



WOKING FOOTBALL CLUB

CARDS TRUST

CARDINALS IN THE COMMUNITY

SAFEGUARDING POLICY

MARCH 2019

1. ABOUT THIS POLICY

1.1 The Board is committed to continually ensuring the well-being and safety of all children directly connected with its business activities, and to providing a safe and suitable environment for all those children attending our premises for any purpose. It is the duty of all adults working in the Club to safeguard the welfare of children and young people by creating an environment that protects them from harm.

1.2 This policy applies to all staff members of the business, including full time, part time, casual or pieceworker as well as any Consultants and Volunteers who working within the parameters of those at risk groups of staff, customers or clients. All staff members, Consultants and Volunteers are required to adhere to this policy.

1.3 The Board may amend this policy at any time. The Board will continue to review this policy to ensure it is achieving its aims.

1.4 This policy applies to Woking Football Club (“WFC”) The Cards Trust (“CT”) and its Community scheme Cardinals in the Community (“CITC”). It applies to all locations owned or used by the club.

1.5 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure and if a breach amounts to gross misconduct this may result in dismissal, possibly criminal prosecution and reporting of any incident to the appropriate regulatory or investigative body.

1.6 The Board of WFC acknowledges and accepts it has a responsibility for the well-being and safety of all children and young people who are under the WFC’s , CT’s or CITC’s care or using its facilities, (the definition of a “child” or “young people” means those under the age of 18 years old).

1.7 The well-being of children and young people is paramount for all staff and accordingly, they must read and fully understand this policy. Where appropriate, the following guidelines will be supplemented by in-service training as provided by Surrey FA and additional guidance.

1.8 WFC, CT & CITC works closely with the Local Authority Designated Officers for children and adults at risk and Surrey FA’s Welfare Officer. The Club’s Welfare Officer liaises with the respective safeguarding teams for advice, guidance and referrals. The Clubs Welfare Officer adhere to Local Authority/Police and Surrey FA/ The FA protocols and relevant League Officer.

1.9 All Staff; full time, part time, casual, piece worker, consultants and volunteers have the responsibility to report any concerns to the Welfare Officer and/or Deputy Welfare Officer.

1.10 The policy will be widely available to all staff and posted on club website.

2 RULES & REGULATIONS

2.1 WFC is governed by the rules and regulations set out in the Children Act 1989, Children’s Act 2004, and the FA Safeguarding Children and Adults at Risk guidance.

2.2 For detailed information on current legislation – in particular the changes to the original Act of 1989 - please refer to the following NSPCC link and Working Together to Safeguard Children link:

NSPCC inform:

http://www.nspcc.org.uk/inform/research/questions/child_protection_legislation_in_the_uk_pdf_wdf48953.pdf Working Together to Safeguard Children (2015):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

2.3 WFC, CT and CITC is fully committed to ensuring that the best practice recommended by these bodies is employed throughout and has a responsibility to maintain regular dialogue and work in partnership with the Surrey Safeguarding Children Board.

3 AIMS & KEY PRINCIPLES

3.1 The aims of this policy are:

- To safeguard all children who interact with WFC and CITC activities;
- To demonstrate best practice in the area of safeguarding children and vulnerable adults.
- To develop a positive and pro-active welfare programme to enable all children and young persons to participate in an enjoyable and safe environment;
- To promote high ethical standards throughout WFC, CT and CITC activities.

3.2 The key principles underpinning this policy are:

- The child or young person's welfare is, and must always be, the paramount consideration;
- All children and young people have a right to be protected from abuse, exploitation and poor practice regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity;
- To acknowledge and commit to address the additional vulnerability of some participants and the extra barriers they may face e.g. those in care, looked after children, those with mental health issues, physical disabilities and children living in substitute accommodation;
- All allegations of abuse will be taken seriously and responded to efficiently and appropriately;
- To encourage parents and other members of the child or young person's family to be involved in a relationship with WFC, CT and CITC.
- To ensure that coaches, parents and other adults who come in contact with children and young people provide good role models of behaviour.

4 WELFARE OFFICERS

4.1 The clubs Welfare Officer and Deputy Welfare Officer have the responsibility for the safeguarding of children in club. Anyone with a concern about a child's welfare should contact the Welfare Officer/ Deputy Welfare Officer for advice in the first instance – details can be found at the end of this policy.

