CWMBRAN TOWN AFC
YOUTH SECTION

SAFEGUARDING POLICY

POLICY, PRACTICES & PROCEDURES

CLUB INTRODUCTION AND MISSION STATEMENT

It is the intention of Cwmbran Town Association Football Club to give every individual the opportunity to play football at all age levels and to progress to a standard they enjoy within a friendly, sporting and thriving community.

We are committed to providing a safe, positive and inclusive environment where every child feels respected, supported and protected. The welfare of every child is paramount, and all coaches, volunteers, parents and players are expected to uphold the standards outlined within this policy.

Through positive coaching, mutual respect and strong safeguarding practices, we aim to ensure that all children can enjoy football in a safe and welcoming environment.

SAFEGUARDING FRAMEWORK

Cwmbran Town AFC Youth Section adheres to the guidance, principles and procedures set out within the Football Association of Wales Safeguarding Policy, Practices & Procedures.

This document should be read in conjunction with the FAW safeguarding guidance contained within Section 2.

WELFARE OFFICER CONTACT DETAILS

Name	Role	Contact
Kate Banks	Welfare Officer	07739 312524

CODES OF CONDUCT

At Cwmbran Town AFC Youth Section, we are committed to creating a positive, respectful and safe environment for all players, coaches, volunteers, parents and spectators.
The club operates separate Codes of Conduct for:

- Coaches & Volunteers
- Parents & Spectators
- Players

These codes outline the standards of behaviour and expectations required to support a safe, inclusive and enjoyable football environment for everyone involved with the club.
All members, parents, coaches and volunteers are expected to familiarise themselves with and adhere to the relevant Code of Conduct at all times.
The club's full Codes of Conduct can be accessed via our website here:

Cwmbran Town AFC Youth - Code of Conducts

SECTION 2

FOOTBALL ASSOCIATION OF WALES

SAFEGUARDING POLICY, PRACTICES & PROCEDURES

FAW SAFEGUARDING POLICY, PRACTICES & PROCEDURES

FOOTBALL CAN AND DOES HAVE A VERY POWERFUL AND POSITIVE INFLUENCE ON PEOPLE, ESPECIALLY YOUNG PEOPLE. NOT ONLY CAN IT PROVIDE OPPORTUNITIES FOR ENJOYMENT AND ACHIEVEMENT, IT CAN ALSO DEVELOP VALUABLE QUALITIES SUCH AS SELF-ESTEEM, LEADERSHIP AND TEAMWORK. THESE POSITIVE EFFECTS WILL ONLY BE FELT IF SPORT IS IN THE RIGHT HANDS, IN THE HANDS OF THOSE WHO PLACE THE WELFARE OF ALL CHILDREN FIRST AND ADOPT PRACTICES THAT SUPPORT, PROTECT AND EMPOWER THEM.

The reality is that abuse does take place in sport and in some cases coaches and other trusted adults in sport have been convicted. The Football Association of Wales ("FAW") believes that every adult has a legal and moral responsibility to protect children in football from abuse.

Adults in football also have a responsibility to be aware that there is potential to develop relationships of trust between themselves and a child. The welfare of the child is paramount and the FAW places the responsibility for not abusing trust on the person in the position of trust.

The FAW is committed to working in partnership with all agencies to ensure that information and training opportunities are available for everyone involved in football to guide them in best practice when working with all children. Adopting best practice will help to safeguarding children from potential abuse as well as protecting coaches and other adults in positions of responsibility from potential false allegations of abuse.

The FAW also recognises that the positive relationship that can develop between the adults involved in football and the child can lead them to talking about experiences in other aspects of their lives. The adult involves in football may also see changes in behaviour or other signs that give rise to concerns about a child's welfare. In order to play its full part in safeguarding children, those involved in football need to be aware of how to respond to these concerns and how to communicate these concerns to relevant authorities.

These procedures have been revised to take account of current good practice and changing legislation and guidance. They are produces to offer guidelines to everyone in football in Wales i.e. administrators, coaches, instructors, teachers, parents and players.

We all have a duty of care towards young and vulnerable players and can help to protect them from abuse.

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This policy was originally devised in consultation with Steve Boocock from the NSPCC Child Protection in Sport Unit and revised in consultation with Rex Stevens Education Training Consultancy. The Football Association of Wales would like to thank the following people for their valuable input into the development of the original policy:

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Professor Celia Brackenridge of the Leisure and Sport Research Unit, University of Gloucestershire

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Sports Wales

The Football Association- Football Governance and Regulation Division

The Late Roger Sayce, Tekki Karate Clubs of Wales

We would also like to extent our thanks to the NSPCC Child Protection in Sports Unit (CPSU) for their continues support and advice. Together with the invaluable contributions of other sporting organisations we are continuing to successfully develop our approach to safeguarding children involved in football in Wales.

For Further Information or advice, please contact NSPCC Cymru/Wales

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NSPCC

Cruelty to children must stop. FULL STOP.

diogelu safeguarding
safonau standards

FOREWORD

Current figures show that there are on average 60,000 children involved in football in Wales. These are the children who are the future of the game in Wales, therefore its imperative their experience of football is a positive and enjoyable one so that they remain in the sport.

The Football Association of Wales acknowledges there is an on-going need to protect our players and takes its responsibility to safeguarding children in football seriously. We are committed to ensuring that all children who participate in football in Wales do so in a fun, safe and positive environment.

The Football Association of Wales also acknowledges that the key to achieving this objective, is the thousands of volunteers involved at grassroots level, and in particular widespread network of safeguarding officers. Safeguarding children in sport is everyone's responsibility and I appreciate that a lot of time and effort goes into ensuring that children are provided with the highest level of care, for which the Football Association of Wales is extremely grateful.

I would also like to take this opportunity to highlight the campaign "Behind the Line, Behind the Team", which aims to tackle the issue of side-line behaviour and unnecessary abuse towards match officials, coaches, players and spectators. This is the sort of behaviour which is driving people away from football and the message is clear that this is not welcomed or tolerated in our game. Please spread the message and don't be afraid to report such conduct.

As part of our continued commitment to educate and assist our volunteers, I am sure you will find the following Safeguarding Policy, Procedures and Practices to be an important reference for your club or organisation in matters of safeguarding children.

I look forward to working together with you to ensure that everyone is onside when it comes to safeguarding and protecting children in football in Wales.

Thank you

Chief Executive

SECTION 1

RECRUITMENT, EMPLOYMENT & DEPLOYMENT OF STAFF & VOLUNTEERS

1.1 INTRODUCTION

Volunteers are essential to the operation of grassroots football in Wales. Volunteers who are suitable for roles in football should be encouraged and welcomed into football clubs.

However, all reasonable steps shall be taken to ensure unsuitable people are prevented from working with children. The same procedures shall be adopted whether individuals are paid or unpaid, full or part-time.

A recruitment process adopting best practice will assist in identifying individuals who are not suitable to work in football.

1.2 RECRUITING

It is best practice to adopt the following recruitment process:

1.2.1 Where possible, the vacant role should be advertised as widely as possible to ensure all suitable candidates have an opportunity apply.

1.2.2 A Job description must be produced and provided to all applicants. The job description must include:

- Responsibilities of the role
- Level or experience or qualifications required (e.g. experience of working with children is an advantage. Coaching qualifications etc.)
- The aims of the club
- The FAW's open and positive stance on the protection of children.

