

BETLEY FOOTBALL CLUB

SAFEGUARDING CHILDREN POLICY AND ETHICAL POLICIES

1. Betley 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. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. 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.

Betley Football Club acknowledges 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. Betley Football Club recognises that this is the responsibility of every adult involved in our club.

3. Betley Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The FA's Safeguarding Children Regulations applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. 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 and chat with the applicant(s) and where possible interview people before appointing them.
- Ask for and follow up with 2 references before appointing someone.
- Require an FA CRB Enhanced Disclosure where appropriate in line with FA policy.

All current Betley Football Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Betley Football Club, then guidance will be sought from The

FA. 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.

5. Betley Football Club supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0844 980 8200, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW10 9EQ or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Betley Football Club encourages everyone to know about it and utilise it if necessary.

6. Betley Football Club has appointed a Club Welfare Officer (CWO) 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 County FA. The CWO is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The CWO 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.

7. Betley Football Club acknowledges and endorses 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 CWO. In cases of serious bullying the CFA Welfare Officer may be contacted.

8. Respect codes of conduct for 'Young Players', 'Adult Players', 'Coaches', 'Team Managers and Club Officials' and 'Spectators and Parents / Carers' have been implemented by Betley FC. In order to validate these Respect codes of conduct the club has clear actions it will take regarding misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

9. Report 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 CWO.

ii. If the issue is one of poor practice the CWO will either deal with the matter themselves or seek advice from the CFA Welfare Officer.

iii. If the concern is more serious – e.g. possible child abuse, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care.

iv. 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 CWO 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 CWO or the matter is clearly serious then you can either:

- Contact your CFA Welfare Officer directly.
- Contact the Police or Children's Social Care.
- Call the NSPCC 24 hour Helpline for advice on 0808 800 5000.

10. Further advice on Safeguarding Children matters can be obtained from: the FA at www.thefa.com/footballsafe and The FA Safeguarding Children general enquiry Line 0845 210 8080.

BETLEY FOOTBALL CLUB PHOTOGRAPHY AND VIDEO POLICY

There has been a lot of discussion about who is allowed to take pictures of children playing sport and in particular what parents / carers are permitted to do. Betley Football Club in conjunction with 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.

Potential risks

The FA has developed this guidance to help avoid the following:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet.
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed'.
- The identification and locating of children in inappropriate circumstances which include:
 - (i) Where a child has been removed from his / her family for their own safety.
 - (ii) Where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases.
 - (iii) In situations where a child may be a witness in criminal proceedings.
 - (iv) Other safeguarding children concerns.

It's important to remember the majority of images taken are appropriate and taken in good faith. If we take the following simple measures we can help to ensure the safety of children in football.

Common sense considerations to ensure everyone's safety

Do:

1. Share The FA's guidance on taking images with all parents, carers and members when they join the club.
2. Ensure the club has parental consent to use a player's image if it is to be used in the public domain e.g. club website or newspaper article.
3. Ensure that any child in our club who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents / carers can identify whether this applies to children in their care.
4. Focus on the activity rather than the individual.
5. Ensure all those featured are appropriately dressed.
6. Aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.

Do not:

1. Publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used.
2. Use player profiles with pictures and detailed personal information on websites.
3. Use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a clubhouse picture.

4. Allow images to be recorded in changing rooms, showers or toilets – this includes the use of mobile phones that record images.

Filming as a coaching aid

The FA advises that coaches using videoing as a legitimate coaching aid should make parents / carers and players aware that this will be part of the coaching programme. Care should be taken when storing the videos.

If you are concerned about the inappropriate use of images please report this to your CFA Welfare Officer or to The FA's Case Management Team 0207 745 4787 / case.management@TheFA.com.

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 01223 237700 / report@iwf.org.uk / www.iwf.org.uk

BETLEY FOOTBALL CLUB ANTI-BULLYING POLICY

Statement of Intent

Betley Football Club is committed to provide a caring, friendly and safe environment for all our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our club. If bullying does occur, all club members or parents should be able to tell and know that all incidents will be dealt with promptly and effectively. Betley Football Club is a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer (CWO), team manager, coach or any committee member.

Objectives of this Policy

- All club members, coaches, officials and parents should have an understanding of what bullying is.
- All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.
- All players and parents 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.

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.

Aspects of Bullying:

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

Cyberbullying

This is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on. There is a growing trend for bullying to occur online or via texts. Bullies no longer rely on being physically near to the young person.

This club commits to ensure our website and 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. Individuals who are bullying need to learn different ways of behaving. Betley Football Club has a responsibility to respond promptly and effectively to issues of bullying.

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 which go “missing”.
- Asks for money or starts stealing money (to pay the bully).
- Has unexplained cuts or bruises.
- Is frightened to say what’s wrong.
- Gives improbable excuses for any of the above.

In more extreme cases

- Starts stammering.
- Cries themselves to sleep at night or has nightmares.
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Attempts or threatens suicide or runs away.

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

Procedures

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

Betley Football Club Procedure

If the club decides it is appropriate for them to deal with the situation the procedure outlined below will be followed:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.

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

In the case of adults reported to be bullying anyone within Betley FC U18:

1. The County FA Welfare Officer should always be informed and will advise on action to be taken where appropriate.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and / or Children's Services.

Prevention

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

The following websites provide advice and guidance to parents and children who are faced with dealing with bullying:

www.anti-bullyingalliance.org.uk

www.stoptextbully.com

www.beatbullying.org.uk

www.stonewall.org.uk

www.youngstonewall.org.uk

www.bullying.co.uk

www.cybermentors.org.uk

www.childline.org.uk

BETLEY FOOTBALL CLUB EQUAL OPPORTUNITIES POLICY

Betley Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically, discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in the entire Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- Betley Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.
- Betley Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting, assistance will be given, wherever possible to ensure that disabled members are helped in gaining access.

BETLEY FOOTBALL CLUB ANTI-DISCRIMINATION POLICY

Betley Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Betley Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.

Betley Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Betley Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

