



AFC WIMBLEDON
SAFEGUARDING CHILDREN POLICIES AND GUIDELINES

SAFEGUARDING CHILDREN POLICIES AND GUIDELINES

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SECTION 1

1.1 - Safeguarding Children Policy endorsed by the Club Board of Directors

AFC Wimbledon's "Safeguarding Children & Adults Policy" is provided for use by AFC Wimbledon for the security and protection of all children, young persons and adults who work, train, play and visit AFC Wimbledon. This document also provides professional support and guidance for all staff.

AFC Wimbledon's "Safeguarding Children & Adults Policy" applies to Club's directors, officers, senior managers and all staff, paid or volunteers (whether full-time, part-time, temporary or seasonal), sessional workers, agency staff, consultants, interns / students, self-employed contractors or anyone working on behalf of AFC Wimbledon referred to in this Policy as "staff"

The overriding feature of this policy is that the safety and welfare of every child and adult that comes into contact with AFC Wimbledon through any of its activities is paramount. Safeguarding is everyone's responsibility and all staff and volunteers have a duty to safeguard the welfare of children at all times.

Joe Palmer Chief Executive

1.2 Aims of this policy

- To safeguard all Children and young people who interact with the Club.
- To provide a framework for guidance to staff both during the staff recruitment process and whilst carrying out their role for the club.
- To demonstrate best practice in the area of safeguarding Children.
- To provide guidance for parents to understand reporting procedures.
- To encourage a partnership between the club and parents/carers of children associated with the club.
- To ensure that coaches, parents and other adults who come in contact with children and young people provide good role models of behaviour.
- To promote high ethical standards throughout the Club

1.3 - Safeguarding Children Policy

AFC Wimbledon recognises and accepts its responsibility for the safety and emotional and mental well-being of those children and young people who come within the care of the organisation and its staff.

AFC Wimbledon accepts its responsibility in the belief that the welfare and protection of children and young people is paramount.

AFC Wimbledon will have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including a clear line of accountability for the commissioning and/or provision of service designed to safeguard and promote the welfare of children.

A full copy of this policy is available to all staff, players and parents etc. via the club website, the internal staff server and the FA PMA system. It is sent to all staff and parents via e-mail at least twice every season. It is important to the club that all young people are aware of the policy to that end we ask parents and coaches to make the players aware of it. The policy is also highlighted at Club registration nights and through the Academy Parents Liaison meetings on an ongoing basis.

1.4 - Scope of the Safeguarding Policy

The Club – refers to AFC Wimbledon, its staff and all activities it undertakes. In certain circumstances it may also refer to third parties with an entrusted responsibility for delivering club-supported activity.

For the purposes of this safeguarding policy document the term AFC Wimbledon also includes the AFC Wimbledon Academy which is responsible for nurturing and developing the club's future generations of players.

1.5 - Review of the policy

The policy will be reviewed yearly, or in the following circumstances:

- Following a recommendation within a serious case review and / or from the Local Childrens Services Board or any other regulatory body.
- Amendments to existing legislation, introduction of new legislation and /or government guidance.
- Any amendment in policy procedures or regulations as advised by the Football Association or EFL.
- As a result of any other significant change or event.

1-6 - Designated Persons

AFC Wimbledon in line with the FA policies and procedures has appointed a Designated Safeguarding Officer to deal with first reports of poor practice or abuse. This falls in line with the recommendations from the Football League and the Premier League.

The Designated Safeguarding Officer will receive the first reports of poor practice and or abuse and will liaise with the relevant services to report the concerns be it the Local Authority designated officer, the Police or the County FA Welfare Officer.

The Senior Safeguarding Manager (SSM) for the club is David Charles whose role is to oversee and review the implementation of the policy and procedures – he can be contacted at David.Charles@afcwimbledon.ltd.uk or office hours telephone 0208 547 3528

Designated Safeguarding Officer (DSO) is Frank Thompson who is the first point of contact for the organisation. If anyone has a safeguarding concern he can be contacted at Welfare@afcwimbledon.ltd.uk

Safeguarding Officer(s) (SO's) The Academy and the club have a number of Safeguarding Officers who will have Coaching, Admin and Stewarding / Safety roles throughout the organisation.

1.7 - Club Safeguarding Structure

As described above David Charles Operations Director will take leadership responsibility for the Club's safeguarding arrangements. Frank Thompson as Designated Safeguarding Officer, will also have an overview of all aspects of "Safeguarding" at the club.

In addition a **Senior Safeguarding Panel** made up of David Charles (**SSM**), Frank Thompson (**DSO**), the heads of **AFC Wimbledon Academy**, **AFC Wimbledon Foundation Trust** and a representative from the **AFC Wimbledon Women & Girls** will meet at least quarterly and as required to discuss current issues, review policy and procedure where required. In general terms the Panels role is to ensure that there is an efficient consistent approach to safeguarding across the scope of the umbrella organisations that are the known as or connected to the brand name of **AFC Wimbledon**.

Each strand of club business will have at least one ideally more members of staff who have completed the FA Safeguarding and FA Welfare Officer Workshops who can be identified as **Safeguarding Officer(s) (SO's)** whose role will be to promote best practice at all times and encourage staff to do uphold the safeguarding principles of the organisation. This includes match days and would be the ground safety officer (Head Steward) or their deputy.

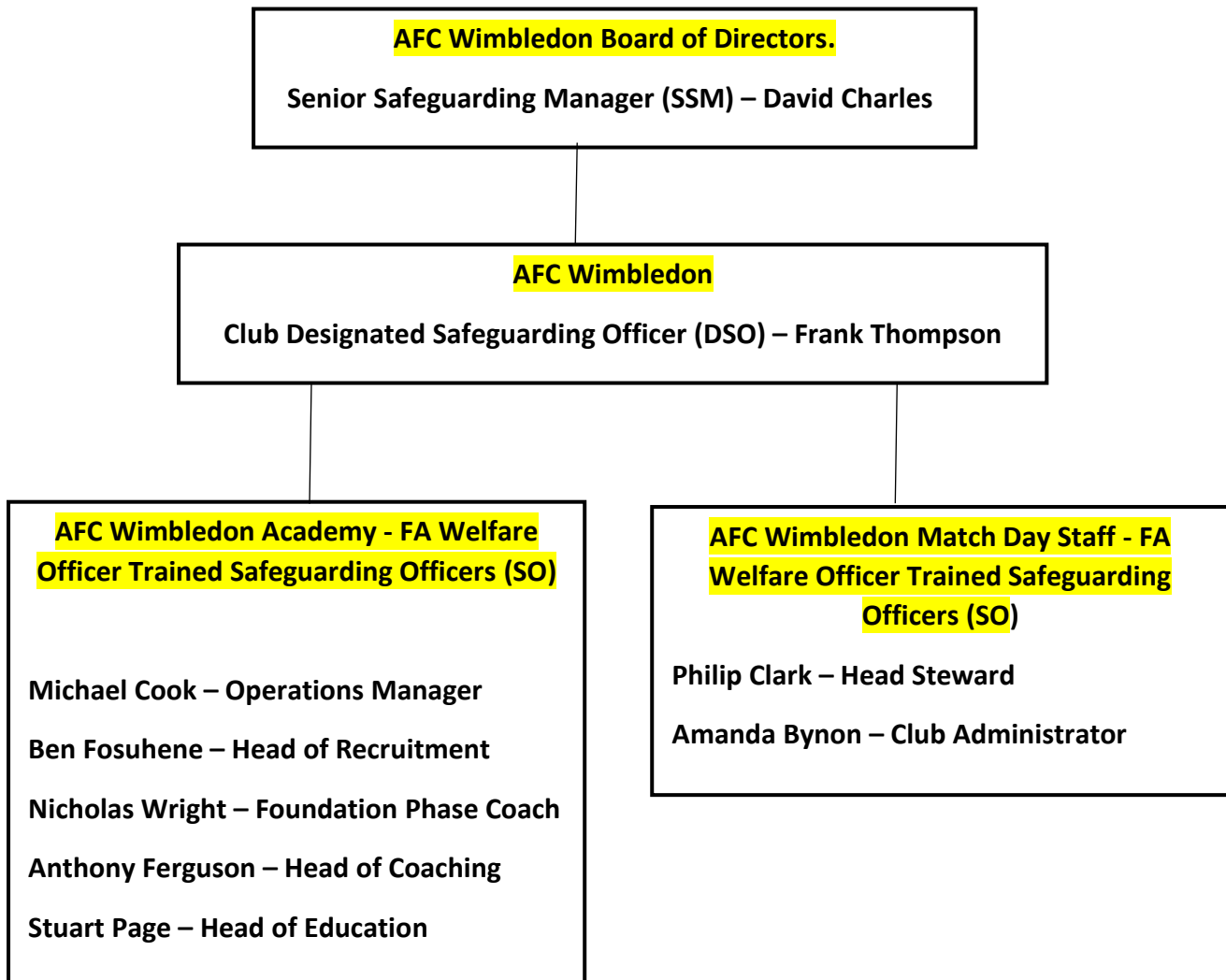
Additionally one of the **Safeguarding Officer(s) (SO's)** will be singularly responsible for ensuring the club databases accurately reflect the staff in their respective area of the club and that the safe recruitment process including any relevant DBS checks have been verified and completed.

The parents and carers of children and young people enrolling with AFC Wimbledon will be informed of The Club's "Safeguarding Children Policy "

Match Day: On match day the Head Steward and in their absence a deputy who has completed the FA Safeguarding Childrens Workshop training will be in place to handle any safeguarding issues arising from members of the public. They will in turn immediately deal with the issue at hand and report it immediately to the police if the situation warrants it and then to the Designated Safeguarding Officer as soon as practicable.

Unaccompanied Children In accordance with the Club's ticketing terms & conditions, the minimum age that a Child is permitted to attend a match at Kingsmeadow Stadium is 11 years old. Any person under 11 years must be accompanied by an adult 18 years or over.

AFC Wimbledon Safeguarding Structure



SECTION 2

2.1 - An Introduction to Safeguarding Children

Due to their statutory responsibility for children and young persons all Children's Services Departments have a set of procedures giving guidance and information on safeguarding children and responding to child abuse. A "child" or "young person" referred to in these Procedures is a person under this document contains the procedures that are designed specifically for AFC Wimbledon, in particular for all staff who come into direct contact with children and young people who may be, or may become, victims of abuse.

The safeguarding of all young people who come into the care of the AFC Wimbledon is the responsibility of all employees of the organisation. AFC Wimbledon is committed to ensuring that staff at all levels, have the knowledge and ability to contribute effectively to the

safeguarding of children. Our aim is to create a safe, secure environment for children and young people.

AFC Wimbledon staff working with young people will usually have built up good, trusting relationships. This may also mean that the young people come to see a member of staff as someone they can confide in and to whom they may go for help and protection.

These Procedures are intended to help all involved with the Club to understand more about Safeguarding, confront some issues and consider how they might respond to a given situation.

In the course of their work with young people, staff must be prepared to hear information about abuse, and to take seriously what they hear.

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2.2 - Raising Awareness

This Safeguarding Children policy is inclusive and the same actions should be taken regardless of the needs and background of the child or young person. The Club recognises however that some children and young people are disadvantaged by their experiences and would want to highlight the following.

Child abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken. It is also important that child abuse and child protection are openly discussed as this helps create an environment where people are more aware of the issues and sensitive to the needs of children. Open discussions also create environments that deter abusers.

Child abuse both within and outside of the family can occur anywhere. This means that if abuse is detected, it is highly unlikely to be the first time it has happened. It is therefore crucial that all allegations and suspicions are treated seriously and appropriate actions taken. An environment that explicitly attempts to identify and report abuse helps create a safer culture for children and young people.

Allegations may also relate to poor practice where an adult's or a peer's behaviour is inappropriate and may be causing concern to a young person within an organisation. Many children and young people will lack the skills or confidence to complain and it is therefore extremely important that adults in The Club advocate for children and young people.

Advocating for children and young people contributes to creating a safer culture for them.

2.3 - Poor Practice

Poor practice is unacceptable and will be treated seriously with appropriate action. Please see The Club's Discipline Policy. Any behaviour that contravenes existing Codes of Conduct, infringes an individual's rights and/or reflects a failure to fulfil the highest standards of care is an indication of poor practice. On occasions a child or young person may not be aware that poor practice or abusive is taking place, as they may deem the behaviour as 'acceptable'.

2.4 - Recognising Abuse

What follows is not a comprehensive guide to assessing child abuse, and must be seen in the context of the Club's Safeguarding Children training. The presence of one or other of these features will not necessarily mean that a child or young person has been abused and should not be seen in isolation, but may indicate that careful investigation (by an appropriately qualified person) is needed.

'Child Abuse' may be described as harm to a child or young person, or the failure by a person with responsibility for a child or young person to provide reasonable care, or a combination of both. Abuse may take the form of physical injury, sexual or emotional abuse or neglect. Harm

to a child or young person may be caused by a child or young person's parent or carer, a relative, a stranger or someone known to the child or young person, or even by another child.

2.5 - Key Safeguarding Terminology and Definitions:

Child – Defined in the Children's act (1989) as any person under the age of 18.

Adult at Risk – An adult (person aged 18 or over) who is receiving one of the following services:

Health care; relevant personal care; Social care work; Assistance in relation to general household matters by reason of age, illness or disability; Relevant assistance in the conduct of their own affairs or Conveying (due to age, illness or disability in prescribed circumstances)

Safeguarding – Preventative and reactional measures taken by the Club and Charity to ensure; the risk of harm or mistreatment to the welfare of Vulnerable Groups is minimised; the health or wellbeing of Vulnerable groups is not impaired when engaging in Club or Charity related activities; an environment exists that allows Vulnerable groups to be cared for safely and allows for the best possible outcomes for them and provides them with the best life chances possible.

Welfare – The health, happiness and fortunes of an individual and the humanitarian aspects of their life including personal need and physical and mental development.

Significant Harm - The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children.

Child Protection - The process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect.

Child abuse involves acts of commission and omission, which results in harm to the child. The four types of abuse are physical abuse, sexual abuse, emotional abuse and neglect.

2.6 - Definitions of Abuse

Physical abuse: Any deliberate act causing injury or trauma to another person, for example, hitting, slapping, pushing, kicking, burning, giving a person medicine that they do not need and/or that may harm them or application of inappropriate restraint measures.

Emotional abuse: Any act or other treatment which may cause emotional damage and undermine a person's sense of well-being, including persistent criticism, denigration or putting unrealistic expectations on vulnerable groups, isolation, verbal assault, humiliation, blaming, controlling, intimidation or use of threats.

Sexual abuse: Any act which results in the exploitation of children and adults at risk, whether with their consent or not, for the purpose of sexual or erotic gratification. This may be by an adult or by a young person who is intellectually, emotionally, physically or sexually more mature than the victim. This includes non-contact activities, such as indecent exposure, involving children or adults at risk in witnessing sexual acts, looking at sexual images/pornography or grooming them in preparation for abuse (including via the internet). Whilst legally Children aged sixteen have reached the age of consent for sexual activity, it is

unacceptable for any member of Staff to abuse their relationship of trust for sexual gratification.

Child sexual exploitation: A form of Child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a Child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.

Peer-on-peer abuse: Children and young people can be taken advantage of or harmed by adults and by other Children. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between Children and within Children's relationships (both intimate and non- intimate).

Neglect: Ongoing failure to meet the basic needs of children and/or adults at risk. Neglect may involve; failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect them from physical and emotional harm or danger, or the failing to ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to, basic emotional needs.

In an Activity setting, it may involve failing to ensure that children and/or adults at risk are safe and adequately supervised or exposing them to unnecessary risks.

Grooming: Grooming is defined as developing the trust of an individual and/or their family for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming can happen both online and in person.

Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children and/or adults at risk for the purposes of involvement in extremist activity is a serious safeguarding issue.

Female genital mutilation (FGM): Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital

Mutilation Act makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

Bullying: Repeated behaviour intended to intimidate or upset someone and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

Cyberbullying: The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. By definition, it occurs among Children. When an adult is the victim, it may meet the definition of cyber harassment or cyberstalking.

Bullying as a result of any form of discrimination:

Bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or

disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'.

Poor practice: This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of the child and/or adult at risk are not afforded the necessary priority compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing them in potentially compromising and uncomfortable situations, failing to ensure their safety, ignoring health and safety guidelines, giving continued and unnecessary preferential treatment to individuals.

Hazing: Any rituals, initiation activities, action or situation, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional well-being of Vulnerable Groups

Infatuations: Vulnerable Groups may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware, that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. Staff should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes aware that a Child or Adult at Risk may be infatuated with him/ her, or with a colleague, should discuss this at the earliest opportunity with the Club Designated Safeguarding Officer (or the Club Senior Safeguarding Manager in his/her absence).

Domestic violence: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged sixteen or over, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass but is not limited to psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence

Fabricate or induced illness: Fabricated or Induced Illness is easiest understood as illness in a child which is fabricated by a parent or person in loco parentis. The child is often presented for medical assessment and care, usually persistently, often resulting in multiple medical procedures. Acute symptoms and signs of illness cease when the child is separated from the perpetrator.

Forced Marriage: A marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities or children, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial and sexual pressure. A Forced Marriage is different from an arranged marriage, which is a marriage entered into freely by both parties, although their families take a leading role in the choice of partner. The Anti-social Behaviour, Crime and Policing Act 2014 made it a criminal offence (which can result in a sentence of up to 7 years in prison) to force someone to marry.

Private fostering: A privately fostered child is a child under 16 (or 18 if disabled) who is cared for by an adult who is not a parent or close relative where the child is to be cared for in that home for 28 days or more. Close relative is defined as "a grandparent, brother, sister, uncle or aunt (whether of the full blood or half blood or by marriage or civil partnership) or step-parent". A child who is Looked After by a local authority or placed in a children's home, hospital or school is excluded from the definition. In a private fostering arrangement, the parent still holds Parental Responsibility and agrees the arrangement with the private foster

carer. A child (as per definition above) placed with a host family for 28 days or more is in a private fostering arrangement and therefore Clubs with host families should inform and work with their local authority ensuring that they meet legislative and local procedural requirements.

County Lines: County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and adults at risk to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines, and includes for instance children forced to work on cannabis farms or to commit theft.

2.7 - 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 signs and indicators 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. Never allow a child or young person’s disability or cultural difference to explain away concerns.

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.

2.8 - Grooming

Grooming is when someone builds an emotional connection with an individual to gain their trust for the purposes of abuse or exploitation. Many children or other vulnerable people don't understand that they have been groomed, or that what has happened is abuse. Grooming happens both online and in person. Groomers will hide their true intentions and may spend a long time (this could be years) gaining an individual's trust. They may also try to gain the trust of the whole family so they can be alone with the person.

Grooming activity may include:

- offering advice or understanding
- buying gifts
- giving the child attention
- using their professional position or reputation
- taking them on trips, outings or holidays.
- using secrets and intimidation to control children

Once they have established trust, groomers will exploit the relationship by isolating the individual from friends or family and creating a dependent relationship. They will use any means of power or control to make the individual believe they have no choice but to do what they want.

Groomers may introduce 'secrets' as a way to control or frighten the individual. Sometimes they will blackmail them, or make them feel ashamed or guilty, to stop them telling anyone about the abuse.

2.9 - Child Sexual Exploitation Policy:

Child sexual exploitation is a crime with devastating and long lasting consequences for its victims and their families. Childhoods and family life can be ruined and this is compounded when victims, or those at risk of abuse, do not receive appropriate, immediate and on-going support. The first response to children, and support for them to access help, must be the best it can be from social workers, police, health practitioners and others who work with children and their families. In Putting Children First (July 2016) the Government set out its ambitions to support vulnerable children to lead safe and positive lives, to become successful adults and to have the kind of happy childhood that we want for all our children. We want children and families to have confidence in turning to practitioners for help and protection from abuse, neglect and exploitation. This help and protection should be provided in a timely, enduring and flexible manner, and be the best it can possibly be. This requires children, parents and carers affected by child sexual exploitation to feel part of the solution and confident they will be believed. Practitioners should work together to reduce the immediate risk of harm to children and collaborate to develop long term strategies to improve children's life chances. This applies as much to child sexual exploitation as to other forms of abuse or neglect. The hidden nature of child sexual exploitation and the complexities involved means professional curiosity, and always being alert to the issue, is vital.

2.10 – Children with special educational needs and disabilities².

AFC Wimbledon recognises that some children can face additional safeguarding challenges. All AFC Wimbledon staff should be aware of the SEN Code of Practice Government Guidance 2015.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf.

2.11- Mental & Emotional Wellbeing

AFC Wimbledon recognises and accepts its responsibility for the safety and emotional and mental well-being of those children and young people who come within the care of the organisation. This also includes all our staff whether full time / part time or as a volunteer. The club will do as much as possible to support those who need help and will set in place arrangements so that this important area of safeguarding can be addressed. This includes but is not limited to the club DSO working closely with the FA and EFL as well as other National

and Local Authority partners that work in this specific arena. Important topics include but are not restricted to:

- The proactive sharing of awareness communications and material from Football partners and National Organisations with parents and players as well as regular appropriate update
- Awareness training for all staff upon induction which ensures every member of staff is aware how to report / refer such matters.
- To be included in all staff CPD training.
- To promote and increase the visibility of mental health & emotional wellbeing including the FA's Heads Up Campaign and related EFL and Mind programmes throughout the club.

Anyone who is concerned about the mental or emotional wellbeing of a child or staff colleague whether in a football setting or otherwise should report / refer the matter through the normal safeguarding procedures adopted by the club. The Club DSO should be made aware of any such report / referral in a timely manner. The club DSO along with the club SSO will be responsible for arranging whatever support is thought appropriate.

SECTION 3

3.1 - AFC Wimbledon and Inclusion

AFC Wimbledon believes that all children and young people are entitled to be given the opportunity to play a full part in society. The objectives of this Inclusion policy are to put into place structures to empower all children and young regardless of race, disability; gender, cultural background or sexual orientation. For further detail please refer to the club Equality and Diversity Policy.

The Club is committed to meet the individual needs of all young people who take part in any Club activity by:-

- Creating an environment where all needs are identified and subsequently met;
- Creating an environment where all children are treated with respect, feel valued, motivated and confident about themselves and their work;
- Establishing an ethos whereby all children and their families feel valued;
- Encouraging parents to be involved integrally with the process and development of their child in any Club activities;

- Recognising that all children and young people have a right to express his/her views whatever their abilities in communication;
- Ensuring that all staff have the ability to work supportively and positively so that, within their skill area, they are empowered to fulfil The Club's policy;
- Ensuring that all staff working with children with disabilities, including full-time and part-time staff are confirmed by DBS/ISA as suitable adults to work with children and young people;
- Ensuring that all staff are trained in, and adhere to, the Safeguarding Policy & Procedures; to provide staff with the skills and professional knowledge of how to work effectively with young people with disabilities and to continue to identify the changing need of resources.

3.2 - Anti-Bullying Policy

AFC Wimbledon is committed to providing a safe and friendly environment for all staff, volunteers and associates so that they can participate in The Club's functions in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable in our Club. If bullying does occur, all Club staff, volunteers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. The Club expects that anyone who knows that bullying is happening is expected to tell their line manager.

3.3- Anti-Bullying Policy - Objectives

- All Club staff, volunteers and parents/carers should have an understanding of what bullying is.
- All Club staff and volunteers should know what The Club policy is on bullying, and follow it when bullying is reported.
- All children, young people and their parents/carers should know what The Club policy is on bullying, and what they should do if bullying arises.
- The Club takes bullying seriously.
- Bullying will not be tolerated.

The importance to respond to Bullying. 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. The impact upon a child or young person can be devastating and in some cases affect all aspects of their life, in extreme circumstances it can lead to suicide threats or even attempts.

Bullying Signs and Symptoms

"Bullying is the deliberate attempt by an individual or group to hurt, torment, tease, frighten or upset someone causing him/her to feel intimidated uncomfortable or unhappy. Bullying includes racist and homophobic behaviour." Bullying can be the physical, mental or emotional abuse of a person. It can take many forms, some more obvious than others. The following are examples of bullying that coaches should watch out for:-

- Says he or she is being bullied
- Is unwilling to go to Club sessions
- Becomes withdrawn anxious, or lacking in confidence
- Comes home with clothes torn or training equipment damaged
- Has possessions go 'missing'
- Asks for money or starts stealing money
- Has unexplained cuts or bruises
- Gives improbable excuses for any of the above.