1.2.3 All applicants whether for paid or voluntary, full or part-time positions should complete an application for which shall elicit the following information:

- Name, address and National Insurance Number (to confirm identity and right to work), as well as an official document containing a photograph of the individual concerned for further confirmation of identity (Passport or Driving Licence for example.)
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport (to confirm experience and identify gaps).
- Any criminal record
- Whether the applicants are known to any social services department as being an actual or potential risk to children
- Whether they have ever had action taken against them in relation to child abuse, violence or sexual offences.
- The names of at least two people (not relatives) willing to provide references that comment on the applicant's previous experience of, and suitability for working with children (e.g. previous employer)
- Any former involvement with the sport
- The applicant's consent to criminal record checking being undertaken if necessary
- The applicant's consent to abide by FAW Rules, Regulations, Policies and Codes

1.3 INTERVIEW & INDUCTION

It is recommended best practice that interviews that take place for all coaches and helpers wishing to work with children. It would be beneficial for the following questions to be used in an interview:

- What is your experience when working with children?
- A scenario-based question such as “what would you do if a parent was late to collect one of the players?” This question will assist the club in identifying further education needs such as a safeguarding course or the need to provide information on procedures.
- Is there anything we should know about you that may affect your ability to work with children? The purpose of this question is to provide the opportunity for the individual to disclose any criminal convictions. If this does occur, please contact the FAW Safeguarding Team without delay after the interview to seek guidance on the disclosure.

All staff, paid or voluntary, will go on an information induction in which:

- Their qualifications as a coach/official are substantiated
- They sign up to the appropriate Code of Conduct and Good Practice.
- The expectations, roles and responsibilities of the job are clarified
- Where applicable, background checks are completed
- Relationships of trust and the consequences of the abuse of that trust are explained
- It is also best for all staff, paid or voluntary to undergo information induction in which:
  - They complete a profile to identify training needs/aspirations
  - They meet the Safeguarding officer and receive information on the safeguarding procedures

1.4 TRAINING

The FAW recognises that checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regards to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. The FAW also recognises the need to provide gender and race equality training.

1.4.1 It is a requirement that all those working with children receive training appropriate to their role

1.4.2 It is best practice from all those working with children to receive training in the following areas:

- Safeguarding children awareness
- First aid
- Coaching children- child development; coaching styles; long term player development; etc.
- Working with children with disabilities

1.5 MONITORING & APPRAISAL

1.5.1 It is best practice to adopt a monitoring and appraisal system

1.5.2 The nominated Safeguarding Officer should monitor a member of staff if concerns are correctly raised in relation to their practices or conduct. They shall also offer appropriate support to those who report concerns/complaints.

1.6 COMPLAINTS PROCEDURES

As part of its code of conduct, every club shall set out its complaint's procedure. The procedure must clearly indicate the following:

- The individual to whom a complaint should be addressed
- The set actions of the club following receipts of a complains i.e., an investigation to be carried out an a panel appointed to consider the issue
- Possible outcomes
- The details of the FAW Safeguarding Team who can answer any additional queries.

USEFUL SAFEGUARDING RESOURCES/GUIDANCE FOR THE EMPLOYMENT & DEPLOYMENT OF STAFF & VOLUNTEERS

The Football Association of Wales have developed resources or provided guidance on the following to ensure all clubs affiliated to the FAW implement the correct processes when recruiting members. It will be useful for you to access the following:

- Accreditation criteria
- Our sample application form for recruitment
- Our sample Reference Form
- Guidance on the DBS online system
- Our recruitment of ex-offenders' policy
- Information on how to register staff/volunteers on comet.
- Qualification requirements for roles within Welsh football and information on our education courses
- Player information & consent form
- Our Codes of conducts
- Our Best Practice guidelines
- Our sample Complaints procedures

Please visit www.safeguarding.cymru to access this information.

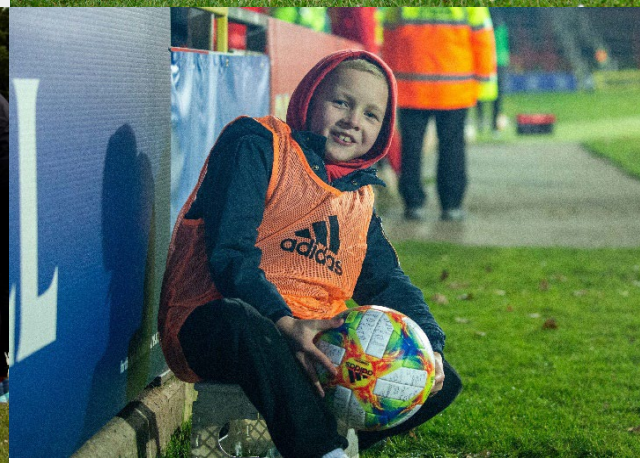
If you require assistance in finding these documents, please contact a member of the FAW Safeguarding Team: safeguarding@faw.cymru

SECTION 2

PROMOTING BEST PRACTICE WITH CHILDREN

2.1 INTRODUCTION

The abuse of children, particularly sexual abuse, can arouse strong emotions in those facing such as situation. It is important to understand these feeling and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work in schools or sporting environments in order to harm them, for example, a coach, instructor, teacher, official or volunteer may have regular contact with children and be an important link in identifying cases where an individual needs protection. All suspicious cases of poor practice should be reported to the nominated Safeguarding officer at the club.



2.2 SETTING THE FOUNDATIONS

The effective operation of the Safeguarding Policy has to be based on good foundations at all levels of the game. It is a requirement for all organisation affiliated to the FAW to:

- Have a Safeguarding Officer
- Publicise the reporting procedures where concerns exist relating to the welfare of the child
- Publicise and promote good practice when taking children on overnight stays or travel
- Promote and embed the Safeguarding Policy
- Promote Best Practice (as set out below)

2.3 BEST PRACTICE

The FAW strongly recommends that all coaches, officials and volunteers demonstrate exemplary behaviour in order to not only avoid misunderstandings between themselves or the children they are working with, but also to protect themselves from false allegations.

Examples of Best Practice are as follows:

- Always working in an open environment (e.g., avoiding private or unobserved situation and encouraging an open environment (e.g., no secrets))
- Treating all children equally, and with respect and dignity
- Always putting the welfare of each coach first, before winning or achieving goals
- Maintaining a safe and appropriate distance with players (e.g., it is not appropriate to have an intimate relationship with a child or to share a room with them)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Being aware of the importance of the relationship of trust and taking appropriate care not to abuse it.
- Making football fun, enjoyable and promoting fair play
- Ensuring that if any form of physical support is required, it should be provided openly. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Players should always be consulted, and their agreement gained. Some

parents/guardians are becoming increasingly sensitive and manual support and their views should always be carefully considered

- Keeping up to date with the technical skills, qualifications, and insurance in football
- Involving parents/guardians wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teacher/coaches/officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. Please note same gender abuse can also occur
- Ensuring that at tournaments or when residential, adults should not enter children's rooms or invite them into their rooms
- Being an excellent role model- this includes not smoking or drinking alcohol in the company of children
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the development needs and capacity of children
- Avoiding excessive training or competition and not pushing them against their will
- Securing parental consent in writing to act in loco parentis if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Having awareness of any medicines being taken by participants, or existing injuries
- Keeping a written record of an injury that occurs, along with the details of any treatment given
- Requiring written parental consent if club officials are required to transport young people to their cars and ensuring that the car insurance policy covers the use of the car for their purposes.

2.4 POOR PRACTICE

The following shall be avoided except in emergencies/ If cases arise where these situations are unavoidable, they shall occur with the full knowledge and consent of other relevant persons (club Safeguarding officer, as well as the child's parents or guardians). Example of emergency situations are if a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

- Spending excessive amounts of time alone with children away from others
- Taking children to your home where they will be alone with you

In every other circumstance, the above practices must be avoided.

Any of the above actions shall be recorded by the club and signed and dated by the coaches, officials or volunteers involved.

It may sometimes be necessary for staff or volunteers to do things of a personal nature for players, particularly if they are young or disabled. These tasks shall only be carried out with the full understanding and consent of parents/guardians and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible.

