

Yeovil Town Ladies FC



Safeguarding Children Policy & Procedures



YEovil TOWN LADIES FOOTBALL CLUB **SAFEGUARDING CHILDREN POLICY & PROCEDURES**

Safeguarding Policy Statement

Yeovil Town Ladies Football Club acknowledges its responsibility to Safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity.

Football can and does have a powerful and positive influence on people, especially young people. Not only can it provide opportunities, enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and team work. Whilst we celebrate these positives in sport, the reality is that abuse does take place in the sporting environment, highlighting that all involved have the legal and moral responsibility to protect vulnerable children from any wrong doings.

Through this awareness, Yeovil Town Ladies are committed to offering an environment in which the child's welfare is of paramount consideration and the positive effects of football can be established for all. The club motto is 'achieve by unity', a statement in which the club togetherness is established through the safety of all involved and in return providing the best possible environment it can.

As a club participating in the game in England, the club is fully committed to and abides by the FA's Safeguarding policy for Safeguarding Practices, Procedures and Regulations. To achieve best practice and high standards, the club are committed to working in partnership with all necessary agencies and implementing and abiding by all relevant legislation.

Main Safeguarding Aims:

The main aims of our safeguarding policy are to ensure:

- 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, race, sexual orientation, faith or belief.
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- working in partnership with other organisations, children and young people and their parents/ carers is essential.

To realise these aims the club will:

- Ensure the correct recruitment processes are incorporated.
- Ensure promotion of best practice and relevant training in relation to Safeguarding children.
- Increase the knowledge understanding poor practices and abuse.
- Increase the understanding and knowledge of responding to concerns, allegations, suspicion and disclosures.

To implement these aims on a regular basis, Yeovil Town ladies have appointed a club Safeguarding Officer that operate under the following objectives:

- Be child centred always and promote a fun, safe environment for children and young people.
- Follow all of the FA's policies and in particular procedures for reporting safeguarding concerns including discrimination.
- Act appropriately in all situations brought to their attention.
- Champion Best Practice within their Club/League.
- Communicate and positively engage with the CFA WO on all poor practice/ safeguarding matters brought to the attention of CFA /The FA.
- Attend meetings as reasonably required by the Club Committee, Youth League and CFA.
- Manage and deal with poor practice issues in an appropriate and timely manner.
- Ensure appropriate levels of confidentiality and data security are maintained always.
- Implement and manage a responsible recruitment process in line with The FA's policy and procedures.
- Attend continued personal development (CPD) opportunities as offered by their CFA and show a commitment to keeping their training up to date.

Implementation of the Safe Recruitment Processes

Yeovil Town Ladies work to achieve by unity and understand that employees and volunteers are key to achieving success. These employees and volunteers are accountable for the way in which they exercise authority, manage risk, use resources and protect children from discrimination and avoidable harm. Therefore, it is vital that the club are committed to ensuring suitable individuals are recruited through the correct recruitment procedures. The club will focus on the following:

- Where possible, the club will advertise the vacancy as widely as possible to ensure all suitable candidates can apply.
- The club will ensure they provide a job description that clearly outlines the responsibility of the role and the required standards that are to be met.
- The club will clearly state that all applicants must be willing to complete a DBS Enhanced Check.
- The club will require all applicants to complete an application form and necessary references.
- A clear analysis of all applications will be completed, and detailed interviews will be conducted with the aim to appoint the most suitable applicant for the job.
- Once recruited, the club will provide formal induction in which the individual is expected to sign up to the appropriate codes of conduct and come to understand the expectations, roles and responsibilities of the job. The applicant will be made aware that failure to meet these codes of conducts can result in dismissal.
- A DBS check is completed before the employee can work in junior related activity.
- The club will ensure the employee/volunteer has undergone any necessary training to fulfil the role appropriately.
- Increasing safeguarding knowledge of all employees will be of a prime concern on a continuous basis.
- The club will implement a monitoring and appraisal system to ensure all codes of conducts and job requirements are maintained.
- A DBS check will be completed by all adults who come into contact with children every three years.

Promoting Best Practice

The Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment. A safe environment is one where:

- The possibilities of abuse are openly acknowledged and discussed by adults.
- Training in awareness takes place.

- Policies and Procedures are known by all and followed.
- There is support for those who report suspicions or concerns.

The club will promote this by.

- Abiding by the safeguarding policy and best practices provided by the FA and NSPCC guidelines and practices.
- Publicise and promote good practice through applying the necessary documents and ensuring these are communicated to all club members.
- Ensuring all documents relevant to Best Practice in Safeguarding are easily and readily available to all who wish to access them.
- Implementing codes of conducts for coaches, young players and parents.
- Providing necessary training to all involved.

All employees, workers, consultants, agency staff and volunteers working with children or young people should adhere to all requirements set out by the club.

All documents and protocols can be found and accessed in this documents appendix and on the club website or can be requested of the club and will be readily provided.

Poor Practice

Yeovil Town Ladies understands that poor Practice takes place whenever a club fails to provide a good standard of care and support. It occurs when employees of the club ignore the rights of players and deny them the chance to enjoy an ordinary life. Poor practice that is not recognised and actioned can cause harm and can become abuse. Coaches will be appointed to the NSPCC website in which poor practice conditions are highlighted.

The club are committed to increasing awareness of poor practice to ensure its dismissed in the club's football environment. Information on poor practice can be found in appendix 2.

Responding to signs of Abuse outside the football environment

The club are also aware that forms of abuse can take place outside the football environment and therefore it must be a focal point during sessions of being able to identify when a player is showing signs of any form of abuse. Yeovil Town are committed to increasing the knowledge and awareness on signs of abuse to ensure any necessary action is taken. Information on abuse can be found in appendix 2.

Responding to concerns of poor practice or abuse:

The club will ensure all individuals involved in the club are aware of how to respond to concerns or any disclosures made.

If an individual is concerned about the welfare of a child or young person or concerned about an adult's behaviour towards a child or young person, then they must act. An individual must not assume that someone else will help the child.

Safeguarding children is everyone's responsibility. It is made aware that Instances of poor practice should be reported to the club Safeguarding Officer as soon as possible.

All matters will be fully investigated, and appropriate action will be taken. Action may include referral to the Police, Children Services, WSL or The FA Case Management Team as appropriate and if seen to be required by the Head of Safeguarding. Any referral to an external agency shall also be reported to the Club's safeguarding officer

Full details of dealing with concerns in a football setting at Yeovil Town Ladies Football Club can be found in Appendix at the end of this policy.

Use of Photography & Film Images

The Club takes its guidance on the use of images from guidelines issued by The FA. All images must be taken by Club officials who have been briefed by a Club Safeguarding Officer or by a member of the Club responsible for the activity being photographed or filmed. All guidance and information on photography at the club can be found in Appendix 1.

Social Networking Guidance

The Club recognises that social media and social networking services provide opportunities to effectively engage with a wide range of audiences in a positive manner. However, the Club is also aware of the potential safeguarding risks especially to children and young people when using these forms of media. All information and guidance on Social Networking along with the Club's social media policy can be found in the Appendix 1.

Ratios and Supervision of Children & Young People

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

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

Tours and Tournaments

If the club seek tours and tournaments both home or abroad, the right protocols will be followed.

A Tour Leader will be appointed by the Club department for each individual tour and they will designate roles and responsibilities to other staff members.

