



Wakefield AFC

Safeguarding Policy, Procedures and Guidance

Date Approved: [11/02/22](#)

Date of next review: [11/02/23](#)

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Foreword

Wakefield AFC's safeguarding policy is aligned with NSPCC Safeguarding Standards; the Child Protection in Sport Unit; the Football Association's Safeguarding Policies and Procedures and the Wakefield Local Authority Safeguarding Partnerships.

It is the responsibility of everyone who has contact with children, young people and adults at risk of harm to create a positive environment in which they can participate whilst being protected from harm. This policy outlines a framework which provides clear guidance in relation to good practice, how to minimise risks to children, young people and adults at risk of harm, how to identify safeguarding issues and how to respond to safeguarding concerns.

It is important that all adults and children are aware of and can access these procedures. Reading them should be part of the Wakefield AFC induction processes and training. This safeguarding policy is mandatory and will be reviewed at least annually. Any safeguarding updates will be communicated via safeguarding update newsletters.

Wakefield AFC is committed to working in partnership with the Police, Social Services Departments, and the local Safeguarding Children's Partnership. This is essential in order to enable these organisations to carry out their statutory duties to investigate concerns and protect all children, young people and adults at risk of harm.

Safeguarding Policy Statement

Wakefield AFC acknowledge their responsibility and the duty of care to safeguard and promote the welfare of children, young people and adults at risk of harm. The club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and FA requirements.

Through this policy Wakefield AFC recognises that every child, young person and adult at risk of harm who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. For the purpose of this policy a child or young person is defined as any person under the age of 18. An adult at risk of harm is defined as a person aged 18 or over who has needs for care and support and is experiencing, or is at risk of, abuse or neglect, and as a result of their care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Wakefield AFC acknowledges that some children, young people and adults at risk of harm can be particularly vulnerable to abuse. The club aims to ensure that regardless of age, ability or disability, race, religion or belief, sex or sexual orientation or socio-economic background, the welfare and interests of children, young people and adults at risk of harm are paramount in all circumstances. In addition to this policy, the club has signed the FA Charter Standard Club Programme Equality Policy.

Wakefield AFC commit to:

- the safety and wellbeing of children, young people and adults at risk of harm always being paramount
- ensuring that children and adults know about Wakefield AFC's safeguarding policy and what to do if they have a concern
- building a safeguarding culture where staff, volunteers and children, young people and adults at risk of harm know how they are expected to behave and feel comfortable about sharing concerns
- taking all suspicions and allegations of abuse seriously
- ensuring that appropriate action is taken swiftly in the event of incidents/concerns of abuse and that support is provided to the individuals who raise or disclose the concern
 - working in partnership with other organisations, children and young people and their parents/carers
- ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- preventing the employment/deployment of unsuitable individuals
- ensuring that robust safeguarding arrangements and procedures are in operation

This policy will aim, as far as possible, to:

- ensure that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment
- protect children, young people and adults at risk of harm from maltreatment, physical, sexual, emotional harm, bullying and/or neglect regardless of their age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity
- prevent the impairment of the health and/or development of children, young people and adults at risk of harm
- ensure that children, young people and adults at risk of harm are receiving safe and effective care
- act to enable children, young people and adults at risk of harm to have the best outcomes

The policy and procedures will be widely promoted and abiding by them is mandatory for everyone involved in Wakefield AFC; this includes staff, volunteers and players. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Partnerships
- as a result of any other significant change or event

Club Roles and Responsibilities

Wakefield AFC acknowledge that we all have a moral and legal responsibility for the safety and protection of children, young people and adults at risk of harm. It is noted and accepted that The FA's Safeguarding Children Regulations (see [The FA Handbook TheFA.com/football- rules-governance/lawsandrules/fa-handbook](https://www.thefa.com/football-rules-governance/lawsandrules/fa-handbook)) apply to everyone in football whether in a paid or voluntary capacity, including coaches/managers, volunteers, match officials, or medical staff or other club officials/helpers. However, there are people designated within Wakefield AFC who take additional responsibility for safeguarding with the aim of making football as safe as possible for all concerned.

The Club Welfare Officer (CWO) will be the first point of contact for staff and volunteers to discuss safeguarding concerns. The CWO will be involved with ongoing Welfare Officer training provided by The FA and/or CFA. The CWO will work to highlight the importance of safeguarding throughout the club, promote best practice and to play a key role in dealing with safeguarding concerns, abuse and poor practice concerns. The CWO will liaise directly with the CFA Designated Safeguarding Officer and will be familiar with the procedures for referring any concerns. The further roles and responsibilities of Wakefield AFC's Club Welfare Officer can be found in Appendix A.

Staff and volunteers are responsible for familiarising themselves with the club's policy and procedures, ensuring the safety and welfare of all children, young people and adults at risk as well as promoting best practice and creating a safe and inclusive environment to prevent harm occurring through awareness of what constitutes abuse and neglect.

Useful Contacts

The Club Welfare Officer (CWO) – Grace Ainsworth 07517 047 435

The CWO may seek guidance in relation to safeguarding from the following before contacting the relevant authorities:

Designated Safeguarding Officer (DSO) Paul Ratcliffe - West Riding County Football Association. Fleet Lane | Woodlesford | Leeds | LS26 8NX Tel: 0113 282 1222 | Mob: 07912 309565

The local authority's designated officer (LADO) manages allegations against people who work with children. Wakefield LADO 01977 727032

Who Are We Safeguarding?