This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents occur, you should report them immediately to another colleague and make a written note of the event. Parents/guardians should also be informed of an incident:

- If you accidentally hurt a player
- If he/she seems distressed in any manner
- If a player appears to be sexually aroused by your actions
- If a player misunderstands or misinterprets something you have done

This is not an exhaustive list of practices to be avoided.

2.5 CONDUCT WARRANTING SERIOUS CONCERN

The following will never be sanctioned and will most likely lead to significant disciplinary action. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of appropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even if fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

This is not an exhaustive list of prohibited practices.

2.6 CODE OF CONDUCT

The FAW Code of Conduct set standards for clubs, coaches, players and parents involved in football. The underlying principle of the code is to improve standards of good practice and to safeguarding the wellbeing of all those involved in the game, particularly young players. The Code of Conduct will reflect current good practice as benchmarked in the Child Protection in Sport Unit 'Standards for Safeguarding and Protecting Children in Sport' with particular emphasis on:

- All adults and children to treat one another with dignity, respect, sensitivity and fairness
- Discriminatory. Offensive and violent behaviour are unacceptable, and complaints must be acted upon.

The following principles will also be reflected in any Code of Conduct:

Coaches

- Give all players, whatever their ability, the chance to play
- Always pursue and encourage fair play
- Accept that striving to win is more important than winning itself
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process
- Ensure that coaching sessions are fun, well-structured and focused on developing skill, decision-making and understanding of the game
- Recognise the development needs and capacity of all children

Parents

- Encourage your child to play by the rules of the game
- Avoid pressuring players about winning or losing
- Support and encourage all players, including the opposition
- Never publicly criticise your children or other players
- Do not question decisions made by the match officials
- Ask about how the club safeguards and promotes the welfare of children

Players

- Show respect and fair play to opponents
- Play within the rules of the game
- Encourage, support and co-operate with your team-mates
- Respect the officials and accept all decisions without question

All organisations should adopt a process of ensuring that every person involved in association football is aware of the Code of Conduct and accepts the responsibility of the code by signing the code of conduct.

USEFUL RESOURCES/GUIDANCE FOR PROMOTING BEST PRACTICE WITH CHILDREN

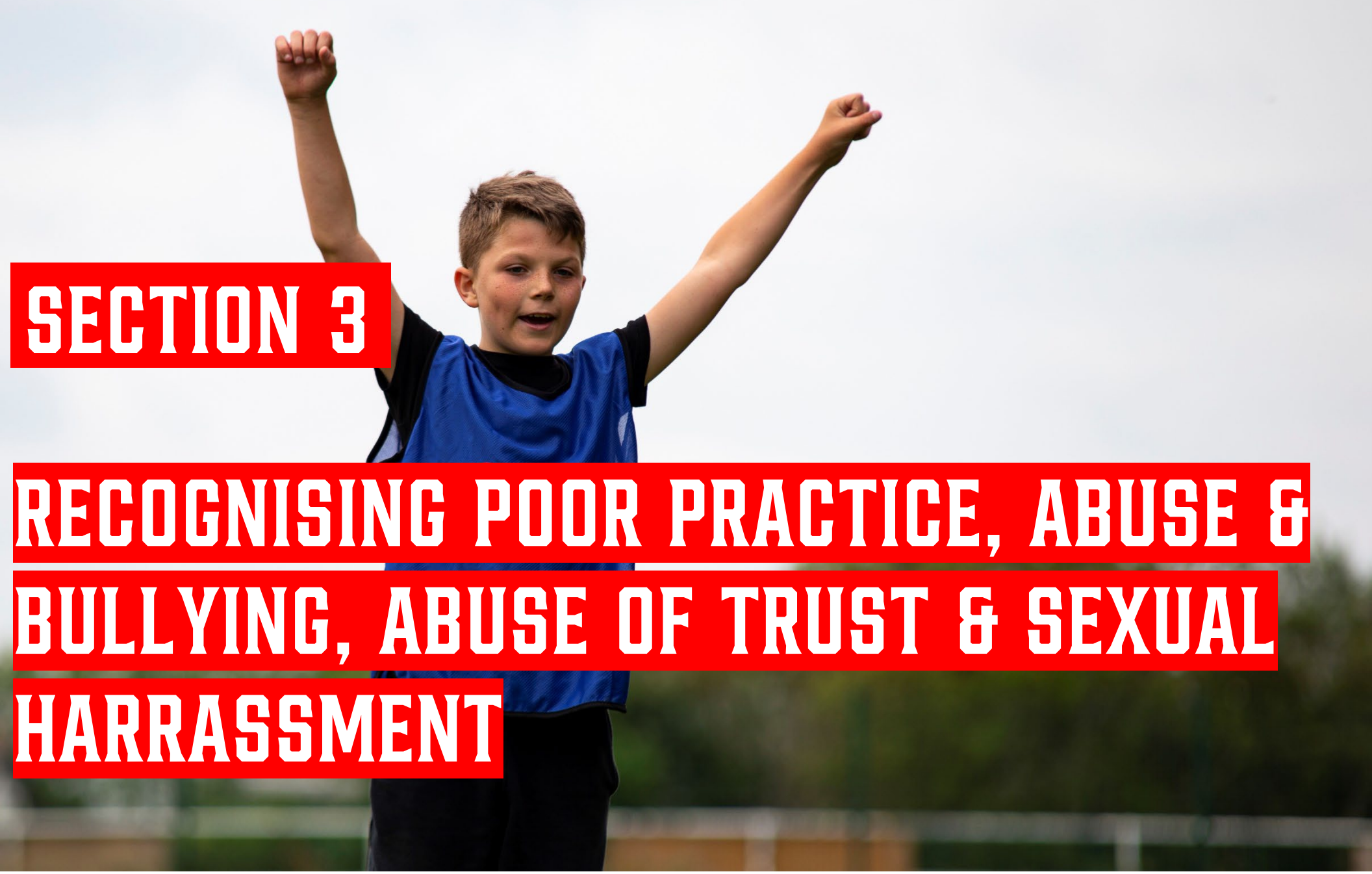
The Football Association of Wales has developed the following resources to encourage best practice:

- Away trips & overnight stay
- Changing facilities
- Managing challenging behaviour
- Photographic consent form
- Photography and videoing of children
- Delivering online coaching
- Coach Code of Conduct
- Player Code of Conduct
- Parent Code of Conduct
- Safeguarding Officer Code of Conduct

All kitbag documents can be found on the FAW Safeguarding Website: www.safeguarding.cymru

If you require assistance in finding these documents, please contact a member of the FAW Safeguarding Team: safeguarding@faw.cymru

SAFEGUARDING CHILDREN IN SPORT IS EVERYONE'S RESPONSIBILITY



SECTION 3

RECOGNISING POOR PRACTICE, ABUSE & BULLYING, ABUSE OF TRUST & SEXUAL HARRASSMENT

3.1 INTRODUCTION

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers in football, whether in a paid or voluntary capacity, are not experts as such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a child. Everyone involved in football in Wales shall therefore be encouraged to discuss any concern they may have about the welfare of a person immediately with the nominated safeguarding officer.

Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children. There is growing evidence to suggest that peer abuse is an increasing concern for children.

As well as allegations of abuse, clubs/leagues/Area Associations may receive allegations of poor practice. These allegations must be investigated by the appropriate body. Set out below are the definitions of abuse and indicators. These should be read in conjunction with Section 2.3 above.

3.2 DEFINTIONS

3.2.1 Neglect

Neglect occurs where adults fail to meet a child's basic physical, and or psychological needs, likely to result in the serious impairment of the child's health or development (e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give children love, affection, and attention. Neglect in sport could include a teacher or coach not ensuring children were safe, exposing them to undue cold or heat, or the unnecessary risk of injury.