A Pre-Tour Risk Assessment visit is arranged for each new tournament. The Pre-Tour Risk Assessment covers both Health & Safety and Safeguarding areas and will include modes of transport, hotel or other accommodation, evacuation procedures, climate conditions, tournament match schedules and food provision.

Tours have full insurance cover and are fully staffed to ensure appropriate supervision arrangements and medical support & equipment are available.

All relevant consent forms must be completed by all players/parent and staff involved.

Trials

For players under the age of 18 who are joining the Club on trial, parental consent will be sought prior to the trial taking place, along with a full medical history and injury disclaimer. (These documents can be found in **appendix**)

Confidentiality and data protection

Employees, workers, consultants, agency staff and volunteers may have access to confidential information about children and young people in order to undertake their responsibilities and may be given highly sensitive or private information.

In circumstances where the child or young person's identity does not need to be disclosed, the information should be used anonymously.

There are some circumstances in which an employee, worker, consultant, agency staff or volunteer may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities.

If an employee, worker, consultant, agency staff or volunteer is in any doubt about whether to share information or keep it confidential, they should seek guidance from the Head of Safeguarding.

Any media or legal enquiries should be referred to the Club Secretary or, in their absence, to their deputy.

The storing and processing of personal information about children is governed by the Data Protection Act, 1998.

This means that employees, workers, consultants, agency staff and volunteers;

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

Whistleblowing

The club will ensure all individuals are aware of the whistleblowing policy (can be found in the appendix. Employees, workers, consultants, agency staff, volunteers, players and parents may be the first to know about concerns about a child's safety and welfare. When individuals feel unable to follow the normal reporting procedures or have already followed the procedure and consider that the issues have not been adequately addressed, they are encouraged to contact a member of the Club's Designated Safeguarding Team. This process will enable individuals to share their concerns, in good faith and in confidence to enable the matter to be taken seriously, investigated and managed appropriately.

Note:

This policy is written as a concise overview as to how we operate as a club in order to provide as clear a picture as possible as to the Safeguarding policies Yeovil Town Ladies follow and abide by in order to achieve the highest Safeguarding standards possible.

Further documents, information and guidance related to achieving the standards we aspire to can be found in the appendix below and the club will continuously refer coaches to the FA safeguarding policy that covers all aspects.

Should any concerned parties or individuals associated with the club or anyone associated to the club ever require any further information or assistance in relation to any matters of concern, please contact our Club Committee who will endeavour to assist you.

We take all matters of welfare extremely seriously and will do all we can to ensure a safe and prosperous environment for all associated with the club.



SAFEGUARDING CHILDREN POLICY & PROCEDURES

Appendices

Appendix 1- promoting good practice – relevant documents

Appendix 2 - Recognising poor practice

Appendix 3 - Responding to Concerns, Allegations and Disclosures (Provided to the club by the FA)

Appendix 4- Key safeguarding contacts



Appendix 1: Safeguarding officer code of conduct

The role of the Welfare Officers is to:

1. Be clear about the Club's/League's responsibilities when running activities for children and young people
2. Help those actively involved with children and young people understand what their duty of care means on a day to day basis

As a Welfare Officer, they will act as a role model to others in accordance with the roles and responsibilities of their position, in line with The Association's Rules and Regulations, the Respect codes of conduct for officials and the laws of the game.

In fulfilling the role, they accept that within the role of Welfare Officer they will:

- Be child centred at all times and promote a fun safe environment for children and young people
- Follow all of the FA's Association's policies and in particular procedures for reporting safeguarding concerns including discrimination
- Act appropriately in all situations brought to their attention
- Champion Best Practice within their Club/League
- Communicate and positively engage with the CFA WO on all poor practice/ safeguarding matters brought to the attention of CFA /The FA
- Attend meetings as reasonably required by the Club Committee, Youth League and CFA
- Manage and deal with poor practice issues in an appropriate and timely manner
- Ensure appropriate levels of confidentiality and data security are maintained at all times
- Implement and manage a responsible recruitment process in line with The FA's policy and procedures
- Attend continued personal development (CPD) opportunities as offered by their CFA and show a commitment to keeping their training up to date

If they do not follow the above code any/any/all the following actions may be undertaken by their Club, League, County FA or The Association (This is not an exhaustive list):

- Required to meet with the Club/League Committee, YLWO or CFA WO
- Required to follow an action plan monitored by the YLWO/CFA WO
- Required to complete an FA education course
- Imposing a fine or suspension
- Required to leave the Club/League they represent
- Removed from role by the Club/League/County FA/The Association

On appointment, all League and Club Welfare Officers agree to uphold the Code of Conduct for volunteer Welfare Officers and understand the actions that may be taken should they fail to act in accordance with the Code. In agreeing to fulfil the role they confirm that they meet the criteria outlined within The FAs Suitability Checklist for YLWO/CWOs.

Name:

Signed:

Date:

Safeguarding Officer Key Accountabilities:

KEY ACCOUNTABILITIES	AIMS:
Pro-actively promoting and raising safeguarding awareness	<ul style="list-style-type: none">- Build relationship with club marketing officer to promote safeguarding – use of social media and club events- In-Club communications to ensure all within the club are aware of the standards and practices expected of them.
Being the club's lead source of safeguarding support, advice and expertise	<ul style="list-style-type: none">- Build relationship with stakeholders at the club-coaches, board members etc.- Provide contact information as club safeguarding officer- Build relationship with Somerset FA- Building on training and experience throughout gained in my role as Safeguarding Officer of the Welsh FA as well as my role at Yeovil. (for example I will be attending the NSPCC designated Safeguarding Officer training course this year through the Welsh FA)
The implementation, promotion and review of the clubs safeguarding policies, procedures and best practice guidelines	<ul style="list-style-type: none">- Study grassroots safeguarding children policy and procedures- Look to implement a club safeguarding policy- Once implemented, building on the points above in terms of working with media officer and in-club communication.
Work closely with senior management to develop and implement safer recruitment and induction practices across the club.	<ul style="list-style-type: none">- Work in guidance with the FA policy and procedures on recruitment- Implement these practices into the club safeguarding policy- Get involved in the recruitment process and assist where possible
Giving direction and guidance to staff in respect of safeguarding concerns, allegations and the clubs whistleblowing policy	<ul style="list-style-type: none">- Undertake further training to increase safeguarding knowledge- Look to obtain specialist knowledge into mental health programmes.- Implement a complaints procedure- Implement a safeguarding panel for any safeguarding issues- Implement an appeal policy- Communicating any relevant policies and information to Staff on these areas, whether via our policy or directly.

<p>Work in partnership and maintain effective relationships with statutory and football authorities, sharing information where appropriate to safeguard</p>	<ul style="list-style-type: none"> - Build relationship with Yeovil sports trust and Somerset FA to implement policies - Build relationships with the necessary authorities such as the NSPCC in case of safeguarding issues arising
<p>Maintain accurate, confidential and up to date records on all safeguarding concerns and allegations in line with the Data protection act</p>	<ul style="list-style-type: none"> - Implement a record keeping system in relation to all club DBS checks and ensure these are in place and up to date. - Also implements and maintain a complaints procedure involving a complaints and concerns log, as well as any actions taken by the club to deal with matters in line with the data protection act and best practices from a Safeguarding perspective.
<p>Attending regular safeguarding training and maintaining up to date knowledge of relevant legislation, regulations and best practice</p>	<ul style="list-style-type: none"> - Attend a safeguarding course – July - Complete further NSPCC courses - Currently the Safeguarding Co-ordinator for the FAW- continuously updating knowledge and training.