4.2 WFC,CT and CITC have set up a Safeguarding Committee which is committed to ensuring that all children that we interact with are protected to the highest standard possible. To make sure that we meet this standard, we have a management system that allows regular review, evaluation audit and reporting of issues to the board. Within this framework there are clearly assigned roles and responsibilities. This policy is reviewed annually by the committee and updated where necessary .

5 HUMAN RESOURCES & DISCLOSURE

5.1 Recruitment

As part of WFC's, CT's and CITC recruitment and selection process, offers of work to positions which involve working with children are subject to satisfactory DBS Criminal Record Checks (CRC) with barred list check, if necessary and appropriate references are obtained. All requests for CRC are applied for online with GB Group. All offers of work are subject to the outcome of the screening process and until such time as a satisfactory CRC certificate has been confirmed as clear, the member of staff will not be left unsupervised with children. All employees, workers or volunteers in a position of trust are required to sign up to the Update Service and annual checks will be carried out by the Club. All staff and volunteers are also bound by all relevant internal policies, including this Safeguarding Policy and Code of Ethics. Any breach of any internal code or applicable law is subject to WFC's disciplinary procedures and may amount to gross misconduct. Should an individual's CRC Disclosure reveal any convictions WFC, CT or CITC will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with children. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out by the Welfare Officer and Deputy Welfare officer to assess the information contained within the disclosure certificate. WFC/CT/CITC may refer to the FA DBS Helpdesk based in Nottingham (FAChecks@TheFA.com or 0845 210 8080 option 1) to limit the sharing of personal data. On occasion the member of staff/volunteer may also be asked to attend an interview prior to a recruitment decision being made. All new employees, workers or volunteers working with children or young people at the club will be required to complete a Self-Declaration prior to the commencement of duties. In the event of any refusal to complete any required background check or Self-Declaration SFC will not engage the services of that individual.

5.2 New Appointments who already have a Disclosure Certificate.

If a new member of staff has had a disclosure check with their previous employer, e.g. another football club the original Disclosure certificate must be shown to the Welfare Officer, it must be dated within six months of the employee's start date at WFC CT or CITC and it must be for a similar role of that which the person has been appointed. WFC CT or CITC will apply immediately for a Club CRC and it is at the discretion of the Welfare Officer and or Deputy Welfare , whether the employee can start work before receipt of the Club CRC.

5.3 Existing Staff

All staff that have one-to-one contact with children and young people must complete a CRC and for those undertaking regulated activity an Enhanced DBS with Children's barred list check. These are updated at least once every three years.

5.4 Temporary Staff and External Consultants

WFC ,CT and CITC will ensure that all temporary staff and external consultants sign a Self-Declaration form and will not have unsupervised access to children and young persons during their time with WFC, CT or CITC

5.5 Staff Training

All staff working in direct contact with children shall be required to complete the FA workshop on Safeguarding Children. Details of those satisfactorily completing this course are retained by WFC/CT/CITC . All other staff will be required to complete any other training that is deemed appropriate by the Welfare Officer/Deputy Welfare Officer.

5.6 Good Practice

All employees, workers, consultants, agency staff and volunteers working with children or young people should adhere to the following principles:

- Always work in an open environment. Avoid private or unobserved situations and encourage open communication with no secrets.
- Make the experience of the sporting activity fun and enjoyable, promote fairness, confront and deal with bullying.
- Treat all children and young people equally, with respect and dignity.
- Always put the welfare of the child first.
- Maintain a safe and appropriate distance with children and young people and avoid unnecessary physical contact.
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child or young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child or young person's consent has been given.
- If groups have to be supervised in changing rooms always ensure coaches etc. work in pairs.
- Request written parental consent if WFC/CT/CITC officials are required to transport children and young people. All coaches must have business insurance.
- Gain written parental consent for any significant travel arrangements e.g. overnight stays.
- Coaches are qualified in line with the FA minimum requirements. A qualified first aider is in attendance at all training sessions
- Ensure that at away events adults should not enter a child or a young person's room or invite children and young people to their rooms.