3.2.2 Physical Abuse

Physical abuse occurs where someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a child. Examples of physical abuse in sport may be when the nature and intensity of training and competitions exceeds the capacity of the child's immature and growing body, where drugs are used to enhance performance or delay puberty.

3.2.3 Sexual Abuse

Sexual abuse occurs where girls and boys are abused by adults or other children (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

3.2.4 Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of the other person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened, or taunted which may make the child very nervous or withdrawn. Some level of emotional is involved in all types of ill-treatment of a child.

Emotional abuse in sport may occur if children are subject to constant criticism, name calling, sarcasm, bullying, racism, or unrealistic pressure to perform to high expectations consistently.

There is growing awareness that children who live in extreme poverty, are socially excluded, live with domestic violence or where alcoholism or mental health problems exist, may be at greater risk of long-term emotional abuse.

3.2.5 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a child, for example, in the case of bulling. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. Isolating an individual from the activities and social acceptance of the peer group.)

Although anyone can be the target of bullying, victims are typically shy, sensitive, and perhaps anxious or insecure. Sometimes they are singled out for physical reasons- being overweight, physically small, having a disability or belonging to a different race, faith, or culture. Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision- on the way to and from school, at a sporting event, in the playground and in the changing rooms. Bullies come from all walks of life, they bully for a variety of different reasons, and may have been abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous.

Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that the abuse of power can lead to crime.

The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

- A parent who pushes too hard
- A coach who adopts a win-at-all costs philosophy
- A player who intimidates inappropriately
- An official who places unfair pressure on a child

Bullying can include:

- Physical: e.g., hitting, kicking and theft
- Verbal: e.g., name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures. Texting or cyber bullying
- Emotional: e.g., tormenting, ridiculing, humiliating and ignoring
- Sexual: e.g., unwanted physical contact or abusive comments
- Stealing: talking or using another's property without their consent

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress or children, to the extent that it affects their health and development, or at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate a child is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to school, training or sports club.
- A drop off in performance at school of standard of play
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bedwetting, scratching and bruising, damaged clothes, and bingeing for example on food, cigarettes, or alcohol.
- A shortage of money or frequent loss of possessions.

3.3 INDICATORS OF ABUSE

Indications that child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expresses concern about the welfare of another child

- Unexplained changes in behaviour (e.g., becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating of loss of appetite.
- Loss of weight for no apparent reason
- Becomes increasingly dirty or unkempt

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in sport to decide that abuse is occurring, but it is their responsibility to act on any concerns.

3.4 CHILDREN WITH DISABILITIES

The FAW believes that every player should have the opportunity to play football and has made a significant commitment to the development of a grassroots programme for disabled players. However, the FAW also recognises that disabled players can also play outside of the disabled structure. There have been a number of studies which suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, discrimination, isolation and powerlessness to protect themselves, or adequately communicate that abuse has occurred. Children with disabilities may be considered as particularly vulnerable because:

- They may communicate in a different way i.e. through sign language or may have limited verbal communication
- They may require assistance with personal care. It is essential that a parent informs the necessary individuals of this requirement and where possible, a parent should always be in attendance to take responsibility
- They have medical needs that can be used to explain abuse
- They may lack a wider support network of friends

- They may have a reduced capacity to resist either physically or verbally.

3.5 ETHNIC MINORITY GROUPS

Children from black and minority ethnic groups (and their parents) may also be considered as particularly vulnerable because they are likely to have experiences harassment, racial discrimination and institutional racism. All organisations working with children, including those operating where black and minority ethnic communities are numerically small, have an obligation to address acts of discrimination. In doing so, it must be recognised that adults and children can be perpetrators if such conduct. It may also be recognised that children experiencing this behaviour may not raise the matter out of dear of reprisals.

3.6 ABUSE OF TRUST

It is important to recognise that a criminal offence (under the Sexual Offences Act 2003) was introduced which could make it illegal, in certain circumstances, for those in a relationship of trust to abuse that trust by being involved in some sort of sexual activity (as defined in 3.2.3 above). The FAW recognises its responsibility towards children to protect them against sexual activity within relationships of trust. The FAW will take disciplinary procedures against adults abusing trust and acknowledges that this may result in criminal proceedings. It must be stressed that it is always the responsibility of the adult to ensure that his/her conduct is acceptable and ensure appropriate boundaries are maintained.

3.6.1 Relationship of Trust

A relationship of trust is defined as any in which a person has power or influence over and/is in a position to confer advancement or failure. For example, in a sporting context, this could be between a coach and a player or an official and a player. A sexual relationship is deemed to be intrinsically unequal within such a relationship of trust and is therefore judged as unacceptable, even when the young person or player is over the legal age of consent.

3.7 SEXUAL HARASSMENT

Acts of sexual harassment usually centre on unwanted, offensive or intrusive behaviour of a sexual nature and can include:

- Physical or close contact of an unwelcomed nature
- Coercion for sexual favours, suggestive comments or innuendoes
- Displaying offensive materials.

Sexual harassment can occur between members of the same and different genders.

The effects of sexual harassment are similar to the effects of bullying and include:

- Players becoming less motivated
- Players becoming stressed and unwell
- Poor morale
- Players not turning up to training.

USEFUL RESOURCES/GUIDANCE FOR RECOGNISING POOR PRACTICE, ABUSE & BULLYING, ABUSE OF TRUST & SEXUAL HARASSMENT

The Football Association of Wales has developed resources or provided guidance to help you recognise poor practice, abuse & bullying, abuse of trust & sexual harassment

- Signposting document to other useful organisations
- Sample Anti-bullying policy
- Sample Club Safeguarding Policy

All kitbag documents can be found on the FAW Safeguarding Website: www.safeguarding.cymru

If you require assistance in finding these documents, please contact a member of the FAW Safeguarding Team**:** safeguarding@faw.cymru

SECTION 4

RESPONDING TO CONCERNS, ALLEGATIONS, SUSPICIONS & DISCLOSURES

4.1 INTRODUCTION

This document is written to provide clear and unambiguous procedures for responding to cases of suspected poor practice/and or abuse. It aims to guide those at grassroots levels on how to take action if there are any concerns about a child's safety or welfare.

Everyone has an obligation to report any concerns, suspicions, allegations, or disclosures relating to any child or adult involved in association football in Wales. The FAW also recognises that false concerns, allegations, suspicions, or disclosures can be made. However, they are rare, and a robust complaints/disciplinary procedure will always address these.

Concerns, suspicions, allegations, and disclosures come from two main sources:

- A child approaches you with information relating to an individual's behaviour towards themselves or their friends
- You become aware of an individual through first-hand knowledge or a third party (for example through conversation with another adult/child; through direct observations or signs or indicators that suggest abuse; or anonymous tip-off)

Even if the incident occurs outside football but concerns a child/adult involved in football, this should still be reported to the FAW.

The Football Association of Wales takes its legal and moral duty to protect and safeguarding children very seriously. To assist us to undertake our duty we have developed procedures to all individuals to respond, record and report any concerns they may have with regards to the welfare of a child at their club or under their care, including the establishment of:

- A National Lead Safeguarding Officer
- A network of Club, League and Area Safeguarding Officers (who will receive appropriate training according to our Education and Training Strategy)
- Regulations and protocols (to manage safeguarding referrals)
- A Safeguarding Panel (responsible for the management of any disclosure or referral received
- A requirement that all clubs, in accordance with FAW procedures, take appropriate action where any suspected abuse or poor practice arises.

The FAW 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 proved to be unfounded.