In more extreme cases:

- Starts stammering
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

3.4 - Anti-Bullying Procedure

1. Report the bullying incident(s) to the Academy Manager / Designated Safeguarding Officer. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
2. In any case of serious bullying, the incidents should be referred to the Designated Safeguarding Officer for advice.
3. The Parents of the victim and accused should be informed and will be asked to come in to a meeting to discuss the incident(s).
4. If necessary and appropriate, the Police will be consulted.
5. Attempt(s) will be made to help the bully (bullies) change their behaviour.
6. If mediation fails and the bullying is seen to continue The Club will initiate disciplinary action.

Anti-Bullying Recommended Action

If the Designated Safeguarding Officer decides it is appropriate for the club to deal with the situation they should follow the procedure outlined below:

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 panel consisting of Designated Persons, the Coach and the Academy Manager and/or Designated Safeguarding Officer should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.

3. The same panel should 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 should again be taken and agreed.

4. If bullying has in the panel's view taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.

5. The Club should monitor the situation for a given period to ensure the bullying is not being repeated.

6. Relevant individuals such as coaches involved with both individuals, should be made aware of the concerns and outcome of the process i.e. the warning.

3.5 - Adults and Abuse

AFC Wimbledon activities may include adults. In particular adults will be present at match day events, other large scale events and some foundation activities. Club staff have a duty to refer any concerns they may have about an individual, group or an adult who works with adults who may be vulnerable or at risk of harm.

To assist working through and understanding this policy a number of key definitions need to be explained:

Adult at Risk is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

- **Abuse** is a violation of an individual's human and civil rights by another person or persons. See section 5 for further explanations.
- **Adult** is anyone aged 18 or over.
- **Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.
- **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

In the UK, the Care Act 2014 provides a useful list of different categories of abuse that adults may be subjected to these are:

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, and forced labour and domestic servitude.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

3.6 - Anti Radicalisation and The Prevent Duty

From 1 July 2015 all schools and childcare providers were required, under section 26 of the Counter Terrorism and Security Act 2015, to have due regard to the prevention of people from being drawn into terrorism. This legislation is primarily aimed at the education system. However, all agencies having contact with young people must adhere to the prospect of preventing radicalisation. AFC Wimbledon must adopt the strategy laid down by law to ensure the safeguarding of all. 'The general risks affecting children and young people may vary from area to area, and according to their age. Schools and childcare providers are in an important position to identify risks within a given local context. It is important that schools and childcare providers understand these risks so that they can respond in an appropriate and proportionate way.' 'There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology.' 'As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views.' 'The Prevent duty does not require teachers or childcare providers to carry out unnecessary

intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern.'

In these cases the general safeguarding principles apply to the 'Keeping Safe' from radicalisation as per the general safeguarding relevant statutory guidance and AFC Wimbledon policy. Any concerns of a young person being at risk demonstrated by behaviour on or off the pitch, views posted online or concerns from family or friends should be referred to the Designated Safeguarding Officer.

3.7 - AFC Wimbledon Safe Recruitment Policy

No individual will be recruited on a temporary or permanent basis to a 'Position of Trust' without satisfactory Clearance from the Disclosure and Barring Service (DBS) for safeguarding purposes.

AFC Wimbledon is the registered body for AFC Wimbledon of the Disclosure and Barring Service (DBS) and uses the Disclosure Service to assess the suitability of any applicant to work with children and young people. No applicant, conditionally offered a position of trust with AFC Wimbledon should start work with the organisation before a satisfactory clearance has been received. This will be a Football Association DBS clearance. Whilst awaiting clearance of a DBS, a risk assessment will be undertaken and placed on file.

An individual applying for a post which involves contact with children / young people must provide two references, one of which normally should be from their current employer.

All staff in a position of trust will be required to undergo regular DBS Clearances, normally every 3 years, as a condition of their employment.

Should an individual's DBS reveal any convictions, AFC Wimbledon must consider whether the nature of the offence / offences renders the person concerned unsuitable for working with children and young people. In such circumstances, when the nature of any Disclosure has to be considered, a formal interview will be necessary. The panel will conduct a risk assessment as to the suitability of the person for work with children/ young people at AFC Wimbledon.

All new staff joining the workforce will complete an induction to the club and this will include suitable safeguarding training relevant to their role.

3.8 - Portability' of Enhanced Disclosures Policy

AFC Wimbledon does not accept 'Enhanced CRB Disclosures' from other organisations or umbrella organisations than the Football Association (FA) because of the risks of the process which is known as 'portability'.

The risks are that the Enhanced Disclosure:-

- Could have been tampered with by scanning, editing and reprinting.
- Does not belong to the person concerned or has been gained by using false I.D.
- Has not been carefully checked e.g. the postcode or name spelling may be incorrect which means it may not hold the correct information about the person.
- Was not completed for the same type of position and has, therefore, not does not provide 'full intelligence' information from the police. Intelligence is provided by the police according to

the post applied for and may include allegations against the person that the police consider relevant even if there has not been a conviction. May have had 'Additional Information' provided with it. This information that the applicant does not know has been released and is effectively only known to the organisation that sought the disclosure. This is hidden information which, legally, cannot be shared with anyone.

3.9 - Risk Management

Instinctively individuals assess the potential for risks when planning activities including Trips, Tours and Tournaments whether in the UK or abroad. This follows The Club's Health & Safety Policy. However to ensure the welfare of children and young people within The Club's care, it is important to always ask the following basic questions.

- What is the activity?
- What are the ages involved?
- Where is the activity going to take place?
- Are there any special needs within the group?
- Are these mixed groups?
- What experiences and qualifications do the organisers have?

It is important to consider the familiarity of the venue and the level of responsibility individuals will have for an activity. The principle for assessing potential risks remain the same whatever the activity, therefore you need to consider these and decide what ratios each activity will require of adult(s) to children to be appropriate to ensure the safety of all. The Child

Protection in Sport Unit recommends 1:10 although good practice would stipulate 1:8 as a more appropriate ratio. The full Club Health & Safety policy is available via the CEO, Academy Manager or lead Designated Safeguarding Officer.

3.10 - A 'Position of Trust'

"It is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people (Sexual Offences Act 2003)".

It must be understood that the notion of 'relationships of trust' applies as much to young people who have taken on a leadership role as it does to adults involved in football. "The inequality at the heart of a relationship or trust should be ended before any sexual relationship begins". Caring for Young People and the Vulnerable? Guidance for preventing abuse of trust (Home Office 1999).

Please note: young people aged 16-18 can legally consent to sexual activity for example sexual intercourse; however, they are still legally defined as a Child under the Children's Act 1989. Thus, if you engage in an intimate or inappropriate relationship with a young person whilst in a position of trust with AFC Wimbledon, it will be viewed as a breach of The Football Association Regulations and as such will result in disciplinary action. Hence AFC Wimbledon will be obliged to notify the matter to The FA.

3.11 - A 'Duty of Care'

Because of your role and responsibilities at AFC Wimbledon, you have a 'Duty of Care' towards all the children and young people you come into contact within the course of your employment.

- Sport provides easy access for someone who wants to harm children. 'Positions of Trust', working with children and young people, will only be offered subject to a DBS Clearance and two satisfactory references one of which must be from the most recent previous employer
- The close proximity of staff in an intense and competitive atmosphere places child and adult in vulnerable situations.
- Relationships between staff and young people must, at all times, be totally professional.
- Sport is uniquely placed to contribute towards safeguarding the welfare of children and young people.

3.12 - Gifts and Favouritism

Staff should take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

The Club recognises that there are occasions when Children or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a "thank you", and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value as this may be misinterpreted by others. Staff should report any gifts received to their line manager.

Similarly, it is not permitted for staff to give personal gifts to Children. This could be misinterpreted as a gesture either to bribe, or to single out the Child. It might also be perceived that a "favour" of some kind is expected in return.

Any reward given to a Child must first be agreed with the staff member's line manager as part of a structured reward system in line with the departmental policy and not based on favouritism.

3.14 - The Employment of Young People

There are specific legal obligations that will need to be achieved prior to a young person (under the age of 18) commencing either paid or voluntary work with The Club. For current and precise information please contact the Designated Safeguarding Officer.

The use of Young People for promotional activities may be considered as employment even if they are unpaid.

In order to 'employ' young people in the United Kingdom, the regulations require:-

- a) A licence from the local Education Authority must be obtained if the activity is of five days or more.

b) Written confirmation from the Head Teacher at the young person's school, where 'Leave of Absence' is required during term time and/or it may affect their educational attainment.

c) Applications for the licence (obtainable from the Education Welfare Service) should be received by the Authority at least 21 days before any performance.

d) Completed application forms should be returned with:

- A copy birth certificate or other satisfactory evidence of a young person's age
- Two identical, signed, recent photographs
- A draft contract or agreement relating to the performance
- A signed medical certificate from the young person's doctor.

3.15 - Youth Loans, Trials & Work Experience (Academy Players)

Should an AFC Wimbledon Academy player or young professional, under the age of 18, join another club on trial, work experience or a FA League Youth Loan, the Academy will seek written parental consent. This will be additional parental consent sought prior to the start of every season.

Consideration will also be given to the player's educational programme, travel and accommodation arrangements. If the new club is not located within a reasonable travelling distance from the player's current address AFC Wimbledon will insist that, where possible, players are placed in host family accommodation during their time away from the Club and not in hotel accommodation unless their parents are accompanying them during their stay.

AFC Wimbledon will request parental consent, full medical history and injury disclaimer prior to any trial or work experience for any player under 18 joining the Club. Should accommodation be required during a trial period a host family will be provided or if the player's parent/guardian is also travelling with the player, then a local hotel may be used as an alternative?

3.16 – U18 playing within the Development/First Team Squad (Academy Players)

One of the foremost aims of AFC Wimbledon is to develop Players to become part of the Development and Senior squads at the Club. AFC Wimbledon acknowledges its responsibility to safeguard the welfare of every Player who has been entrusted to its care and is committed to working to provide a safe environment for all.

The Club recognises that as Players progress through to the Development squads' specific guidance and consideration are to be given to areas off field and are needed to ensure that they are given equal opportunity to develop their footballing talent.

Whilst Players under the age of 18 are taking part in activities relating to the Development squad and First Team, the Club will continue to ensure that they fulfil their obligation of duty of care towards the Players and safeguard the welfare of children and young people by taking all reasonable steps to ensure they are protected from harm. The club adopts and follows the EFL Guidelines on this matter a copy of which can be found at Appendix O of this document. The club through the Academy Education Officer ensures that any time missed in educational studies is recouped with close liaison

involving the education provider, the League Football Education Officer and himself through the existing 12 week review process.

3.17 – Private fostering:

AFC Wimbledon does not operate a privately fostered childrens scheme. However by definition a privately fostered child is a child under 16 (or 18 if disabled) who is cared for by an adult who is not a parent or close relative where the child is to be cared for in that home for 28 days or more. Close relative is defined as “a grandparent, brother, sister, uncle or aunt (whether of the full blood or half blood or by marriage or civil partnership) or step-parent”. A child who is Looked After by a local authority or placed in a children’s home, hospital or school is excluded from the definition. In a private fostering arrangement, the parent still holds Parental Responsibility and agrees the arrangement with the private foster carer. A child (as per definition above) placed with a host family for 28 days or more is in a private fostering arrangement. AFC Wimbledon would if we were to have host families inform and work with their local authority ensuring that they meet legislative and local procedural requirements.

SECTION 4

4.1 - Safeguarding General Staff Code of Conduct - Introduction

- All Staff must have a working knowledge of the Club’s Safeguarding policy and follow this Code of Conduct.
- All staff will receive safeguarding training as part of their induction process. They should ensure they are aware of who to report any concerns to and the Safeguarding structure of the club.

- All staff working in the academy must read Keeping Children Safe in Education (2018) Guidance (as a minimum Part one) as part of their safeguarding training. This will be added to the staff members self declaration form.
- All staff must ensure their CRC and Safeguarding and Emergency Aid qualifications where their individual role necessitates it are kept up to date. They must also attend all CPD related safeguarding training events and generally keep abreast of current safeguarding issues and trends.
- This Code of Conduct applies to all activities that operate under the auspices of the Club at any site.
- There are roles and activities which carry their own specific Code of Conduct and should be used in conjunction with the Safeguarding General Code of Conduct. All staff must ensure that they receive, read and comply with the Code of Conduct for the activity they are engaged in prior to commencing that role or activity.
- The aim of the code of conduct is to provide guidance on best practice which should:
 - safeguard children or adults at risk attending or participating in an event
 - safeguard staff involved in that event

4.2 – Staff Induction / Ongoing CPD Policy

All staff will receive safeguarding training as part of their induction process. They should be in no doubt about the existence of the policy, its content, or exactly who to report any concerns to and the Safeguarding structure of the club. The club will ensure across every department that all new staff that come into contact with children or young people will receive safeguarding induction training. Heads of departments or volunteer leads will be responsible for delivering this as well as ensuring that safeguarding is included in all ongoing CPD training.

4.3 - Code of Conduct

1. Do not allow yourself to be in a situation alone with a child or adult at risk; ensure that you can be observed by another adult at all times.
2. Do not divulge personal details, contact telephone numbers or details about your personal life to any child or adult at risk known to you through your role at the Club.
3. Do not go into a toilet with a child who is or appears to be under the age of 18 or an adult at risk. If asked by a mother to escort her son to the toilet you must refuse, but assist that mother to use a disabled toilet so that she may supervise the child or adult at risk directly herself. This applies equally if a father with a daughter asks. It is reasonable for you to assume the adult is the parent or designated person without checking. However, if there is anything about the child's or adult at risk's behaviour that suggests they do not know the adult or that they are distressed in any way, ask them if everything is all right.
4. Report a negative or worrying response to your Supervisor straight away or depending on the context of the situation report the matter directly to the Designated Safeguarding Officer or another Senior Officer at the site the incident is on.
5. If you see conduct, hear comments or are in any way alerted to concerns about an individual in contact with a child or adult at risk, then you should raise this with the Designated Safeguarding Officer for further guidance in the first instance. If you consider that a child is in immediate and direct danger then seek protection and advice from the police immediately, then contact the Club's Designated Safeguarding Officer straight away. However, if you consider that an adult at risk is in immediate and direct danger then seek their consent to call the police immediately, then contact the Club's Designated Safeguarding Officer straight away.

6. Do not detain an individual by physical means. You may ask them to wait with you whilst a colleague meets up with you.
7. Where a safeguarding incident occurs or is suspected ensure that at least one member of staff attending is the same gender as the child or adult at risk.
8. In the event that you discover a child under the influence of alcohol or other substance report this to your Supervisor.
9. Do not give sweets or gifts, however small or insignificant to you, to any child or adult at risk you have contact with whilst acting for the Club. Your actions could be misunderstood and you are not helping the child or vulnerable adult to develop a healthy awareness of individuals not known to them.
10. If a child or adult at risk becomes tactile with you (e.g. holds your hand, tries to sit on your lap or cuddle you,) in the gentlest manner possible ask them not to. It is acceptable to say something along the lines of 'we don't know one another well enough to be that friendly' or 'it is important for you to stay with your daddy/mummy' or 'I'd rather you sit next to me than on my lap then we can both see what the others are doing'. When greeting a child or adult at risk for the first time it is acceptable to shake their hand.
11. If a child or adult at risk is distressed, crying or frightened it is important not to try to cuddle or draw them to your body. You may be trying to comfort as you would your own family, but they are not and you do not know what your action will mean to them. Approach and ask them quietly but audibly, if they can tell you what is wrong, as you want to help. Should they lean in to you or attempt to cuddle you then squat down to their level, ask if you can put one arm around the top of their shoulders (not across their back) as they seem very sad. Do not place the other arm across the front in a full embrace. Care must be taken not to impose the supporting adult's need to comfort and make them feel better. In all circumstances, situations of this nature must be reported to a Manager and the Safeguarding Services Manager in order that a record can be kept.
12. You must not accept social invitations to any event from a child, adult at risk or their family where you have met them through your role with the Club. In some rare situations this might be appropriate, but, in all circumstances this must have been agreed with the Safeguarding Services Manager prior to the contact taking place.
13. You must not take photographs and/or use images for personal use of any child, adult at risk or their family where you have met them through your role with the Club. If asked by the family to take a photograph of them with their camera then this is permitted.
14. You should not encourage children or adults at risk to tell you their secrets, nor must you tell them any – even nice ones about parties or presents.
15. You should not attempt to engage children or adults at risk in conversation about their feelings e.g. whether they have a boy/girlfriend (irrespective of their age or for fun) and do not whisper things that any adult within close proximity could not hear.
16. You should not promise to get access to or an autograph from a player, manager or other prominent figure. If the opportunity presents itself for a child or adult at risk to be given appropriate access to such an individual then it should be encouraged but no personal credit should be taken for it actually happening.

17. You must not accept gifts from children, adults at risk or their designated carer (this includes money). If they want to show their appreciation of the time you have given them then ask them to send you a picture they have drawn or a painting of the Club's mascot. Should you receive any such token then make the Safeguarding Services Manager aware so this can be noted and should reference in the future be made to it, it will be deemed to be common knowledge.

18. Be aware of the language, tone and manner of delivery of instructions being given. At no time should you use language that could be considered offensive, obscene or profane around children or adults at risk. Remember that some 'common usage' words are inappropriate around vulnerable groups. Also, bear in mind religious and cultural sensitivities. If you do use such language then you should apologise immediately for it and explain that adults should not speak like that. If an adult confronts you, having heard you using poor language, you should accept that you did, adopting the same approach by way of apology.

19. Should you become annoyed, angry or in any way disgruntled you must ensure that this is not evident to a child or adult at risk in your vicinity, whether they have contributed to your state or not. You must distance yourself from the cause of your ill feeling and regain composure as quickly as possible. If taking this action would mean leaving a colleague alone with a child or adult at risk you should instead move to the periphery of the group / individuals to compose yourself.

20. If you see a colleague beginning to become unsettled, and you are not the cause of this, you should suggest they take time out. You must ensure this does not mean you are left alone with any child or adult at risk. Commenting that they seem disgruntled can restore the equilibrium. If you are in some way the cause for their feelings then seek the intervention of a supervisor or third party to assist you both.

21. You must never physically or verbally chastise a child or adult at risk. You must engage the parent/guardian or designated carer who is responsible for them and request they take suitable action for the behaviour that has occurred. In doing so, you should not suggest or permit physical chastisement and, wherever possible, you should promote them discussing the problem that has arisen and its appropriate resolution in private away from the main group. Should the designated adult become verbally or physically aggressive with you, the child or adult at risk then immediate assistance should be sought. In all circumstances you must do everything possible to prevent the child or adult at risk being hurt.

22. If the activity you are engaged in involves changing clothing, then the supervision of changing must be with the assistance of their parent, guardian or designated carer and never with your direct involvement. A private area must be available for them to change in privacy; children and adults at risk should not be made to change en mass in an area not designated for changing. You must not be present in the private area used for changing. No other adult, including individual parents or carers, should be in this general area whilst changing occurs unless a specific individual requires that level of attention. The removal of tracksuits pitch side is exempt from this protocol.

24. You must not arrive for work under the influence of alcohol or any other substance and do not consume alcohol or use any other illegal substance during your shift.

25. Ensure that you know how to contact your Supervisor in an emergency including reporting a missing/lost child or adult at risk.

26. You must wear your Club uniform where one has been provided and any identification that you have been issued with at all times.

27. The Club has a number of Codes of Conduct which are applicable to Club activities. All staff must read and comply with the Safeguarding General Code of Conduct at all times. In addition, there are roles and activities which carry their own specific Code of Conduct and should be used in conjunction with the Safeguarding General Code of Conduct. You must ensure that you receive, read and comply with the Code of Conduct for the activity you are engaged in prior to commencing that role or activity:-

There are other documents such as consent forms and codes of conduct applicable to players, parents, spectators and others connected to the club which are also incorporated in this policy including:

- Player Code of Conduct Consent Document
- Parent Code of Conduct Consent Document
- Spectator Code of Conduct
- Club Social Media Policy Consent Document
- Club WhatsApp Group Policy Consent Document
- Player Contact information / Photography Consent Document
- Staff Code of Conduct Consent Document

This list is not exhaustive, there may be from time to time documents added or whist not listed here other club documents that will still be recognised as part of this policy and considered as such.

SECTION 5

5.1 - Disclosure

The term disclosure in this context is used to describe the sharing of child protection concern(s) by one individual to another and not DBS the formal record of an individual's relevant convictions. There is a legal and moral responsibility to report any concerns about a child or young person in any context. AFC Wimbledon 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 or not the child or young person is involved in football.

5.2 - Management of Allegations made by a Child

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 Children's Services or the Police for guidance.

5.3 - Management of Allegations against a Child by a Child

Any allegation concerning the abuse of a child by another child must be dealt with by normal protection procedures. Any such allegation should be reported immediately to the Designated Safeguarding Officer A decision, based on the advice of the Local Authority Designated Person (LADO), will be made as to whether the alleged abuser should continue with the Club activities because of the risk they may pose to others.

5.4 - Management of Allegations against a Member of Staff

In compliance with “Working Together to Safeguard Children 2015”, in respect of cases in which it alleged that a member of staff who works with children/ young people has:

“Behaved in a way that has harmed or may harm a child; possibly committed a criminal offence against or related to a child;

Behaved towards a child / young person in a way that indicates she/he is unsuitable to work with children”,

AFC Wimbledon will ensure that the matter is immediately reported to the Local Area Designated Officer (LADO) Children’s Services. Suspension should be considered in any case where there is cause to suspect that a child is at risk of significant harm or the allegations warrant investigation by the police. AFC Wimbledon will comply with the advice of the LADO in such circumstances. In all cases it must be understood that suspension is a neutral act and does not prejudice guilt. The fact that a person tenders their resignation or ceases to provide their services must not prevent the continuation of the prescribed procedure.

Every effort must be made to maintain confidentiality and guard against publicity while an allegation is being investigated in order to protect the child/ young person and to protect the person against whom the allegation has been made.

AFC Wimbledon will register with the Independent Safeguarding Authority as an organisation which requires updates on individuals employed to work with children/ young people. In the event of an employee becoming ‘barred’, AFC Wimbledon will invoke its disciplinary procedures and reach a decision based on the information obtained. It may be the case that AFC Wimbledon decides to terminate the individual’s employment with The Club on the basis that the individual is unable to fulfil the requirements of the position they hold. It would be permissible for The Club to offer the employee another position at AFC Wimbledon for which ISA Registration is not applicable. An ISA bar overrules any internal preference AFC Wimbledon may have. If a person is barred, they must be removed from a regulated activity.

Inappropriate behaviour will not necessarily lead to suspension, but the LADO may impose conditions for continued employment. Compliance with these conditions will be monitored by the LADO. An internal disciplinary procedure may take place at the discretion of AFC Wimbledon.

