



Cuckfield Cosmos FC

Safeguarding Children Policy

1. INTRODUCTION

Cuckfield Cosmos FC (The Club) acknowledges and accepts it has a responsibility for the wellbeing and safety of all children and young people who participate in the Club's activities or utilise the Club's facilities.

The Club's Safeguarding Children Policy will be given to all Responsible Adults working with our children and young people. The policy will also be available for all Club members. The following guidelines may also be supplemented by in-service training and additional guidance.

2. DEFINITIONS

A "Child and Young Person" is defined by law as anyone under the age of 18.

Cuckfield Cosmos FC subscribes to The Football Association's (The FA) Safeguarding Children – Policy and Procedures, endorses and adopts the Policy Statement contained in that document.

The key principles of The FA Safeguarding Children Policy are that:

- the child's welfare is, and must always be, the paramount consideration
- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, 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.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Cuckfield Cosmos FC recognises that this is the responsibility of every adult involved in our club.

The aims of Cuckfield Cosmos FC's Safeguarding Children Policy are:

To safeguard all children and young people at the Club through best practice.

- To demonstrate best practice in the area of safeguarding children.
- To promote high ethical standards throughout the Club in line with The FA Charter Standard Club criteria.
- To ensure that coaches, parents and other adults who come in contact with our children and young people provide good role models of behaviour.

3. SAFEGUARDING CHILDREN

Football Activities

The Club commits teams at various age groups to a range of grassroots organised football activities including informal and league football, fun days, festivals, national and international tournaments and tours. These activities will be reviewed and approved by The Management Committee before entry and participation.

Club Welfare Officer

The Club will identify, train and appoint one or more Club Welfare Officers (CWO) as required for affiliation to Leagues governed by The FA. The CWO will be an official role at The Club and sit on The Management Committee. The CWO has overall responsibility for the safeguarding of children at the Club and is the Designated Person for safeguarding issues.

Anybody with concerns about a child or young person's welfare should contact The Club Welfare Officer for advice in the first instance, unless the concern is of an urgent nature – further details can be found under Reporting & Referrals in this policy.

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.

Recruitment

As part of Cuckfield Cosmos Football Club's recruitment process, all current Club members who are working in regulated activity namely regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a DBS Enhanced Criminal Records Check via The FA CRB Unit.

No adult will be allowed to work unsupervised with any children or young people at The Club before they have achieved a DBS Enhanced Disclosure approved by The FA. See below for details of the Club's CRC procedures.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- Specify what the role is and what tasks it involves.
- Request identification documents.
- As a minimum meet with the applicant(s) prior to approval by the Management Committee
- Where necessary ask for and follow up with 2 references before appointing someone.
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached the Club to become part of Cuckfield Cosmos FC, guidance will be sought from The Football Association via The Sussex County Welfare Officer.

It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

Training

In addition to the Enhanced DBS Disclosure, all Coaches, Managers and Volunteers working in direct contact with children will be required to complete the FA 3 hour Safeguarding Children in Football and FA Emergency Aid workshops. Details of those completing this course are retained by the Club Welfare Officer and Charter Standard Coordinator. Renewal will be undertaken every 3 years either by attending further workshops or the FA Learning Online Safeguarding recertification.

All Club Committee members will be required to complete The FA bespoke online safeguarding training module for Committee members irrespective of any other role they may undertake.

No Club Coaches, Managers and Volunteers will be allowed to coach, manage or supervise any training or matchdays activities on behalf of The Club without an Enhanced DBS Disclosure and valid FA Safeguarding and Emergency Aid certificates as minimum qualifications.

Although a young person can qualify as a Level 1 Coach at the age of 16 years, they will only be allowed to work at The Club as an 'Assistant Coach' under the supervision of an adult with the required minimum qualifications.

Work Experience

In the past, Cuckfield Cosmos FC has offered work experience placements to young people. The Club Welfare Officer and Club Secretary will manage all structured work experience placements in partnership with the requesting education establishment.

4. PROCESS FOR CRIMINAL RECORDS CHECKS

New Appointments

All team managers **must** notify the Club Welfare Officer and Club Secretary of any changes or new additions to their respective team's adult coaching and management volunteers. This should be done in writing giving the full details of the person including name, address, email and contact numbers.

The person will be required to undertake a DBS Enhanced Disclosure check by way of The FA Online CRB checking process. Until such time as an 'Accepted' status has been received from The FA CRB Unit, the person will not work unsupervised with children.

New Appointments who already have a Disclosure Certificate

If a new person has been DBS checked **through The FA CRB Unit** for example, by their previous Club or employer, the Club may not ask that person to undertake another check if the original disclosure is less than three months old.

The Club Welfare Officer will undertake a check through The FA Portal to ascertain the date of last acceptance. The Club may also ask for references from the applicant's previous club.

CRC Renewals

In accordance with the procedures detailed above; all responsible adults at Cuckfield Cosmos FC will undergo a Criminal Records Check every 3 years.

5. PHOTOGRAPHY AND USE OF IMAGES

Cuckfield Cosmos FC takes its guidance on the use of images from guidelines issued by the FA.

The FA would like to assure parents, carers, coaches, spectators, players and local media that they encourage the taking of appropriate images of children in football.