4.2 REASONS FOR TAKING APPROPRIATE ACTIONS

There are a number of reasons a person might need to report a concern:

- In response to signs/suspicions of abuse
- In response to something a child said
- In response to an allegation against a member of staff or volunteer; parent/guardian; or someone outside football
- In response to bullying
- In response to a breach of a Code of Conduct/Poor Practice as a result of an observation of appropriate behavior. (*this is not a definitive list)

4.3 TAKING APPROPRIATE ACTION

There are three steps to remember when taking action with regards to concerns, suspicions, allegations and disclosures:

Step 1: Respond to the concern/suspicion/allegation/disclosure

Step 2: Record all relevant information

Step 3: Report all relevant information

4.4 RESPONDING

No matter how small your concern, share it with your Club Safeguarding Officer, FAW Safeguarding team or senior colleague, who will take responsibility for deciding whether to inform Social Services. If no one is available or your concerns relate to the mentioned individuals, then you must contact social services directly.

Remember: a child's welfare must be paramount and at the centre of everything; their confidence, safety and security must be assured.

4.4.1 Actions to Take

The person receiving information relating to a concern, allegation, suspicion or disclosure must not:

- Allow their shock or distaste to show
- Panic
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets

4.5 RECORDING INFORMATION

Information passed to the Social Services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the concern, suspicion or disclosure.

Information should include the following:

- The nature of the allegations
- A description of any visible bruising or other injuries
- The child's account, if it can be given, of what has happened and how any bruising or other injuries have occurred
- Witnesses to the incident(s)
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion, or hearsay

It is important to record this information accurately, therefore please make use of the SG1 Safeguarding Incident Referral Form (available on our website).

Reporting the matter to the police or Social Services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Social Services department should be confirmed in writing within 24 hours. A record should also be made to the name and designation of the Social Services member of staff or police officer to whom the concern were passed, together with the time and date of the call, in case any follow-up is needed. This record should be kept safely and securely in accordance with Data Protection legislation.

A copy of this information should be sent to the FAW safeguarding Team via the SG1 Safeguarding Incident Referral Form.

4.6 REPORTING

It is not the responsibility of anyone working under the auspices of the FAW in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or to decide whether or not child abuse of the abuse of trust is taking place. However, there is a responsibility to protect children in order that appropriate agencies can make enquiries and take the necessary action to protect them.

The Welsh Assembly Government has adopted the United Nations Convention on the Rights of the Child as a guide to all its work. The document 'Children and Young People: Rights to Action (2004)' outlines the Welsh Assembly Governments policy for the well-being of children. The guidance document 'Safeguarding Children: Working together Under the Children Act 2004' outlines the key bodies, subject to the duty in Section 28 of the Children Act, should work together to safeguarding and promote the welfare of children. These documents can be sources via:

http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004act/?lang=en

As in England, the Children Act 2004 requires each local authority in Wales to establish a local Safeguarding Children's Board ("LSCB"), which brings together representatives of each of the main agencies and professionals responsible for helping to protect children from abuse and neglect.

The core functions of LSCB are set out in the Local Safeguarding Children Boards (Wales) Regulations 2006. The Children Act prescribes the following as partners in Safeguarding Boards:

- Local Authority
- Chief Officer of Police

- Local Probation Board
- Youth Offending Team
- Local Health Board
- NHS Trust providing services in the area of the authority
- Governor or director of any secure training centre within the area
- Governor or director of any prison in the area

The All Wales Child Protection Procedures 2008 provide common standards to guide child protection practice for every Local Safeguarding Children Board in Wales- see www.awcpp.org.uk

Remember it is your responsibility to report your concerns, not act on them. Speak to your club Safeguarding Officer or the FAW Safeguarding Team who will:

- Listen to you
- Support you
- Take all concerns seriously
- Act immediately according to the FAW's policies and procedures

The guides below set out the course of action an individual in receipt of a concern, allegation, suspicion, or disclosure mut follow:

DIAGRAM A: REPORTING & MANAGING POOR PRACTICE OR POSSIBLE ABUSE

(IN RELATION TO CONCERNS ABOUT A MEMBER OF STAFF OR VOLUNTEER IN FOOTBALL)

ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A MEMBER OF STAFF OR VOLUNTEER?

YES

If you become aware of poor practice or possible child abuse, ensure you:
Stay calm
Reassure child if present, he/she is not to blame and he/she was right to tell
Keep questions to a minimum
Don't make promises
Secure immediate safety of child/children

Are you able to contact your club Safeguarding officer (CSO) / FAW?

YES

Contact your CSO
Complete a record of the incident on a SG1 Safeguarding incident referral form
If concern amounts to possible abuse, CSO to follow CSO Reporting Procedures (see diagram B)
If Poor Practice, CSO shall either follow club procedures for first report of poor practice and submit to Area Safeguarding Officer (ASO) for information only or seek further advice from ASO.

NO

Do your concerns amount to poor practice or abuse?

Poor practice

Ensure child is safe
If he/she needs medical treatment, seek this straight away
If matter is not urgent, record incident on SG1 form and submit to CSO as soon as possible
CSO will follow procedures as set out in diagram B

Possible Abuse

Ensure child is safe
If he/she needs medical treatment, take child to hospital or phone for an ambulance. Inform the doctors of your concerns.
Inform the parents/guardian immediately unless you have a specific reason not to.
Contact the police (who have dedicated child protection teams) or social services who will advise whether a formal referral is needed
Follow their advice regarding next steps
Contact details for various social services can be found on our website

Report your referral to the FAW Safeguarding Team via SG1 form
Ensure you record all relevant details, including the name and contact details of the person you have spoken to at social services/police. The FAW may need to speak to these persons at a later date.

FAW Safeguarding Team to carry our investigation and refer to the FAW Safeguarding panel
See Diagram B regarding possible outcomes.

*GUIDANCE: IS CONDUCT LIKELY TO CONSTITUTE POOR PRACTICE OR ABUSE?

ABUSE IS DEFINED AS THE FOLLOWING 5 CATEGORIES: PHYSICAL, SEXUAL, NEGLECT, EMOTIONAL OR BULLYING.

POOR PRACTICE RELATES TO WHEN THE NEEDS OF CHILDREN ARE NOT GIVEN PRIORITY, THUS COMPROMISING THEIR WELFARE. THESE CAN INCLUDE EXESSIVE TRAINING, CONTINUOUS PREFERENTAL TREATMENT, ALLOWING CONCERNING PRACTICE TO GO UNNOTICED, RIDICULING CHILDREN FOR MAKING MISTAKES, IGNORING HEALTH AND SAFETY GUIDELINES, FAILING TO ADHERE BY CODE OF CONDUCTS, PLACING CHILDREN IN UNCOMFORTABLE AND VULNERABLE SITUATIONS WITH ADULTS.

IT IS VITAL THAT ALL CONCERNS OR SUSPICIONS OF POOR PRACTICE ARE RECORDED AND REPORTED, AS MAY ONLY BE ABLE TO DISTINGUISH BETWEEN POOR PRACTICE AND ABUSE AFTER COLLATION OF RELEVANT INFORMATION

DIAGRAM B: REPORTING & MANAGING POOR PRACTICE OR POSSIBLE ABUSE

PROCEDURES FOR CLUB SAFEGUARDING OFFICERS (CSO)

ARE YOU CONCERNED ABOUT OR HAVE YOU RECEIVED CONCERNS REGARDING THE BEHAVIOUR OF A MEMBER OF STAFF OR VOLUNTEER?

Yes

If you become aware of poor practice or possible child abuse, ensure you:
Stay calm
Reassure child if present, he/she is not to blame and he/she was right to tell
Keep questions to a minimum
Don't make promises
Secure immediate safety of child/children

Do the concerns amount to poor practice or possible abuse?