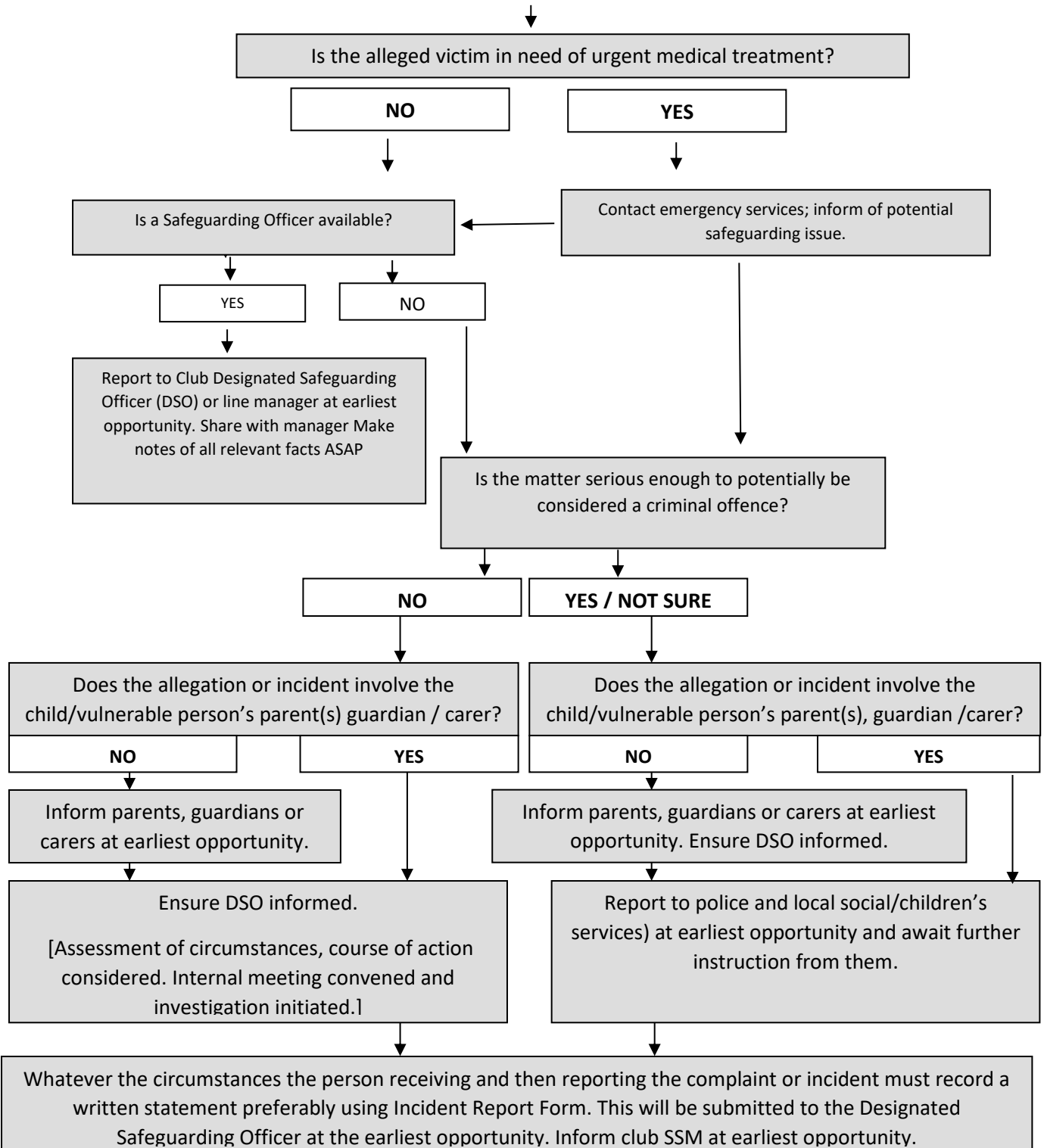
All incidents or allegations of physical or sexual abuse or behaviour which might be considered ‘unsuitable’ involving a member of staff must be reported immediately to the Designated Safeguarding Officer who will, in turn, contact the Local Authority Designated Officer (LADO).

The Local Authority Designated Officer will then advise the Designated Safeguarding Officer of the course of action to be taken. This may involve the suspension of the member of staff against whom the allegation has been made. At all times complete confidentiality and sensitivity must be maintained.

5.5 - Responding to a concern, incident or allegation. The flowchart presented below details the immediate response to an incident or concern involving a child or other vulnerable person.

STAY CALM – REASSURE – TAKE SERIOUSLY – NO PROMISES – FEW QUESTIONS – FOLLOW GUIDE

A child or other vulnerable person* has disclosed concerning information to you OR you have witnessed or had reported to you an incident or complaint involving a child or other vulnerable person*, which may be considered abuse or poor practice.



5.6 - Whistleblowing Policy

All organisations face the risk of things going wrong or of unknowingly harbouring malpractice. AFC Wimbledon believes it has a duty to identify such situations and take the appropriate measures to remedy the situation. By encouraging a culture of openness within our organisation AFC Wimbledon believes it can help prevent malpractice - prevention is better than cure. That is one of the aims of this policy.

By encouraging a culture of openness AFC Wimbledon wants to encourage its employees to raise issues which concern them at work. Employees have a right and duty to raise matters of concern they may have about the services being offered by the Club or serious malpractice associated with them. Employees may be worried that by reporting such issues they will be opening themselves up to victimisation or detriment, or risking their job security. However, all staff are protected by law if they raise concerns in the right way. Provided they are acting in good faith, it does not matter if they are mistaken.

By knowing about malpractice at an early stage AFC Wimbledon stands a good chance of taking the necessary steps to safeguard the interests of all staff and protect the organisation. In short, please, do not hesitate to “blow the whistle” on malpractice.

The policy is designed to ensure employees raise concerns properly and to ensure that mechanisms exist in The Club whereby issues raised by employees will be addressed quickly and effectively. The policy also sets out the legitimate course of action, which may be taken by the worker to raise issues with parties outside AFC Wimbledon if an issue is not addressed by The Club, or it is felt that by raising it internally may lead to evidence of malpractice being concealed.

The purpose of the policy is to outline how employees may deal with concerns about other employees and/or service provision which may have an impact or threaten the wider public interest.

It should be specifically noted that it is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people (Sexual Offences Act 2003). i.e. “Position of Trust”

It must be understood that the notion of ‘relationships of trust’ applies as much to young people who have taken on a leadership role as it does to adults involved in football. “The inequality at the heart of a relationship or trust should be ended before any sexual relationship begins”. Caring for Young People and the Vulnerable? Guidance for preventing abuse of trust (Home Office 1999).

Please note: young people aged 16-18 can legally consent to sexual activity for example sexual intercourse; however, they are still legally defined as a Child under the Children’s Act 1989. Thus, if you engage in an intimate or inappropriate relationship with a young person whilst in a position of trust with AFC Wimbledon, it will be viewed as a breach of The Football Association Regulations and as such will result in disciplinary action. Hence AFC Wimbledon will be obliged to notify the matter to The FA.

The full policy can be found in Appendix M.

5.7 - Complaints Policy

In order to ensure that complaints that contain safeguarding issues are centrally recorded and actioned appropriately, the following procedure has been agreed:

Safeguarding concerns raised with the Club

Any safeguarding disclosure received which states a complaint is running alongside a safeguarding investigation – The Designated Safeguarding Officer Lead will notify the Board of the complaint. If appropriate, the Designated Safeguarding Officer Lead will send copies of minutes of the relevant meetings, planning, agree next steps and conclusion.

Safeguarding Disclosures which identify they have been closed as a referral and should be treated as a complaint not a safeguarding issue - The Designated Safeguarding Officer Lead will notify the Board of the information received and decide who will manage the complaint.

Any complaints received which potentially have safeguarding issues.

The Club Safeguarding Panel will discuss with the Designated Safeguarding Officer Lead to check if there is a need to alert Police or social services regarding safeguarding issues. Any complaints received, direct to or from the Club relating to coaching practice may also need to be referred to the Designated Safeguarding Officer.

SECTION 6

6.1 - Guidelines

These Guidelines - are presented to meet the particular needs of individual roles. They do not stand alone and are considered part of the Club's "Safeguarding Policy".

6.2 - Physical Contact

Physical contact is only permissible for the purposes of CARE; INSTRUCTION; RESTRAINT.

Physical Restraint occurs whenever a member of staff or volunteer, using intentional force, physically restricts a child's movement against their will. 'Physical restraint does not include the use of gentle physical prompting or guidance where the child is happy to comply and the aim is to assist him or her to participate appropriately in activities'.

- It is a procedure for dealing with an unsafe or crisis situation.
- It must not be used as a form of punishment.

Deliberate use of physical contact to punish a child or young person, cause pain or injury or humiliation is unlawful, regardless of the severity of the child or young person's behaviour or the degree of provocation.

6.3 - Behaviour Management

Before restraint is used, it is advisable to calmly warn the child of your intention. If restraint is necessary seek to calm the child, reminding them that when they begin to exercise self-control, the need for restraint would end.

- Physically interposing between children
- Blocking a child's path
- Holding
- Pushing or pulling
- Leading a child by the hand or arm
- Shepherding a child away by placing a hand in the centre of his/her back.

In all cases of physical contact with children, it might ultimately be for the Courts to decide whether a person acted reasonably and the consequences of an error judgement could be serious.

6.4 - One to One Situations

One to one situations may be necessary in a learning environment especially if they are to avoid damaging the self-esteem of a young player, although this makes them more vulnerable to allegations.

Wherever possible it is advisable to draw the player to one side so that, although private, the discussion may take place in full view of others. This is for your protection. If it is considered that such a discussion will benefit from being away from others, a meeting should be organised with the knowledge of a senior member of staff and carer/parent.

If possible, another member of staff should also be present or doors left open. Whenever possible parents should be present at such meetings. There should be nothing that is said to a young player that parents cannot hear. Feedback to players should always be constructive and age appropriate.

6.5 - Club Coaches

Coaches must:-

- Respect the rights, dignity and worth of each child
- Develop an appropriate working relationship with each child. Over familiarity between coach and player may be misunderstood, therefore clear boundaries must be established from the beginning.
- Exert no undue influence.
- Encourage and guide children to accept responsibilities.
- Ensure that all activities are appropriate.
- Clarify with children exactly what is expected of them and what they are entitled to expect from their coach.
- Co-operate fully with other specialists.
- Ensure that all players are aware of the procedures that are in place i.e. when injured reporting to the physiotherapist before training. Failure to observe this may result in the player being withdrawn from playing. Coaches must not encourage children to train or play with injuries or illnesses.
- Consistently display high standards of behaviour and appearance.

- Personal data of children must be kept in a secure place. All such information is confidential. Access to the information should be limited to the squad coaches, the Scheme Administrator or Development Officers.
- E-mails and text messages to volunteers under 18 should only be made of the purpose of the transference of information concerning training or matches.

6.6 - Club Medical Department

In compliance with the Club's Recruitment Policy, all physiotherapists employed to work in the Club must be confirmed by the DBS as appropriate and safe adults to work with children and young people. This clearance must be received by the Club before the physiotherapist commences work at the Club. All Physiotherapy staff working in the Club will be trained in and adhere to the Club's Safeguarding Children Policy and Procedures.

All members of staff should ensure that when treating or assessing a player with an injury on any part of the body, an adult chaperone is present. This chaperone may be the child's parent/ carer or coach. Physiotherapists must advise squad coaches of injuries.

They must advise children, parents/carers and coaches of the treatment required and whether non-participation in training and or playing is necessary. After injury, physiotherapists must advise coaches and parents/carers when a child is fit to participate in training and playing.

6.7 - School Courses & Visits

- Risk assessments must be completed before visits to schools are arranged
- When visiting schools, coaches must immediately report their arrival to the school secretary or other member of staff with responsibility for signing in visitors
- Schools must be made aware that at all sessions taken by coaches, a member of the school staff must always be present. If no member of staff is available, the coaching session must not take place.
- Coaches must be informed of any 'Statemented' pupils, pupils with behavioural problems, pupils whose first language is not English, or pupils with any other 'special needs' in their group.
- Coaches should ask for information on the school's structure for dealing with behavioural problems.
- Coaches must also be considerate of the Schools' physical contact policy.

6.8 - If a Young Person is not collected

In the event of a parent/carers failing to collect their child after a match or training session, the following procedures must be followed:-

- Under no circumstances must a child be allowed off-site or left unsupervised.
- All possible attempts must be made to contact the parent/ carer using the Emergency Contact Numbers.

- If contact cannot be made with the parent/ carer or approved emergency contact, the coach must contact their line manager or department lead or the Designated Safeguarding Officer.

THEN:-

- The coach must record the telephone contact made including the name and position of the person contacted.
- Continue to try to contact the parent/ carer and emergency contacts.
- Prepare a full written report for the Designated Person for Safeguarding.
- Should it be necessary to transport the boy home (with the permission of the parent/ carer), it is preferable for two members of staff to accompany the player and the player must sit in the rear seat of the vehicle.

SECTION 7

7.1 - Communication with Children and Young People Involving Technology

For the purpose of this policy 'technology' includes the use of mobile phones, text messaging, e-mails and all forms of electronic Messaging Services and Web Sites.

Communication between Children & Young People and adults, by whatever means, must only take place within the boundaries of professional behaviour.

AFC Wimbledon staff must not give their personal contact details, including home/ mobile 'phone numbers or e-mail or messaging addresses to children and young people with whom they work at AFC Wimbledon, nor may they respond to any personal information from children and young people.

Staff must ensure that any communication with children and young people is used only for professional reasons, and that parents/ carers are aware and have consented to such contact.

Company e-mail systems should be the primary means of forwarding information if parents have given their consent for the use of this means of communication.

The only permissible information to be communicated would be to inform players and their parents/ carers of any urgent changes in arrangements In the case of tours, tournaments, residential courses, The Club will have a central contact number for parents/ carers.

7.2 - Texting and Electronic Communication

Text messaging makes staff vulnerable and should under no circumstances be used for personal communication. Personal telephone numbers e-mail, Social Networking or other Electronic Communications addresses should NEVER be given to the young people you work with at AFC Wimbledon.

All communications between AFC Wimbledon and young people should be through The Club Offices. If in the cases a child texts a member of staff, they should notify the Academy Manager or Designated Safeguarding Officer and the child's parent at the earliest opportunity. Staff should constantly reinforce to parents that their contact numbers or email addresses are not to be shared with children.

7.3 - Social Networks

Most children will assume they are safe when using the internet because they are in their own home. They will usually assume that the person they are chatting with is who they say they are. Using the internet is now central to how children and young people stay in touch with their friends and family by using Social Networks like face book, Instagram, snapchat and twitter. However the internet is also a public place and while bringing many benefits and opportunities, also opens up new risks and challenges.

The Football Association, The EFL and AFC Wimbledon have teamed up with the Child Exploitation and Online Protection (CEOP) Centre, to promote the awareness of social networks to young people. It is advised that parents, adults, children and young people access awareness training by CEOP.

7.4 - Employees and Volunteers Electronic contact with children & young people

It is strongly advised that AFC Wimbledon staff and volunteers do not use the internet to contact children and young people. However in circumstances such as contacting mascots, young leaders or employees under the age of 18 years; where you use the internet to communicate with players be aware of what you say and how you say it.

Do not become 'friends' on social networks with children and young people you are in a position of trust with. If you are concerned about the way a player is attempting to contact you via the internet e.g. using a social networking site or a chat area, speak to your Academy Manager or Designated Safeguarding Officer. Remember that even when outside of work, the law deems that if you are in a position of trust, this must be maintained at all times.

7.5 - Information and Communication Technology (ICT)

ICT is used by AFC Wimbledon in many and varied ways. We will:

- ensure that child welfare, safeguarding and the safety of all those under the age of 18 years are at all times the overriding principals of the use of ICT.
- ensure that the use of ICT will at all times be appropriate and necessary and only for official AFC Wimbledon business.
- ensure that **consent of parents** is obtained if staff will use SMS, email or other electronic means of communication with a child.
- raise awareness amongst young participants (especially youth academy players) regarding safer internet/social media use in respect of their position;
- raise awareness, through training and internal communications, with the workforce regarding appropriate use of such media and the importance of both professional and personal online activity;
- have a zero-tolerance approach to 'cyber-bullying'; and
- respond quickly and appropriately to inappropriate use of the internet and social media by players and members of the workforce.

7.6 - Information Sharing

Information sharing is key to the Government's goal of delivering better, more efficient public services that are coordinated around the needs of the individual. It is essential to enable early

intervention and preventative work, for safeguarding and promoting welfare and for wider public protection. Information sharing is a vital element in improving outcomes for all.

The Government understands that it is important that people remain confident that their personal information is kept safe and secure and that practitioners maintain the privacy rights of the individual, whilst sharing information to deliver better services. It is therefore important that practitioners can share information appropriately as part of their day-to-day practice and do so confidently. It is important to remember there can be significant consequences to not sharing information as there can be to sharing information. You must use your professional judgement to decide whether to share or not, and what information is appropriate to share.

Golden rule - Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

7.7 - Best Practice in the Use of Images

The Club takes its guidance on the use of images from guidelines issued by the FA. All images are taken by Club officials who have been briefed by the member of staff (and where possible a Club Safeguarding Officer) responsible for the activity being photographed / filmed.

- Before taking images of Children, parental consent is sought in writing at the start of each football season or prior to the event. Parents/Legal Guardians are responsible for informing the Club of any change of circumstances within the season which may affect consent.
- Parents/Legal Guardians will be informed of how the image will be used. The Club will not allow an image to be used for something other than that for which it was initially agreed.
- All Children featured in Club publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific Child.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated Club photographers will, where applicable, undertake a CRC and attend a Safeguarding Children workshop and in any case will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies issued by the Club and by the Football League from time to time. Club Identification will be worn at all times.
- Children who are subject to family, care or legal proceedings, or who are under a court order will not have their images published in any Club document.
- No images of Children featured in Club publications will be accompanied by personal details such as their school or home address.
- Recordings of Children for the purposes of legitimate coaching aids are only filmed by Club officials and are stored safely and securely at the Club's premises.
- Any instances of inappropriate images in football should be reported to the Club's Publications Editor or Safeguarding Manager immediately.
- The Club does not put young player profiles with images and personal information on its website.

- Images received or taken by the club will be stored securely on official club servers and never permitted to be held on a member of staff's personal storage device. They will only be kept for as long as is necessary for their intended use. They will be deleted as soon as the purpose they were intended for expires i.e. Image received for match day mascot's use in an official match day programme.
- **Guidelines for under 18 players:** No individual profiling - It is strongly recommended that no under 18 player should become the focus of excessive media attention and that commentators, presenters and journalists should respect this principle, modifying their contact with the young players accordingly.
- **Guidelines for under 16 players:** The filming of and commentary on this group should be limited to the use of the young players' full names and to remarks on their contribution to the match or training event. Personal profiling that gives information about the young person's school or home life etc should not be used.
- **Images on Tours/Tournaments & Training Camps:** In order to capture the fun, enjoyment and learning opportunities that takes place on Tours, Tournaments and Training Camps the Tour Leader will appoint a designated person to take photographs. The pictures will be used for the Tour diary. If they are used for any other purpose parents will be notified by AFC Wimbledon. The Tour Leader will ensure that the person is documented on the relevant travel log.
- The designated person for photographs will be the only member of staff who is permitted to take photographs whilst away and will follow the above guidelines. This will also include ensuring that photographs are taken with a camera and not on a mobile phone. Permission for Images will have been gained at the beginning of the season but it is advised that the Tour Leader raises parent's awareness by notifying them of the possibility of photographs being taken whilst on Tours, Tournaments and Training Camps.

7.8 - Youth Produced Sexual Imagery Policy

Whilst professionals refer to the issue as 'sexting' there is no clear definition of 'sexting'. According to research, many professionals consider sexting to be 'sending or posting sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the internet.' Yet, recent NSPCC research has revealed that when children are asked 'What does sexting mean to you?' they are more likely to interpret sexting as 'writing and sharing explicit messages with people they know.'

Similarly, a recent ChildLine survey has revealed that many parents think of sexting as flirty or sexual text messages rather than images.

This policy only covers the sharing of sexual imagery by children. Creating and sharing sexual photos and videos of under-18s is illegal, and therefore causes the greatest complexity for the school when responding. It also presents a range of risks which need careful management.

On this basis, this policy introduces the phrase 'youth produced sexual imagery' and uses this instead of 'sexting'. This is to ensure clarity about the issues this advice addresses.

What is youth produced sexual imagery? 'Youth produced sexual imagery' best describes the practice because:

- 'Youth produced' includes children sharing images that they, or another child, have created of themselves.
- 'Sexual' is clearer than 'indecent'. A judgement of whether something is 'decent' is both a value judgement and dependent on context.
- 'Imagery' covers both still photos and moving videos (and this is what is meant by reference to imagery throughout the policy).
- What types of incidents are covered by this policy?
A child creates and shares sexual imagery of themselves with a peer (also under the age of 18).
- A child shares sexual imagery created by another child with a peer (also under the age of 18) or an adult.
- A child is in possession of sexual imagery created by another child.

Disclosure

Disclosure about youth produced sexual imagery can happen in a variety of ways. The child affected may inform a class teacher, the DSL in the school, or any member of the school staff. They may report through an existing reporting structure, or a friend or parent may inform someone in the school, or inform the police directly.

All members of staff should be aware of how to recognise and refer any disclosure of incidents involving youth produced sexual imagery. This will be covered within staff training and within the school's safeguarding policy.

Any direct disclosure by a child should be taken very seriously. A child who discloses they are the subject of sexual imagery is likely to be embarrassed and worried about the consequences. It is likely that disclosure in a football environment is a last resort and they may have already tried to resolve the issue themselves.

Handling incidents

All incidents involving youth produced sexual imagery should be responded to in line with the clubs safeguarding policy. When an incident involving youth produced sexual imagery comes to a member of staff's attention:

- The incident should be referred to the DSO as soon as possible.
- The DSO will hold an initial review meeting with appropriate school staff.
- The DSO will follow the procedures relating to safeguarding children.
- There will be subsequent interviews with the children involved (if appropriate).

- Parents will be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the child at risk of harm.

At any point in the process if there is a concern a child has been harmed or is at risk of harm a referral will be made to children's social care and/or the police immediately.

For full policy see Appendix N

If you have any questions in relation to this document or its contents please contact the Designated Safeguarding Officer Frank Thompson Welfare@afcwimbledon.ltd.uk

Links to useful additional documentation

Working Together to Safeguard Children (DofE 2015)

www.gov.uk/government/publications/working-together-to-safeguard-children--2

Keeping Children Safe in Education 2020 (Inc Jan 2021 update)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf

Safeguarding and remote education during coronavirus (COVID-19)

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

The Children Act 1989

<https://www.legislation.gov.uk/ukpga/1989/41/contents>

The Children Act 2004

<https://www.legislation.gov.uk/ukpga/2004/31/contents>

SEN Code of practice guidance 2015

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf

Health and Safety at Work Act 1974

<https://www.legislation.gov.uk/ukpga/1974/37>

Management of Health and Safety at Work Regulations 1999

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Modern Slavery Act 2015

http://www.legislation.gov.uk/ukpga/2015/30/pdfs/ukpga_20150030_en.pdf

Counter Terrorism and Security Act 2015

<https://www.legislation.gov.uk/ukpga/2015/6/contents>

Private Fostering Regulations 2005

<http://www.legislation.gov.uk/uksi/2005/1533/contents/made>

Female Genital Mutilation Act 2003

<https://www.legislation.gov.uk/ukpga/2003/31/contents>

General Data Protection Regulations 2018

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

What to do if you're worried a child is being abused Advice for practitioners 2015

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

What to do if you're worried a child is being abused (DofE 2015)

www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused

<https://www.unicef.org.uk/sport-for-development/safeguarding-in-sport/>

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-exploitation/>

Useful Contacts

Local Authority Safeguarding Contacts

1. London borough of Merton, Civic Centre, 12th Floor, London Road, Morden, SM4 5DX
LADO@merton.gov.uk 020 8545 3179
2. Kingston Council – LADO – 020 8547 5008 (outside office hrs 020 8770 5000)
LADO Vivian Rimmer 0208547 4609
Wandsworth - Duty Team, Referral and Assessment Service Telephone: 020 8871 6622

Email: mash@wandsworth.gov.uk

mash.duty@wandsworth.cjsm.net (secure email)

Outside of normal office hours (after 5pm weekdays or on weekends): 020 8871 6000.

Football Safeguarding Contacts

London FA County Welfare Officer 020 77512420 / 07525 237350 safeguarding@londonfa.com.

Surrey FA CWO Phil Rendell 01372373543 phil.rendell@surreyfa.com

The FAs Safeguarding Team via 0800 169 1863 # 6300 (during office hours Mon-Fri exc bank holidays) or (including out of hours)

The FA / NSPCC Child Protection Helpline on 080 8 8005000

A 24hr NSPCC helpline for calls around historical abuse within football can be contacted via 08000232642

APPENDICIES

Appendix A

AFC WIMBEDON ACADEMY PLAYER SOCIAL MEDIA POLICY CONSENT FORM

Introduction

AFC Wimbledon Academy recognises that access to technology in the Academy gives players, parents and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and later life as well as sharing experiences within the Academy. We are committed to helping players develop 21st-century technology and communication skills, whilst ensuring they are still able to communicate & co-operate in person with each other.

We've created this social networking/media policy for you to follow when representing the Academy in the virtual world, including such platforms as: Twitter, Facebook, LinkedIn, WhatsApp, Instagram, Snapchat, Musical.ly, Youtube and, Text Messages

Key Principle

Interacting with each other on-line is no different than interacting face-to-face: we are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions. Activities which are inappropriate, unethical, illegal, or which cause undue discomfort for members of the Academy or wider community (including staff, parents, supporters etc) should be judiciously avoided in written communications, and cyberspace.

Players who participate in online interactions must remember that their posts reflect on AFC Wimbledon Academy and, as such, are subject to the same behavioural standards as identified in the Players Code of Conduct.

Online Interaction & Identity

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a permanent digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, member of staffs, or a future employer to see, as you can't control posted data once it is on the web.

2. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

3. In addition to the player code of conduct players are expected to abide by the following:

- To protect the privacy of AFC Wimbledon, players may not, under any circumstances, create digital video recordings of other members of the AFC Wimbledon community at any Academy venue or facility
- Players may not use social media sites to publish inappropriate, racist, harassing or any form of remark that may be considered to be cyber-bullying of AFC Wimbledon players, staff, parents, supporters or anyone else.
- Players may NOT use social media sites at Academy or using Academy equipment unless under the direct guidance from a member of staff
- Players may not use their mobile phones at the Academy to make calls, send texts or to access any social media sites, unless under the direct guidance from a member of staff
- Players who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the Academy or club.
- Failure to abide by this Policy, may result in sanction being imposed
- Players may not use the club's name, logo, uniform, photos or other intellectual property (documents produced by the Academy or players) when creating independent groups, Fan pages, or on one's own site, without first obtaining permission from the Academy.

4. The use of social media (Facebook, Myspace, twitter, etc.) is not permitted whilst in the Academy unless specifically authorised by the member of staff.

Privacy

1. Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the Academy in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed.

2. On most sites, privacy settings can be changed at any time to limit access to profiles and searchability, and changes should be made when necessary.

3. To make it difficult for others to access information about your private life, make certain that your personal social networking profile is set to "private" and that personal information is not available to "friends of friends" or other peripheral contacts.

4. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your member of staffs and parents.

5. Always respect the privacy of others.

6. Do NOT send friend request to any AFC Wimbledon member of staff, they will not be able to respond.

Content

1. Due to the fact that social media sites are increasingly inter-connected, you should be aware that any content posted on-line may eventually (or immediately) show up on other sites. Not posting inappropriate content in the first place is the only way to completely protect against this possibility.

2. Follow the Academy's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the real-world is also inappropriate online.

3. You are not permitted to promote or endorse a product, brand or other organisation whilst using the AFC Wimbledon brand at the same-time unless authorised to do so.

4. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

Players who do not abide by these terms and conditions may lose their access to online tools and be subject to further Academy sanctions.

DO

- Use social media to aid your personal development
- Use good judgement at all times
- Follow this policy
- Be respectful & courteous of others
- Represent your club in a positive manner
- Promote others achievements
- Be safe and protect your own privacy
- Seek advice from your parent or coach if something has upset or worried you



I have read and understood this Acceptable Use Social Media Policy and agree to abide by it:

(Player Printed Name)

(Player Signature)

(Parent / Guardian Signature)

U _____

(Age-group)

(Date)

Appendix B

AFC WIMBEDON ACADEMY WHATSAPP GROUPS PARENTS CONSENT FORM

The Academy plans to create individual team WhatsApp groups for players, staff & moderators within the U13s age-groups upwards. This will not affect any Foundation Phase age-groups.

WhatsApp is a very commonly used online messaging serves that most teenagers are already using on their phones or tablets. The app is very useful and effective for quickly messaging within a group of people.



The aim of the groups is simply to aid player development and promote players ownership. However we are aware that there are some child protection issues that need to be addressed and that some parents may have reservations with their son using WhatsApp or other social media platforms.

This letter set's out why and how we plan to implement the WhatsApp groups safely and seek your consent for your child to join the group.

Additionally, your age-group coaches may invite you to join a parents & staff only WhatsApp group in order to share Academy related information with you quickly. However, the primary source of Academy organisation & logistics will be via the PMA. It is intended that WhatsApp will only be used

as a back-up or when last minute changes occur. It's important to note that these parent / staff groups should ONLY be used for organisational purposes and not for opinion or feedback on your sons, or anyone else's, development within the Academy.

What will we use the Player & Staff WhatsApp groups for?

What we <u>will</u> use it for?	What we <u>won't</u> use it for?
<ul style="list-style-type: none"> • Development purposes only • Player & team reflection • Promoting player ownership • Homework tasks • Sharing football related resources • Sharing session plans • Informal target setting • Peer to peer team organisation & planning • Last minute reminders 	<ul style="list-style-type: none"> • 1 to 1 or individual WhatsApp interaction • Banter • Non-football or sport related manners • Postings of personal information • Organising training sessions • Organising matches • Formal reviews / reports (eg. PDRs/6 week reviews) • Formal target setting (eg. ILP's) • Discussion about a players progression

For players not comfortable with sharing reflections of their own performance in a group of their peers, we will request the player shares his reflection with us by writing. There will be no pressure placed on the player to use the platform if they do not feel confident to do so. However, it should also be acknowledged that some individuals will find it easier to interact about their own development using WhatsApp.

All Youth Phase age-groups will have an introduction from the Lead Youth Phase Coach on how to properly use the app & good practice within it.

Who will be in each group?

- Signed players only (on their own device or their parents)
- Academy staff only (Age-group Coaches, age-group sports scientist & Lead Phase Coaches)
- Parents (By request)
- An independent moderator (to be decided)

The moderator will be arranged & confirmed by the Academy Manager in conjunction with the Designated Safeguarding Officer. The moderator will ensure that this policy is being adhered to and that no potential welfare issues occur. The moderator will not post in the group unless necessary, will be DBS checked and will be independent from the age-group.

All parents are invited to join these groups if they have concerns over how it's used and should request an invite from their age-group coach if they wish to do so. Parents joining the group will be expected only to monitor activity rather than contribute to staff/player-led reflections.

When will it be used?

The WhatsApp terms of use are as follows:

Messages only between the times of:

- **Weekdays:** 7.30am – 9am. 3.30pm – 9.30pm
- **Match-days:** 7.30am – 9pm

Players or staff not to use during school hours

Coaching staff will endeavour to ensure that the frequency of messages isn't over-bearing for the players and that all players have the opportunity to respond appropriately to.

Staff will not message a child on an individual basis at any time without the parent also being included in the communication.

Please sign the below consent form and return to the Academy Administrator or Lead Phase Coach

I hereby give my consent for my son _____ to join and participate in the WhatsApp group setup by the Academy and moderated independently.

(Parent Name)

(Date)

(Signed)

(Age-Group)

Appendix C

AFC WIMBEDON ACADEMY PARENTS CODE OF CONDUCT CONSENT FORM

1. Positively support the player without pressure and praise achievements.
2. Support player development and encourage player throughout.
3. Set a good example to all players at all times.
4. Support AFC Wimbledon Academy coaches with player development.
5. Communicate efficiently with relevant Academy staff in regards to all footballing matters.
6. Respect and understand the values and principles upheld by the Academy.
7. Seek advice from senior academy staff when needed in regards to all football matters.
8. Inform Academy staff of any sports played outside of Academy (school, County).

9. Adhere to AFC Wimbledon's policies on playing time away from the Academy with Academy football being a priority.
 10. Respect contractual agreements with the club throughout the duration of the term.
 11. Adhere to AFC Wimbledon's Spectator code of conduct for games and training.
-

Ias a parent agree to abide by the above code for

AFC Wimbledon Academy during the season Team

Signed..... Date.....

Appendix D

AFC WIMBEDON ACADEMY SPECTATOR CODE OF CONDUCT CONSENT FORM

1. Do not force an unwilling child to participate in football.
2. Remember children are involved in football for their own development, not yours.
3. Encourage your child to play to the Laws of the Game and respect officials decisions
4. DO NOT coach your child or anyone else's from the side-lines at both matches & training.
5. Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
6. Turn losing into winning by helping your child work towards skill improvement and good sportsmanship. NEVER ridicule or YELL at your child for making a mistake or losing the game.
7. Applaud good play by your team and by members of the opposing team and set a good example.
8. Show respect for your teams opponents, and match officials
9. Stay behind the supporter barrier at games and viewing parameters at training at all times and encourage other parents to do the same.
10. Do not question the Referee's judgement and never their honesty.
11. Be on your best behaviour. Do not use profane language or harass, physically or verbally, players, managers, coaches, Referees, or their assistants.
12. Support all efforts to remove verbal and physical abuse from children's football.

13. Respect and recognise the values and importance of coaches. They give their time and resources to provide football for your child.
 14. Read the Laws of the Games to better understand what you are looking at and commenting on.
 15. Minor disciplinary issues will be dealt with by AFCWY management committee. If there is a need for further action the LFA will be asked for advice and guidance.
 16. Gross misconduct by any player, parent, spectator or club member will result in immediate suspension from the club, AFC Wimbledon Ltd Board and the LFA will be notified.
-

I as a spectator agree to abide by the above code for

AFC Wimbledon Youth (AFCWY) during the season Team

Signed.....

Date.....

Appendix E

AFC WIMBEDON ACADEMY PLAYER CODE OF CONDUCT CONSENT FORM

1. Play by the Laws of the game
2. Never argue with the referee or their assistant's decision
3. I will be punctual and aim to achieve 100% attendance at training and games
4. I will be polite and respectful to all Academy staff
5. I will communicate directly by phone call to my coach in regards to being absence from training.
6. I will report all injuries promptly to physiotherapist and inform my coach prior to training when attending treatment.
7. I will attend training with a positive mind-set and have an enthusiastic approach to technical and tactical training.
8. I will co-operate with my coach/ AFC Wimbledon staff.
9. I will support and nurture team mates and other age group players on and off the pitch.
10. I will be proactive in completing any tasks or jobs given to me by my coach or any AFC Wimbledon staff.
11. I will develop a structured professional approach towards balancing my Academy life style, school life style and social life.
12. I will behave at all times with self-discipline on and off the pitch.
13. I will be sporting and competitive in all games and respect the opposition and match officials at all times.

14. I will wear my AFC Wimbledon kit inside and outside of the Academy with a full understanding that I am representing AFC Wimbledon, behaving in a manner that reflects its high standards.
15. I will play and train with full kit, socks pulled up with shin pad at all times.
16. I will look after and clean my footwear at all times.
17. I will prepare my kit in advance for training and games.
18. I will take responsibility for all my Training kit, keep it to a good standard and will not misplace any items.
19. I will maintain a healthy lifestyle and understand the importance of eating, resting, stretching and hydrating properly.
20. I will communicate with my coach regarding all my sporting activities away from AFC Wimbledon Academy.
21. I will approach my coach to discuss any problems that affect my Academy life.
22. Minor disciplinary issues will be dealt with by AFCW Academy Management Team. If there is a need for further action the Football League will be asked for advice and guidance.
23. Gross misconduct by any player, parent, spectator or club member will result in immediate suspension from the club, AFC Wimbledon Ltd Board and the Football League will be notified.

I agree to play by the above code for AFC Wimbledon Academy

During the season Team

Signed..... Date.....

Appendix F

AFC WIMBEDON ACADEMY CONTACT INFORMATION & PHOTOGRAPHY CONSENT FORM

Players Full Name:.....

2017 / 18 Age Group (Please Circle): U9 U10 U11 U12 U13 U14 U15/16 U18

D.O.B: / /

Address:

.....Postcode.....

Phone (1st Contact – Mobile):.....Name.....

Phone (2nd Contact – Mobile):.....Name.....

*Player Mobile (U15, U16 or U18 only).....

Home Phone Number:Name.....

Parent E-mail (PLEASE PRINT):

.....

Parent / Player (U16 or U18) E-mail 2 (PLEASE PRINT).....

.....

Parent (s) / Guardian (s) Name (s):

Head Teachers Name:

School Name and Full Address:

School contact name, number & e-mail

.....

Allergies / Medication:

Please tick this box if you do NOT consent to the players photograph being used in AFC Wimbledon Literature

Signed Parent / Guardian _____ Print Name _____

Appendix G

AFC WIMBLEDON

SAFEGUARDING INCIDENT REPORT FORM

CONFIDENTIAL

Please return this form within 48 hours of the incident.

Date of completion:

Date received By FT DSO:

Date Actioned:

Person Completing This Form:

Your Name:		Role/Position:	
<input style="width: 98%; height: 20px;" type="text"/>		<input style="width: 98%; height: 20px;" type="text"/>	
Address (inc town, county & post code):			
<input style="width: 98%; height: 20px;" type="text"/>			
Phone numbers (inc mobile):		e-mail address:	
<input style="width: 98%; height: 20px;" type="text"/>		<input style="width: 98%; height: 20px;" type="text"/>	
Name and Contact Details of Person Making The Allegation (if different from above):			
Name		Role/Position:	
<input style="width: 98%; height: 20px;" type="text"/>		<input style="width: 98%; height: 20px;" type="text"/>	
Address (inc town, county & post code):			
<input style="width: 98%; height: 20px;" type="text"/>			
Phone numbers (inc mobile):		e-mail address:	
<input style="width: 98%; height: 20px;" type="text"/>		<input style="width: 98%; height: 20px;" type="text"/>	
Name and Contact Details of Victim - Child or Vulnerable Adult: (please use another sheet if there is more than one victim)			
Name:		Club or Organisation:	
<input style="width: 98%; height: 20px;" type="text"/>		<input style="width: 98%; height: 20px;" type="text"/>	
Address of Parent/Guardian/Carer:		Position at Organisation (participant /volunteer):	
<input style="width: 98%; height: 20px;" type="text"/>		<input style="width: 98%; height: 20px;" type="text"/>	
Phone numbers (inc mobile):		e-mail address:	
<input style="width: 98%; height: 20px;" type="text"/>		<input style="width: 98%; height: 20px;" type="text"/>	
Other useful information:		Ethnicity:	Disability(ies):
<input style="width: 98%; height: 20px;" type="text"/>		<input style="width: 98%; height: 20px;" type="text"/>	<input style="width: 98%; height: 20px;" type="text"/>
Date of Birth:	Age: (at time of incident)	Gender:	
<input style="width: 98%; height: 20px;" type="text"/>	<input style="width: 98%; height: 20px;" type="text"/>	<input style="width: 98%; height: 20px;" type="text"/>	

Name		Club, Role or Organisation:
Address		Position in Organisation (e.g. coach):
Phone numbers (Inc. mobile):		How long have they held this position?
Age:	Gender:	e-mail address:
Relationship of accused to the victim/child/vulnerable adult:		
Is the accused a member of staff?		
Is the accused a member of paid or voluntary staff?		
Do they hold a current CRIMINAL RECORDS CHECK?		
Are they a qualified coach or referee?		
Does the accused hold an FA Coach Licence (UK only)?		
Does this person work in any other role with children or vulnerable adults (e.g. performance teams, other clubs, teacher, scouts, care worker, other sports clubs)? If yes, please give details:		
The Allegation/Incident:		
Date of Incident:	Time of incident:	
Where incident took place (e.g. club name):	Where incident took place (e.g. Astro turf pitch):	
Witness 1: Name and Contacts	Witness 2: Name and Contacts	
Witness 3: Name and Contacts	Witness 4: Name and Contacts	
How would you briefly describe or categorise the incident? (e.g. bullying, physical abuse, assault, intervention in a fight etc.)		

What happened? Please detail the incident as you saw it or how it was reported to you:

If incident occurred during a match a referees report is required. Please supply contact details of the referee together with a copy of his/her report. Attached?

Y / N

Referees Name

Referees Contact details:

If Child/Vulnerable Adult spoke to you directly, please record actual details and words used by them. (Remember do not lead or question the child or young person):

Action taken by you or others so far:

Have you or anyone else from the club taken any action (e.g. suspended the accused, etc)?

Have you contacted a Safeguarding Officer?

If so, who and when?

If yes, then please state when and how (below):

FA or Premier League contacted?

Police Contacted?

Social Services?

Other (e.g. NSPCC)?

	Crime Number:		
By whom?	By whom?	By whom?	By whom?
FA / EFL Details:	Police details:	Social Services details:	Contact details:
Please sign here (if paper copy) to confirm your statement as a true and accurate account:		Date completed:	

Please return this form to AFC Wimbledon Designated Safeguarding Officer Frank Thompson Welfare@afcwimbledon.ltd.uk

Appendix H

AFC WIMBLEDON

ACADEMY STAFF CODE OF CONDUCT CONSENT FORM

- 1.** Punctuality. All staff are required to arrive sufficiently before a training session or game to enable them to setup equipment before said session begins. ***Remember, Arrive First and Leave Last.***
- 2.** All staff are expected to arrive in full, clean kit; smartly presented.
- 3.** If for unseen reasons, a member of staff is unable to attend a training session or game; it is their responsibility to ensure a senior staff member has been informed in sufficient time to allow location of cover.
- 4.** Ensure all equipment, including bibs; is suitably prepared for both training sessions and matches.
- 5.** All staff members must be Approachable, Engaging and Accommodating to all parents, players, officials and other team staff.
- 6.** No mobile phones are allowed to be used during working hours, except in case of an emergency.
- 7.** Staff should endeavour to ensure all paperwork is up to date, completed and recorded where applicable.
- 8.** Staff must adhere to all Child Protection Policies and Health and Safety Policies.
- 9.** A fully completed and relevant Session Plan must be completed, evaluated and recorded for every training session; and logged in your Coaches Folder.
- 10.** All Coaches Folders should be kept up to date, Tidy and Maintained.
- 11.** All staff must refrain from using or tolerating inappropriate language.
- 12.** Staff must always act in a way that is befitting of the club.
- 13.** Violence in any way shape or form will not be tolerated.
- 14.** Ensure you are Unbiased, Fair and show Integrity.

15. Maintain a professional manner on the side-line.

16. Coaches must place the wellbeing and safety of each player above all other considerations, including the development of performance.

17. Coaches must not exert undue influence to obtain personal benefit or reward.

18. Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.

19. Read the Player's and Parent/Spectator's Codes and understand what it is being asked of all participants of your sport. Actively promote the codes.

20. Never, either physically, or mentally, push children beyond their abilities. The game is of minor consideration when compared to the child's future health and well-being.

PRINT NAME

Signature

Appendix J

AFC WIMBLEDON EQUAL OPPORTUNITIES & RACE EQUALITY POLICY

AFC Wimbledon we believe that equal opportunities are important in order to:-

- Encourage the development of individuals' abilities, talents and potential to the full
- Attract potential employees, volunteers, players and fans from the widest possible pool of talent.
- Meet its moral and legal obligations.
- Provide a working and leisure environment free from unlawful discrimination, harassment or victimisation.

We are committed to adopting policies and procedures aimed at maximising the abilities, skills and experience of employees and others ensuring that they are free from harassment. Accordingly, we have adopted the following Equal Opportunities Policy Statement:

- We will seek to ensure that employees are treated equally regardless of age, race, colour, nationality, ethnic or national origin, disability, gender, marital status, sexual orientation, political belief, religion.
- We will take measures, including staff development and training to combat inequality, discrimination or prejudice based on any of these personal characteristics, and to eliminate barriers which may prevent people joining us as employees.
- All staff, volunteers and have a role to play in creating a climate which supports equality of opportunity.
- Any alleged breach of this policy will be investigated and the individual concerned may be subject to disciplinary procedures.
- We will review the implementation of this policy on a regular basis and update it accordingly.

We also expect that our partners, contractors and others with whom we work closely, will have comparable Equal Opportunities policies and practices.

Race Equality Policy

AFC Wimbledon are committed to promoting equality of opportunity and good race relations between people of different racial groups and to ensuring that no one within our community is subject to racial discrimination. The promotion of race equality is a duty and a challenge for us all. In practical terms this means that everyone must treat others fairly and with respect and that we will address any issues of discrimination or poor practice.

We recognise that promoting race equality is an essential element of our organisation, irrespective of our legal obligations. We will seek to mainstream race equality in to every aspect of our activities. The aim of this policy is to ensure that all policies, procedures and practices of the club and Trust are non-discriminatory. All employees are actively encouraged to challenge and report any incidents of discrimination.

It is the responsibility of every employee to comply with the requirements of this policy and to participate in the creation of an environment that supports equality of opportunity.

AFC Wimbledon recognise their responsible for ensuring that this policy is effective and implemented consistently.

Appendix K

AFC WIMBEDON ACADEMY TRANSPORT POLICY

The club's Transport Policies have been developed which details the requirements that will lead to safe travel for staff and parents as follows:

Adults Using Own Vehicles – Code of Conduct

If staff are required, or agree to transport children (U18) as part of a club transport policy then a designated member of staff should be appointed to plan and provide an oversight of all transport arrangements and respond to any difficulties that may arise. This person should also monitor all driver information.

To ensure that the duty of care both to apprentices and to staff are being met the risks associated with the travel journey must be assessed and appropriate control measures put in place to reduce risk. This must be recorded using a risk assessment.

There may be occasions when adults are expected or asked to transport children as part of their duties. Adults, who are expected to use their own vehicles for transporting children, should ensure :

- They aware that the safety and welfare of the child is their responsibility until they are safely passed over to a parent/carer.
- Their behaviour is appropriate at all times.
- They are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive.
- Any vehicle used is roadworthy and is appropriately insured.
- The driver has appropriate insurance to drive the vehicle being used.
Note: Declaring "business use" on insurance policies may not be sufficient, and that details of the occupation held and the intended use must also be provided, this may need to include transporting apprentice professional football players.
- If a specialist license is required it is held by the driver e.g. PCV or LGV.
- The driver understands the maximum capacity for the vehicle and that this must not be exceeded.

- It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the driver to ensure that this requirement is met.

Staff Involved In Transporting Players U18

- Record details of the journey in accordance with agreed club procedures.
- Report any unexpected journey and the reasons for it to the Operations Manager. Inform parents/carers, if possible, before beginning any unexpected journey and if not at the earliest opportunity.
- Any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned.
- May transport apprentices/players U18 in emergency situations or where not giving a lift may place a child (U18) at risk.
- Call an ambulance to deal with serious medical emergencies.
- Adhere to all legal requirements whilst driving and transporting players U18.
- Take regular breaks when driving and be aware of the dangers associated with tiredness when driving.
- Drivers must be responsible for the laws relating to the use of mobile phones whilst driving. In the event of an accident mobile phone records may be examined to ascertain whether the driver was engaged on a call at the time of the accident.
- Drivers must not offer lifts to apprentices/players U18 outside of normal working hours/duty unless this has been agreed with the Head of Youth and parents or carers have consented.

Players Travelling In Vehicles – Code of Conduct

Apprentices/players U18 agree to:

- Observe any club code of conduct.
- Check travel arrangements and take responsibility for confirming travel times.
- Always wear a seatbelt during travel.
- Understand their personal responsibilities. Be aware of personal safety and do not participate in any high-risk behaviour.
- Not do anything which may distract the driver or disturb their concentration.

- Not accept lifts from staff/volunteers outside of normal working hours, unless this has been agreed by the Head of Youth and their parents or carers know about the arrangements and have consented.

Use of Vehicles by AFC Wimbledon

Occasionally The Club may hire in or contract a minibus or coach company. When selecting a coach or travel company to transport apprentices or any children at the Club then the Club seek confirmation of the following.

1. Hiring-in a Minibus -Standards for Minibus or Coach Hire:

- Ensure that the company is a reputable transport provider.
- Ensure that any contracts made with the provider outline the Club's commitment to safeguarding.
- Request the company to provide confirmation that they have:
 - Appropriate public liability insurance.
 - Qualified experienced drivers with the correct driving licence for the size and category of vehicle being driven.
 - That any drivers have CRB clearance, if appropriate, for their role with children.
 - Request the company provide information on any vehicles which will be used, that they are:
 - Appropriately insured, roadworthy and are regularly maintained.
 - Fitted with seat-belts appropriate to the size and type of vehicle and passengers to be carried.
 - Use only age appropriate videos during travel (if video access is available).
- The Club may, on occasions, be able to access their local authority or partner school's minibus. Confirmation must still be sought from the partner that the above checks are in place. In addition the club should ask any partner agency for a copy of their minibus policies and procedures.

Club owning a Minibus

At present the club does not own its own minibus. Should this situation change the club will follow the guidelines as advised by the EFL.

Use of Staff Vehicles

If the Club decides that staff will be required, as part of their policy development, to use their own vehicles during working hours and/or for transporting apprentices or players U18 then the Club will:

- Ensure that appropriate policies and procedures are in place to safeguard apprentices / players and staff.
- Include this requirement within the job descriptions and/or any role specifications for staff.
- Ensure all staff who use their personal vehicle as part of their duties have:
 - Appropriate vehicle insurance,
 - The appropriate driving licence and are not subject to any driving restrictions as a result of health problems or driving convictions.
 - A vehicle that is roadworthy and meets all legal requirements for use on the road.
 - A vehicle which is fitted with seat-belts appropriate to the size and type of vehicle and number of passengers to be carried.
- Provide training for staff and apprentices and information for parents on the Club's Transport Policy.

Assessing Risk

The Club ensures that:

- The Operations Manager or designated person identify potential risks and complete a risk assessment for the journey.
- Staff understand that circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.
- Apprentices/players U18 are not left in a vehicle unattended.
- Drivers are informed it is their responsibility to ensure that all passengers are wearing seat belts during a journey.
- The content of the risk assessment is shared with those involved in travel, to ensure that everybody understands the risks and control measures including children U18.
- A mobile phone is available for use in an emergency and the name of the club emergency contact is communicated to those involved in the journey

Scholars driving their own Vehicles

The Club ensures that apprentices and their parents understand that:

- If using their own vehicle during the working day travelling to and from training, college or the

ground apprentices may need “business use” on their insurance.