Manager/Coaches/ club official code of conduct

We all have a responsibility to promote high standards of behaviours in the game. As a manager, coach or club official, you have a big part to play in this. That's why we have created a manager's code of conduct for Yeovil Town Ladies Football Club.

When managing my team, I will:

- Always respect match officials, opposition players, coaches, managers, other officials and spectators
- Promote fair play and high standards of behaviour
- Encourage players to respect the opposition, referee and match officials
- When speaking with players I will use appropriate language and refrain from using excessive or aggressive terms/phrases.
- Encourage players to speak to you, the youth and community officer or the clubs welfare officer if they are unhappy with something at the club.
- Ensure all parents/carers of players under the age of 18 understand the expectations placed upon their daughter.
- Ensure all players I play are of the required age and are registered with the club through the clubs secretary.
- Cooperate fully with other members of the football club (e.g. officials, doctors, physiotherapists, youth community officer, welfare officer, club secretary, the board) for all the players best interests.
- When on a social network site I will show respect to the players and officials of the club, players and officials from other clubs and the match officials. I will not bring the game into disrepute.
- I am also aware that I will not put any comments/sharing other people's comments on social media sites that are deemed abusive, racist, sexist, demeaning, insulting or containing any swear words.

- Liaise with the club secretary and youth and community officer before speaking with Somerset FA. The club secretary and youth and community officer are the main points of contact with the league.

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

I may:

- Be required to speak with the Youth and Community Officer
- Issued with a verbal warning from a club official
- Required to meet with the club committee and club welfare officer
- Obligated to undertake an FA Education course.
- Obligated to leave the match venue by the club
- Be required to apologise to my team, the opposition, the referee or the opposition manager
- Receive a formal warning from the club committee
- Suspended from the club for a period of time (agreed by club committee)
- Be required to leave the club

In addition, The FA and/or County FA could impose a fine and/or suspension on my club.

Name:

Signed:

Date:



Code of Conduct for Parents and Spectators

We all have a responsibility to promote high standards of behaviours in the game. As a parent or spectator, you have a big part to play in this. That's why we have created a spectators/parents code of conduct for Yeovil Town Ladies Football Club.

When supporting the team, I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials, opposition players, coaches, managers, other officials and spectators
- Encourage the players to respect the opposition, referee and match officials
- Remain outside the field of play and within the designated spectators area (where provided)
- Let the coach/manager do their job and not confuse the players by telling them what to do.
- Never engage in, or tolerate, offence, insulting or abusive language or behaviour
- Speak to the manager, the youth and community officer or the clubs welfare officer if you are unhappy with something at the club.
- Never email any member of Somerset FA or the league committee. The club secretary and youth and community officer will be the only points of contact with the league.
- Never email the Yeovil Town Ladies Board directly unless a formal complaint is being made to the welfare officer. All method of contact with senior members of the club MUST come through to the youth and community officer.

- Cooperate fully with other members of the football club (e.g. officials, doctors, physiotherapists, youth community officer, welfare officer, club secretary, the board) for all the players best interests.
- When on a social network site I will show respect to the players and officials of the club, players and officials from other clubs and the match officials. I will not bring the game into disrepute.

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

I may:

- Be required to meet with the Youth and Community Officer
- Issued with a verbal warning from a club official
- Be required to meet with the club committee and club welfare officer
- Obligated to undertake an FA Education course.
- Obligated to leave the match venue by the club and be required to apologise to the team, the opposition, the referee or the opposition manager
- Receive a formal warning from the club committee
- Requested by the club not to attend future games
- Be required to leave the club along with any dependents

Name:

Signed:

Date.



Manager/Coaches/ club official code of conduct

We all have a responsibility to promote high standards of behaviours in the game. As a player, you have a big part to play in this. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play to the best of my ability
- Play fairly – I won't cheat, complain or waste time

- Respect my team mates, the opposition, the referee and my coach/manager
- Play by the rules, as directed by the referee
- Shake hands with the opposition and referee at the end of the game
- Listen and respond to what my coach/manager tells me
- Talk to someone I trust or the club (manager or youth and community officer) if I am unhappy about anything at my club.
- When on a social networking site I will show respect to the players and officials of the club, players and officials from other clubs and the match officials. I will not bring the game into disrepute.
- I will not create discussion groups on social media sites that make any remark to Yeovil Town Ladies Football Club. I am also aware that I will not put any comments/sharing other people's comments on social media sites that are deemed abusive, racist, sexist, demeaning, insulting or containing any swear words.
- I will not try to make friends with coaches/managers and officials on social media sites.
- I will respect league and club rules and not approach or encourage players to join other age groups or teams within Yeovil Town Ladies Football Club.

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

I may:

- Be required to speak with the Youth and Community Officer
- Be required to apologise to my team mates, the opposition, the referee or the opposition manager
- Receive a formal warning from my 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 Clubs Code of Conduct. The FA and/or County FA could impose a fine and suspension against my club.

Name:

Signed:

Date.



PLAYER INFORMATION & CONSENT FORM

Details on this form will be held securely and only shared with essential personnel to ensure player welfare and to enable them to meet the specific needs of your child

We all have a responsibility to ensure that everyone involved in football finds it to be a fun, safe and positive experience

Name of player:

D.O.B:

Address:

Gender: M / F

Name of Parent/Guardian:

Tel no. of parent/Guardian:

Parent/guardian email address:

Mobile no. of Parent/ Guardian

Name of alternative emergency contact and their relationship to player:

Tel No. of alternative contact:

Are there any activities which your child cannot participate in? Yes / No (if yes please provide details)

Does your child have any medical conditions requiring treatment? Yes/No (if yes, please provide details)

Does your child have any allergies? Yes/No (if yes, please provide details)

Please provide details of any medication required:

Does your child have any special dietary requirements? Yes/No (if yes, please provide details)

Consent Information- Please tick the box below.

I give my consent that if an emergency medical situation arises, the club may act as I am parent/s if the need arises for administration of first aid and/ or other medical treatment which in the opinion of a qualified medical practitioner may be necessary. I also understand that in such circumstances that all reasonable steps are made.

Name: _____ Signed: _____

Date: _____

For those individuals under the age of eighteen (18) years (minor):

Parent/Guardian: _____ Signed: _____

Date: _____

As the parent and natural guardian or legal guardian of the participant, I hereby agree to the above disclaimer and its contents when signing this document



YEOVIL TOWN LADIES TRIAL DISCLAIMER

Every person taking part in Yeovil town ladies football Summer camps is required to read and complete this document. By signing this document, you are accepting that you have read and understood all points made and accept full responsibility for your participation on the day.

This agreement releases **Yeovil Town Ladies** from all liability relating to injuries that may occur **during the summer camps**. By signing this agreement, you agree to hold **Yeovil Town ladies** entirely free from any liability, including financial responsibility for injuries incurred.

You also acknowledge the risks involved in sporting activities. These include but are not limited to physical injuries attained through contact with other players. As a player, you acknowledge that you are participating of your own accord, and that this risk is understood. Additionally, you do not have any conditions that will increase any likelihood of experiencing injuries while engaging in this activity.