Poor practice/ alleged breach of FAW code of conduct

Make a factual record of all events using SG1 incident referral form.
Follow club procedures for a first report of poor practice and submit a copy of your SG1 form to your Area Safeguarding Officer (ASO) for information only.
If unsure of what action to take, seek further advice from your ASO or FAW Safeguarding Team if not available.

Where appropriate the ASO will either:
Give advice for CSO to take action.
Monitor behaviour of individual or club.
Gather additional evidence.
Refer concerns to FAW Safeguarding Team for advice.

Where appropriate, contact will be made and action taken by:
Club committee
Area Association Disciplinary committee
(Rights of appeal outlined in the club's complaints and Disciplinary Procedures or Area Association handbook)

Possible Abuse

Need medical attention

Yes → Take child to hospital or phone for ambulance. Inform the doctor of your concerns. → Inform the parent/guardian immediately unless you have reason not to.

No

Refer to the FAW Safeguarding team who will contact the necessary agencies.
If unavailable, contact police (who have dedicated child protection teams) or social services for investigation. They will advise regarding contacting parents.

Ensure you make a factual record of events using a SG1 Form.
Forward a copy of the information recorded, including action taken to the FAW Safeguarding team who will take appropriate action.
Record the name and contact details of the persons spoken to at Social Services / Police. The FAW may need to speak to these persons at a later date.

Possible Outcomes: Policy inquiry. Criminal proceedings. Civil Proceedings

Regardless of the action taken by external agencies, the FAW Safeguarding Team will investigative/undertake a risk-assessment. In line with FAW WelfareRegulations, the FAW may impose an interim suspension.

Case referred to the FAW Safeguarding Panel for: (a) Future consideration (b) Final Decision
(Right of Appeal outlined in the FAW handbook)

Possible Outcomes:

(a) Advice and/or warning as to future conduct. (b) Further support and/or training required. (c) Supervision and/or monitoring put in place. (d) Suspension. (e) No case to answer.

DIAGRAM C: REPORTNG & MANAGING CONCERNS ABOUT EITHER A PARENT OR CARER OUTSIDE THE IMMEDIATE FOOTBALL ENVIRONMENT

ARE YOU CONCERNED THAT A CHILD/YOUNG PERSON MAY BE SUBJECT TO ABUSE OUTSIDE THE FOOTBALL ENVIRONMENT?

↓

YES

↓

Is the young person in immediate need for medical attention?

↓

YES

↓

Call 999

Explain to the doctor that the concern relates to child protection

↓

NO

↓

Refer the concerns to Social Services or the Police who will advise you what to do in the situation.

↓

Contact your Club Safeguarding Officer and report the situation and action you have taken.

↓

Make record on the SG1 Safeguarding Incident Referral Form, including any action to date. Make a copy and forward to:
Police / Social Services (if requested to do so)
Your Club Safeguarding Offficer
FAW Safeguarding Officer

REMEMBER:

- Maintain confidentiality on a need-to-know basis
- Ensure the nominated safeguarding officer follows up with social services
- If the concerns are about someone who plays a role within sport, then the nominated safeguarding officer should inform the FAW.

If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the social services direct (or the NSPCC on 0808 800 5000 or ChildLine on 0800 1111).

4.7 SHARING CONCERNS WITH PARENTS

There is always commitment to work in partnership with parents or carers where there are concerns about children. Therefore. In most situations, it would be important to talk to parents or carers to help clarify anu initial concerns. For example, if a child seems withdrawn, there maybe a reasonable explanation; he/she may have experienced an upset in the family, such as parental separation, divorce or bereavement.

4.8 WHEN IS IT NOT ACCEPTABLE TO SHARE CONCERN WITH PARENTS

There are circumstances in which a child might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible and recorded. Advice and guidance should be sought from the local Social Services Officer with respect to consulting with parents.

4.9 THE ROLE OF SOCIAL SERVICES

Social Services have a statutory duty under the Children Act 2004, to promote the welfare of children and work with the LSCB to comply with its procedures. When a child protection referral is made, the Social Services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively.

4.10 SUPPORT FOR THE REPORTER OF SUSPECTED ABUSE

It is acknowledged that feelings generated by the discovery about a member of staff or volunteer, is or may be, abusing a child will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

The FAW will fully support all staff/volunteers, who in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a child may be experiencing abuse. It will protect the identity of the individual reporting the concern and ensure that the information is dealt with a professional and confidential manner.

4.11 SEEK ADVICE

On occasions the nominated Safeguarding Officer may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore is unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult senior colleague and gain advice from Social Services, Police and the NSPCC (Help Line number: 0808 800 5000) if there is any doubt. This is because it may be just one of a series of instances which together cause concern.

4.12 EXPERT ADVICE

If you are not sure what to do, you can obtain advice by telephoning the local Social Services department and speak to the duty worker or call the NSPCC 24-hour free phone Helpline on 0808 800 5000.

The Police also have specially trained child protection teams who will give guidance and support, and deal with out of office enquiries when Social Services are not available.

4.13 CONFIDENTIALITY

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information shall be handled and disseminated to the following people, when relevant:

- The FAW Safeguarding Team
- The parents/guardian of the person who is alleged to have been abused.
- The person making the allegation
- Social Services/Police
- Designated officers within the governing body of sport (e.g., the safeguarding panel)
- The alleged abuser (and parents if the alleged abuser is a child)*.

*Seek Social Services advice on who should approach the alleged abuser. Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. the information is accurate, regularly updated, relevant and secure).

4.14 FAW REPORTING STRUCTURE

- The majority of poor practice concerns can be dealt with by the club or with support and guidance from the Area Association and may be subject to Area Association disciplinary/misconduct procedures.
- Child abuse cases having already been dealt with by statutory agencies will be investigated by the FAW Safeguarding Team and may be referred to a Safeguarding Panel.

4.15 FAW WELFARE REGULATIONS

In all matters where there is statutory agency involvement, the FAW will take responsibility for the investigation process. As part of this process the FAW shall make an immediate decision about whether any individual accused of abuse should be suspended from all football activity in accordance with the Welfare Regulations pending further police and Social Service enquiries.

All such orders shall be reviewed by the Safeguarding Panel who may ratify or remove such order, or make any other order as it considers appropriate.

Irrespective of the findings of the Social Services or Police enquiries, the FAW shall refer such matters to the FAW Safeguarding Panel who shall determine the investigation plan for the matter. At the conclusion of this investigation, the Safeguarding Panel may:

- Refer the matter to be dealt with under the disciplinary section of the FAW rules
- Determine whether the suspension should be continued whilst the disciplinary process is ongoing
- Determine that no further action should be taken and lift the suspension imposed with immediate effect
- Consider what support may be appropriate to children, parents, and members of staff. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Director may be a useful resource
- Consider what support may be appropriate to the alleged perpetrator of the abuse.

The Safeguarding panel's decision on whether to permanently suspend an individual shall be based on the balance of probability, i.e. whether it is more likely that not the allegation is true. The welfare of the children shall remain paramount.

4.16 ISA

The football Association of Wales has a legal obligation to refer to the independent Safeguarding Authority (ISA), anyone it removes from Regulated Activity, where they have harmed or pose a risk of harm to a child as a result of an investigation of an allegation. The FAW will carry out the referral on behalf of its clubs, therefore it is important that any incidents or allegations are reported to the FAW (via the SG1 Safeguarding Incident Referral Form).

4.17 APPEALS

An appeals procedure shall be available to anyone who has been subject to the Safeguarding Panel (except for when the decision relates to an interim suspension order). Anyone who which to appeal the decision must do so in writing, for the FAW Head of Compliance, Football Association of Wales, Hensol, Pontyclun, CF72 8JY within 10 working days of the date of notification of the decision appealed against. The appeal must identify the specific decision(s) being appealed and set out the grounds of appeal and the reasons why it would be substantially unfair not to alter the decision. For further information regarding fees and the FAW Disciplinary Appeal Panel, please contact the FAW Discipline Team.