- Before taking images of Children, parental consent is sought in writing on the player registration form at the start of the season or prior to a specific event if necessary. Parents/Carers/Guardians are responsible for informing the Team Manager of any change of circumstances within the Season which may affect consent.
- All Children featured in Club publications will be appropriately dressed. Use of mobile devices in any changing areas is forbidden.
- Where possible, the image will focus on the activity taking place and not a specific Child.
- Where appropriate, images will represent the broad range of people participating safely in the event.
- Team appointed photographers will be part of that team's management structure and where frequency applies, undertake the necessary DBS Enhanced disclosure, attend a Safeguarding Children workshop and will be personally responsible for keeping up to date with the latest Photography Guidelines from The FA.
- Children who are under a court order will not have their images published on the Club website, in any press release or used on Club literature. **The continuing responsibility lies with the child's Parent(s) or Carer(s) notify the Club of such circumstances.**
- No images of children at the Club will be accompanied by personal details such as their full name, date of birth, school or home address.
- Any instances of inappropriate images in football should be reported to the Club Welfare Officer(s).
- Cuckfield Cosmos FC will not put young player profiles with images and personal information on its website.

Photography during Games

Cuckfield Cosmos FC Team managers should seek the permission of the opposition Team Management and agreement by both teams before any photography of the game is allowed.

Social Media Guidance

The Internet is now an accepted part of our everyday life. We use it for communicating, shopping,

gaming and education in a variety of different ways. The Club recognises both the benefits and potential risks of using the Internet.

- It is important we all use the Internet, electronic communication and social media in a safe and responsible way to protect all young players at Cuckfield Cosmos FC.
- All on-line activity within The Club must be conducted in an 'open environment' through the official Club website or other social media approved by The Club.
- Club Managers, Coaches and Volunteers should always communicate electronically in the first instance, with parents and never engage in one to one communication with players or become 'friends' with players on social networking sites, e.g. Facebook, Instagram, Snapchat, WhatsApp etc.
- It is also imperative that care is taken by adults working at The Club to protect young player's personal details, and will not under any circumstances, pass those details to **any person, Club or organisation** without the consent of the player's Parent(s) or Carer(s). If in any doubt guidance should be sought from the Club CWO.

6. MEDICAL

There may be occasions where medical treatment is necessary during training sessions and matches. All Cuckfield Cosmos FC teams will have an FA Qualified Emergency Aider present at all training sessions and matches.

Any medical conditions relevant to a child's participation in football **must** be notified to the Team Manager on the registration form prior to the start of the season. Apart from dealing with issues trained on the FA Emergency Aid workshop, Club staff are not permitted to administer medicines and in such cases where medication is necessary, parents must stay at the training session or match whilst their child participates.

7. GUIDELINES IN THE EVENT OF CONCERN

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

Recognition – Signs of Abuse

There are five main forms of abuse identified as follows, should you have any concern that abuse is occurring you should contact the Club Welfare Officer immediately.

Physical Abuse

Sexual Abuse

Neglect

Emotional

Bullying

For more detailed information on the five categories of abuse refer to The Football Association Safeguarding Children Procedures and Practices Handbook.

All responsible adults at The Club who work with Children and Young People will receive awareness training as part of The FA mandatory affiliation process.

Anti-Bullying Policy

The Club will adopt and endorse the FA Anti Bullying Policy (2014) and treat all allegations of bullying seriously. Full details of this policy can be found at appendix A.

8. REPORTING AND REFERRALS

Reporting Concerns

Cuckfield Cosmos FC is committed to safeguarding all children at The Club and there may be occasions when concern is raised over the treatment of a child. The key issue is that **the welfare of the child is paramount**.

Responsible Adults at The Club must report any incident, allegation or concerns to the Club Welfare Officer, who will ask for a written factual account from the person making the report.

This report should be confined to facts and should not include any opinion, interpretation or judgement.

Where possible the Club Welfare Officer should be contacted as early as possible, however it is recognised that an individual may need to respond to an urgent situation immediately. With this in mind the following guidelines offer help and support in responding to a disclosure or a suspicion of abuse:

React calmly and:

- ensure the immediate safety of the child - **Call the Police if you feel the child is in immediate danger or at risk**
- reassure the child and take what they say seriously
- don't make promises not to tell
- keep questions to a minimum – use them to clarify what you have been told
- make a full record of what was said, seen or heard
- Notify the Club Welfare Officer as soon as possible and follow their advice.

IT IS NOT OUR RESPONSIBILITY TO DECIDE IF ABUSE HAS TAKEN PLACE - BUT IF WE HAVE CONCERNS IT /S OUR RESPONSIBILITY TO ACT AND REPORT THOSE CONCERNS

Confidentiality

Any reports of concerns or disclosures will be treated discreetly and sensitively in so far as, only those who **need to know** will be privy to details of a concern, allegation or disclosure. On this basis, no-one should have any reservations about referring any issue to the Club Welfare Officer. However, undertakings of confidentiality should not be given to the person making the allegations as there are actions which have to be taken once a report is received.

Club Welfare Officer – Dan Wiscombe
Mobile – 07493 235535

Club Welfare Officer – Gary Bye
Mobile – 07877 264154

Email – cuckfieldcosmos@hotmail.com

9. FURTHER INFORMATION & EXTERNAL CONTACTS

EMERGENCY SERVICES: 999

CHILDREN SERVICES: WSCC Multi Agency Safeguarding Hub (MASH) 01403 229900
mash@westsussex.gcsx.gov.uk

THE FA / NSPCC HELPLINE: 0808 800 5000 help@nspcc.org.uk

CHILDLINE: 0800 1111 childline.org.uk for advice and support

CHILD EXPLOITATION & ONLINE PROTECTION CENTRE (CEOP): <https://www.thinkuknow.co.uk/>

Sussex County FA (County Welfare Officer): Sandra Redhead - 01903 753547

For further advice and information on the FA Safeguarding Children Guidelines, please visit
<http://www.thefa.com/football-rules-governance/safeguarding>

Make football safe, not sorry!