

**Policy  
Procedures  
and  
Governance - Youth**

**Updated: 30/06/2020**

## **General FA Policy's undertaken by Paget Rangers FC**

- Appeals and grievance policy
- Data Collection and protection
- Equality
- Photography & filming of children
- Respect
- Showering & Changing facilities
- Welfare, health & safety
- Contacts

The Policies and Procedures contained within this document are reviewed by the Club on or before the 30 June annually, or immediately in the event of legislation or further specific guidance being introduced.

## **Appeals and grievance policy**

In the event of a candidate having a grievance with anyone within Paget Rangers FC or an employee/volunteer/player, then in the first instance the grievance or appeal should be in writing to The Vice Chairman, Paget Rangers FC.

If the candidate is unable to gain satisfaction from the Vice Chairman then the candidate should forward their grievance to the Chairman by email [pagetrangersjuniorsfc@gmail.com](mailto:pagetrangersjuniorsfc@gmail.com), supported by full details of the issue.

Following the receipt of a grievance the Chairman will investigate. The allegations and the outcome of which will be reported to members of the committee group and the following outcomes may result:

Grievance justified – further investigation and an appropriate action plan developed.

Grievance justified –suspended until action plan addressed.

Grievance not justified – no action taken.

## **Accident and Injuries**

1. Stay calm but act swiftly and observe the situation.
2. Is there danger of further injuries?
3. Listen to what the injured person is saying.
4. Alert the first aider who should take appropriate action for minor injuries.
5. In the event of an injury requiring specialist treatment, call the emergency services.
6. Deal with the rest of the group and ensure that they are adequately supervised.
7. Do not move someone with major injuries.
8. Wait for the emergency medics.
9. Contact the injured person's parent/career.
10. Complete an incident/accident report form.

**INJURY/INCIDENT REPORT FORM**

TO BE FILLED IN BY THE COACH/ INDIVIDUAL IN CHARGE AT THE TIME OF THE INCIDENT.

Coach/ Individual's name: .....

Tel no:.....

Address:.....

.....

Postcode: .....

About the injured person:

Full Name: .....

Tel no:.....

Address: .....

.....

Postcode: ..... Male/ Female: .....

Age:.....

About the Incident:

Activity taking place at time of incident:.....

Date & Time of incident:.....

Place of incident: .....

Description of incident:

.....

.....

Action Taken:

Action taken by Coach/ Leader/ Club Rep:

.....  
.....

Were the emergency services called (if yes, provide details):

.....

Action taken by Doctor or Nurse (if appropriate):

.....

Diagnosis:.....

Signatures:

Signature of Coach/ Leader/ Club Rep:.....

Signature of casualty (if possible): .....

Signature of witness (1) .....

Address:.....

Signature of witness (2) .....

Address: .....

## FIRST AID

It is highly recommended that at least every team in your club has at least one coach who is First Aid qualified. A certificate is issued to candidates who complete a course and reach the appropriate standard in casualty care which is valid for 3 years. The course can be completed in one day and is approximately £30 per candidate.

## Behaviour & Anti Bullying

Statement of Intent We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club.

If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and anyone who knows that bullying is happening is expected. This club is committed to playing its part to teach players to treat each other with respect.

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

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Sexual unwanted physical contact or sexually abusive comments
- Discrimination comments, jokes about disabled people, sexist comments,
- Verbal name-calling, sarcasm, spreading rumours, teasing Cyberbullying.

TheFA.com/Football safe Let's make football safe – not sorry 1 The Football Associations Recommended Guidelines Anti-Bullying Policy for Football Clubs. This club commits to ensure our website websites and/ or social networking pages are being used appropriately and any online bullying will be dealt with swiftly and appropriately in line with procedures detailed in this policy.

Why is it Important to Respond to Bullying? Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. of behaving. This club has a responsibility to respond promptly and Objectives of this Policy

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

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

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions go "missing"

## Data Collection and protection

The law requires Paget Rangers FC to take reasonable steps to ensure data is kept accurate and up to date.