4.18 ALLEGATION OF PREVIOUS ABUSE

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the FAW shall follow the procedures as detailed above, and report the matter to Social Services or the police. The is because other children, either with sport or outside of sport, may be at risk from this person.

4.19 WHISTLEBLOWING

Staff, volunteers, coaches, match officials, parents and other juniors may be first to have concerns about a child's safety and welfare. However, they may be reluctant to express their concerns as speaking up may be difficult. They may also fear harassment or

victimisation. In these circumstances it may seem easier to ignore the concern rather than report what may just be a suspicion of poor practice. When individuals feel unable to follow the normal reporting procedures or have already followed the procedure and consider that the issued have not been adequately addressed, they are encouraged to contact the FAW Safeguarding Team.

This process, know as “whistle-blowing”, enables individuals to share their concern, in confidence with the Safeguarding Team without fear of vicitmisation, subsequent discrimination or disadvantage. All concerns will be taken seriously and managed accordingly with the FAW Safeguarding Policy, Practices and Procedures.

The FAW will fully support and protect those, who, in good faith, report their concerns that someone has demonstrated poor practice or has abused, or may be, abusing a child. The FAW will do its best to protect the identity of the whistle-blower when they raise a concern and do not want their name to be disclosed.

However, depending on the seriousness of the allegation, particularly when it may be necessary to seek advice or inform the Police or Social Services, it may not be possible to the source of the information hidden. The individual will be given prior notice of this and a chance to discuss the consequences. The FAW will ensure that support is available both during and following an incident or allegation.

In cases where you are required to take immediate steps regarding a serious incident of abuse, or you do not feel able to disclose your concerns to the FAW Safeguarding Team, an individual must contact the Police, Social Services or the NSPCC.

USEFUL RESOURCES/GUIDANCE FOR RESPONDING TO CONCERNS, ALLEGATIONS, SUSPICIONS & DISCLOSURES

The Football Association of Wales has developed the following resources to ensure clubs and members can respond to concerns, allegations, suspicions & disclosures:

- Accident/Incident Reporting Form
- SG1 Safeguarding referral form
- Information on other organisations that can provide further support
- Sample complaints procedure

All kitbag documents can be found on the FAW Safeguarding Website: www.safeguarding.cymru

If you require assistance in finding these documents, please contact a member of the FAW Safeguarding Team: safeguarding@faw.cymru

SECTION 5

BULLYING (PEER TO PEER)

5.1 INTRODUCTION

The FAW recognises that children are sometimes subjected to bullying from their peers, both in a football setting, and outside of it. The FAW also recognises its responsibility in attempting to eradicate this is issue through addressing the behaviour of the bully, as well as assisting the victim of behaviour.

Set our below is the process for addressing peer to peer bullying. The purpose of this process is to address the behaviour of the bully in a proactive way, as well as addressing the harm caused to the victim.

5.2 ACTION TO HELP THE VICTIM

- Take all signs of bullying very seriously
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the Safeguarding Officer at the club
- If the bullying is occurring in school, the Safeguarding Officer will notify the school
- Reassure the victim that they were right to speak up about the bullying
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Whilst the complaint is being investigated, ensure the victim is not left in a vulnerable position with the alleged bully.
- Do not raise the matter in front of the alleged bully
- Encourage all children, young people and vulnerable adults to speak up and share their concerns
- Help the victim to speak out and tell the person in charge or someone in authority
- Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.

5.3 ACTION TOWARDS BULLIES

In consultation with the Safeguarding Officer, the coach or person in charge shall:

- Talk with the alleged bully(ies), explain the situation, and ask them their side of the story
- Try to get the alleged bully(ies) to understand the consequences of their behaviour
- Seek an apology to the victim(s)
- Inform the bully(ies)'s parents
- Impose sanctions as necessary. The FAW strongly endorse a 'ladder 'approach to sanctions. The first occasion would merit a discussion as explained above. Persistent behaviour or worsening behaviour must result in more stringent sanctions. The club must do everything possible to address the behaviour before taking the action of removing the player from the club
- Encourage and support the bully(ies) to change behaviour
- Keep a written record of action taken

5.4 CREATING AN OPEN ENVIRONMENT

It is difficult for bullying to occur in an open environment and therefore, all clubs must strive to create an open environment as a positive way of preventing this destructive behaviour. An open environment can be created in the following ways:

- Ensure all players, coaches and parents are aware that the club will not tolerate bullying behaviour
- Ensure all players, coaches and parents are aware that the club will always investigate complaints of bulling
- Ensure all players, coaches and parents are aware of the consequences of bullying behaviour, including the rights of the club to remove the player.

USEFUL RESOURCES/GUIDANCE FOR BULLYING (PEER TO PEER)

The Football Association of Wales has developed the following resources to ensure bullying is eradicated from our football environments:

- Sample Anti-bullying Policy
- Guidance for young players

All kitbag documents can be found on the FAW Safeguarding Website: www.safeguarding.cymru

If you require assistance in finding these documents, please contact a member of the FAW Safeguarding Team: safeguarding@faw.cymru

SECTION 6

GENERAL MATTERS

6.1 THE USE OF PHOTOGRAPHY FOOTBALL EQUIPMENT AT FOOTBALL EVENTS

The FAW strongly recommends that these guidelines be adhered to al ll FAW sponsored events, including training and competitions.

Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least five working days before the event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

6.1.2 Accreditation Procedure

A system should be adopted whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be check with issuing authority prior to the event and their identification details should be checked with issuing authority prior to the event. On registering, promoters of the event should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur the identifying label is changed to prevent unofficial replication.

6.1.3 Public Information

The specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

The recommended wording is:

In line with the recommendation of the FAW's Safeguarding Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close ranger photography should register their details with staff at the spectator entry desk before carrying out such photography. The promoter reserves the right of entry to this even and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

6.1.4 If you have Concerns

If you are concerned about the photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate, the person about whom there are concerns should be asked to leave and the facility managers should be informed.

6.1.5 Videoing as Coach Aid

There is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

6.1.6 General Guidelines for Event Organisers

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Inform children & parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to children or one to one photo sessions at events
- Do not approve /allow photo sessions outside the events or at a child's home
- If parents or other spectators are intending to photograph or video at an event, they should be made aware of your expectations

- Spectators should be asked to register at an event if they wish to use photographic equipment
- Children and parents should be informed that if they have concerns they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

6.1.7 The Use of Photographs and Images of Children

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information- this is X who lives at Y, is a member of the Z football club and who likes a certain music group. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly, the content of the phot can be used or adopted for inappropriate use. There is evidence of this adopted material finding its way onto child pornography sites.

Clubs are recommended to develop a policy in relation to the use of images of players on their websites and in other publications. The club will need to make decisions about the type of images they consider suitable and that appropriately represent the sport, without putting children at increased risk.

They will also want to ensure that parents support their policy. When assessing the potential risks in the use of images of players, the most important factor is the potential of appropriate use of images of children.

- Consider using models or illustrations if you are promoting an activity
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport

6.1.8 Easy rules to remember are:

- If the child is named, avoid using their photograph
- If a photographer is used, avoid naming the child
- Ask for the child’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A child’s permission form is one way to achieving this.

- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing their sports. A Parental Permission Form is one way of achieving this
- Only use images of children in suitable dress to reduce the risk of inappropriate use, with regards to the actual content in it difficult to specify exactly what is appropriate. The content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow FAW Safeguarding Policy, Procedures and Practices, ensuring both the FAW Safeguarding Officer and the Social Services and/or police are informed.