You give your consent that if an emergency medical situation arises, the club may act as loco parentis. If the need arises for administration of first aid and/ or other medical treatment which in the opinion of a qualified medical practitioner may be necessary. You also understand that in such circumstances all reasonable steps may be taken to ensure your safety and wellbeing.

You will also make every effort to obey safety precautions as may be explained to you verbally on the day.

In addition, you will ensure that you act in accordance with the following code of conducts (promoted by the FA respect code of conduct)

- ✓ I will try to play to the best of my ability and look to have fun during the camp
- ✓ I will play fairly- I wont cheat, complain or waste time during the camp
- ✓ I will respect all other players who are attending the summer camp
- ✓ I will listen and respond to what the coach asks of me during the camp
- ✓ I will wear appropriate training wear and ensure shin pads are worn at all times.
- ✓ I will bring non-fizzy drinks to each session to ensure optimal hydration.
- ✓ I will not kick footballs inside or outside the facility before or after the camp has finished.
- ✓ I will not kick footballs during water breaks and/or when the coach has asked you to stop.

Name: _____ Signed: _____

Date: _____

For those individuals under the age of eighteen (18) years (minor):

Parent/Guardian: _____ Signed: _____

Date: _____

As the parent and natural guardian or legal guardian of the participant, I hereby agree to the above disclaimer and it's contents when signing this document.



Photographic Consent Form

Yeovil Town Ladies football club is affiliated with Somerset Football Association. The club recognizes the need to ensure the welfare and safety of all young people in football. Therefore, in accordance with the FA's Safeguarding Policy, we will not permit photographs, videos, or other images of children to be taken without parental/guardian consent, and the consent of the child/ young person.

With the aim to promote Yeovil Town ladies, the club may take photos of club members during matches and other club events. The club will take all steps to ensure that these images are used solely for their intended purposes. If you become aware that these images are being used inappropriately, please contact our safeguarding officer Nadia Lawrence on 07956 684949.

I hereby grant Yeovil Town Ladies the right to use the photograph(s) resulting from the photo shoot, and any reproductions or adaptations of the photograph(s) for all general purposes in relation to the Yeovil Town Ladies work, in accordance with the FA published guidelines on the use of photographs and videos.

Name (of child/young person): _____

Date of Birth: ____/____/____

Name (of parent/guardian): _____

Email address/Contact no. _____ / _____

Name (of child/young person):	_____
Date of Birth:	/ /
Name (of parent/guardian):	_____
Email address/Contact no.	/
Signature:	_____
	Date: _____



Yeovil Town Ladies Social Media Policy & Guidelines

Policy statement

Social media has become a building block for the promotion of Yeovil Town Ladies on a regular basis. The club utilises its positive influence through numerous methods and it's been a prime factor in the success the club has achieved so far. However, in stating this, the club understand these benefits are only attained if the club use social media mindfully and correctly.

Therefore, our social media policy has been put in place to ensure all individuals involved in the club make appropriate decisions about the use of social media such as social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn.

This policy outlines the standards we require from all individuals at the club regarding social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy. This policy supplements the Clubs *Disciplinary Policy*.

The scope of the policy

This policy covers all individuals working at Yeovil Town Ladies, from Directors, general committee members, players, managers/ coaches, staff and volunteers.

All members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our Club and our sponsors. Breach of this policy may be dealt with under our Disciplinary Policy and, in serious cases, may be treated as misconduct leading to a formation of a Discipline Committee and actions such as Club suspensions/ ground bans.

Responsibility for implementation of the policy

The Club have an overall responsibility for the effective operation of this policy. The Club is responsible for monitoring on a day to day basis and will review the operation of this policy and making recommendations for changes to the Board of Directors.

All Directors, general committee members, managers/ coaches, players, staff and volunteers are responsible for their own compliance with this policy and for ensuring that it is consistently applied. They should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Club Secretary.

Using social media sites in our name

Only a designated person decided by Yeovil Town Ladies is/are permitted to post material on a social media website and web site in our name and on the Clubs behalf. Any breach of this restriction will amount to misconduct.

Monitoring use of social media websites

All members of Yeovil Town Ladies should be aware that any use of social media websites will be monitored and, where breaches of this policy are found, action may be taken under the Clubs Disciplinary Policy.

Uploading, forwarding or posting a link regarding Yeovil Town Ladies to any of the following types of material on a social media website, whether in a professional or personal capacity, will amount to misconduct.

- pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- a false and defamatory statement about any person within the Club;
- material which is offensive, obscene, criminal discriminatory, derogatory or may cause embarrassment to the Club, directors, general committee, managers/ coaches, players, staff or volunteers.
- confidential information about the Club or any person associated with the club who has not given express authority to disseminate
- any other statement which is likely to create any liability
- material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Disciplinary Policy. Where evidence of misuse is found we may undertake a detailed investigation in accordance with our Disciplinary Policy involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses involved in the investigation. If necessary, such information may be handed to the police in connection with a criminal investigation.

Note:

All individuals involved with Yeovil Town Ladies must also ensure they have read over this policy carefully and the communication guidelines provided to them by the club. If anyone requires further information to increase their knowledge and understanding, more information can be provided upon request.

The club are fully committed to using social media and any method of communication in a correct and mindfully manner and will not accept any disregard to these requirements.

If you notice any use of social media by other members of the Board of Directors, general committee members, players, managers/ coaches, staff or volunteers in breach of this policy please report it to the Club Secretary



Communication guidelines for Coaches

Use of social media, email or texting

The following is meant as useful guidance to support coaches and those in a position of trust and responsibility who wish to use communication tools such as text messages, emails and social media sites in good faith. The following is intended to minimise the risk of individuals being exposed to improper behaviour or improper allegations.

- Remember to act responsibly and respectfully when communicating, whether via email, website or mobile phone.
- Be mindful. It is inappropriate for adult coaches to communicate on a one-to-one basis with players under the age of 18 (this refers to emails, social networking sites, instant messaging and text messaging). Communication between adults and children should take place within clear and explicit professional boundaries.
- If using the above communication methods, you should (where possible) copy to a third party. For example, a parent/guardian or the Club Safeguarding Officer.
- It is advisable to send group messages rather than single messages.
- Ensure that messages only refer to specific club-related matters, e.g. fixtures, team selection, cancellations. Do not respond to unrelated messages or engage in banter.
- As an individual in a position of trust, you should not have any players under the age of 18 as “friends” on social networking sites. Instead encourage them to “follow”/“like” your organisation’s page.
- Be wary that if you become their “friend” you will be able to see details of their private/social/love lives, and photos or videos of their socialising activities. Is this really necessary? It could place you in a vulnerable situation.
- If a child / young person in your club requests to become your “friend”, you should decline if any of the following apply
 - You are in a position of responsibility in respect of that child / young person
 - You hold a position of trust and responsibility in the club
 - Your contact with the child / young person is through the club and the parent/guardian of the child / young person does not give their consent to such contact.
- Before you post anything online, take a moment to consider what you are about to post and who will be able to view it.
- The publishing of photographs or videos on a social networking site is subject to the FA Photography & Filming Guidelines. Do not place pictures or videos of individuals under the age of 18 online without the permission of the parent/guardian.
- Ensure you have set the appropriate Privacy settings on your social networking account; although be mindful that your posts and comments can be seen by friends of friends.
- Do not post or discuss defamatory comments or opinions about other coaches, volunteers, staff, players, clubs, parents, referees/officials or FA members. To do so would be a breach of the FA Rules & Regulations, and may lead to disciplinary action being taken and damage to the reputation of the individual and/or club.
- Remember your position as a role model even outside the football club setting.