The more important it is that the personal data is accurate, the greater the effort Paget Rangers FC should put into ensuring its accuracy.

It is the responsibility of all employees/volunteers who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

- Data will be held in **as few places as necessary**. Staff should not create any unnecessary additional data sets.
- Staff should **take every opportunity to ensure data is updated**. For instance, by confirming a customer's details when they call.
- Paget Rangers FC will make it **easy for data subjects to update the information Paget Rangers FC** holds about them. For instance, via the company website.
- Data should be **updated as inaccuracies are discovered**. For instance, if a customer can no longer be reached on their stored telephone number, it should be removed from the database.
- It is the marketing manager's responsibility to ensure **marketing databases are checked against industry suppression files** every six months.



## Equality

### Photography & filming of children

There has been much talk about who is allowed to take pictures of children (under 18s) playing sport and in particular what parents/carers are permitted to do. The FA would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football. TheFA.com/Football safe Let's make football safe – not sorry Celebrating Football Through Photographs and Video If you are concerned about the inappropriate use of images please report this to your CFA Welfare Officer or to The FA Case Manager (contact details provided below). Remember

- It's not an offence to take appropriate photographs in a public place even if asked not to do so
- No one has the right to decide who can and cannot take images on public land
- If you have serious concerns about a possible child protection issue relating to the recording of images then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk
- The land or facility owner can decide whether or not photography and or videoing at football activities will be permitted when carried out on private land. However you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave
- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue). Commissioning professional photographers and the local media If you are commissioning professional photographers or inviting the press to cover a football activity, ensure you and they are clear about each other's expectations. The key is to plan ahead and communicate early on.
- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Inform them of your club's commitment to safeguarding children and young people. Establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumb nails to the club to co-ordinate sales
- Issue the professional photographer with identification, which must be worn at all times Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to safeguarding children concerns if their image is taken – remember this can be done by using a Consent Form at the start of the season.

To report potentially unlawful materials on the internet please contact: The Internet

Watch Foundation Email: [report@iwf.org.uk](mailto:report@iwf.org.uk) Telephone: 01223 237700 Fax the hotline: 01223 235921 [www.iwf.org.uk](http://www.iwf.org.uk) The FA's Case Management Team Email: [case.management@TheFA.com](mailto:case.management@TheFA.com) Telephone: 0207 745 4787

## Showering & Changing facilities

Best Practice Guidance - Changing Rooms and Showering Facilities. We invite you to think about how your club can effectively meet the needs of all its members, taking into account the facilities that are available to them, the number of people accessing them and the activities they are undertaking. Clubs may decide that players are encouraged to come to games already changed, wearing suitably warm clothing e.g. tracksuits and go home after games to shower. This guidance should be discussed at your club. If you have any further queries in relation to this guidance please contact your County FA Welfare Officer.

1. Where facilities are used by both adults and children at the same time there must access
2. to separate changing, showering and toilet areas.
3. Adult staff/volunteers must not change or shower at the same time as children and
4. young people using the same facilities
3. For mixed gender activities, separate facilities must be available for boys and girls.
4. When children use changing rooms, they should be supervised by two members of staff/volunteers. Older teenagers may not require any supervision however a club may wish to have an appropriately recruited adult within the vicinity of the changing facilities to ensure their welfare is monitored.
  5. If a child feels uncomfortable changing or showering in public then no pressure should
  6. be placed on them to do so. Instead, they should be encouraged to do so at home.
  7. If children with disabilities use your club, make sure they and their carers are involved
  8. in
  9. deciding how they should be assisted. Make sure the child or young person is
  10. able to consent to the assistance that is offered.
7. The use of mobile phones and/or photographic equipment by club officials, members, parents and young people should be prohibited within areas where children and young people are changing/ showering. [Please refer to The FAs Celebrating Football through Photographs and Video, Best Practice Guidance]
8. Where no changing facilities are available children and young people, parents and travelling clubs should be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. Tracksuits etc. The FA recognises that not all clubs have their own private facilities and may use those owned by the community/local authority/schools/ private business. These facilities may already have their own policy on the use of changing and showering areas to which a club may have to adhere as part of a facilities usage agreement. The FA wishes to acknowledge that it has incorporated guidance provided by the CPS