6.1.9 First Steps and things to think about:

- Establish the type of images that appropriately represent the sport for the web and other media
- Think about the level of consideration you give to the use of images of children in other publications, for example, the process involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used on your website.

6.2 BEHIND THE LINE CAMPAIGN

Unfortunately, too many children are dropping out of football due to the untoward behavior of others, from over-competitive spectators to over-enthusiastic coaches. Through education and promotion of the “Behind the Line, Behind the Team” campaign, the FAW Seeks to address touchline behaviour and aims to get everyone onside to create safe, fun and positive environment for all.

As well as using education to address inappropriate touchline behaviour, clubs are also encouraged to display the “behind the Line, Behind the Team” barrier in order to create a dedicated supported zone and remind those supporting not to over-step the line, both physically and psychologically.

The physical presence of the barriers aims to remind supporters that negative, intimidating behaviour towards players, coaches, match officials and other supporter is acceptable.

The campaign is also supported by parents, coaches and players all signing up and adhering to code of conducts.

6.3 RESOURCES

The FAW wish to support all Safeguarding Officers in their role in safeguarding children in football through the development of resources. This is to ensure all Safeguarding Officers can fulfill their roles completely and effectually. All resources referred to in this policy can be found on the FAW Safeguarding website: www.safeguarding.cymru

6.4 SAFEGUARDING ROLE IN FOOTBALL

6.4.1 FAW Safeguarding Team

The FAW Safeguarding Team is responsible for every aspect of safeguarding and protecting children within football in Wales, ensuring a child's welfare is considered parament.

The FAW Safeguarding Team is primarily responsible for the following:

- Developing and co-ordinating an effective implementation plan for the FAW Safeguarding Policy, Procedures and Practices.
- Providing a source of knowledge, advice and support to Areas Associations, Leagues, Clubs, Individuals and relevant stakeholders with regards to safeguarding matters.
- Rolling out the DBS programme to all relevant individuals, ensuring all those active in football and who meet the criteria hold a valid DBS check and are notified to renew on a three yearly basis.
- Ensure compliance with the DBS programme in accordance with the FAW Policy on the Recruitment of Ex-Offenders.
- Establish relevant links with the Police, Social Services and other relevant statutory bodies
- Undertaking all required action in accordance with the appropriate FAW Rules and Regulations
- The development and distribution of necessary publications relating to education and training
- Establishing relevant systems for monitoring and evaluating the effectiveness of the FAW Safeguarding Policy, Procedures and Practices; and review as necessary.

6.4.2 Area Safeguarding Officer

The Area Safeguarding officer's role is to act as a point of contact to provide advice and support upon a referral from a Club or League. The Area Safeguarding Officer should be aware of the FAW Safeguarding Policy, Procedures and Practices and apply this when dealing with such concerns.

The general roles and responsibilities of the Area Safeguarding Officer are outlined below:

- Be responsible for the dissemination of the FAW Safeguarding Policy, Procedures and Practices with the Association
- Oversee and manage children's welfare issues within the Association
- Undertake necessary meetings with member leagues and clubs
- Be prepared to assist the FAW in the further investigation of positive DBS disclosures, through providing information and attending meetings
- As directed, assist with further investigations of concerns
- To monitor, record and report outcomes to the FAW Safeguarding Team
- Identify and monitor repeated incidents of poor behaviour and liaise with the League Safeguarding Officer to produce an action plan to deal with such matters

6.4.3 League Safeguarding Officer

The League Safeguarding Officer's role is to make clear to the League its responsibilities with regards to safeguarding children and to act as a support to Club Safeguarding Officers, offering advice and guidance with regards to any safeguarding concerns.

The responsibilities of the League Safeguarding Officer are as follows:

- To ensure the FAW Safeguarding Policy, Procedures and Practices is both promoted and recognised by others
- To monitor the implementation of best practice guidelines at and club and league level
- To identify himself/herself as the League Safeguarding Officer and ensure two-way communication with clubs and Area Association
- To be familiar and understand the reporting procedure of concerns and to know how to act and who to contact in various circumstances
- To assist in the investigation of complaints
- To aid with the DBS programme. For example, where a club is undergoing changes in its composition, the League Safeguarding officer should act as a point of contact and assist with the verification on DBS applications (within reason)
- To ensure the appropriate individuals and received the necessary training
- To maintain a comprehensive record of all Club Safeguarding Officers and their contact details. This record should be updated as necessary and provided to the FAW Safeguarding Team upon request
- To monitor the club's compliance to the DBS programme via the comet system.

The League Safeguarding Officer should also act as a point of contact for the FAW Safeguarding Team when looking to promote campaigns and communicate updates to clubs.

6.4.4 Club Safeguarding Officer

The role of the Club Safeguarding exists in order to ensure the club fulfils its duty of care to children by seeking to provide them with a safe environment and ensuring their welfare is paramount at all times.

The Club Safeguarding Officer is expected to work in conjunction with the League and Area Safeguarding Officers in order to promote and disseminate the FAW Safeguarding Policy, Procedures and Practices, assist in recording and seeking a resolution to grievances and where applicable, refer safeguarding matters to appropriate personnel.

The Club Safeguarding Officer's responsibilities are outlines as follows:

- To ensure the club adopts and follows the FAW Safeguarding Policy, Procedures and Practices

- To provide information and act as a source of advice and support on safeguarding and protecting children
- To make themselves known as a point of contact and to be approachable to all club members with any child-related concern
- To develop and promote best practice, ensuring club personnel understand and fulfil their responsibilities with regards to the following areas:
  - Recruitment of individuals- to include taking references, understanding who needs a DBS check, and ensuring all who require a DBS check are up to date
  - Best Practice Guidelines on Travelling/Tournaments, Changing Rooms, Photography/Filming
  - Know how to refer a concern and understand what constitutes a concern, following the FAW Responding and Reporting Concern flow chart, ensuring referral is recorded on the FAW Safeguarding Referral Form.
  - Get players, coaches and parents/guardians to sign up to Codes of Conduct
  - Monitor and address touchline behaviour, actively promote the Behind the Line, Behind the Team campaign
  - New members: ensure players and parents/guardians are welcomed and inducted to the club, through a welcome pack and/or welcome session
  - To advise the club on appropriate training and education opportunities for coaches and volunteers
  - Communicate with the FAW if a concern arises and also vice versa, be prepared to assist the FAW in pilot schemes, focus groups and questionnaires (list not exhaustive).

All changes in roles should be communicated to the FAW Safeguarding Team at the earliest opportunity.

6.5 USEFUL CONTACTS

EMERGENCY

POLICE

- In an emergency, please call 999

NSPCC 24 HR HELPLINE

- 0808 800 5000
- www.nspcc.co.uk

FAW SAFEGUARDING TEAM

- 02920 435 830
- safeguarding@faw.cymru
- www.safeguarding.cymru
- Football Association of Wales, Hensol, Pontyclun, CF72 8JY

LOCAL AUTHORITY CHILDREN'S SOCIAL CARE DEPARTMENT

- Please contact your local authority

OTHER USEFUL CONTACT DETAILS

CHILD PROTECTION IN SPORTS UNIT

- 0844 892 0290
- cpsuwales@nspcc.org.uk

LOCAL SAFEGUARDING CHILDREN'S BOARD

- please visit safeguarding@faw.cymru for latest contact list

CHILDLINE

- 0800 1111
- www.childline.org.uk

KIDSCAPE

- 08451 205 204

VICTIM SUPPORT

- 0845 3030900
- www.victimsupport.org.uk

The Football Association of Wales

Safeguarding Team

02920 435 830

safeguarding@faw.cymru

www.safeguarding.cymru

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