Notes

If player is under 16 : Parental consent required for communication between an adult and young person (this could be sought at beginning of season)

If player is under 18 : Parents should be informed and be made aware of the communication between the adult and young person.

Reporting Concerns

If a player discloses a message, email or image that is inappropriate for a child to have, you must inform a designated Safeguarding Officer, either at local or national level.

If a child or young person is concerned or feels uncomfortable with anything they've encountered online, they should be advised to speak to their parent/guardian or an adult they can trust, for example the Club Safeguarding Officer.

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



Communication guidelines for parent and guardians

Stay involved with your child's use of the internet and in particular social networking sites. Don't be afraid to openly talk to your child about what they are doing online, the potential dangers, teach them ways to stay safe and question whether they have any concerns.

There are many useful resources from online tutorials to fact sheets available. Please visit the organisations and charities overleaf for further guidance.

For an online tutorial visit the "Know IT all" website ; <http://childnet-int.org/kia/parents/CD/> .

Reminder: Your responsibility

There have been instances where parents of junior and youth football players have used social networking sites to express their dissatisfaction or criticise clubs, its officials, coaches, volunteers and other players or parents in an offensive and unacceptable manner. This, in some cases, has led to statutory agencies and the law becoming involved to address the comments made.

The use of improper comments on social networking sites by parents is covered by the FA Code of Conduct for Parents, Relatives & Other Spectators. Any parent/guardian whose conduct is deemed to have breached this Code may be subject to disciplinary action being taken against them, which could lead to the removal of both parent and child from a club.

Email, Texting and other communication methods

Parents / guardians should get involved in club to player communication arrangements. The FA recommends that if a player is under 18, then the club/coach should text or email the parent / guardian. If the player replies, then the club / coach is reminded to copy in the parent / guardian. It is important that parents / guardians understand the vulnerability of the situation where a club official or coach personally contacts a player under the age of 18.

Signposting: where to go for further information and guidance

More detailed guidance on social networking sites can be found in the CPSU Briefing Document "Social Networking services, Social Media and Sport : Guidelines for safeguarding children and young people". Accessed via www.cpsu.org.uk.

BECTA – E-Safety Educational Services

UKCCIS –UK Council for Child Internet Safety :

Click Clever, Click Safe (for internet safety advice for both young people and parents). Useful Code : Zip It, Block It, Flag It.

CE-OP : <http://www.ceop.police.uk/safety-centre/>

CYBER MENTORS : <https://cybermentors.org.uk/> - to beat online bullying

The Teachernet site – wealth of information on cyberbullying.

www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/cyberbullying/

GET SAFE ONLINE: <http://www.getsafeonline.org/> Also there's a Get Safe Online week approx Nov time.

General / CHILDNET INTERNATIONAL : <http://childnet-int.org/> (Children's Online Charity)

* DIGIZEN : <http://www.digizen.org/> - advice on cyber bullying and social networking sites

* KIDSMART : <http://www.kidsmart.org.uk/> - activities and advice for kids, parents and clubs

* KNOW IT ALL : Presentation for Parents : <http://childnet-int.org/kia/parents/CD/>

* YOUNG PEOPLE AND SOCIAL NETWORKING : Useful flyer - http://childnet-int.org/downloads/Blog_safety.pdf

(Acknowledgments : some information derived from CPSU Briefing)



Communication Guidelines for Yeovil Town Ladies

Social Media

The use of social media is on the increase, especially by organisations such as football clubs seeking a more cost effective way to communicate with their stakeholders. The FA does not wish to discourage the use of such mediums, however the FA does stress that all organisations must take into consideration their responsibilities and the risks involved with social media interaction prior to engaging in it.

Things to Consider

- Decide upon an appropriate dedicated individual at your organisation who will be responsible for managing and monitoring the content of your social media outlet. This individual should be subjected to the usual vetting checks and safeguarding training.
- The dedicated individual should monitor all postings and decide what is appropriate with regards to comments, photos of children, personal details etc. Be mindful of what is shared with others.
- Identify who should have access to upload content to your website / social networking site.
- Always involve the designated Safeguarding Officer in discussions if unsure about what to post online.
- Find out whether you are able to vet messages being posted. If possible, enable the “accept comment” setting. This will avoid defamatory material appearing on your profile before you have the chance to remove it, which could cause distress and risk the reputation of an individual, sport or organisation.
- Do not ask users to divulge any personal details and do not refer to the personal details of any children or young people as certain information posted on a site may help identify or locate a child or young person.
- Instead of individual coaches having individual sites /pages, consider a club-only site, which would be managed and monitored by the club. This will ensure the content is appropriate, consistent and from an official source.
- Avoid using personal details to set up an account. Use the organisation’s details, e.g. email address instead.
- Avoid the risk of someone hacking into your account by keeping your log-in details secure.
- Include contact details (telephone number and website details) for your organisation. This will allow users to get in touch and verify your club’s identity.
- Take time to understand the type of media outlet you are considering. Take particular notice of possible implications and risks, and know the potential consequences of the details you post. These risks should be explained and communicated to all parties.
- Only keep information / content which is current, accurate and relevant. Remove any material that is no longer required.
- Be vigilant of any inappropriate use or issues such as bullying or inter-club slanging matches, and report any issues to the designated individual at your club / league / Area.
- Do not voice personal opinions or engage in any conduct which could bring yourself, the club or FAW into disrepute.

- Make reference to social media in your club's policies, especially Codes of Conduct, and integrate into your club's disciplinary procedures. Ensure these are effectively communicated to all parties.
- Find out what the Privacy and Safety Settings are and how you can utilise them to your advantage. For example, with regards to image galleries and blog entries.
- Be mindful. It is illegal for anyone under the age of 13 to access social networking sites without parental consent. Report underage users to the service providers or the young person's parents.
- Promote responsible and safe use to your audience, ensuring they understand the potential online risks and know where to report illegal or inappropriate content or communication.
- Do sign-post them to websites such as Ce-Op for further advice of online safety.

REMEMBER

- THINK before you post. Ask yourself whether the message, photo, video or information is appropriate to your target audience and whether it may create any potential safeguarding concerns.
- Inappropriate use of social media may lead to disciplinary action either from the club, league, Area Association or FA

Email, Texting and other communication methods

- Obtain written consent from parents/guardians prior to group emails / texts being used to communicate to under 18s.
- Explain purpose for certain methods of communication.
- Copy in parents / guardians to emails and/or text messages
- Do not contact under 18s for any matter un-related to the club. Do not engage in personal matters or banter.
- If you receive inappropriate communication from a young person, report immediately to your Club Safeguarding Officer to decide upon action to be taken.
- Never use any language that is derogatory.