- Be a good role model, this includes not smoking, drinking alcohol or use foul abusive or language in the company of children and young people.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Secure written parental consent for the WFC, CT or CITC to act in the place of a parent to give permission for the administration of emergency first aid or their medical treatment if the need arises.
- Keep a clear and appropriately detailed written record of any injury that occurs, along with details of any treatment given and any individual who provided such treatment.
- All other good practice/common sense principles given the varying situations. Failure to apply such good practice will be a breach of this policy and may lead to disciplinary action, up to and including dismissal, being taken.

5.7 Health & Safety

WFC's Welfare Officer /Deputy Welfare Officer gives guidance to those whose roles involve working with children and young persons. Where a child or young person is involved, a risk assessment must take account of their particular vulnerabilities which will include the safeguarding. The risk assessment should set out what arrangements are in place for their care and supervision.

5.8 Data Protection

The Data Protection policy adopted by WFC/CT/CITC is in line with current legislation. All full time and casual staff sign a WFC/CT/CITC confidentiality and information sharing agreement. A copy of WFC's Privacy Policy can be viewed on the clubs website.

6 .WOKING FC/CARDS TRUST/CARDINALS IN THE COMMUNITY PROCEDURES

WFC/CT/CITC will make every effort to obtain parental consent for all activities using a signed parental consent form. WFC/CT/CITC will do everything it can to safeguard children in its care but recognise that in extreme circumstances, due to the nature of the work carried out by WFC/CT/CITC obtaining parental consent for activities is not always possible.

6.2 Use of photography & film image

WFC uses guidance from The FA .All images are taken by WFC/CT/CITC officials who have been briefed by a Welfare Officer Deputy Welfare Officer or by a member of the Communications and Marketing Department responsible for the activity being photographed or filmed. Before taking images of children or young people, parental consent is sought in writing and this could be at the start of the season or prior to the event. Parents, carers, guardians are responsible for informing WFC/CT/CITC of any change of circumstances within the season which may affect consent. WFC/CT/CITC will inform parents, carers, guardians of how the image will be used and they will not allow an image to be used for something other than that for which it was initially agreed. The Club will follow the guidelines below:

- All children or young people featured in WFC/CT/CITC publications will be appropriately dressed.

- Where possible, the image will focus on the activity taking place and not a specific child.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated WFC/CT/CITC photographers will, where applicable, undertake a CRC/DBS check and attend a FA Safeguarding Children workshop and will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies. WFC identification will be worn at all times.
- WFC/CT/CITC will take steps to ensure that children who are subject of a court order will not have their images published in any WFC/CT/CITC document.
- No images of children featured in WFC/CT/CITC publications will be accompanied by personal details such as their home address.
- Recordings of children for the purposes of legitimate coaching aids are only filmed by WFC/CT/CITC officials and are stored safely and securely at WFC's /CT's/CITC's premises.
- Mobile cameras are not to be used in changing rooms when a person under 18 is within this area. It should be noted that some U18's are mascots and pictures are permitted within this area but must be taken only by parent/guardian of the child.
- Any instances of inappropriate images in football should be reported to the Welfare Officer/Deputy Welfare Officer .
- WFC/CT/CITC does not put young player profiles with images and personal information on its website.
- WFC/CT/CITC does not condone inappropriate unauthorised photographs to be taken with players, staff or at WFC/CT/CITC facilities and will actively take measures to prevent this. Such measures include appropriate signage, security and stewarding as well as making all staff and parents aware of the our policy on taking photos or other recording of images at our sites, matches or training sessions.

6.3 Match day Mascots/ Match day Visits

WFC/CT/CITC will ensure that the following procedures are adhered to when persons under the age of 18 are visiting to club on match days as either mascot, birthday party or club visit.

- When children are visiting dressing rooms, boardroom and pitch area they must be escorted at all times by a member of WFC/CT/CITC staff who have a valid DBS check and have undergone child protection training .
- Under no circumstances should they be allowed to be unattended.
- Entry in the dressing room area must be strictly controlled, a member of WFC/CT/CITC staff must check area before allowing entry .
- It is advisable in all cases to have either a parent (s) and or manager also accompanying children on tours .

- For the safety of children when pitch side they must in all instances remain behind the touchline unless they are being mascot for the day.
- For those being mascot they will be allowed on to the pitch with players but a member of staff WFC/CT/CITC should remain present at all time.
- At the end of the experience children should be returned safely into the care of parents/guardians or team managers.