## Welfare, Health & Safety

Paget Rangers FC has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted. Respect codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

9. Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.

i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.

ii. If the issue is one of poor practice the Club Welfare Officer will either:

- deal with the matter themselves or
- seek advice from the CFA Welfare Officer
- iii. If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.
- v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
- contact your CFA Welfare Officer directly contact The FA Safeguarding Team on 0800 169 1863 or [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)

- contact the Police or Children’s Social Care
- call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) NB – The FA’s Safeguarding Children Policy and Procedures are available via – [www.TheFA.com/footballrules-governance/safeguarding](http://www.TheFA.com/footballrules-governance/safeguarding) – click on ‘Raising Awareness – Best Practice Downloads’, the Policy and Procedures document is within the resources area. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer. Further advice on Safeguarding Children matters can be obtained from:
  - T: E: • County Football Association’s Welfare Officer T: E: County@
  - [www.TheFA.com/football-rules-governance/safeguarding](http://www.TheFA.com/football-rules-governance/safeguarding)
  - Emailing – [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)
  - The FA Safeguarding Children general enquiry line 0845 210 8080

## **Role: Club Welfare Officer**

Role description:

1. To be clear about the club’s responsibilities when running activities for children and young people. This involves: ensuring these responsibilities are well understood by others, working with the Youth League Welfare Officer (YLWO)

working with your County FA Welfare Officer

promoting The FA’s Respect Programme and helping to develop best practice processes

2. To help club personnel understand what their ‘duty of care’ towards children and young people actually means and entails on a day-to-day basis.

In order to carry out your responsibilities you need to follow these five simple steps:

a) Put in place: a safeguarding children policy, anti-bullying policy and equality policy  
responsible recruitment processes including the taking up of references and submitting FA CRB checks (getting the right people into the game)

The FA Respect Programme codes of conduct

b) Understand:

what the Respect Programme aims to do

the benefits of implementing the Respect codes

the quick wins to be gained by using The FA’s safeguarding children best practice guidance (e.g. Travel, Trips and Tournaments, Photography guidelines, Anti-bullying Policy and Safeguarding Children Policy - why certain roles require an FA CRB check and how The FA DBS process works

how to refer a concern about the welfare of a child

c) Communicate with: club officials about the Respect Programme and its aims

parents/spectators and get them to sign up to the Respect codes  
parents and new players by getting involved with running 'start of season' welcome sessions  
for members coaches and managers about the importance of being consistent role models  
for their players your Youth League Welfare Officer – introduce yourself, find out how they  
can support you and let them know what you are doing to safeguard children in your club  
your County FA Welfare Officer if you need help or advice  
The FA by taking part in surveys, questionnaires, focus groups as and when asked  
d) Encourage: parents to complete the Respect education programme  
coaches, team managers, first aiders/medics to complete The FA's Safeguarding Children  
Workshop coaches and team managers to listen to their player's thoughts, ideas and views  
the committee to make use of the Respect Programmes designated spectator area at all  
games  
e) Monitor: repeated incidents of poor behaviour and liaise with your committee (and  
where necessary Youth League Welfare Officer or County FA Welfare Officer)  
compliance with FA CRB checks through The FA CRB Unit for those who require one using  
The FA Safeguarding Online System

## **CONTACTS**

Email: pagetrangersjuniors@gmail.com

James Parker – Chairman 07456 428155

Richard Hunt – Vice Chairman 07717 577138

Sam Newbold - Welfare Officer and Administration 07919 354061

Michelle Parker – Welfare Officer and Junior Secretary 07581 794238