Yeovil Town Ladies Anti Bullying policy

The club will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of the club/organisation to be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

- all forms of bullying will be addressed
- everybody in the club/organisation has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include:
 - physical pushing, kicking, hitting, pinching etc
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
 - posting of derogatory or abusive comments, videos or images on social network sites
 - racial taunts, graffiti, gestures, sectarianism
 - sexual comments, suggestions or behaviour

- unwanted physical contact
- children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

Support to the child

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to Helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/guardians

- parents/guardians should be advised on the club/organisation's bullying policy and practice
- any incident of bullying will be discussed with the child's parent(s)/guardians
- parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parent(s) including information on other agencies or support lines.

Useful contacts

NSPCC Helpline 0808 800 5000

ChildLine 0800 500 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org



Appendix 2: Recognising Poor Practice, Abuse and Bullying, Abuse of Trust and Sexual Harassment (Information provided by the FA)

Signs of Abuse

'Child abuse' is a term used to describe what happens when a person, or group of people, harm a child or young person under the age of 18. Child abuse may mean that harm is actively done to the child or young person, such as beating or burning, or it may refer to neglect where the carers fail to protect the child or young person from harm. The abuser is often an adult, but may also be another young person and occasionally even a child. Usually the abuser has some sort of power over the child or young person, and often knows them well. Abuse can happen anywhere, e.g. in the family, any institution or group and in any activity where children or young people are present. There is a risk that direct abuse, or neglect, can happen in football.

The FA defines abuse into five categories. These are:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying

Neglect

Neglect takes place if adults fail to meet a child or young person's basic physical needs, e.g. for food, warmth and clothing, or emotional needs such as 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.

In football, neglect could occur if children or young people do not have proper supervision, clothing or are allowed or encouraged to play whilst injured. It could occur if a child or young person's health needs are disregarded before, during, or after a game.

Physical abuse

Physical abuse occurs if people physically hit, burn, poison, shake or in some way hurt or injure children and young people, or fail to prevent these injuries from happening. In football, physical abuse could happen where training methods are inappropriate for the developmental age of the child or young person, where they are allowed to play with an injury or where inappropriate drugs or alcohol are offered or accepted. It

would clearly happen if a child or young person is hit or physically restrained or manhandled by those supervising the game or training session.

Sexual abuse

Sexual abuse occurs if children or young people are used to meet another person's sexual needs. This includes any form of sexual behaviour with a child or young person

(by an adult or another child or young person), the use of sexually-explicit language and jokes, inappropriate touching and exposure to pornographic material.

Sexual abuse can occur in football. For example, where there is inappropriate touching, or where sexually-explicit jokes occur between adults and children or young people or if indecent images are taken or adapted and placed on child pornography sites.

Emotional abuse

Emotional abuse includes frequent threatening, taunting or sarcastic behaviour, along with holding affection or being extremely over-protective. It includes racist or sexist behaviour and demeaning initiation ceremonies. It can be inflicted by other children and young people as well as by adults. Children and young people who are being abused or bullied in any way will also experience emotional abuse.

In football, coaches or parents emotionally abuse children and young people if they constantly criticise, abuse their power, or impose unrealistic pressure to perform to a high standard. It may also occur if a club allows members to deride people with disabilities or from minority cultures and use derogatory language about them.

Bullying

Although anyone can be the target of bullying, children and young people who are perceived as “different” from the majority may be at greater risk of bullying. This includes children and young people from minority cultures or children and young people with disabilities. Victims are often shy and sensitive and perhaps anxious or insecure. Bullying can be defined as:

- Physical: hitting, kicking and theft
- Verbal: name calling, constant teasing, sarcasm, racist or homophobic taunts, threats and gestures
- Emotional: tormenting, mobile text messaging, ridiculing, humiliating and ignoring
- Sexual: unwanted physical contact or sexually abusive comments.

Bullying can take place anywhere, but is more likely to take place where there is inadequate supervision. In football it is more likely to take place in the changing rooms, or on the way to and from the football pitch - but can also take place at a training session or in a competition. Football's competitive nature can create and even support an environment for the bully if individuals and clubs are unaware. The bully in football can be a parent who pushes too hard, a coach or manager who has a win-at-all costs philosophy; a child or young person intimidating another; or an official who places unfair pressure on a child or young person.

The victim is often weaker and less powerful, and the outcome is always painful and distressing.

In an NSPCC survey of young people (2000), bullying was reported to be the most common source of distress and anxiety.

Signs and indicators

Children and young people are reluctant to tell someone when they are being abused, so it is essential that every adult is aware of the possible signals that a child and young person's welfare or safety is being threatened. However, there is rarely a clear sign and you may often have to piece together various snippets of information and rely on your instinct that something does not seem quite right.

You may have one piece of information that, when added to that of others, forms a clear picture of abuse. This is often compared to fitting pieces of a jigsaw together. Only when you have a few pieces can you start to see the true picture.

Remember, it is not your job to decide whether or not a child or young person is being abused - however it is your responsibility to share your concerns.

The table on the next page shows some possible physical and behaviour signs of abuse. Some are very explicit and specific to the type of abuse, others are much more general. However, you need to be careful as any one of these signs might have another very plausible explanation, such as a death in the family, loss of a pet, an absent family member or problems at school. However you should remember to raise

your concerns if there is a combination of unexplained changes over a period of time. Never allow a child or young person's disability or cultural difference to explain away concerns. This is not a judgement for you to make.

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

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

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

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



Appendix 3: Yeovil Town Ladies Guidance- Responding to Concerns, Allegations and Disclosures (Provided to the club by the FA)

All individuals at the club must ensure they are aware of the following:

There is a legal and moral responsibility to report any concerns about a child or young person in any context.

The FA will support anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child or young person, even if that concern is proved to be unfounded.

The following guidelines are relevant whether the child or young person is involved in football. It is essential that you follow The FA procedures for any concerns that are related to football settings. Concerns may arise because:

- A child or young person informs you directly that he or she is concerned about someone's behaviour towards them
- You become aware, through your own observations or through a third party, of possible abuse occurring

Most suspicions of abuse come about from observation of changes in the child or young person's behaviour, appearance, attitude or relationship with others. Your suspicions may develop over time.