- They should also inform their insurers of their profession to ensure that any other intended use is included on their vehicle insurance.
- They may make private arrangements for carrying passengers as they would in the course of the normal leisure activities, however apprentices and parents should seek additional advice from their vehicle insurers to ensure they have appropriate insurance cover to meet their personal circumstances including the intended use if they choose to provide lifts for other football apprentices.

The Club does not ask apprentices to provide transport for peers or staff during their working hours.

Coach Travel (Away Games)

- Coaches are provided for all away games of more than an hour’s travel.
- All coaches leave from our home ground Kingsmeadow there are no pick up points.
- Players travelling on the coach will normally return on the coach, unless it has been agreed with the parent of the player and the Team Coach that he may go home in another vehicle, for example with another parent.
- As part of the scholar programme there is a gym session at Bounce, Tooting after training at KCL on Tuesday afternoons. The players travel using public transport (twenty minutes on the bus) between these venues
- At all other times the scholars spend the day on site for the whole day with their travel being exclusively from home to the respective venue in the morning and return at the end of the day.
- A document stating their intended route, the bus numbers and tube stations used and their intended time of arrival. The documentation also provides clear communication escalation should there be delays or an issue.

Appendix L



Safeguarding Adults Policy and Procedures

AFC Wimbledon Safeguarding Adults Policy and Procedures

Introduction

AFC Wimbledon is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in (insert name of your sport) in accordance with the Care Act 2014.

AFC Wimbledon safeguarding adults policy and procedures apply to all individuals involved in AFC Wimbledon.

AFC Wimbledon will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults policy and procedures.

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2.1 Principles

2.1 The guidance given in the policy and procedures is based on the following principles:

The six principles of adult safeguarding

The Care Act sets out the following principles that should underpin safeguarding of adults

Empowerment - People being supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

Prevention – It is better to take action before harm occurs.

“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

Proportionality – The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

Protection – Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability – Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”

2.1.2 All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

2.1.3 AFC Wimbledon will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.

2.1.4 The rights, dignity and worth of all adults will always be respected.

2.1.5 We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.

2.1.6 We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.

2.1.7 We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within AFC Wimbledon for example inappropriate behaviour of a coach, or in the wider community.

2.1.8 All allegations will be taken seriously and responded to quickly in line with AFC Wimbledon Safeguarding Adults Policy and Procedures.

2.1.9 AFC Wimbledon recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

3 Guidance and Legislation

3.1 The practices and procedures within this policy are based on the principles contained within the UK and legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures, and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1994 and 1998

4 Definitions

4.1 To assist working through and understanding this policy a number of key definitions need to be explained:

4.1.1 **Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

4.1.2 **Abuse** is a violation of an individual's human and civil rights by another person or persons. See section 5 for further explanations.

4.1.3 **Adult** is anyone aged 18 or over.

4.1.4 **Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

4.1.5 **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

5 Types of Abuse and Neglect - Definitions from the Care Act 2014

5.1 This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

5.1.1 **Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. In (insert name of your sport) this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.

5.1.2 **Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. In (insert name of your sport) you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.

5.1.3 **Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.

5.1.4 **Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender

5.1.5 **Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. In (insert name of your sport), this could be training without a necessary break.

5.1.6 **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

This could be a coach intentionally striking an athlete.

5.1.7 Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside.

5.1.8 Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

This could be someone taking equipment from an athlete with dementia.

5.1.9 Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

This could be a coach not ensuring athletes have access to water.

5.1.10 Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

5.2 Not included in the Care Act 2014 but also relevant:

5.2.1 Cyber Bullying - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

5.2.2 Forced Marriage - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

5.2.3 Mate Crime - a ‘mate crime’ as defined by the Safety Net Project is ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.’ Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

5.2.4 **Radicalisation** - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

6. Signs and indicators of abuse and neglect

6.1 Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who an athlete comes into contact with. Or club members, workers, volunteers or coaches may suspect that an athlete is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

6.1.1 Unexplained bruises or injuries – or lack of medical attention when an injury is present.

6.1.2 Person has belongings or money going missing.

6.1.3 Person is not attending / no longer enjoying their sessions.

6.1.4 Someone losing or gaining weight / an unkempt appearance.

6.1.5 A change in the behaviour or confidence of a person.

6.1.6 They may self-harm.

6.1.7 They may have a fear of a particular group or individual.

6.1.8 They may tell you / another person they are being abused – i.e. a disclosure.

7 What to do if you have a concern or someone raises concerns with you.

7.1 You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the AFC Wimbledon Safeguarding or Welfare Officer, or, if the Safeguarding or Welfare Officer is implicated then report to the AFC Wimbledon CEO.

7.2 If you are at an international event and have a concern then speak to the coach or a team official.

7.3 If you are concerned someone is in immediate danger, contact the police straight away.

7.4 It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert, more information on this is given in Appendix 1 'The Legislative Framework'.

8 How to Record a Disclosure

8.1 Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the AFC Wimbledon Designated Safeguarding Officer.

8.2 As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Designated Safeguarding Officer.

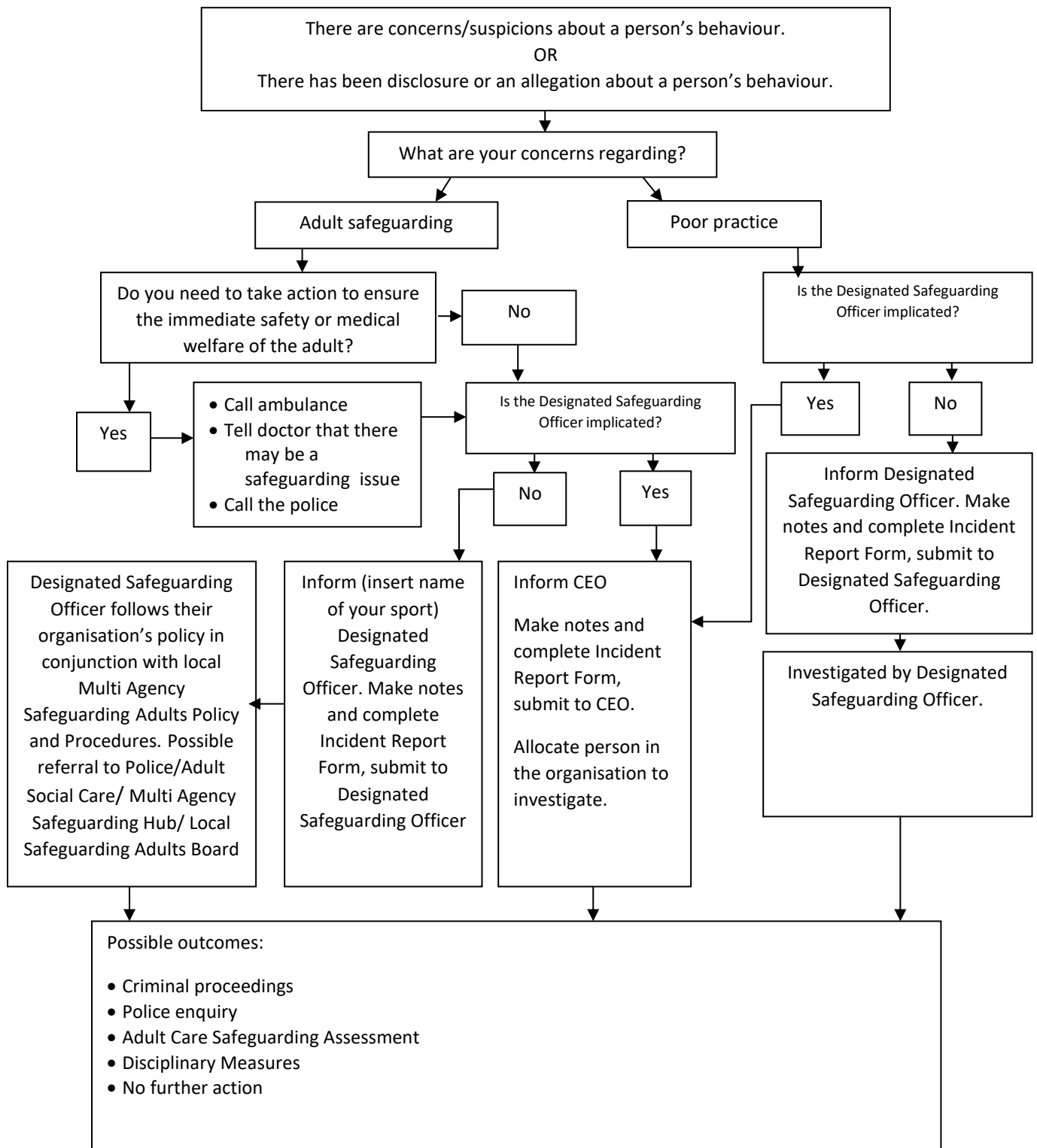
8.3 Describe the circumstances in which the disclosure came about.

8.4 Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

8.5 Be mindful of the need to be confidential at all times, this information must only be shared with your Designated Safeguarding Officer and others on a need to know basis.

8.6 If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

9. Safeguarding Adults Flowchart
Dealing with Concerns, Suspicions or Disclosure



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

10 Roles and responsibilities of those within AFC Wimbledon

10.1 AFC Wimbledon is committed to having the following in place:

10.1.1 A Designated Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.

10.1.2 A clear line of accountability within the organisation for work on promoting the welfare of all adults.

10.1.3 Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.

10.1.4 A Steering Group or Case Management or Case Referral Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within AFC Wimbledon).

10.1.5 A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.

10.1.6 Arrangements are in place to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.

10.1.7 Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

11 Good practice, poor practice and abuse

Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in AFC Wimbledon to make judgements regarding whether or not abuse is taking place, however, all AFC Wimbledon personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

11.1 Good practice

AFC Wimbledon expects that that coaches of adult athletes:

- Adopt and endorse the AFC Wimbledon Coaches Codes of Conduct.
- Have completed a course in basic awareness in working with Adults at Risk.

Everyone should:

- Aim to make the experience of AFC Wimbledon fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

Coaches and those working directly with adults at risk should:

- Respect the developmental stage of each athlete and not risk sacrificing their welfare in a desire for team or personal achievement.
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the athlete.
- Work with adults at risk, medical adviser and their carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the athlete, not the ambitions of others such as coaches, team members, parents or carers.
- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision-making.
- Always be publicly open when working with adults at risk:
 - avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
 - It is neither intrusive nor disturbing.
 - The athlete's permission has been openly given.
 - It is delivered in an open environment.
 - It is needed to demonstrate during a coaching session.
- Maintain a safe and appropriate relationship with athletes and avoid forming intimate relationships with athletes you are working with as this may threaten the position of trust and respect present between athlete and coach.
- Be an excellent role model by maintaining appropriate standards of behaviour.
- Gain the adult at risk consent and, where appropriate, the consent of relevant carers, in writing, to administer emergency first aid or other medical treatment if the need arises.
- Be aware of medical conditions, disabilities, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided.
- Arrange that someone with current knowledge of emergency first aid is available at all times.
- Gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips. This must be the adult themselves if they have capacity to do so.

11.2 Poor practice

The following are regarded as poor practice and should be avoided:

- Unnecessarily spending excessive amounts of time alone with an individual adult.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.

- Using language that might be regarded as inappropriate by the adult and which may be hurtful or disrespectful.
- Making sexually suggestive comments, even in jest.
- Reducing an adult to tears as a form of control.
- Letting allegations made by an adult go uninvestigated, unrecorded, or not acted upon.
- Taking an adult at risk alone in a car on journeys, however short.
- Inviting or taking an adult at risk to your home or office where they will be alone with you.
- Sharing a room with an adult at risk.
- Doing things of a personal nature that adults at risk can do for themselves.

Note: *At times it may be acceptable to do some of the above. In these cases, to protect both the adult at risk and yourself, seek written consent from the adult at risk and, where appropriate, their carers and ensure that the Lead Safeguarding/Welfare Officer of your organisation is aware of the situation and gives their approval.*

If, during your care, an adult at risk suffers any injury, seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands/misinterprets something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it.

12 Relevant Policies - This policy should be read in conjunction with the following policies:

- Whistle Blowing
- Social media
- Complaints

13 Further Information

Policies, procedures and supporting information are available on the AFC Wimbledon website: <https://www.afcwimbledon.co.uk/club/safeguarding/>

Designated Safeguarding Officer: Frank Thompson

Review date

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.

AFC WIMBLEDON
INCIDENT REPORT FORM

CONFIDENTIAL

Please return this form within 48 hours of the incident.

Date of completion:

Date received By FT DSO:

Date Actioned:

Person Completing This Form:

Your Name:

Role/Position:

Address (inc town, county & post code):

Phone numbers (inc mobile):

e-mail address:

Name and Contact Details of Person Making The Allegation (if different from above):

Name

Role/Position:

Address (inc town, county & post code):

Phone numbers (inc mobile):

e-mail address:

Name and Contact Details of Victim - Child or Vulnerable Adult:

(please use another sheet if there is more than one victim)

Name:

Club or Organisation:

Address of Parent/Guardian/Carer:

Position at Organisation (participant /volunteer):

Phone numbers (inc mobile):

e-mail address:

Other useful information:

Ethnicity:

Disability(ies):

Date of Birth:

Age: (at time of incident)

Gender:

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Name	
-------------	--

Name	Club, Role or Organisation:

Address	Position in Organisation (e.g. coach):

Phone numbers (Inc. mobile):	How long have they held this position?

Age:	Gender:	e-mail address:

Relationship of accused to the victim/child/vulnerable adult:	
--	--

Is the accused a member of staff?	
--	--

Is the accused a member of paid or voluntary staff?	
--	--

Do they hold a current CRIMINAL RECORDS CHECK?	
---	--

Are they a qualified coach or referee?	
---	--

Does the accused hold an FA Coach Licence (UK only)?	
---	--

Does this person work in any other role with children or vulnerable adults (e.g. performance teams, other clubs, teacher, scouts, care worker, other sports clubs)? If yes, please give details:	
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The Allegation/Incident:	
---------------------------------	--

Date of Incident:	Time of incident:

Where incident took place (e.g. club name):	Where incident took place (e.g. Astroturf pitch):

Witness 1: Name and Contacts	Witness 2: Name and Contacts

Witness 3: Name and Contacts	Witness 4: Name and Contacts

How would you briefly describe or categorise the incident? (e.g. bullying, physical abuse, assault, intervention in a fight etc.)

What happened? Please detail the incident as you saw it or how it was reported to you:

If incident occurred during a match a referees report is required. Please supply contact details of the referee together with a copy of his/her report. Attached?

Y / N

Referees Name

Referees Contact details:

If Child/Vulnerable Adult spoke to you directly, please record actual details and words used by them. (Remember do not lead or question the child or young person):

Action taken by you or others so far:

Have you or anyone else from the club taken any action (e.g. suspended the accused, etc)?

Have you contacted a Safeguarding Officer?

If so, who and when?

If yes, then please state when and how (below):

FA or Premier League contacted?	Police Contacted?	Social Services?	Other (e.g. NSPCC)?
	Crime Number:		
By whom?	By whom?	By whom?	By whom?
FA / EFL Details:	Police details:	Social Services details:	Contact details:
Please sign here (if paper copy) to confirm your statement as a true and accurate account:			Date completed:

Please return this form to AFC Wimbledon Designated Safeguarding Officer Frank Thompson Welfare@afcwimbledon.ltd.uk

Legislation and Government Initiatives

Keeping Children Safe in Education 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf

SEN Code of practice guidance 2015

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEN_Code_of_Practice_January_2015.pdf

Health and Safety at Work Act 1974

<https://www.legislation.gov.uk/ukpga/1974/37>

Management of Health and Safety at Work Regulations 1999

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Modern Slavery Act 2015

http://www.legislation.gov.uk/ukpga/2015/30/pdfs/ukpga_20150030_en.pdf

Counter Terrorism and Security Act 2015

<https://www.legislation.gov.uk/ukpga/2015/6/contents>

Private Fostering Regulations 2005

<http://www.legislation.gov.uk/uksi/2005/1533/contents/made>

Female Genital Mutilation Act 2003

<https://www.legislation.gov.uk/ukpga/2003/31/contents>

General Data Protection Regulations 2018

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

What to do if you're worried a child is being abused Advice for practitioners 2015

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

Mental Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Deprivation of Liberty Safeguards

<https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

Useful Contacts

Local Authority Safeguarding Contacts

3. London borough of Merton, Civic Centre, 12th Floor, London Road, Morden, SM4 5DX

LADO@merton.gov.uk

020 8545 3179

4. Kingston Council – LADO – 020 8547 5008 (outside office hrs 020 8770 5000)
LADO Vivian Rimmer 0208547 4609

5. Wandsworth - Duty Team, Referral and Assessment Service

Telephone: 020 8871 6622

Email: mash@wandsworth.gov.uk

mash.duty@wandsworth.cjsm.net (secure email)

Outside of normal office hours (after 5pm weekdays or on weekends): 020 8871 6000.

Football Safeguarding Contacts

London FA County Welfare Officer 020 77512420 / 07525 237350 safeguarding@londonfa.com.

The FAs Safeguarding Team via 0800 169 1863 # 6300 (during office hours Mon-Fri exc bank holidays) or (including out of hours)

The FA / NSPCC Child Protection Helpline on 080 8 8005000

A 24hr NSPCC helpline for calls around historical abuse within football can be contacted via 08000232642

Ann Craft Trust - Safeguarding Adults in Sport

Website: www.anncrafttrust.org

Email: Ann-Craft-Trust@nottingham.ac.uk

Telephone: 0115 951 5400

Appendix M

AFC WIMBLEDON SAFEGUARDING WHISTLE BLOWING POLICY

Purpose

This policy is intended to encourage individuals to raise any concerns they have about the safety and welfare of children, young people and vulnerable adults involved in AFC Wimbledon, and details how their concerns can be raised.

It provides for a method of raising concerns, assurance of receiving a response, how feedback will be received on any action taken and how to further pursue the matter if they are not satisfied.

AFC Wimbledon seeks to reassure individuals they will be protected from reprisals or victimisation for whistleblowing in good faith.

Scope

This policy covers everyone involved in activity carried out under the jurisdiction of AFC Wimbledon.

Policy Statement

It is often the case that players, coaches, officials, parents or team followers are 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. AFC Wimbledon urges anyone to come forward and voice those concerns, and commits to matters of concern being raised without fear of victimisation, subsequent discrimination or disadvantage.

The policy is intended to encourage and enable individuals to raise serious concerns **within** AFC Wimbledon 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. This includes the interests of all persons involved with AFC Wimbledon, the person making the complaint and the person who is the subject of the complaint.

Safeguarding

AFC Wimbledon recognises that raising a concern and reporting an allegation can be a difficult decision to make through fear of reprisals from those responsible for the alleged poor practice. If an individual believes what they say is or may be true, they should have no reason to fear reporting their concern as a duty of care to the child, young person or vulnerable adult concerned.

Where concerns are raised in good faith, AFC Wimbledon will offer full support to the whistle-blower and will not tolerate any resulting bullying, harassment or victimisation whatsoever. If this does occur, any perpetrators will be dealt with under Club disciplinary policy/procedures, which may result in possible expulsion from the club.

Confidentiality

AFC Wimbledon will do its utmost to protect the confidentiality of a whistle-blower if they do not want their identity to be disclosed. It must be acknowledged that any subsequent investigation into an allegation, the whistle-blower may be needed provide a statement to form part of the evidence. If the investigation process requires the whistle-blower to be identified, or it becomes apparent that the whistle-blower will be identified, notice will be given to them by the Designated Safeguarding Officer (DSO), to which person the identity disclosure will be made. They will then be given the opportunity to discuss any likely consequences.

Raising a Concern or Making an Allegation

In the first instance, concerns should be brought to the attention of the Club's DSO either verbally or in writing. AFC Wimbledon's DSO is Frank Thompson who can be contacted via email at welfare@afcwimbledon.ltd.uk The concern needs to be as specific as possible including the reason for the concern, an outline of the issue, the history or background, any names, dates and locations where possible.

The earlier an individual expresses a concern, the easier it is for someone to take prompt and efficient action. Although the whistle-blower is not expected to prove the truth of an allegation, they will need to demonstrate to the club's DSO that there are sufficient grounds for their concern.

Anonymous Allegations

AFC Wimbledon encourages the whistle-blower to put their name to a concern or allegation. Anonymous concerns or allegations are much less powerful and are therefore much harder to prove.

Any concern or allegation received anonymously will still be considered and an investigation will be undertaken at the discretion of the DSO who will assess the seriousness of the concern, the credibility of the concern, and the likelihood of confirming the allegation from attributable sources or factual records.

Untrue or Unproven Allegations

If an investigation finds that the concerns or allegations made by a whistle-blower are untrue or have not been substantiated but were reported in good faith, then no action will be taken against the whistle-blower. However, if it is established a concern or allegation was made with malicious or frivolous intent or for personal gain, disciplinary action may be taken against them. In such cases, AFC Wimbledon's disciplinary policy/procedure will apply.

Responses and Outcomes to Concerns and Allegations

The DSO or other relevant person, body or organisation will respond accordingly to all concerns and allegations that are raised with communications either by email, telephone or in person as is deemed appropriate, and will liaise with the whistle-blower as necessary until the matter is concluded.

Position of Trust

It should be specifically noted that it is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people (Sexual Offences Act 2003). i.e. "Position of Trust"

It must be understood that the notion of 'relationships of trust' applies as much to young people who have taken on a leadership role as it does to adults involved in football. "The inequality at the heart of a relationship or trust should be ended before any sexual relationship begins". Caring for Young People and the Vulnerable? Guidance for preventing abuse of trust (Home Office 1999).

Please note: young people aged 16-18 can legally consent to sexual activity for example sexual intercourse; however, they are still legally defined as a Child under the Children's Act 1989. Thus, if you engage in an intimate or inappropriate relationship with a young person whilst in a position of trust with AFC Wimbledon, it will be viewed as a breach of The Football Association Regulations and as such will result in disciplinary action. Hence AFC Wimbledon will be obliged to notify the matter to The FA.

The Investigation Process

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

- Club Chief Executive
- The London or Surrey FA County Welfare Officer
- Child Protection Advisor, The Football League, Operations Centre, Edward VII Quay, Navigation Way, Preston, PR2 2YF Tel: 01772 325811
- The FA/NSPCC Child Protection 24-Hour Helpline 0808 800 5000
- Or by going direct to the Police and/or Social Services

Appendix N

AFC WIMBLEDON

POLICY FOR DEALING WITH DISCLOSURES OF YOUTH SEXUAL IMAGERY

The law

Much of the complexity in responding to youth produced sexual imagery is due to its legal status. Making, possessing and distributing any imagery of someone under 18 which is 'indecent' is illegal. This includes imagery of yourself if you are under 18.

The relevant legislation is contained in the Protection of Children Act 1978 (England and Wales) as amended in the Sexual Offences Act 2003 (England and Wales).

Specifically:

- It is an offence to possess, distribute, show and make indecent images of children.
- The Sexual Offences Act 2003 (England and Wales) defines a child, for the purposes of indecent images, as anyone under the age of 18.

'**Indecent**' is not defined in legislation. When cases are prosecuted, the question of whether any photograph of a child is indecent is for a jury, magistrate or District Judge to decide based on what is the recognised standard of propriety.

For most purposes, if imagery contains a naked young person, a topless girl, and/ or displays genitals or sex acts, including masturbation, then it will be considered indecent. Indecent images may also include overtly sexual images of young people in their underwear.

What is 'sexting'?

In the latest advice for schools and colleges (UKCCIS, 2016), sexting is defined as the production and/ or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'youth produced sexual imagery'.

'**Sexting**' **does not include** the sharing of sexual photos and videos of under-18 year olds with or by adults. This is a form of child sexual abuse and must be referred to the police.

What to do if an incident involving 'sexting' comes to your attention

Report it to your Designated Safeguarding Officer (DSO) immediately.

- Never view, download or share the imagery yourself, or ask a child to share or download – this is illegal. - If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSO.
- Do not delete the imagery or ask the young person to delete it.
- Do not ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSO.

- Do not share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- Do not say or do anything to blame or shame any young people involved.
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSO.

If a 'sexting' incident comes to your attention, report it to your DSO. Your club's safeguarding policies should outline codes of practice to be followed.

For further information download the full guidance:

- Sexting in Schools and Colleges: Responding to Incidents and Safeguarding Young People (UKCCIS, 2016) at www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis .

Appendix O

AFC WIMBLEDON
SENIOR APPEARANCE OF AN U18 - GUIDANCE



Guidance to Member Clubs
Senior Appearance U18s

Adopted by AFC Wimbledon



If an U18 player gets the opportunity to play in the First Team, or Development Squad it probably feels to him like the many years of training and coaching have resulted in him achieving his ultimate footballing ambition.

A senior team match is not an activity specifically designed for players U18 therefore some safeguards should be considered, however these will not be as stringent as if you are planning for an activity which is wholly targeted at players U18 years. When inviting a young player under 18 to a senior or first team game you should consider all the risks and put in place some safeguards.

In general terms, open age football is for anyone over the age of 16 years. As an employer you have a 'duty of care' to ensure that you put in place safeguards to protect those young people who are under 18 and who, in law, are still considered to be a child.

If the debut of the young player is going to occur during an away game, then good practice would be to ensure that one person travelling has a DBS/CRC certificate. Changes to the DBS/CRC (previously known as CRB) means that the certificate is now workforce specific. This means that the document will state if the person has clearance for work with the children's workforce or for work with the adult workforce. Those medical professionals who work with both adults and with U18s will require '**child and adult workforce**' on their DBS/CRC certificate. Generally speaking, the club physio is likely to already have an existing CRB or new DBS/CRC certificate.

Speaking with the player, his parents and all other interested parties, before any debut, would ensure that all of those involved will know what to expect, especially if the team is travelling to an away game. It is important to ensure that everybody understands that no single person is solely responsible' for the care of the young player. Safeguarding is everyone's responsibility. Therefore, all of those involved should be made aware of their personal responsibilities when a young player is making his debut for the first team. Whilst this guidance is written around a debut appearance, the principle will apply for more regular senior appearances. **Note:** The younger the player is, the more vulnerable he may be.

Additional vulnerabilities to consider include:

1. the excitement and anxiety of playing for the first team or senior squad;
2. his keenness to do well and to impress and please the manager, coaches and team;
3. travelling to an away game as the only U18;
4. wanting to be one of the 'grown-ups', but being cautious and reminded of the code-of-conduct for U18s.

This Toolkit has been designed to help Designated Safeguarding Officers to prepare and think things through in advance in order to support your club in safeguarding their young players on their debut. This guidance provides information on good working practices which will be regularly reviewed and, where appropriate, improvements made. Suggestions to improve working practice and safety are welcomed from any source. The information contained in this document has been developed to help EFL Clubs support the transition of young players into the adult game. Ensure you read through the whole document before making any plans.

Step 1 - Talking to parents

Talk to parents outlining some of the issues detailed in a) – e) below then follow up with a letter enclosing a consent form. Ask the parents to sign and return the consent form. Template examples of a letter to parents, a consent form and Code of Conduct are enclosed as 1- 3 below.

- a) Outline what a great achievement it is that their son has been offered the opportunity to debut with the First Team. If the match is an away game, explain that they are likely to be the only U18 travelling (if that is the case). Explain that they may have been called up, but that does not automatically mean they will actually play on the day.
- b) Explain that you understand that their son may be thrilled at the prospect of playing but you are aware that he may be nervous and even a little anxious. Also, tell them that you will be speaking to him (or have already done so) to reassure him and ensure he is comfortable and knows what to expect.
- c) Explain that if away travel is involved he will be in a hotel room alone and will not be sharing with any of the other players. The only exception to this would be if two U18s are travelling with the team, in which case they can share a room.
- d) Explain that you intend to 'buddy up' their son with one of the senior players. Seek their support, explain that you would like them to talk to their son to prepare him and try to ensure he knows that this is a great opportunity and he should enjoy it. They should reinforce the fact that if he is uncomfortable about anything he should talk to someone he trusts.
- e) Explain that the reasons you are going through this process with them is to try to ensure that everything goes as smoothly as possible for his potential first team appearance.

Step 2 - Talking to the player

It is highly likely to have been the Academy Manager or First Team Manager who has informed the player that he has been called up. The information in a) – g) below is a follow up conversation which should be undertaken by either the Designated Safeguarding Officer (DSO) or by another appropriate person who the player knows and trusts. Therefore, the timescales for talking to players and parents may be interchangeable.

- a) Congratulate the player on being selected to join the first team squad. Explain that he may have been called up, but that does not automatically mean he will actually play on the day. Be diplomatic in preparing them for this possible disappointment.
- b) Discuss with the player that while you understand that he must be very proud at the prospect of playing, you also understand that he may be nervous and even a little anxious.
- c) Explain that you will try to identify a 'Buddy' for him, and this may be a senior player who can provide support for him during his possible debut. Ask him if there is someone he thinks he would feel comfortable with. However, be clear that this may not necessarily be the person who is identified as his 'Buddy'.
- d) Explain to the player that he does not have to tolerate any unacceptable 'banter' or behaviour and that he needs to set his own boundaries and know what 'line' must not be crossed personally. Explain that there may quite a bit of 'down-time' and he should think about what he takes with him to fill the time.
- e) He also needs to know that if the team are travelling to an away game, he will be staying in a separate hotel room and should not share a room with any adult over 18.
- f) Outline what is expected of him in respect of a 'code of conduct'. That is what his personal responsibilities are during the trip. This includes, specifically, ensuring that he understands he must have no access to alcohol (including the mini-bar); no access to adult television or any adult materials; he should not engage in gambling; that he should use any social media platform in a responsible manner, in line with any club policy and must be careful about comments which may be misinterpreted or insulting to others in any way; clarify that he must not make any inappropriate comments about the football environment. The club may have additional responsibilities to add to this list.
- g) Ensure the player, knows and understands that if he has ANY concerns he can speak to his 'Buddy', or someone else that he trusts.

Step 3 - Talking to the 'Buddy'

As the DSO you will need to identify who may be the most suitable 'Buddy' for the young player. You may need to seek advice on this from the Academy Manager or other members of staff. Remember, however, to be sensitive when making a decision on this issue. The idea is to try to support the player through a well-planned transition and not to create an environment where he 'stands out more' and is the focus of more attention.

Also remember the 'Buddy' should be someone that the player will feel comfortable with, however, it should be one of the senior players.

When you talk to the 'Buddy', it is important to stress that they are not responsible for the care of the young player. You are simply asking them to be a sympathetic ear, if required, and a mentor for the young player.

Step 4 - Talking to the person with the DBS CRC Disclosure

As stated earlier a First Team or Development Squad Match is not an activity designed for U18s, therefore DBS/CRCs are not required by all of the adults involved. However, to provide additional safeguards, one member of the support team should have an FA CRB DBS/CRC certificate and be cleared through The FA for work in football. Generally, the club physio may hold an appropriate disclosure.

When you talk to the physio, or other person with the appropriate DBS/CRC, it is important to stress that they are not solely responsible for the care of the young player during any trip. The young player will not need constant independent supervision. You are simply asking them to be available for the young player, if required.

Young people over 16 years of age are often capable and legitimately entitled to live independently. A one night stay in a hotel room alone is something young players may already have done as part of family holidays.

Step 5 - Talking to the Manager and the team

Realistically, it may be only a few days before a game when you are informed that a young player is going to be called up. Therefore, the best approach for ensuring everyone knows and understands their responsibilities when a young player is called up is to ensure that as DSO you address this issue during an in-house safeguarding training session.

Through well planned training and using this guidance as part of a club education programme, you should be better prepared for last minute confirmations of call-up which may occur a couple of days before an important game.

When delivering training, the key message would be:

- a) Young players U18 are defined in law as children and adults working with children need to not only protect those young players, but to also demonstrate standards of behaviour which do not leave the adults open to allegations against themselves.
- b) If the game involves away travel, players U18 should be in a hotel room alone and should not share with an adult over 18.
- c) An exception to this would be if two U18s are travelling with the team, in which case they can share a room.
- d) Players and staff should not encourage young players U18 to engage in any inappropriate activities such as gambling; the use of alcohol or other inappropriate or illegal substances; or watching or engaging in any inappropriate adult behaviours.
- e) Regardless of what experiences they, as experienced older players, encountered in the past, especially on their debut for the first team, players and all staff should recognise the vulnerability of young players U18 and the risks associated with encouraging young players to engage in inappropriate activities.
- f) It is important to remember that the younger the player, the more vulnerable they will be.
- g) The best way to inspire young players to play well and fulfil their potential is to provide encouragement and praise, especially during times of challenge and anxiety, such as on their debut for the first team.

Providing positive role models in the form of more experienced players who demonstrate appropriate behaviour can help the player and the club.

All staff that work with young players are in a position of trust. Young players, parents and carers must have confidence that any professional football club working with children will ensure that they provide a professional, trained workforce that understand their roles and responsibilities when working with U18s.

Planning and preparing for the time when U18s will be called up for a first team or senior appearance can only help to provide protection for; the players U18, the senior players, the club, the business and The Brand. It will also provide reassurance for families that their son will be provided with the right guidance and support during his development.

If further clarification on any issue is needed then please contact:

Designated Safeguarding Officer Frank Thompson Welfare@afcwimbledon.ltd.uk

1 – Template Example Parents' Letter

Date:

Dear Parent/Guardian

We are delighted to inform you that your son, **(name)** has been selected to join the first team squad this weekend in the match against ///. We are looking forward to having ////// with us for the match, but we want to ensure we put appropriate safeguards in place as he is still under 18 years of age.

Please complete the consent form attached to this letter and return it to the Designated Safeguarding Officer (contact details below) as soon as possible. An electronic copy with your typed signature will suffice.

This is a fantastic opportunity and we hope he really enjoys the experience. It is important to remember that being called into the squad does not automatically mean that he will play on this occasion; however, he should be congratulated on this achievement at such a young age. If he does not play on the day, we hope you can reassure him of how well he has done by being selected.

We understand that your son may be nervous and even a little anxious with this new and exciting challenge. In order to support him through this we are hoping to put a few things in place and we hope that you will also talk a few things through with him before the game.

We intend to identify a senior player who will act as a mentor and will 'buddy up' with your son. This is to provide him with someone he can turn to if he needs advice or support. It would be helpful if you discussed with him what a great opportunity this is, that he should try to enjoy the experience but that if he is uncomfortable about anything or has any concerns then he should talk to his 'buddy' or someone he trusts.

If the game involves away travel he will be in a hotel room alone and will not be sharing with any of the other players. The only exception to this would be if two U18s are travelling with the team, in which case they will share a room.

We will also be providing your son with a Code of Conduct which we expect him to adhere to. This is just to outline standards of behaviour which the club expects of players U18 when placed in an adult

environment. It would be helpful if you could support this guidance and reinforce the requirements of the club.

We know this is a great occasion for him and wish him luck with the opportunity and challenge.

Yours sincerely (Name & title)

2 – Template Example - U18 First Team Appearance Consent Form

(NAME OF CLUB) CONSENT FORM

Congratulations to you and your son: he has been selected to join the senior squad in a forthcoming match against (name of club). In order that your child may participate in this fixture we are seeking your consent and support in preparing him for the game. It is essential that you complete and return this form to (name of person and contact details), supplying relevant information and your consent as parent/legal guardian.

- By consenting to this I am stating that my child is in good health and that he is not participating contrary to medical advice.
- In the unlikely event of an accident occurring, I give my permission for a designated representative of the club to authorise emergency medical treatment, including the use of anaesthetic if deemed necessary.
- Appearance as part of the senior squad will include TV and use of photographs/digital images. A separate images consent form should have been signed by you at the start of the season/contract, if not ensure you speak to the DSO to request that consent form also.

Player/Child's name Date of birthAge

Name of parent/guardian: Relationship to child:

Address:

Emergency contact telephone no. Mobile tel:

Please provide a second emergency contact name and telephone number:

Name Relationship to child

2nd Emergency contact telephone no. Mobile tel:

Please note: It is essential that we are able to contact one of these two numbers in the event of an emergency.

If your child has any medical conditions that may need to be taken into account, please give details below. The following information will assist the party leaders in caring for your child.

Special dietary needs:

Does your child suffer from: Asthma Hayfever Diabetes Epilepsy Nut Allergy

Any other allergies (e.g. Penicillin/nuts/anaesthetic)

Please add any other relevant information:

Important information to parents: The use of any regular medication by a professional player must be reported to the club medical team to ensure that anti-doping regulations are met. You must inform the team manager of the use of any medications including over the counter purchases.

I consent to my child participating as a member of the first team/senior squad on this occasion **and for the rest of the season or scholar contract if required.**

Signature: Date: Please write your name in full

Office us only: Ensure a copy of this is given to the Designated Safeguarding Officer and a copy kept on the player file.

3 – Template Example - Code of Conduct U18 Player Senior Appearance

Congratulations on being selected to join the senior squad for the forthcoming match against. When representing the club at a senior level we expect certain standards of behaviour and we have outlined below a code of conduct which we expect you to maintain.

- Represent the club in a manner and to a standard expected by a professional football club.
- Recognise that whilst being invited into the squad, you may not be selected to play on the day. Understand that the Manager's decision is final and that any response to any such decision will be that expected of a professional footballer.
- Understand that you must not engage in any inappropriate adult activity and that you **must not** consume alcohol; access adult literature of any kind or engage in gambling whilst with the first team.
- Agree to only use any social media platform in a responsible manner and not post any comments which may be misinterpreted or are insulting to others in any way, including making inappropriate comments about the football environment.

This is an exciting and challenging time for you, however it is important that you understand that if you have any concerns you can speak to someone you trust or to the manager.

- We hope to identify a 'Buddy' who will act as a mentor for you. If you need advice or support he will be available to provide this.
- It is critical that you understand that you do not have to tolerate any unacceptable 'banter' or behaviour. Know your own boundaries and don't be afraid to talk to someone you trust if you have any concerns.
- If you are travelling to an away game, you should be staying in a separate hotel room and must not share a room with any adult over 18. If there are two youth team players travelling, you may be expected to share a room.

If you have any concerns and would like to discuss these issues further then you can contact the Designated Safeguarding Officer Frank Thompson Welfare@afcwimbledon.ltd.uk or 07747764349

Enjoy the experience, and good luck if you are selected to play during the match.

Appendix P

GUIDANCE TO MEMBER CLUBS FROM THE EFL

SIX STEPS FOR OPERATING TRIPS, TOURS & TOURNAMENTS AR Trips Tours and Residentials -

If you are planning a youth tour for your Academy players or residential for Trust participants under 18 years of age, please refer to this guidance document to ensure you plan and record all the necessary details relating to the management of the event. You are advised to retain all information on file for a minimum of three years in respect of any claims regarding any accidents or incidents, this information may be required for inspection by your respective Regional Manager or the Club / Trust or Academy DSO.

If your club is planning to take part in a tour or tournament abroad, then you must follow The FA regulations. These also apply if you are planning to host a tournament involving teams from other countries, or play a match against a foreign touring side. Further Information is available by downloading the relevant section in The FA Handbook. Permission is not needed for one-off matches against teams from Scotland, Northern Ireland or Wales. Documentation is required for matches against teams from the Republic of Ireland and other FIFA countries.

If you are planning to participate in a football tour or tournament abroad (not Northern Ireland, Scotland or Wales) or are hosting a foreign team at your Football Club, you should first seek permission from the Club Secretary to ensure the plans are approved and endorsed by the club. Then seek approval from The FA to participate or host an activity **before** the event. You are required to give The FA **at least 60 days' notice prior to the event**. However, if plans are in place and you inform The FA less than the

60 days before, you may still apply to participate and The FA will endeavour to grant you permission but this may be delayed or result in permission not being granted.

The FA 'Application to Play Matches against Foreign Opposition' form is obtainable from The FA website, if you have problems accessing this information then contact your local County FA who will be able to assist. This form is to be completed in full and sent to The FA either by email or fax and a copy should be sent to the Youth Co-ordinator, Pauline Hothersall at the EFL via email, for information only.

Email: sanctioning@thefa.com

Guidance: <http://www.thefa.com/football-rules-governance/lawsandrules/rules-of-the-association>

EFL: PHothersall@efl.com

The FA will email your Club Secretary (and copy in the Youth Co-ordinator at EFL) granting you permission to participate in the football tour you should ensure you liaise with your Club Secretary to check permission has been granted.

If you have any queries regarding your application, please contact The FA by either email using the email address above or phone The FA Sanctioning Department on: 0800 169 1863 ext. 4601. Further information is available on in the current FA Handbook.

The FA may notify the relevant Football Association in the country you are visiting to inform them that you are participating in a football tour or tournament in advance of departure. Should any changes in the arrangements occur before the tour departs, e.g. a change of departure date, The FA must be notified immediately. The risk assessment must then be reviewed and updated accordingly to include any changes.

Note: (See Step 4 of Six Steps for Completing Forms for Tours/Residentials). Any risk assessment activity rating which scores 12 or above, on the risk assessment form included in this toolkit, must be reviewed to include further control measures which would reduce the risk calculation.

It is essential that safety measures for the Academy players and any children involved in any residential activity or tour are implemented. Find below a simple Step by Step guide to help you to complete the Toolkit. Follow any guidance on which forms should be kept and for how long the forms should be held or stored.

Young players' development, in both footballing and social skills, can be enhanced by participation in trips, tours, tournaments, festivals and residential activities. Ensuring the success of such events requires attention to detail and careful planning, therefore events **should not** be approved at the last minute simply because a late invitation has been offered to the Academy or Trust.

Safeguarding the welfare of young players must always be paramount and, in order to ensure their safety, this simple to follow 'Tours Toolkit', including a series of forms, has been devised from previous EFL 'T Forms' with additional forms being developed to support you through the process. Clubs should understand The FA's regulations regarding the need for their approval for football Trips and Tours. The latest version of this Toolkit will be emailed to clubs in word format so that they can map against their existing procedures, adapt and brand the forms with their own club logo. The only information EFL Youth Department require is confirmation of The FA approval of any Academy Football Tour. The Youth Department do not require copies of the completed forms, however, the forms may be viewed by the EFL Regional Managers/Safeguarding Officers as part of the any Academy audit.

Following the guidance in this document and making use of the 'Toolkit' should ensure that clubs understand the importance of having certain information of all participants available in case of accident / incident or emergency. Clubs should understand that these forms are not just a 'red tape' exercise but are intended to help you run a safe tour or residential.

The Health & Safety Executive recognise on their website that many activities involving children and young people are low or medium risk and they state that they do not want schools, or other organisations working with children, to be restricted from engaging in more adventurous activities simply because they are afraid of accidents. This guidance is designed to ensure that your club can engage in a range of activities including trips, tours, tournaments, festivals and residentials with confidence, by having planned efficiently to try and ensure that you have everything in place to make the event safe and enjoyable.

"HSE fully recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and

prepares them for their future working lives. Striking the right balance between protecting pupils from risk and allowing them to learn from school trips has been a challenge for many schools, but getting this balance right is essential for realising all these benefits in practice.”

<http://www.hse.gov.uk/services/education/school-trips.pdf>

This guidance, which include a series of numbered Forms, is about the process and documentation required for the formal approval of tours and residential. Accompanying this guidance will be a further document which must be issued to all staff / volunteers who will participate in any tour or residential. The title of the additional guidance is ‘Residential Activities’ Work with Children and Young People’. Together, these guidance notes will form a Toolkit which will outline:

- ☒ Best practice for process – ‘Six Steps for Operating Trips, Tours & Tournaments’
- ☒ Template Forms - 1 -7 Operational procedures
- ☒ Residential Activities - Work with Children and Young People

The latter covers the conduct, including ethical conduct, required by all during residential activities, as well as information on how best to plan and prepare effectively for any tour or residential.

Safeguarding Workshops were delivered during in 2012/13 season to support clubs’ understanding of how best to use this Toolkit. Your Club Designated Safeguarding Officer (DSO) should have attended that workshop and will be able to assist you in training your staff and in implementing this process. It is important to utilise the skills of the Club DSO as a resource when implementing this guidance.

Note: In order to receive The FA approval you must submit the application to The FA, at least 60 days before the event is to take place. It is essential that you receive permission from The FA for any football tour (outside the UK) prior to departure.

Glossary - for the purpose of this document:

Tour means: trip, tour, tournament, festival or residential activity. This applies for any of these events which involve even a single overnight stay.

Academy Player/Young Person means any person under 18 years of age (U18) who is engaged in any activity either as:

- ☒ an Academy Player
- ☒ an U18 registered with the Community Trust as a participant on any residential

Parents / Guardian means the person who is the parent or legal guardian of the young person.

Academy Manager means the Academy Manager or Trust Manager, if the residential is operated by the Trust.

Tour Leader means the senior member of staff, participating in the Tour, who has overall responsibility for the trip.

Club Designated Safeguarding Officer (DSO) means the person who will be responsible for safeguarding at the Club, (who should be informed of any safeguarding concerns as soon as possible / practicable)

Tour Designated Safeguarding Officer (TDSO) means the person who will be responsible for safeguarding during the Tour.

Worker means any staff or volunteer, either paid or unpaid, who is employed or volunteering with the Club, Community Trust or any employer operating the activity.

1.1. Form 1 'Notification to Club Secretary'. The planned tour must be lodged with the Club Secretary for approval and authorisation and this must be submitted on the Form 1 by the Academy Manager in order for the tour to take place. A **'Tour Leader'** should have been identified at this point and their details included on the Form 1. If the Club / Academy DSO does not form part of the staff supervision group then a Tour DSO should be appointed for the duration of the trip. That person should have the appropriate training and competencies to perform their duties and should liaise with the Club DSO as necessary. Also the club should ensure that the appropriate insurance is in place to cover the tour, including cover for repatriation if required.

1.2. A copy of the Form 1 should be kept by the Club Secretary until the successful completion of the tour. The approved original Form 1 should be kept by the Academy Manager and should be retained with the complete file for a minimum of 3 years. Note: *In light of the ability to retain information on IT systems, best practice would be, once the tour has been completed and reviewed, to create an archive folder where all relevant documentation can be effectively labelled with the club name, title of the tour, venue travelled to, season, age group of those involved and store this securely in line with The Data Protection Act (1998)/GDPR regulations.*

1.3. Both Club Secretary and Academy Manager should set up a file for the tour.

1.4. The FA 'approval for tours and tournaments form' must be completed and submitted to The FA at least 60 days before the event. A copy should be sent to EFL Youth Development Co-ordinator (phothersall@efl.com). Approval will be provided from The FA via email to The Club Secretary who should keep a copy until the successful completion of the event. A copy is to be forwarded to the Academy Manager to retain on the tour file.

2.1 The Academy Manager / Tour Leader should complete Form 2 'Letter of invitation to staff / volunteers to participate in the tour' and send to identified staff.

2.2 Attached to the Form 2 should be a Form 2a and 2b which includes a **'self-declaration and agreement to participate'**. These should be signed by the staff / volunteer stating that they are willing to participate in the tour and a Form 2b identifies 'Staff Personal Details' which will provide emergency contact details and medical information for the staff / volunteers which may be required in-case of emergency. All of this personal information must be stored safely and secure

3.1

☑ The Academy Manager must send a 'Notification to Parents' using the Form 3, which provides relevant information regarding the tour.

☑ Form 3a 'Parental Consent Form' must be included at this point and will require consent for the specific tour.

☑ Form 3b - 'Players Personal Information Sheet' should also be included and must be completed by the parents / guardian. This will provide up-to-date contact details in case

of emergency. All of this personal information must be stored safely and securely. Information to parents should ensure that they understand the need to inform the Tour Leader if there are changes to any personal or medical information before the child travels. All information contained on Form 3b must be reviewed in detail.

☒ Any information on medical or other personal issues must be noted and, if considered necessary, the Tour Leader or Designated Safeguarding Officer may follow up with parents if specific medical conditions are identified.

☒ Follow up should include information on the history, frequency and last episode of any specific medical condition.

☒ In addition, seek an understanding from parents of the triggers for onset and the response, aid, or medical attention sought or delivered by parents if there is an onset of the condition. An example of this may be a child who suffers seizures.

3.2

☒ Form 4 'School Consent Request Letter' is a template to request permission from the school if release is required during term-time. It is recommended that clubs do not plan tours or residential activities during this period. However it is also recognised that these dates vary across different Education Authorities and, on occasions, tours may cover the last day or two of a term; or in the case of the NCS Programme, operated by the Community Trust, the volunteering may be part of the education programme.

☒ If the activity is to take place during the term time, the Academy / Trust must first seek consent from the parent / guardian of the young person in order to approach the school, and then seek permission, or ask parents to seek permission from the School Head Teacher for the young person to be released from school.

☒ Form 4a is a template to make the system easier for the school to respond either providing or declining consent for the player to be released.

☒ These forms (Form 4 & 4a) would not be required if the tour takes place during school holiday periods, which should always be the preferred option.