6.4 Club Mascots

Seeing and interacting with the WFC Mascots(KC CAT & KC KITTEN) are part of the experience for young children. Mascots will

- Require a valid DBS check and have attended the Clubs Child Protection Training

Mascot outfits must not any occasion be lent out to other teams. If another club requires the WFC mascot to be present then only a WFC/CT/CITC DBS checked member of staff can use it.

6.5 U18 Work Experience Students /Interns

WFC/CT/CITC will from time to time have work experience students and interns helping with day to day activities the following guidelines should be adhered to ;

- A pre placement interview must take place ideally a parent or teacher to also be present to discuss placement being offered
- Each student should complete a Work Experience Declaration Form giving details of
 1. Emergency contact numbers
 2. School /College Contact numbers
 3. Authority for Medical Treatment
 4. Details of allergies /medications
 5. Consent for photography
 6. Confidentiality disclosure

The student's immediate supervisor should hold this form with a copy given to the Welfare Officer. These forms will be held for the duration of the placement and then destroyed.

- Under no circumstances should he or she be left on their own
- They must not enter dressing rooms on match days unless accompanied by a member of WFC/CT/CITC who are DBS checked

6.6 Youth Loans, Trials & Work Experience (Academy Players)

Should any WFC Academy player or young professional, under the age of 18, join another club on trial, the Academy will seek written parental consent. This will be additional to the parental consent sought by WFC/CITC prior to the start of every season.

6.7 Procedures for U18's Playing within the First Team Squad

CITC may develop players who become part of the senior squad at the club. WFC and CITC acknowledges its responsibility to safeguard the welfare of every Player who has been entrusted to its care and is committed to working to provide a safe environment for all. The Club recognises that as Players progress specific guidance and consideration are to be given to areas off field and are needed to ensure that they are given equal opportunity to develop their footballing talent. Whilst Players under the age of 18 are taking part in activities relating to the and First Team, the Club will continue to ensure that they fulfil their obligation of duty of care towards the Players and safeguard the welfare of children and young people by taking all reasonable steps to ensure they are protected from harm.

Should a player under the age of 18 be asked to play in a game which requires an overnight stay this player will be given a single room.

6.8 Children who are not picked up on time

WFC/CT/CITC have procedures in place for children whose parents do not collect them from an activity at a specified time. All parents/carers are made aware that their children should be met no later than 10 minutes after an activity has finished. Should the child not be collected within 15 minutes, coaching staff have emergency contact numbers and will contact parents /guardians by phone. In the event that a child is not collected on time, a minimum of 2 coaching staff will wait at the venue until the parent / carer arrives. If it has not been possible to make contact with parents/carers after the initial 30 minutes, the coaching staff will make contact with their Welfare Officer/ Deputy Welfare Officer or School Office if appropriate, who will make the decision on whether to contact Children's Services and the Police.

6.9 Ratio of children to adults

WFC,CT and CITC adopts best practise regulations laid down by the FA in relation to the supervision of Adults to Children. Procedures are in place to fully risk assess the types of activity and participant ability to ensure appropriate ratio of staff/coaches to participants.

6.10 Coaching within schools

WFC/CT/CITC is committed to using the power of football to encourage children and young people to enjoy the benefits of sport and healthy living and frequently run coaching sessions within local schools via CITC. It is the responsibility of the school to obtain parental consent and carry out the relevant risk assessments before an activity takes place and WFC/CITC carries Public Liability Insurance. For After School clubs it will be the responsibility of CITC to gain parental consent and carry out the risk assessments of the site. The above information is set out in a service level agreement with the school which is signed prior to the event taking place.

6.11 CRC

In accordance with the procedures detailed in points 5.0 to 5.4, and in line with the recognised FA guidelines, all staff undergo a DBS CRC check at least once every 3 years.

6.12 Activities for disabled persons

WFC/CT and CITC recognise that disabled children have additional vulnerability and any provision provided by the club is put in place in line with the access statement. All activities for disabled persons are carried out under the guidelines of the Disability Discrimination Act and in accordance with the WFC's/CT's /CITC Disability Policy.