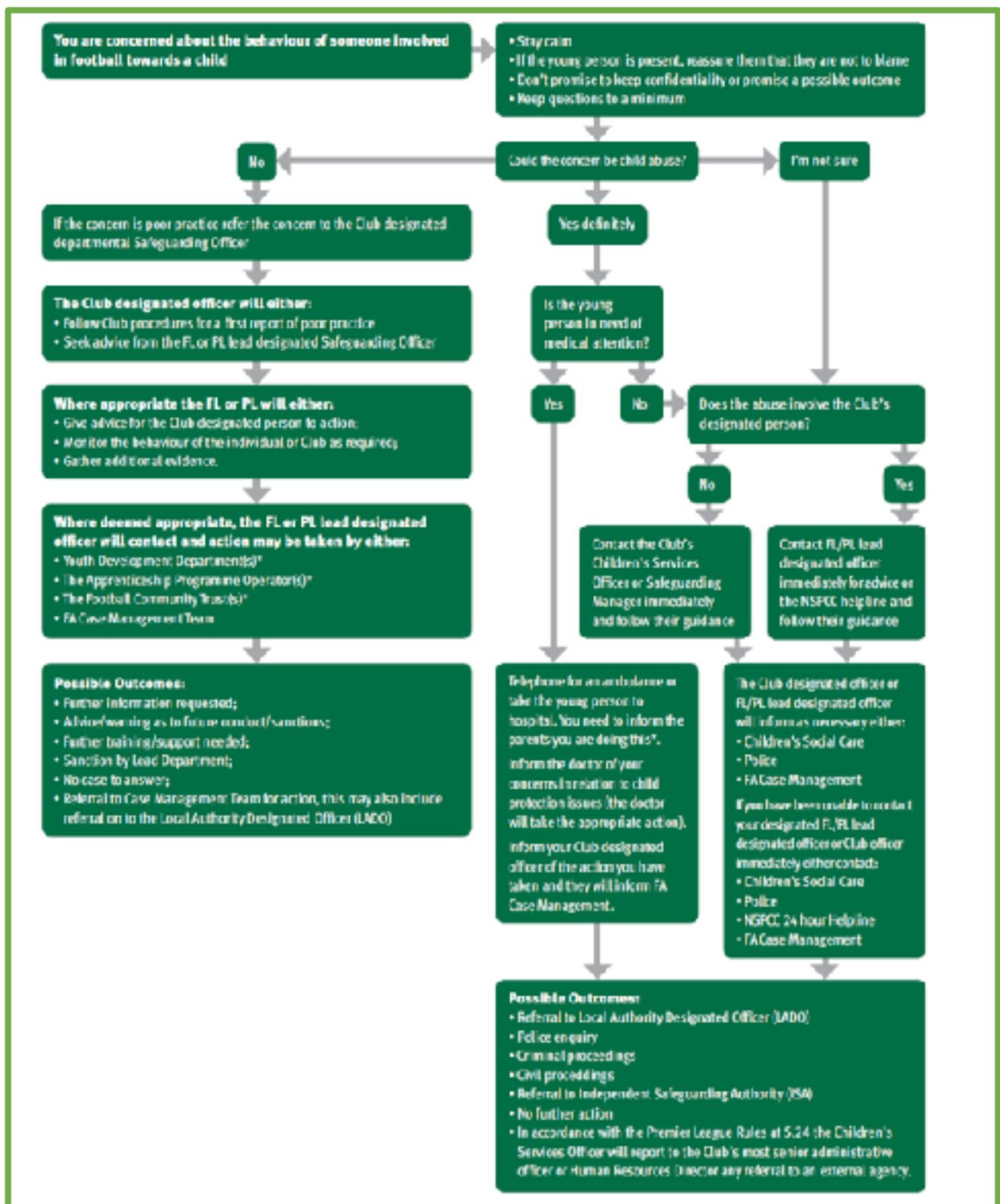
Where the concern does not involve individuals in football settings, the matter should be reported directly to local Social Services or the local Police (see 5.2.6).

What to do if a child or young person discloses to you

If a child or young person informs you directly that they are concerned about someone's behaviour towards them, this is known as a disclosure. The person receiving the disclosure should:

- React calmly so as not to frighten the child or young person
- Tell the child or young person that he or she is not to blame and that he or she was right to tell
- Take what the child or young person says seriously
- If the child or young person needs immediate medical treatment, take them to hospital or telephone for an ambulance, inform doctors of concerns and ensure that they are aware that this is a child protection issue
- Ensure the immediate safety of the child or young person
- Avoid leading the child or young person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said
- Re-assure the child or young person but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments
- In the event of suspicion of sexual abuse do not let the child bathe or shower until given permission to do so. Washing can destroy valuable evidence
- Inform the parents/carers immediately unless you have specific reason not to, e.g. the

child has named the parent/carer as the abuser. If this is the case then contact the designated person. If they are unavailable contact local Social Services or the Police for guidance.



Dealing with concerns in the football environment (Provided by the FA)

The FA have provided guidance on how to respond to concerns in the football environment- All coaches must be aware of the process

Remember - You can always contact the 24 hour NSPCC Helpline (**0800 800 5000**) for advice and guidance.

If referred to FA Case Management the case will be considered by The FA Safeguarding Review Panel. The possible outcomes include:

- Advice and/or warnings as to future conduct
- Independent assessment
- Further support or training
- Supervision and/or monitoring
- Suspension
- No case to answer

All appeals regarding The FA's decisions will be dealt with by The FA appeals procedure which can be found in The FA Handbook, available on www.thefa.com

IF IN DOUBT CONTACT THE CLUB'S SAFEGUARDING MANAGER

**If the parents are allegedly involved in the abuse, only inform them that you are taking the child to hospital. Do not share any other information.*

Please note the Club's designated Safeguarding Officers can be found in Appendix 5.

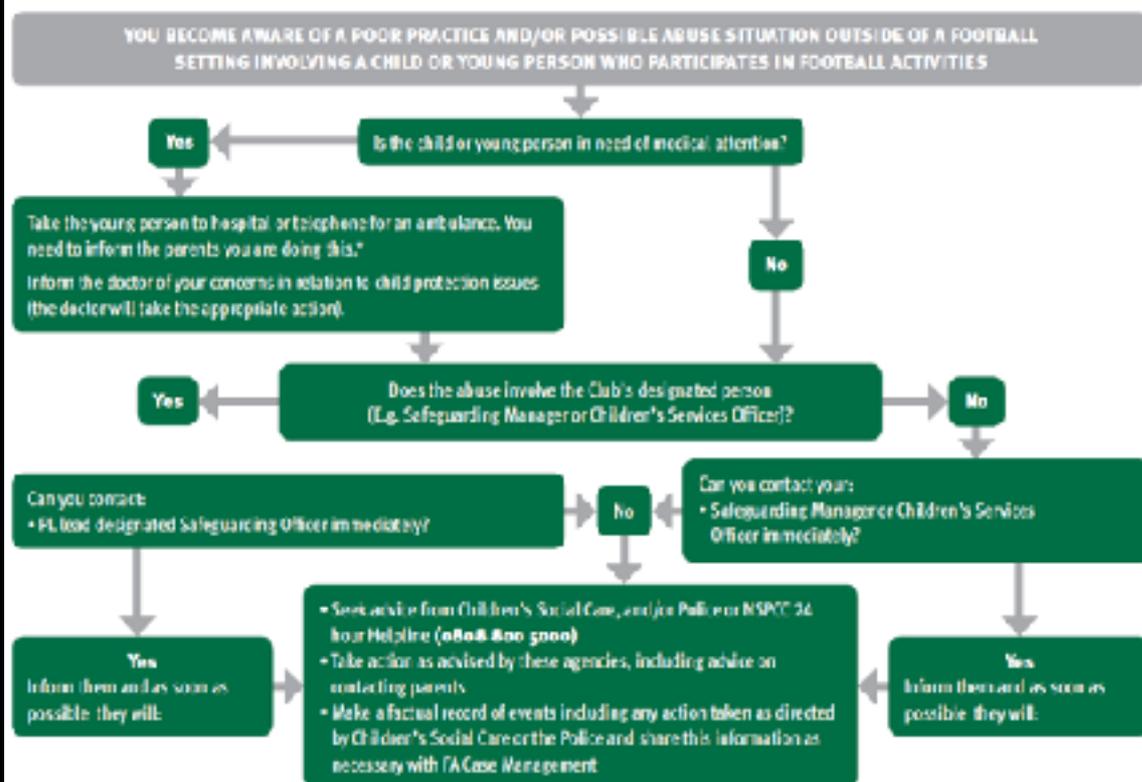
Dealing with concerns outside the football setting.