4.1

☒ Best practice would be to undertake a reconnaissance visit to the proposed venue and complete a 'Risk Assessment' (Form 5) identifying risks and control measures to be implemented including:

☒ travel to and from the tour venue; including airport transfers if required;

☒ accommodation; ensuring children and adults **DO NOT** share rooms;

☒ medical, vaccination or visa requirements, valid passport, EHIC card;

☒ dietary requirements; taking account of the culture of players and the countries you may be visiting;

☒ personal washing and changing facilities;

☒ communications, including translation services if in non-English speaking countries.

☒ playing, training, changing rooms and medical facilities both on and offsite;

☒ laundry and recreation facilities;

☒ Access to local emergency services and contact numbers for those services including local medical centres and the police;

☒ The British Consulate if the tour is abroad.

Remember: any risk assessment activity rating of 12 or above on the risk assessment form included in this toolkit **must** be reviewed to include further control measures which would reduce the risk.

4.2 It is recognised, however, that on some occasions a reconnaissance is not conducted.

There may be a number of reasons for this, including the fact that the venue is used on an annual basis by the club or other professional football clubs for such tours. In these circumstances it is important to seek advice from others who have used the facility or from the 'Event Organiser' if one has been appointed. In addition, ensure you update the risk assessment when you arrive at the venue, as this will help with future planning.

4.3 Complete a Risk Assessment (RA) Form 5 identifying as many hazards as you can and identify control measures where possible. It is the responsibility of the Tour Leader to ensure that this information is shared with all of those participating in the tour. An example of a completed RA Form 5 is included in the toolkit appendices to prompt your thought process for assessing risk.

4.4 Form 5a is a check list to ensure all of the appropriate documentation has been completed before the tour takes place. This must be signed off by the Academy Manager / Trust Manager in order that the final approval for the activity is in place.

4.5 All staff participating in any residential must receive appropriate training on safeguarding, safety and codes of practice. Additionally, they must be issued with appropriate information regarding the event in advance of the tour and attend any pre-tour meetings or briefings or training. All staff and volunteers should receive a copy of EFL 'Guidance to Member Clubs Residential Activities'. **Note: it is important that staff have appropriate skills and competence and maturity when responsible for supervising children U18.**

4.6 All Tour Leaders must have with them, on tour, an accident / incident book and a 'near miss' Form.

4.7 Best practice would be to complete a fire drill as soon as possible after arrival at the venue.

Record the drill and identify any issues. If necessary revise the risk assessment to include any further control measures identified. This should ensure all participants are aware of what to do in the event of a real emergency evacuation.

4.8 Regular staff briefings should be held during the tour to ensure effective communications are in place and any welfare or safety issues are raised and addressed. Best practice would be a short staff briefing each morning before the young people assemble. In this way issues can be addressed on a daily basis.

5.1 The 'Emergency Procedures form (Form 6) must be on a clearly identified yellow card, laminated and carried at all times for reference in an emergency. The bright yellow colour will ensure ease of identification in case of emergency.

5.2 The Form 6a 'List of Staff & Players' must be completed and carried with all staff at all times when 'off site' in case of emergency. This must also include details of any Event Organiser **both** at home in England or Wales and abroad if applicable. It must also include details of the 'Home Tour Contact Person'. Care should be taken to ensure the information is kept safe. However, it is important to understand that staff may need access to this information if an incident happens when they are away from the main base.

5.3 The accident / incident book must be used to record any accidents or incidents during the tour.

5.4 A Form 6b 'Near-miss Form' should be completed if a serious incident 'nearly' occurred.

Details should include the actions which supported the avoidance of the incident.

Note: The FA have 'Safe Away' Cards which can be carried by young people and may be downloaded from The FA website:

<http://www.thefa.com/~media/Files/TheFAPortal/governance-docs/safeguarding/raising-awareness/safe-away-cards.ashx>

6.1 All tours must be evaluated within seven days of the return of the group. Form 7 'Tour Debrief' should be completed by the Tour Leader and reviewed by the Academy Manager. As well as outlining any successful outcomes of the tour, the debrief should include details of accidents, incidents or near misses. This will ensure that any learning can influence the planning of future tours and should be shared with others. Such constructive feedback should make such events safer in the future.

Note: An example of good practice would be to have all staff who were involved in the tour required to attend a de-brief meeting, this would provide many different perspectives of how successful the tour was and what can be improved on for the future. It is also important to note or ask parents and players for their experience of the tour.

Well planned tours and residential are likely to be much more successful and enjoyable for all

☒ School Trips and Outdoor Learning Activities. (Clubs must read and understand the principles of this document)

<http://www.hse.gov.uk/services/education/school-trips.pdf>

☒ Five steps to Risk Assessment Risk

<http://www.hse.gov.uk/risk/controlling-risks.htm>

☒ Assessment – A Brief Guide to Controlling Risks in the Workplace <http://www.hse.gov.uk/pubns/indg163.pdf>

☒ The Reporting Accidents and Incidents at Work: A brief guide to the Reporting of Injuries – RIDDOR

<http://www.hse.gov.uk/pubns/indg453.htm>

FA Regulations Matches against Foreign Clubs

<http://www.thefa.com/football-rules-governance/lawsandrules/rules-of-the-association>



AUTHORISATION FORM

1. PURPOSE

Trip Tours Tournament Trust Residential Other

2. AGE GROUP OF TOUR (e.g. U16)

Age group	
Number of players	

3. VENUE

_____ Country _____

4. DATES AND TIMES OF TRAVEL

Date of departure	
Time of departure	
Return date	
Planned return time	

5. TRANSPORT ARRANGEMENTS

by flight

by car

by train

minibus

A short description of the transport arrangements must be outlined below

--

The following Club staff have volunteered / consented to drive and I confirm they are legally permitted to drive the vehicle which will be used:

Name of driver(s)	
Vehicle registration no.	
Name of transport company (if any)	

6. INSURANCE

Club insurance Policies (list those which apply) _____

Additional Policies (check if additional are required for adventurous activities or emergency repatriation)

7. NAME OF TRANSPORT COMPANY (IF ANY)

Public Liability Insurance confirmed Yes No - Level of Liability £_____

8. ACCOMMODATION

Name of hotel/lodging	
Address	
Phone number	
Website	
Email address	

9. DETAILS OF PROGRAMME OF TOUR

Attach tour itinerary - include existing knowledge of the place to be visited and if any exploratory / recognisance visit(s) is intended

10. DETAILS OF ANY POTENTIAL HAZARDOUS / ADVENTUROUS ACTIVITIES

11. STAFF ATTENDING (add all support staff & volunteers)

NAME	RESPONSIBILITY

12. STAFF TO ACADEMY PLAYER RATIO

13. CONTACT DETAILS FOR CLUB CONTACT BASE IN CASE OF AN EMERGENCY

This should be the person who will be responsible for the Club's coordinated response if an emergency occurs – and should be a person who can make executive decisions, for example the Club Secretary, or Academy Manager if not attending the tour.

Full Name	
Address	
Home Tel Number	
Mobile Number	

Office Number

14. HAS AN ADVANCE VISIT BEEN UNDERTAKEN?

Yes

No

If an advance visit was not possible, what action(s) has been taken to ensure the suitability of the chosen venue?

16. PARENTS CONSENT

• Copy of the information to be sent to the Parents attached

• Copy of the blank consent form to be to parents/legal guardians attached.

I certify that appropriate consents will be obtained before the tour and that any player that does not have a consent form prior to the event will not be permitted to participate.

The consent forms will contain appropriate medical information on any additional or medical needs which will be considered in the risk assessment process for the event.

17. TOUR LEADER

Full name _____

Role at Club _____

Mobile number: _____

18. CERTIFICATION

I certify that the Tour Leader has been issued with the DfEE document "Health and Safety of Pupils on Educational Visits, A Good Practice Guide" and the accompanying supplement. Also that the risk

assessment for the tour will be carried out in advance of the tour and will be reviewed immediately before travel. The information will be shared with those travelling and a copy will be with the home contact person and also filed in the Academy office

Full name <i>Academy Manager</i>	
Signed	
Date	

YOUTH TRIP, TOUR OR RESIDENTIAL

INVITATION TO COLLEAGUES TO PARTICIPATE IN A TOUR

Date: _____

Season _____

Dear Colleague, Name _____ Role _____

You are invited to accompany the Youth Trip/Tour/Tournament for the U () (**age group**)

The planned dates are:-

Departure date _____

Return date _____

Venue _____

Web address of venue if known _____

Please confirm if you would like to participate in the event in a supervisory capacity by signing the attached reply letter and return to the Tour Leader by dd/mm/yy (state date of return here), together with your personal emergency contact details as they may be required in case of emergency during the tour.

Please note;

- All employees accompanying the tour on behalf of the Academy are regarded as members of staff.
- This is not a holiday, and
- The safety of players on the tour is paramount.

I look forward to your hearing from you.

Yours sincerely

Academy Manager

YOUTH TRIP, TOUR OR RESIDENTIAL

STAFF RESPONSE TO ACADEMY MANAGER

Self-declaration and agreement to participate

Dear Academy Manger,

Thank you for the invitation to accompany the Youth Tour with the (name of Club) to: -

Venue: _____

Date of departure _____ Season _____

Date of return _____ Age Group (U ___)

I confirm that I would like to be part of the Tour Supervision Party and that I have been issued with a copy of EFL Residential Guidance Notes.

I recognise that whether I am an employee or volunteer, I have the same responsibilities with regard to the welfare and safety of the academy players, or others involved in the event. I will abide by any Safeguarding and Health and Safety and Policy Guidance as stipulated by the Academy. I understand that safeguarding children is the responsibility of everyone.

I understand that the Health, Safety and Welfare of academy players is paramount.

I acknowledge that my participation in the event is not considered by me to be a holiday or a reward and I also recognise that the supervision of children during this tour means that I am never really 'off duty'.

I have in place an appropriate DBS/CRC which is less than three years old which I consent to you viewing. Since the issue of my most recent DBS/CRC check I confirm that I have not been arrested, cautioned for or charged with any criminal offence and to my knowledge have not been under investigation by either the Police or any Social Care Department.

I enclose the form T2b listing my personal emergency contact details as requested.

I look forward to receiving further information regarding the event soon.

Yours sincerely

Signed

Print name

Position at Club

Date

STAFF PERSONAL DETAILS

Full name			
Date of birth			
Home address - in full) (Include post code)	Post code:		
Home Tel. number			
Mobile number			
Next of Kin	Full Name	Tel. number (day)	
		Tel. number (night)	
		Mobile no.	
	Relationship to you		
DOCTOR'S FULL CONTACT DETAILS			
Name			
Address (include post code)		Surgery Title:	
Telephone number			
N.I. number			
MEDICAL INFORMATION			
Special dietary requirements (if any)			
Do you suffer from allergies? Please delete as appropriate	Asthma	Yes / No	
	Hayfever	Yes / No	
	Diabetes	Yes / No	
	Epilepsy	Yes / No	
	Nut Allergy	Yes / No	
Any other allergies? (e.g. penicillin, anaesthetic). If Yes, please list.		Yes (explain) / No	
Any other health issues? please specify			

Will you have any required medication with you during the tour?	Yes		No	
	If yes, what?			
When did you last have a tetanus injection?				
Do you have a current European Health Insurance Card (EHIC)?				
Do you have a current valid passport with more than 6 months after the planned date of return from the tour? (If travelling abroad)				
You must inform the Tour Leader of any change to your personal / health circumstances before the tour?				

Note: If the tour is travelling to another country you will be required to have all of the above in place and may be required to have any additional visa / vaccination requirements for that Country, in advance, depending upon the country the tour is visiting.

Singed _____ Date _____

Print name _____ Role _____

Information checked: Yes / No

Print name _____ Role _____ Date _____

Office use only:

Club Note: Consider any additional insurance requirements if medical issues are identified. Ensure you understand and share information regarding visa and vaccination requirements of The country you are travelling to.

*Personal/confidential information requires secure storage in line with the Data Protection Act.

YOUTH TRIP, TOUR OR RESIDENTIAL

NOTIFICATION TO PARENTS

(This form must be reproduced on the Football Club's letter headed notepaper)

Date:

Dear Parent/ Guardian,

I am pleased to inform you that your son (**Name of Child**) is being considered for the forthcoming Academy trip / tournament as part of his football development. The tour is currently in the early planning stages and the summary details are:-

Proposed Event: (Age range of Tour Group e.g. U16s) . To:

(Name of Venue and Country include web address if known) .

Departure date: _____

Return date: _____

(If you know your planned type of travel then include this here e.g. we intend to travel by air / train / coach)

At this point we are trying to establish how many players wish to be involved and are seeking parental consent to ensure that the numbers will be sufficient to enable the tour to go ahead.

If you wish your child to be considered for selection for the tour, please complete, sign and return the attached consent form, together with Academy Player's Personal Details form to the (**Tour Leader or name and contact details of who to return to**), by (dd/mm/yy **date**).

Please be aware that a number of players are being considered at this point. **However, if we do not receive the consent form T3a from you, then your child cannot be considered.** Once your child's place on the tour is confirmed we will keep you informed of further details as the tour approaches.

I look forward to receiving the information from you.

Yours sincerely

Sign

Print Name _____

Academy Manager / Tour Leader

YOUTH TRIP, TOUR OR RESIDENTIAL

CONSENT FORM – PARENTS / GUARDIAN

Date:

U : (Age group)

Dear Academy Manager/Tour Leader,

I consent to my child (**name in full**) participating in the event outlined in the letter of invitation. I recognise that whilst most tours are arranged outside of school term, if this tour requires them to be released from school:

I consent to the Academy contacting the Head Teacher for permission for my child to be released from school for the duration of the tour.

I do not consent to the Academy contacting the Head Teacher for permission for my child to be released from school for the duration of the tour.

N.B. - One of these boxes **MUST** be ticked

Once details of the tour are confirmed, I agree to take my child to the agreed drop off point and collect them from the return point at the times and dates to be specified by the Club.

When the ground rules for the tour have been established I agree to discuss the importance of appropriate behaviour and safety with my child in advance of the tour.

- I state that my child is in good health and that they are not participating contrary to medical advice. However I understand that I **must** advise the Tour Leader of any changes in his/her health at least one week before the departure date.

- In the unlikely event of an accident occurring, I give my permission for a designated representative on the Academy Tour to authorise emergency medical treatment, including the use of anaesthetic if deemed necessary.

I confirm I am the parent/legal guardian of (full name of child)

Relationship to child? _____

Signature _____ Print Name _____

Home Address _____

School _____ Date _____

To be sent to the Academy Manager at the Club:

Postal address:

Email address:

YOUTH TRIP, TOUR OR RESIDENTIAL

ACADEMY PLAYER - PERSONAL DETAILS

In order that your child may participate in the Trip / Tour / Tournament or Festival planned by the Academy, it is essential that you complete and return this form to the Tour Leader / Academy Manager, supplying all relevant information.

Tour: _____ Age U__ : Date: _____ Season: _____

Full name			
Date of birth			
Home address (in full)	Post Code:		
Home tel. number			
Child's Mobile number	This number will only be used in case of emergency and in-line with the Club communications policy.		
School year			
Name of School and address	Post Code		
<u>MEDICAL</u>			
Special dietary requirements			
Does your child suffer from allergies? Delete as appropriate (MUST be completed)	Asthma	Yes / No	
	Hay fever	Yes / No	
	Diabetes	Yes / No	
	Epilepsy	Yes / No	
	Nut	Yes / No	
Any other allergies – please specify (e.g. - penicillin, anaesthetic)	Yes / No		
Is your child likely to be home-sick?	Comment		
Will your child have any medication with him during the tour?	Yes		No
	If yes, what?		
When did your child last have a tetanus injection?			

Can your child swim? (Please make comments on the swimming ability of your child) e.g. weak/strong swimmer	Yes		No	
	If you do not wish your child to participate in water activities, please state here.			
Does your child have a current European Health Insurance Card (EHIC)?	Yes / No			
Does your child have a current valid passport with more than 6 months after the planned date of return from the tour?	Yes / No (If the Tour is abroad)			
It is vital that you inform the Tour Leader of any change to the health of your child or personal circumstances before the tour?	Changes in circumstances			

DOCTOR'S FULL CONTACT DETAILS	
Name	
Address (including post code)	Surgery Title: Post code:
Telephone number	
Child's N.I. number	

PARENT / LEGAL GUARDIAN			
Name of parent/guardian			
Relationship to child			
FIRST Emergency contact details: Relationship to child	<u>Full Name</u>	Tel. number (day)	
		Tel. number (night)	
		Mobile no.	
SECOND Emergency contact details: Relationship to child	<u>Full Name</u>	Tel. number (day)	
		Tel. number (night)	
		Mobile no.	
<u>N.B:</u> It is essential, that in the event of an emergency, we are able to contact one of the two people named above during the duration of the tour.			

Next of Kin	Full Name	Tel. number (day)	
		Tel. number (night)	
		Mobile no.	
Relationship to child			

Please provide any other relevant details that you feel the Academy staff should be aware of in order to meet the needs of your child whilst they are on tour.

Signature _____ **Relationship to child** _____
(parent/ legal guardian)

Name in full _____

Date _____ **U** (age group)

Office use only:

Club Note: Consider any additional insurance requirements if medical issues are identified.

*Personal/confidential information requires secure storage in line with the Data Protection Act

YOUTH TRIP, TOUR OR RESIDENTIAL

SCHOOL CONSENT REQUEST LETTER

(This form must be reproduced on the Football Club's letter headed paper)

Date:

Dear (Head Teacher),

School Name: _____

Reference: Football Academy Tour – Request for permission for absence from school.

Name of Academy Player _____ Age group of team () e.g. U16s

The (**NAME OF CLUB**) Academy is arranging to participate in a football tour this season. The planned destination and dates are outlined below:

To (**Name of Venue and Country include web address if known**)

Departure day and date: _____

Return day and date: _____

As you will be aware, (first name here) is a member of our football Academy. As part of his on-going football development he is being **considered** for selection for the tour.

We always try to run our tours in school holidays but on this occasion, some dates are during term time. We have contacted his parents/guardian who have provided consent for the Academy to approach you at the school to seek permission for him to be released, **if** he is selected for the tour party. I am therefore writing to ask you if he may be released from school during these dates.

If you feel that there are school assignments that he would miss but must complete, the Academy will make every effort, with the support of our Head of Education, to ensure any work is completed satisfactorily, **if** he is selected.

If he is selected for the tour, his parents will inform you. If you have any questions or queries regarding the tour or the player's possible participation, please do not hesitate to contact the Tour Leader whose contact details are at the bottom of this letter.

I would be grateful if you could respond by (date) _____ preparations for the event can continue.

cc. Education
Welfare Officer: Club
DSO: Tour DSO:
to (name to respond to)

Thank you, in advance, for your cooperation.

Yours sincerely

Name: _____ Academy Manager

FYI: Tour Leader _____ Tel: _____ Mobile: _____ email address _____

YOUTH TRIP, TOUR OR RESIDENTIAL

SCHOOL CONSENT RESPONSE LETTER

This standard letter is to be sent to school and should be enclosed with the letter (T4) which seeks consent from the school for term-time absence. Please complete details where possible, e.g. Name of school, player's name, tour venue and dates.

From: Name & Address of School

Date:

Season:

Dear Academy Manager, Tour Leader,

Re: Academy Tour – Request for permission for absence from school for

(Name of player) _____ Age group U ()

Thank you for your letter of (date) _____ regarding the Academy Tour outlined below: To

(Name of Venue and County include web address if known)

Departure day and date: _____

Return day and date: _____

I can confirm I have:

1. Spoken with (name) parents / guardian and recognise they have provided consent.
Yes / No

2. After consideration I can confirm that on this occasion the school: -

Will permit the student to be absent for the dates outlined.

Will **NOT** permit the student to be absent for the dates outlined.

I understand that the Club try to run tours during school holidays and would request that whenever possible the Academy continues to support the school programme in this way.

The student may have some school assignments to work on during the tour and I would be grateful if your Head of Education would contact (Name of School Contact and role at school) on telephone number.....: to discuss the school requirements.

The student will not have any school work to complete during the tour. Thank

you for informing the school of the Academy's intentions.

Yours sincerely,

Head Teacher



RISK ASSESSMENT

YOUTH TOURS AND TOURNAMENTS					Ref:
Name of Tour			A risk rating is to be calculated using the following equation:- Risk Rating = probable frequency x severity		
Date of Tour			<p>Probable Frequency</p> <p>1. Improbable Occurrence 2. Possible Occurrence 3. Occasional Occurrence 4. Frequent Occurrence 5. Regular Occurrence 6. Common Occurrence</p> <p>Severity</p> <p>1. Trivial Injury 2. Minor Injury 3. Major Injury to One 4. Major Injury to 5. Death of One 6. Multiple Deaths</p>		
Venue			<p>Person Several People Person</p>		
Assessor			<p>Person Several People Person</p>		
Date of Assessment			<p>Person Several People Person</p>		
Other related documents			<p>*Priority for action is determined by the risk rating calculation. *The higher the number the risk rating, the more urgent the action required. *The aim of any action is to reduce the risk. NOTE: Any risk rating of 12 or more must be discussed with the Academy Manager and further control measures put in place before beginning the activity and the rating recalculated. Activities with a risk rating of 12 or more should not go ahead.</p>		
No.	AREA/ACTIVITY	SIGNIFICANT IDENTIFIED RISK	HAZARDS	CONTROL MEASURE	RISK RATING CALCULATION (probable frequency x severity)

YOUTH TRIP, TOUR OR RESIDENTIAL

EMERGENCY PROCEDURES

(THIS FORM TO BE PRINTED ON YELLOW CARD AND TO BE TAKEN ON TOUR)

KEEP YOURSELF SAFE

1. FIRST STEPS – CARE OF THE GROUP

- Ensure you are safe from danger and ensure the group are safe from further danger
- Arrange search, rescue, medical care or hospitalisation of casualties as necessary

2. NEXT STEPS – WHAT

HAPPENED? Listen carefully

- What happened?
- To whom? (*names, age, gender, details of injuries as you know them, any other personal information e.g. medical needs or allergies*)
- Where?
- When? (*how long ago*)
- What has happened since? (*what action has been taken?*)
- Who witnessed it? (*If there are witnesses ask them to provide their names and addresses and telephone number if possible*)

3. TELLING PEOPLE ABOUT THE

INCIDENT As soon as possible

- Inform the Home Contact Person or, if not available, the Club Secretary or the Academy office
- (For Tours outside the United Kingdom) notify the British Embassy or Consulate if serious incident)

Whoever you contact will need to know the information outlined in 2 above

- What happened?
- To whom?
- Where?
- When?
- What has happened since? Details of any witnesses
- A mobile/telephone number where you can be contacted

4. DO as soon as practicable:

- Write an account of the incident/accident
- Manage and monitor the use / misuse of mobile phones by players, staff and volunteers
- Record the details in the Academy Accident / Incident/ Near Miss Book
- Keep a written record on file and for future reference
- Manage communications with players, ensure a member of staff is appointed to monitor their communications

5. DON'T

- Speak to the press or media. Refer them to the Club Communications / Media Team / Person
- Admit any liability
- Allow anyone to talk to any Academy Players involved in the incident without a member of staff being present

6. REMEMBER

- Nobody, unless they have an official capacity (e.g. the police), has a right to question anyone who does not want to speak to them
- If anyone tries to force a confrontation, or you feel threatened, try to stay calm and call the police
- Try your best to be compassionate with everyone involved

(REVERSE OF YELLOW CARD ABOVE)
ENTER FULL ADDRESS OF CLUB

Name of TourDate(s)Season.....

Event Organising Agency contact person for Tour (if applicable) Tel

Event Organising Agency contact details in Great Britain Tel

Tour Party Venue Base Contact details

Date of arrival Date of Departure

Name of Club Tour Leader Role at Club Mobile

Tour DSO Mobile Club DSO Mobile

Home Contact Person

Full Name

Role at Club.....

Home Address

Phone No 1 (day)Mobile.....

Phone No 2 (night)

Email address

Club Academy Office

Full Name of Academy Manager.....

Address

Phone No 1 (day)..... Mobile.....

Phone No 2 (night) Fax:.....

Email address

Club Secretary

Full Name

Address

Phone No 1 (day)..... Mobile.....

Phone No 2 (night) Fax:.....

Email address

Local Emergency Contact Details

Medical Facility.....Tel.....

Local PoliceTel.....