6.12 Lost Child

If during a WFC match a lost child situation arises all gates are locked down to ensure no children leave until they are found. If police are on site they would be immediately informed if not on site a call would be made to them after 20mins if the child was not found. This process is the same for vulnerable adults. If a child has lost its parent/guardian the medical team (all of whom are DBS checked) would take responsibility for them until the parent was found. All staff are fully aware of our policy and process and this is briefed at every match.

In addition we work closely with Surrey/Sussex Police Liaison Officer to monitor behaviour of minors at the club and work with them to speak to parents to ensure we are safe guarding them.

6.13 Restraint Procedure

WFC only carry out physical intervention on a match day should it be absolutely essential. Such restraint would always be carried out by fully trained personnel who would hold a SIA qualification as well as the Physical Intervention qualification. If in doubt of age the Welfare Officer/ Deputy Welfare Officer would be called along with the police.

6.14 WFC Match day Stewards

WFC use the security/stewarding contract company Risk Solutions Ltd – all staff are SIA licenced and therefore have DBS via this.

WFC also have their own stewards those who hold a SIA license they are DBS checked, others hold a WFC DBS and have attended the Safeguarding workshop as provided by the club.

7 GUIDELINES IN THE EVENT OF CONCERN

7.1 Highlighting Concern

Although WFC/CT/CITC is committed to doing the utmost to safeguard children from harm, there may be an occasion when concern is raised over the treatment of a child. Staff are trained to report concerns through the safeguarding reporting channel. Should staff need to report a concern/incident the procedure is to listen to what is being said, inform the Welfare Officer/ Deputy Welfare Officer where the concern will be taken seriously. If the concern/incident is life threatening, the member of staff should call the police immediately then call the Welfare Officer/Deputy Welfare Officer.

7.2 Recognition

Signs of Abuse Child abuse and neglect are generic terms encompassing all ill treatment of children as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child. There are five main forms of abuse.

7.3 Physical Abuse

Physical Abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or young person to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and young people.

7.4 Sexual Abuse

Identified in sections 7.3 to 7.7 inclusive. Should you have any concern that abuse is occurring you should contact the Welfare Officer immediately. Should you ever feel unable to contact the Welfare officer/Deputy Welfare you may also report your concerns to a member of the Board .

7.5 Neglect

The persistent failure to meet a child's or young person's basic physical and/or psychological needs, are likely to result in the serious impairment of the child's or young person health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child or young person from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or young person's basic emotional needs.

7.6 Emotional Abuse

Emotional Abuse is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on the child's or young person's emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child or young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children or young people. These may include interactions that are beyond a child's or young person developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.

7.7 Bullying

WFC/CT/CITC define bullying as the repetitive, intentional physical or hurting of one person or group by another person or group, where the relationship involves an imbalance of power. The club also recognises the concept of hazing. Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or emotional wellbeing of a child or young person. Hazing is not tolerated by WFC/CT/CITC.

7.8 Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual.

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

7.9 Radicalisation

WFC/CT/CITC aims to prevent radicalisation and extremism through training and educating for staff and all children in the activities they undertake within the Club. Radicalisation and extremism is a form of psychological/emotional abuse. The aim of radicalisation is to attract people to a particular extremist ideology. In many cases it is with a view to inspiring them eventually to become involved with harmful or terrorist activities. Radicalisation can take place through direct personal contact, or indirectly through the internet or social media. Extremism is defined as vocal or active opposition to

fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

8. RESPONDING TO A REPORT OR SUSPICION

Where possible the Welfare Officer or other appropriate contact as set out above, should be contacted as early as possible, however it is recognised that an individual may need to respond to a situation immediately.

With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse:

Do:

- If the child is hurt or ill - seek medical attention if necessary – call the Police 999 and ask their advice if you are unsure - or Local Authority Designated Officer – if the child is immediately at risk of significant harm treat any allegations extremely seriously and act at all times towards the child to show you believe what they are saying – LISTEN
- tell the child they are right to tell you
- reassure them that they are not to blame
- be honest about your own position, who you have to tell and why
- tell the child what you are doing and when, and keep them up to date with what is happening
- take further action – you may be the only person in a position to prevent future abuse
- 3R's Respond, Record, Refer (Report on to the appropriate person)
- write down everything said and what was done as soon as you can - Use the child's own words directly. Do not record your own opinion or what you think they said
- inform parents/carers unless there is suspicion of their involvement.