You may receive information regarding the welfare of a child or young person who is involved in football, yet the concern itself does not relate to someone within the game (e.g. the child's home or school). Nevertheless, you need to follow The FA Procedures outlined below and described in the flow diagram.

- If the child or young person informs you directly, then follow the guidance detailed in the flow diagram below.
- If your concerns are via a third person or through observation, report your concerns directly to the relevant designated person as outlined in the flow diagram below.
- If you are unable to contact the relevant person immediately, refer your concerns directly to local Children's Social Care or

to the local Police. These agencies will advise you whether a formal referral to Children's Social Care is necessary and what further action you might need to take. If you are advised to make a formal referral, make it clear to Children's Social Care or the Police, that this is a child protection referral.

- There may also be other issues where a child is in need and where the family consents to a referral being made to Children's Social Care for support.
- Make a factual record of events using The FA Information and Referral Form including any action as directed, indicating clearly whether or not the allegation refers to someone involved in football. Forward this to FA Case Management.



If the parents are already involved in the abuse, only inform them that you are taking the child to hospital. Do not share any other information.



YEOVIL TOWN LADIES FOOTBALL CLUB WHISTLE BLOWING POLICY

Policy Statement

This policy will set out how individuals can raise concerns about the safety and welfare of children, young people and vulnerable adults involved in Rochdale Association Football Club. It will provide a method of raising concerns and how they can receive feedback on any action taken. Yeovil Town Ladies will ensure individuals will:

- Receive a response to their concerns.
- Be made aware of how to pursue the concern further if they are not satisfied with the response.
- Be re-assured that individuals will be protected from reprisals or victimisation for whistle blowing in good faith.

Everyone involved in activity carried out under the jurisdiction of Yeovil Town Ladies Football Club are covered by this policy.

Players, coaches, officials, parents or team followers are often the first to realise that a child's safety and welfare are under threat. However, they may not express their concerns because they feel that speaking up would be too difficult to handle. It may also be that they fear harassment or victimisation. In these circumstances, it may be easier for them to ignore the concern rather than report what may just be a suspicion of poor practice. Rochdale Association Football Club would urge anyone to come forward and voice those concerns.

This policy details how individuals can raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns within Yeovil Town Ladies rather than overlooking a problem or blowing the whistle outside.

It is in the interest of all concerned that disclosure of potential abuse or irregularities are dealt with properly, quickly and discreetly.

Safeguarding

Yeovil Town Ladies realise that raising a concern and reporting allegations are often difficult to make through fear of reprisals from those responsible for the alleged poor practice. If the individual believes what they say to be true and are not deemed to be malicious, Yeovil Town football Club will fully support the whistleblower and will not tolerate any bullying, harassment or victimisation whatsoever. If this does occur, any perpetrators will be dealt with under Yeovil Town Ladies disciplinary policy/procedure resulting in possible expulsion from the club.

Confidentiality

Yeovil Town Ladies will do its utmost to keep confidential the identity of a whistleblower. Should any allegations be made through whistleblowing it should be noted that a statement may be needed to form part of the evidence.

Should the whistleblower need to be identified or it becomes apparent that the whistleblower will be identified because of any subsequent investigation, notice will be given to the whistleblower, by the club's safeguarding officer to which persons the identity disclosure will be made, with a chance to discuss any likely consequences.

Raising a Concern or Making an Allegation

Anyone wishing to raise a concern should do so either verbally or in writing to the Club safeguarding officer. The concern needs to be as specific as possible including any names, dates and locations where possible.
The burden of proof does not lie with the individual.

Should any concerns or allegations be made, Yeovil Town Ladies would encourage the whistleblower to put their name to the allegation. Any concerns or allegations that are anonymous are much less powerful and are therefore much harder to prove. Should Yeovil Town Ladies receive any anonymous allegations these, of course, will be investigated.

If, after the course of an investigation, it has been found that the concerns or allegations are untrue or have not been substantiated then no action will be taken against the whistle-blower. If, however, it is established that they have made malicious allegations, disciplinary action may be taken against them. In such cases, Yeovil Town Ladies disciplinary policy/procedure will apply.

All investigations will be undertaken by the Safeguarding officer who may be supported by an appropriate member of the Senior Management Team. However, should you feel that you have not received a satisfactory response to your concern you can approach the following people/ organisations:

- County Football Association's Welfare Officer: Somerset FA: Shirley Needham: Tel: **01458 832359** / .Email:Safeguarding@SomersetFA.com
- Emailing – Safeguarding@TheFA.com
- The FA Safeguard Children general enquiry line 0845 210 8080
- The FA/NSPCC Child Protection 24-Hour Helpline 0808 800 5000
- www.FootballSafe@TheFA.com
- Or by going direct to the Police and/or Social Services



Yeovil Town Ladies Football Club Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way or that the Club

Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

1. Notification of the intention to appeal shall be made in writing to the Club Secretary or another member of the Committee within 7 days of notification of the decision to be appealed against.
2. The date of notification of the decision shall be the date of the written decisions or, if applicable, the date of the written reasons for the decision. The report should include:
 - Details of what, when and where the occurrence took place
 - Any witness statements and names
 - Names of any others who have been treated in a similar way

- Details of any former complaints made about the incident, date, when and to whom made
 - A preference for a solution to the incident.
3. The Club's Management Committee will sit for any hearings that are requested.
 4. Appeal proceedings shall be conducted how, when and where the Club's Management Committee considers appropriate.
 5. The Club's Management Committee will give no less than 14 days' notice of the date, time and venue of the appeal.
 6. The Club's Management Committee shall proceed in the absence of any individual, unless it is satisfied that there are reasonable grounds for the failure of the individual to attend.
 7. The Club's Management Committee will have the power to:
 - warn as to future conduct
 - suspend from membership;
 - remove from membership any person found to have broken the Club's Policies or Codes of Conduct.
 8. Decision of the Club's Management Committee shall be final and there shall be no right of further challenge.
 9. Within 14 days after the hearing, written reasons for the decision & copies of minutes from the hearing will be sent to the individual concerned.



KEY SAFEGUARDING CONTACTS

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CLUB SAFEGUARDING OFFICER	NADIA LAWRENCE	NADIA456@HOTMAIL.CO.UK 07956 684949
CLUB GENERAL MANAGER	TREVOR JENKINS	TREVOR.JENKINS@YEOVILTOWNLADIES.COM
SOMERSET FA	FOOTBALL ASSOCIATION	01458 832359

SOMERSET FA WELFARE OFFICER	SHIRLEY NEEDHAM	01458 832359 SHIRLEY.NEEDHAM@SOMERSETFA.COM
THE FA	FA GOVERNING BODY	0800 169 1863 INFO@THEFA.COM/ WWW.THEFA.COM
NSPCC	24 HR HELPLINE	0808 800 5000 WWW.NSPCC.CO.UK
POLICE		IN AN EMERGENCY CALL 999
CHILDLINE	HELPLINE	0800 1111 WWW.CHILDLINE.ORG.UK
KIDSCAPE	HELPLINE	0845 3030900 WWW.KIDSCAPE.ORG.UK
VICTIM SUPPORT	HELPLINE	0845 3030900 WWW.VICTIMSUPPORT.ORG.UK

policy reviewed & updated – 07/11/2017

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