British Embassy or Consulate Details

Name / Contact.....Tel: (international code)..... Full

Address Email

addressWeb address

YOUTH TRIP, TOUR OR RESIDENTIAL

LIST OF STAFF AND PLAYERS ON TOUR

Please indicate the nature of the group (e.g. Academy U16s Tour / Trust Residential Trip)

Title of Tour _____ Dates: _____ Age U ()

Event Organiser (if any)		Role with your Group		Mobile No. for rip
1		Tour Liaison Officer - Abroad		
2		Tour Liaison Officer – UK		
3		Home Base Contact		
4		Club DSO		
5		British Consulate		
Staff/volunteer Name		Role on Residential e.g. physio		Mobile no. on Trip
1		Tour Leader		
2		Tour DSO		
3				
4				
5				
6				
Childs Name	M/F	Special Medical Issues	Age	Childs Mobile no.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15	Continue list if more children are attending			

YOUTH TRIP, TOUR OR RESIDENTIAL

NEAR MISS or DANGEROUS OCCURRENCE

This form is to be used by anyone to report incidents which do not involve personal injury or damage but that may have done so if left unchecked or have been left to develop further.

When completed, this form must be countersigned by the Tour Leader who will include a review of the circumstances in the evaluation of the Tour. The Academy Manager may then review any relevant policy in light of any learning from this report.

A. WHAT IS BEING REPORTED?

<input type="checkbox"/> 'Near Miss' - incident involving no injuries or damage	<input type="checkbox"/> Fire
<input type="checkbox"/> Damage to equipment or premises	<input type="checkbox"/> Dangerous Occurrence (as defined under RIDDOR) available at:- http://www.hse.gov.uk/riddor/what-must-i-report.htm

B. DETAILS OF PERSON MAKING REPORT

Staff /Volunteers – This form is specifically designed for use on Youth Tour, Tournaments and Residentials.

Participants, young people / staff or volunteers–Report the incident to the Tour Leader who is the main contact. The person reporting should complete this form, have it countersigned by the Tour Leader and include the complete details in Section C. (*Assistance may be provided, if require, when completing the form*)

Name of Tour:	
Tour Venue	
Age group on Tour:	
Your full name:	
Role:	
Job Title :	
Activity Involved:	
Tel/mobile No:	
Email:	
Names of all young people involved	1. 4. 2. 5. 3. 6.

C. INCIDENT DETAILS

Date of incident:		Time: (24hr clock)	e.g. 00.45
Location:			Room No:
Potential incident / injury if left unchecked:			
Group Leader			

DESCRIPTION OF INCIDENT Give full details of what happened including the nature and extent of any damage which may have occurred. If the incident involved a fall from height, state the approximate distance. Include name and full contact details of those involved or of witnesses to the incident.

Continue on a separate sheet is necessary

ACTION TAKEN FOLLOWING INCIDENT

*If police, statutory or external agencies involved include full name, collar number, and the base they work from in this section.
This section needs to be accurate and explicit – ensure you include, dates, full names and roles.*

Continue on a separate sheet is necessary

D. RESPONSIBLE PERSON: This form must be completed by the person reporting the 'Near Miss' and countersigned by the Tour Leader.

Completed by: (Print full name)		Role:	
Signature:		Date & Time:	
Mobile:			
Countersigned – (signature) :		Date & Time	
Tour Leader: Print Name in full Mobile:		Job Title:	
Summary of Action taken by Tour Leader:			

Data Protection Act 1998 – the information on this form may be used for the purposes of investigation and /or securing or improving the health, safety and welfare of people at work and on Youth Tours, Tournaments and Residentials. It will be held by the Academy Manager, and may be provided to EFL Regional Manager(s) for the same purposes. Any queries about data protection issues should be addressed to The Regional Manager.

<p>Office use only:</p> <p>Retain this form for minimum of three seasons with the Tour File.</p>	<p>This document has been read and evaluated by the Academy</p> <p>Manager Date: Signed Academy Manager</p>
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YOUTH TRIP, TOUR OR RESIDENTIAL

TOUR DEBRIEF REPORT FOR THE SENIOR MANAGER

NAME OF CLUB Season.....

TOUR DETAILS

Name of Tour

Venue where tour took place Age

group of tour party U () Number of players attended Number of staff/volunteers

TRAVELLING DATES

Departure: Return

TRAVEL

Method of Travel

Time of leaving home base

Arrival time at accommodation

Time of leaving accommodation for return journey

Arrival time at home base

Total no. of days on Tour () Did the tour involve release from school? **Y/N** How many days ()

ACCOMMODATION

Type of accommodation

Did meal times suit the programme? Yes No

If no, did you have the ability to re-arrange meal times? Yes No

Rate food 1 – 5 (5 being excellent) (?) Comments

STAFF

Name of Tour Leader

Position held at Football Club.....

Players who participated (attach a Form T6a list of players and staff)

Names of any other accompanying persons (e.g. parents, not supervising attending)

Any specific issues with players or staff? **Y/N**. Were these addressed during the tour? **Y/N**

(Address issues on an additional sheet marked **Private & Confidential** and FAO Academy Manager only)

FACILITIES

What were the quality of the pitch(es)?

Poor Adequate Reasonable Good Excellent

What was the standard of the changing room facilities?

Poor Adequate Reasonable Good Excellent

Were there provisions for Kit storage? Yes No - (Please comment in summary)

Was there any security (including personal property storage) Yes No - (Please comment in summary)

Was there adequate medical provisions? Yes No - (Please comment in summary)

Was there a separate room to provide medical and physio treatment? Yes No

GAMES / MATCHES

Number of matches / Tournaments played: () List dates matches played:

1.....2.....
3.....4.....
5.....6.....

Final position in the competition (if any) Were

the arrangement and planning of games: (please comment in the summary?)

Poor Adequate Reasonable Good Excellent

What were the arrangements made for training, planning, briefing and debriefing?
.....
.....

What was the standard of the referees? OR for residential specialist staff e.g. rock climbing etc?

Poor Adequate Reasonable Good Excellent

Was an activity programme produced in advance? Yes No (add comments)

Was there an English speaking person present? Yes No

(if applicable)

Was a translator available (if applicable) Yes No

GERNAL INFORMATION

How would you rate the overall Tour?

Poor Adequate Reasonable Good Excellent

What was the overall cost of the Tour? £..... What does this equate to per player £

Did you feel this was value for money? Yes No

Would you participate in this Tour again? Yes No

If not, why?
.....

OTHER ACITIVITIES

Did you participate in any other activities whilst on the Football Tour? Yes No

If yes, give a brief summary of the activities. If you feel any of these were high risk and you would not participate again please reference them.

DETAILS OF ANY ACCIDENTS OR 'NEAR-MISS' INCIDENTS

.....
.....
.....
.....

PLEASE PROVIDE A BRIEF SUMMARY OF THE TOUR AND ANY OTHER RELEVANT DETAILS

[Empty rectangular box for text entry]

What did you consider the overall outcome of the tour/residential?

Please provide a very brief (about 15 words) outcome.

Outcome:
.....

Signed Tour Leader Name in Print:

Signed Academy/Trust Manager Name

Academy Manager/Trust Manager

Date signed off Season

Appendix Q



Club Use of I.T Policy addendum to cover government lockdown

This amendment should be read in conjunction with the Club Safeguarding Policy.

Club statement:

The way in which our football Club has to operate during government lockdown is fundamentally different to business as usual. This has an impact on a number of Club policies and procedures.

This addendum covers Club policy and procedures that should be adhered to by all stakeholders, staff, volunteers, players, parents, when it becomes necessary for us to instigate online learning due to social distancing requirements.

Parental and player consent

The Club will ask parent/guardians of under 18 players to provide consent for online teaching and/or meetings with their child to go ahead. This will include providing consent for the meeting/lesson to be recorded and stored in line with our Club data protection and GDPR policies. The Club will own the rights to the recording.

Safer recruitment and online teaching/learning

- All staff providing one to one online sessions to under 18 players will have been recruited by the Club in accordance with our safer recruitment policy. They will hold a current enhanced DBS check with children's barred list as per FA safeguarding regulations.
- Staff will wear/show their Club lanyard or identification document at the beginning of the session to participants
- If due to sickness or last minute change in circumstances a member of staff needs to be replaced for an online session then they details of who will be leading the session will be emailed to participants and their parents in advance and the above requirements will be adhered too.

Professional appearance during online teaching/learning

Players and staff are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in Club in a classroom environment is appropriate. When clothing which does not meet expectations

lessons should be stopped immediately and player/staff/parent should report their concerns to the Club Safeguarding officer whose details can be found at the end of this document.

Suitable environment

- Both staff and players must be physically located in safe working spaces, appropriate for online lessons; a lounge or study is appropriate, a bedroom or bathroom is not.
- Under 18's should be in a room with or near an adult so that the adult can hear and see the lesson taking place and is the responsibility of the parent/carer to ensure this is happening.
- Club staff should be in a room where others cannot see or listen in, if this is not possible, then headphones must be worn, and screens angled away towards a wall and away from any other people.

Software

Communication must be undertaken by staff through Club provided devices, via Club I.T servers and utilising the above approved methods.

Under no circumstances should staff and/or players personal contacts be shared and the use of social media or any way of communicating other than the Club approved official methods through unofficial channels is strictly prohibited.

Private chat or sharing of images between players and staff is unacceptable. All Club provided devices will be monitored remotely by our I.T team including content, pictures and videos saved to the device.

It must only be used during scheduled lesson or meeting times. Neither staff nor players should use this as a means of contacting the other party outside of official scheduled times.

Appropriate language

As with all Club communications the content and language used by all parties be professional, including family members.

The duration of online lessons/meetings will be kept to a reasonable length. The Club is mindful of the fact that during imposed lockdown families may be experiencing a number of pressures and competing expectations on their time.

Club Safeguarding Contacts:

During the Covid-19 lockdown period the Safeguarding contacts for the Club are as follows:

Designated Safeguarding Officer Frank Thompson Welfare@afcwimbledon.ltd.uk

Operations Manager Michael Cook michael.cook@afcwimbledon.ltd.uk

Remember that in an emergency or where there is risk to life you should contact the police immediately.

Online safety:

It is important that internet safety and security messages are re-enforced during this time when we are expecting young people to be online more often. They may also be increasing their usage on devices during their own free time during this lockdown period. It is important that both players and parents are aware of the help and support available should they be concerned about something they have seen or experienced online. These include:

UK Safer Internet Centre	https://reportharmfulcontent.com/
CEOP	https://www.ceop.police.uk/safety-centre/
Internet Matters	https://www.internetmatters.org/
NetAware	https://www.net-aware.org.uk/
ParentInfo	https://parentinfo.org/
ThinkuKnow	https://www.thinkuknow.co.uk/

Appendix R

EFL Guidance - Furry / Character Mascots in Football

Furry Mascot's play an important role in the Branding of the Club; in generating enthusiasm amongst the crowd; in providing entertainment before the match; in engaging young fans of the future and increasingly in taking part in community activities.

It is essential that the club recruit a volunteer to this post who is clear about their role and sets an example in their behaviour in line with the expectations of the club.

Good practice would be to appoint a Mascot Coordinator in order that a named person within the club has a designated responsibility for the management, supervision and support of the mascot on a regular basis. The club policy should outline the coordinators role in managing and assisting the mascot's attendance at matches and at any other approved public appearances.

The policy should also outline the coordinators role in assisting and preparing for the attendance of away / visiting club mascots to the stadium on match days. The attendance of away club furry mascots will be influenced by the Safety Officers Match Day Risk Assessment and may be dependent upon a decision made by the Safety Officer.

Step 1 Advertise the Role

Many mascots have been in post for many years. It may be that rigorous recruitment processes were not in place when the mascot was recruited. It is important for clubs to ensure that any employee or volunteer whose role involves work with children, young people or vulnerable adults is subjected to a robust recruitment procedure. With the help of this toolkit clubs should seek to ensure that any person appointed to this role in the forthcoming season is recruited appropriately.

An example of an advertisement for the volunteer mascot role and for the coordinator role is included in the toolkit.

Step 2 Recruitment

A role and person specification should then be sent to any shortlisted applicants together with a club application form.

Standard club letter(s) regarding the recruitment process should be sent to applicants at appropriate stages of the process.

The role of the character mascot and the mascot coordinator do not fit into the category of a 'Regulated Activity' therefore, the post(s) are not subject to an enhanced DBS criminal records check. However the persons appointed may also hold another role in football which does require a DBS check and the HR department should be made aware of this situation if that is the case. The fact that a DBS checks are not required reinforces the importance of implementing a rigorous recruitment process.

All staff and volunteers recruited to the club need to provide evidence of their identity, (that they are who they say they are); that any qualifications required for the role are viewed and copied from the original document, (photocopies are not acceptable); consideration should be given to any offer of employment of volunteering opportunity being subject of two written references and a probationary period. It is important to confirm that applicants are legally eligible to work in the UK. Civil penalties may be applied if an organisation is found to have engaged a person who is not eligible to work. <https://www.gov.uk/check-job-applicant-right-to-work>

Step 3 Check with The FA

It is advisable to check with your local FA County Welfare Officer to ensure any person recruited to this role is not the subject of an FA suspension order.

Step 4 Induction

Once the club has appointed suitable person(s) to the role(s) the successful applicants should receive appropriate induction which should include:-

- A briefing of key areas such as health and safety, safeguarding and other key club issues.
- Details of the Designated Safeguarding Officer.
- Agreeing a time and date for the person to meet with and receive safeguarding induction from the Designated Safeguarding Officer.
- An orientation of the club.
- Copies of appropriate policy guidance e.g. safeguarding policy and procedure; staff handbook.
- Talking through the role specification with the candidates including their roles and responsibilities and provide them with a copy of the specification.
- Issuing them with the code of conduct*; match day instructions; personal information sheets and consent forms as appropriate. Set a date for the return of any completed forms.
- Identifying any training needs and plan appropriate training.
- Answering any questions they have and set dates for supervision or review which should occur regularly during the probationary period. During supervision sessions there should be a constant reinforcement of the expectations and requirements of the club and feedback on performance to date.

Step 5 Code of Conduct

An example Code of Conduct is included in this toolkit, (EFL/FM Form 4), it is extensive but not exhaustive, and clubs should amend that document to meet the needs and expectations of their club.

Step 6 Ongoing Management and Supervision

The rigorous recruitment and the effective management of staff and volunteers will ensure that you are safeguarding children, vulnerable groups, your employees and the football club. This toolkit has been developed with the involvement of Designated Safeguarding Officers from EFL clubs and its aim is to help club's to provide a safe working environment for everyone involved in your club including young fans

Furry Mascot Role and Person Specification

Overall Role:

This position is a voluntary role within the club the furry mascot should represent fun, fair play and sportsmanship. The aim is to enhance the spectator's enjoyment of the live football experience.

Requirements of the Role:

Who will I be responsible to?

The Furry Mascot Coordinator and ultimately the Child Protection Officer.

Who will I be responsible for?

You will only be responsible for yourself; ensuring you attend any training required, turn up at the appointed time; have the right equipment; and act as a responsible member of the club team.

What are the duties of the Furry Mascot?

- Enhance the spectator experience and represent the club Brand as a positive role model.
- To be involved in training as required.
- Arrival at the club or appropriate ground at the appointed time and at least 1 hour before the match begins.
- Use appropriate designated changing area to change into and out of mascot uniform.
- When in the mascot uniform follow the instructions of the Furry Mascot Coordinator in order to remain safe. (Mascot uniforms can be quite cumbersome).
- Leave the stadium 15 minutes before the start of the match or when told to do so by any club official.
- Ensure the mascot uniform is returned to the club in good condition.
- Each mascot is accountable for his / her own behaviour at all times.
- To only use the mascot uniform when representing club activities.
- If invited to away matches stay in the stadium end appropriate to your team (or follow the guidance provided by club officials).
- To follow instructions given to you by the Furry Mascot Coordinator.

How much time will I need to give to volunteering?

- Generally you will need to attend each home game including weekend and evening matches.
- Additional attendance at training may be required at the start of or during the season.
- Approximately two hours once or twice per week may be required.

What sort of tasks are involved?

- Turning up at the appointed time and demonstrating a commitment to regular attendance is required.
- Pre and post match briefings as required.
- Match duties - crowd entertainment before the match and on occasions at half time.
- Occasional additional training.

What can I expect in return?

- Appropriate training for the role.
- Supervision and support from the Furry Mascot Coordinator.
- Suitable uniform to undertake this role.
- A match day ticket for yourself (**at the discretion of the club**).
- Changing facilities at the ground.
- A volunteering experience which will provide you with an insight into the game of professional football.

What else can you tell me about the role?

This is an important role supporting the spectator enjoyment before professional football matches. You will have the opportunity to watch the match once your duties have been completed (**at the discretion of the club**).

Person Specification - Attitude/skills/knowledge required

- Outgoing personality;
- Excellent communication skills;
- A commitment to team working within (Name of football club);

- Enjoys working with crowds in a busy environment;
- Is committed to safe working practice;
- Willing to undertake training appropriate to the role
- Willing to work outside normal office hours

Furry Mascot Code of Conduct

The Furry Mascot is a responsible ambassador of the club. This code of conduct provides clear guidance on acceptable standards of behaviour required by the club. Failure to meet these standards may result in disciplinary action or dismissal.

The club mascots should represent fun, fair play and sportsmanship. Their aim is to enhance the spectator's enjoyment of the live football experience.

(Name of Football Club) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. A rigorous recruitment process will be undertaken including the requirement for two written references.

The Volunteer Furry Mascot Must:

- Ensure that any direct contact with children or vulnerable adults is appropriate (the club Designated Safeguarding Officer (DSO) should provide guidance on acceptable behaviour).
- Report any concern / allegation or disclosure concerning risk or harm to children to the club DSO or on match day to the club safety officer.
- Abide by the relevant Rules and Regulations of the EFL and the Football Association ("the Rules and Regulations").
- Maintain a responsible and co-operative attitude and uphold the ideals of fair play and sportsmanship.
- Be punctual at all events; demonstrate a commitment to regular attendance and inform the Furry Mascot Coordinator as early as possible if you are unable to attend for any reason.
- Show a positive and responsible attitude towards everyone involved in football.
- Be a responsible ambassador of the club.
- Recognise the referee and their assistants are the symbol of authority and treat them with respect at all times.
- Promptly obey any instructions given by the referee, assistant referee or any fourth official.
- Promptly comply with any instructions given by a steward, security guard or the police.
- Provide consent for images or video footage taken at the match which may be used for media, publication or promotional purposes. **(Images consent form available from the club).**
- Attend training sessions as required by the club.
- Wear the appropriate uniform as directed by the club and follow the instructions of the Furry Mascot Coordinator at all times in order to remain safe.
- Be responsible and accountable for your own behaviour at all times.
- Leave the stadium 15 minutes before the start of the match or when told to do so by any club or match official.
- Inform the DSO of any change in health status which may affect your ability to perform your duties.
- You must inform **(name of person at club or DSO)** should you become the subject of any external safeguarding investigation which may affect your suitability to continue in this role.

Must Not:

- Act in an inappropriate manner with any child(ren) or vulnerable adult.
- Influence; incite or condone unacceptable behaviour.
- Criticise or disrespect officials, opponents, coaches, other Mascots or fans.
- Enter the field of play, nor must they interfere with any officials, make a nuisance of themselves or prevent the smooth and orderly progress of the match.
- Attempt to question or influence any decision made by a referee or assistant referee.
- Approach or attempt to communicate with any player, coach or club official either of their own team or opposing team.
- Interfere with any pitch equipment including, but not limited to, the goals, the ball, corner flags etc.
- Wear, use or lend the mascot uniform at any time without the express consent of the club.
- Engage in any behaviour that is likely to cause offence or distress to any individual or sections of the crowd.
- Throw anything of substance into the crowd including but not limited to water or other liquids. **(Some clubs do allow mascots to throw sweets into the crowd; this is for individual club policy).**

This Code of Conduct is extensive but not exhaustive and mascots should be aware that if their behaviour is found to be unacceptable they may be released from their role.

Note: In order to clarify acceptable behaviour it is important to recognise that The Football Authorities; Official Leagues; The Football Association and the clubs themselves will not tolerate conduct that is detrimental to the sport, the participants, the spectators, the officials or the community.

Such conduct includes (but is not limited to) vulgarity, lewd acts, harassment, racism, sexism, physical violence or threat of physical violence, verbal abuse, taunting, or any other anti-social behaviour. This code of conduct has been developed to provide clear guidance for mascots.

Appendix R

Code of Conduct for Clubs in Relation to Scouts:

Information note:

This code of conduct has been reviewed and updated in line with legislative changes to the requirements for the Disclosure and Barring Service (DBS) Criminal Records Checks (CRC).

Clubs should ensure that they, “The Club”:

- Establish a rigorous safe recruitment process for scouts.
- Provide a job description / role specification appropriate to the employment status of the scout.
- Ensure that scouts apply for an Enhanced DBS / CRC disclosure (if their job description or role specification suggests that required level of vetting).
- Provide induction and a code of conduct for scouts.
- Identify their line manager or, who they should report to.
- Register all scouts with EFL Club through the Single Central Record (SCR).
- Issue scouts with Club ID badges, which includes a photograph, to be renewed every season and state the year of that current season.

(ID badges should be recovered from any scout who is no longer involved with the club and their details should be removed from the SCR).

Clubs should provide training for scouts and continued professional development to ensure that they:

- Recognise the issues related to safeguarding children and understand their club’s policies and procedures.
- Know who the Designated Safeguarding Officer (DSO) is at the club and the Academy.
- Understand the talent requirements of the club.
- Provide a positive first impression and promote and enhance the club’s image.
- Understand how to demonstrate club loyalty.
- Understand all aspects of grass-roots football including how to approach managers in an appropriate manner.
- Know what The FA and EFL rules are in relation to the recruitment of young players.
- Understand the nature of creating positive, professional relationships with families and players and others they liaise with.
- Recognise that they must complete appropriate paperwork required by the club.
- Receive regular supervision and training appropriate to the hours of work and the role they hold.

Clubs should ensure that scouts have:

- Completed The FA ‘Safeguarding Children Workshop’.
- Undertaken in-house safeguarding training in respect of their club’s safeguarding policies

and procedures.

- An understanding of the club's safeguarding policies and procedures and know who the Designated Safeguarding Officer is for the Academy and the club.
- Been informed they must follow the football governing bodies' rules & regulations.
- Been informed they must follow the club's player recruitment process.
- Been informed they must take responsibility for staying in contact with the club, and deal with required paperwork.
- Been informed that they must attend club meetings and training when required.

EFL - Scouts Code of Conduct

Scouts should:

- Have a job description / role specification dependent upon their employment status within the club.
- Be cleared for work in football through an enhanced DBS/CRC certificate if required for their role and responsibilities in football.
- Have completed the FA 'Safeguarding Children and Young People in Football' workshop.
- Received in-house safeguarding training on the club's policies and procedures.
- Know the Designated Safeguarding Officer contact details for both club and Academy.
- Follow the football governing bodies' regulations, also know and understand the rules.
- Understand the Code of Conduct for Scouts outlined in the EFL Handbook book(2016-17)
- Be registered with EFL through the Single Central Record (SCR).
- Promote and enhance the club image and demonstrate club loyalty.
- Understand and follow club recruitment induction protocols, and adhere to the code of conduct.
- Be issued with and wear Club ID badge*, which should state the current season and have a recent photograph, which should be renewed every season.
- Be empathetic to all aspects of grass-roots football - approach managers / officials at matches explain that they are observing and introduce themselves, identifying who they are and which club they represent.
- Understand the talent requirements of the club they represent and have knowledge of children's technical and physical development.
- Always be honest and realistic with parents and players.
- Receive some supervision by the club appropriate to the role and time employed / volunteering with the club.
- Stay in contact with the club, and deal with required paperwork.
- Attend club meetings and training when required by club.

**ID badges must be returned to the club by any scout who is no longer involved with the club*

Scouts should not:

- Abuse their position
- Make unrealistic promises to children, parents, or club managers.
- Observe games without introducing themselves to the officials at the match.
- Promise trials at clubs without the permission / agreement of the club.
- As part of their role in football: - Allow any player to stay overnight at their home or share a room with any person U18.

In terms of best practice, professional clubs may wish to make contact with grass-roots clubs in the area and discuss the system and code of conduct that is in place for scouts at the club and any further good practice guidance they may have in place for scouts.

Good Practice for Grass-Roots Clubs:

- Always challenge any unidentified or suspicious adults observing children's matches.
- Expect a professional club scout to identify themselves to the club managers / officials.
- If a person identifies themselves as a club scout always ask to see their identification.
- If the club has any reason to continue to be suspicious, contact the club for verification of the scout ID.
- If they cannot contact the club or still have concerns that the person is not who they say they are and they feel that a child or children are at risk – call the police.