  Eligible Role would need to involve caring for or supervising/chaperoning,  overnight stays re:  tournaments, etc. | Role |
| Council Representatives | No | Not coaching, teaching or instructing, caring for, or supervising, advising or guiding on wellbeing, not driving for the organisation, providing  treatment or therapy | No | Unless they assume an eligible role with children and young people is also undertaken  Eligible Role would need to involve caring for or supervising/chaperoning,  overnight stays re: tournaments, etc | Role |

For further advice on CRC eligibility for CFA Staff roles please go to http://www.

TheFA.com/football-rules-governance/safeguarding/criminal-record-checks , or contact GB Group the DBS Umbrella body who administer FA CRC checks for The FA via. FAChecks@TheFA.com or tel. 0845 210 80 80.

**Portability of checks**

Whilst some CFA staff will be appointed holding In-date FA Accepted Disclosures from other roles within the game it would be considered good practice to require a new check for all those coming into substantive roles with the CFA.

The FA makes the suitability decision to screen out anyone who is deemed to be a known risk or who may pose a risk of harm to children in football. However, for those accepted in to football by The FA, any employment decision is for the CFA to make. Therefore CFAs should ask the post holder to share the original DBS disclosure certificate with them as part of the recruitment process. CFAs should record on the relevant HR file, that the DBS certificate has been seen as part of the recruitment process.

Where roles are temporary in nature and the post holder holds and In-date FA Accepted CRC, this can be used in the CFA role as a short term measure. However, as above, it is recommended that the individual is asked to share their DBS disclosure certificate with the CFA, so that a record can be made that it has been seen as part of the recruitment process.

CFAs must comply with the DBS Code of Practice:

**https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/474742/Code\_of\_Practice\_for\_Disclosure\_and\_Barring\_Service\_Nov\_15.pdf**

If an individual holds a check from outside football which they wish to bring into football, they may not need a new one, provided it meets the portability criteria:

* It is has been registered for the DBS (Disclosure & Barring Service) update service.
* It is for the right work force (Child).
* It has been done under the right category i.e. paid or voluntary workforce (you cannot port a volunteer disclosure into a paid role)

There is a one-off charge of £10 for ‘porting a CRC from outside football into The FA. However, there would also be additional external fee for the required ID checking and an addition one off fee of £10 for the annual renewal checking of ported checks (see Section 4. below). Whilst porting of external CRCs may in some circumstances be beneficial, quicker and slightly cheaper for those within the paid workforce for most volunteers it is quicker and cheaper to apply for an FA CRC. For information on porting across non-FA CRC disclosures and likely charges please contact GB Group via **FAChecks@TheFA.com** or tel. 0845 210 80 80.

**Renewal of checks and the DBS Update Service**

Individuals can take advantage of life-time renewals of their FA CRC which means that CFAs as employers will not require staff to reapply every three years.

However, to take advantage of this service CFA staff (paid and unpaid) will need to:

* Register their CRC with The Disclosure and Barring Service (DBS) update service\*
* Inform GB Group who administer the Checks. They will charge a one off £10 administration fee.

Once registered for this service, The FA will make annual checks of individual’s CRC status for as long as they remain in football.

For more information and guidance on the DBS update service and FA CRClife-time checks please contact GB Group via FAChecks@TheFA.com or tel. 0845 210 80 80

**Duty to refer to the DBS**

There is a legal duty to refer to the DBS, anyone who is removed from regulated activity because they pose or may pose a risk of harm to a child or (vulnerable) adult.

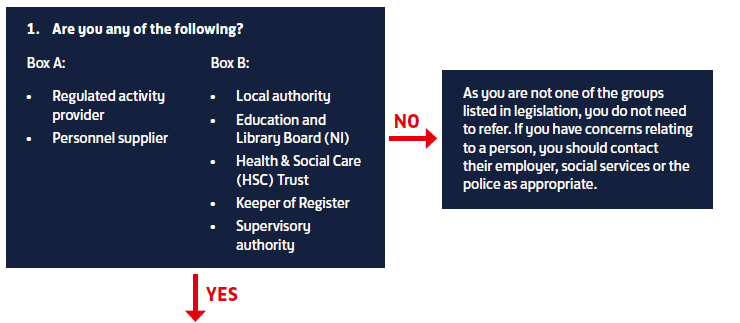
The FA continues to liaise directly with the DBS, in line with our duty to inform them where decisions are made by The FA, to remove people from the workforce as they pose or may pose a risk of harm to children or vulnerable groups.

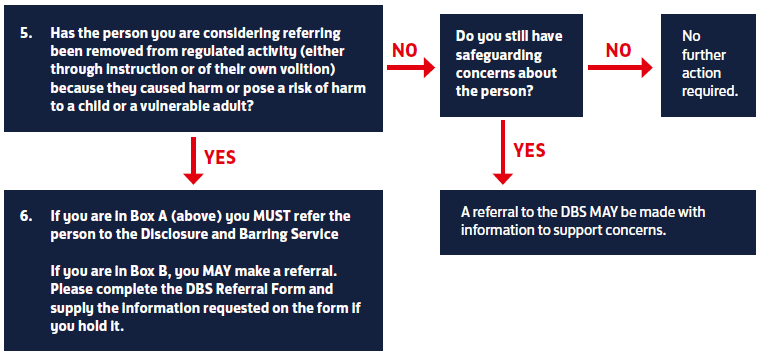
CFAs should ensure that if they remove someone from role due to safeguarding concerns the FA case management team is informed immediately and The FA will guide and /or assist with any referrals to the DBS and pursue relevant actions in relation to any wider roles they may hold with in football.

For more information on the duty to refer please go to https://www.gov.uk/guidance/making-barring-referrals-tothe-dbs#who-has-a-legal-duty-to-refer and/or contact The FA Case Management

Team via [safeguarding@TheFA.com](mailto:safeguarding@TheFA.com).

**Process for Referrals to the Disclosure & Barring Services (DBS)**









**0800 023 2642**





0116 234 7278

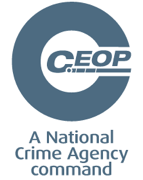
0116 234 7280



**0300 123 2044**

Customer First

0808 800 4005



**www.ceop.police.uk**

1. Signing the Code of Conduct is a requirement for staff; not signing could lead to disciplinary action. [↑](#footnote-ref-1)