Don't:

- make promises you cannot keep
- interrogate the child – it is not your job to carry out an investigation/interview – this will be up to the police and local authority professional staff, who have experience and are trained specifically to sensitively manage the disclosure – ask the most basic questions and then let the child talk, you LISTEN and ensure that you do not jeopardise any potential criminal investigations
- cast doubt on what the child has told you, don't interrupt or change the subject
- say anything that makes the child feel responsible for the abuse

- promise to keep secrets or keep the information confidential. INACTION IS NOT AN OPTION –

9. RECORDING ALLEGATIONS OR SUSPICIONS

The Welfare Officer or other individual conducting an investigation, will ask for a written factual statement from the person making the report. If the report involves an allegation about another member of staff, that person will also be asked to write a brief report. Any statement made by the child or young person should be reported in their own words. These reports should be confined to facts and should not include any opinion, interpretation or judgement. WFC will ensure that any child concerned is immediately removed from any possible risk of harm. Investigations into possible abuse will require careful management. The Welfare Officer should seek the advice of the Local Authority Safeguarding Children Board, the Police, or in cases of low level poor practice The Football Association Safeguarding Children & Vulnerable Adults Case Management Team before setting up an internal inquiry and take their advice on informing the child or young person's parents. In any case of suspected abuse, as soon as the Local Authority Designated Officer has been informed, WFC must provide a report to Surrey FA Welfare Officer via the referral form which is held with WFC's Welfare Officer.

10. CONFIDENTIALITY

There is always tension and caution around issues of confidentiality. The advice for all staff at WFC/CT/CITC is that no guarantee of confidentiality can be given to a child or young person (although this does not necessarily mean that the parents of the young person have to be told). You cannot promise to keep their disclosure a secret or that you will not have to speak to someone else about the issue – reassure them that it will be on a 'need to know' basis and that their dignity and privacy will be respected at all times. A child or young person should never be pressured to give information or show physical marks unless they do so willingly. If they chose to show markings, two members of staff should be present. There are actions which staff have to and are obliged to take once we are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need to know basis and nobody should have any reservations about referring a safeguarding children issue to the Welfare Officer. The key issue is that the welfare of the child is protected.

11. WHISTLE BLOWING

Whistle-blowing can be used as an early warning system or when it is recognised that appropriate action has not been taken. This approach or policy is adopted in many different walks of life. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

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

Alternatively you can go direct the Police or Children's Social Care and report your concerns there, or to the Child Protection in Sport Unit via cpsu@nspcc.org.uk or the NSPCC Helpline via **0808 800 5000** or by emailing help@nspcc.org.uk

11 SAFEGUARDING CODE OF CONDUCT

Everyone plays a role in safeguarding the welfare and development of children and young people. As an individual responsible for children or young people taking part in a WFC/CT/CITC activity you have a duty to:

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

- Wherever possible, ensure that more than one member of the workforce is present when working in the proximity of children or other vulnerable people. It is inappropriate to spend excessive time alone with those children you supervise or care for or to take them to your home.
- Always maintain professional boundaries in person and online. Do not engage in physical 'horseplay' with any participants and where possible avoid personal involvement in the activity you are responsible for. Be careful when engaging participants in 'banter' as this can easily be misunderstood. Recognise the danger to self and others when online.
- Not engage in any form of sexual activity with or involving a child or vulnerable person in your care. Such activity is prohibited regardless of the legal age of consent, and is considered a breach of this Policy.
- Report any concerns you have over a person in your care or the actions of a member of the workforce. If you witness or are told about any incident or issue that may put a vulnerable person at risk or harm, or may breach this policy, you have a duty to report it to the appropriate person (and only share the information with those who need to know). This may be your line manager or designated safeguarding officer.

12 CONTACT DETAILS

- WFC Welfare Officer Jane Spong Tel 01483 772470 Ext 222 Mobile 07812813031
- Email: community@wokingfc.co.uk
- WFC Deputy Welfare Officer
- Surrey County Football Association's Welfare Officer Phil Rendell 01372 387090
- Email : safeguarding@SurreyFA.com
- www.TheFA.com/football-rules-governance/safeguarding • Emailing – Safeguarding@TheFA.com
- The FA Safeguarding Children general enquiry line 0845 210 8080