The club will work to effectively safeguard:

- all players under the age of 18 years
- young people engaging in the club's academy training and games programmes
- young players living for significant time away from their families in Wakefield AFC accommodation
- any children visiting the club's stadium
- ball boys and girls and mascots
- those who may be vulnerable to bullying or cyber-bullying through their relationship with any of the club's activities
- young people attending as volunteers or on organised work experience
- adults at risk

What Are We Safeguarding Against?

Accidents

Accidents happen – it's a fact of life. Accidents can be a good thing and can help people learn from their mistakes and build their resilience. No matter how much precaution we take accidents will continue to happen. However, we want to reduce the likelihood of harm coming to people when they have an accident.

Abuse

Neglect

Physical neglect - Failing to meet basic needs such as food, clothing or shelter. Failing to adequately supervise or provide for a child or adults at risks safety. Physical neglect could also include failing to ensure the safe use of equipment and/or exposing children/ adults at risk to extreme weather conditions without ensuring adequate thermal protection or hydration.

Educational neglect

Failing to ensure a child receives an education.

Emotional neglect

Failing to meet a child's needs for nurture and stimulation, perhaps by ignoring or isolating them.

Medical neglect

Failing to provide appropriate medical treatment, refusal of medical treatment or ignoring medical recommendations.

Sexual Abuse

Contact abuse involves touching activities where an abuser makes physical contact with a child, including penetration. This includes rape, sexual assault or engaging in sexual activity with a child or adult at risk.

Non-contact abuse involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet. It also includes causing a child to watch a sex act, which may include pornographic videos, making, possessing or distributing indecent images of a child and/or sexual communication with a child.

Physical Abuse

Deliberately hurting a child or adult at risk causing injuries such as bruises, broken bones, burns or cuts. It isn't accidental – children and adults at risk who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Physical punishments will never be used by staff or volunteers at Wakefield AFC. Physical abuse could also include allowing a child, young person or adult at risk to play with an injury, offering drugs and/or alcohol to enhance their performance or using training methods inappropriate for the developmental age of the child or young person.

Emotional abuse

Emotional abuse can be defined as ongoing emotional maltreatment. It's sometimes called psychological abuse and can seriously damage a person's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate someone or isolating or ignoring them.

Bullying

Typical types of bullying include physical pushing, kicking, hitting, name calling, sarcasm, spreading rumours, gestures, persistent teasing, ridicule, humiliation or the continual ignoring of individuals; the posting of derogatory or abusive comments, videos or images on social network sites. Wakefield AFC acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable and all forms of bullying will be addressed promptly. If bullying does occur, all players and parents/carers should be able to access our anti-bullying policy and know that incidents will be dealt with appropriately. Incidents need to be reported to the CWO and in cases of serious bullying the CFA Designated Safeguarding Officer may be contacted.

Radicalisation

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

As with managing other safeguarding risks, Wakefield AFC should be alert to the risk of radicalisation and changes in individual's behaviour which could indicate that they may be in need of help and protection. The club should use their judgment in identifying individuals who may be at risk of radicalisation and report their concerns to the CWO. If it is proportionate to the concern raised a safeguarding referral should be made and concerns should be shared with the Police. If there is an IMMEDIATE risk of a terror incident taking place you must call 999 or the Anti-Terrorist Hotline on 0800 789321.

Disclosures

Disclosure is the process by which someone starts to share their experiences of abuse with others. The term disclosure can also refer to when someone shares abusive experiences that have happened to someone else. Disclosures can take place over a long period of time – it is a journey, not one act or action. All disclosures should be taken seriously.

- directly – making specific verbal statements about what's happened to them
- indirectly – making ambiguous verbal statements which suggest something is wrong
- behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- non-verbally – writing letters, drawing pictures or trying to communicate in other ways

If a child, young person or adult at risk makes a disclosure about abuse they have experienced:

- give your full attention to the person. Be compassionate, be understanding and reassure them their feelings are important
- respect pauses and don't interrupt – let them go at their own pace. Remember that it may take several conversations for them to share what's happened to them
- make it clear you're interested in what the person is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience
- try not to ask too many questions, other than 'who', 'what', 'when' (if the child does not offer this information). Make sure not to ask any leading questions such as 'did they...' as this can be considered 'leading' the child and can interfere with potential future investigations
- reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault
- it is important to remember that they may withhold some information because they might be worried that they will get themselves or someone else in to trouble, or that they might not be believed
- never promise that you will keep the things they're telling you a secret. Explain that you need to share what they've told you with someone who will be able to help
- never talk to the alleged perpetrator about a disclosure. This could make things a lot worse for the person making the disclosure

- if the child, young person or adult at risk requires immediate medical treatment, take them to a hospital or call an ambulance and tell them there is a child protection concern. Let your CWO know what action you have taken and make sure this is recorded

How To Report A Safeguarding Concern

Please see Appendix B for flowchart diagrams of the process for reporting all nature safeguarding concerns.

All concerns should be reported to the CWO as soon as possible - always within 24 hours, any verbal reports should be followed up in writing.

The CWO will:

- review the concern and seek advice if required
- ensure that if the child needs immediate medical treatment they are taken to a hospital or call an ambulance and tell them it is a child protection concern
- if the issue is one of poor practice they may deal with this themselves or seek advice from the DSO
- if the concern is more serious - possible child abuse- they will where possible, contact the DSO Welfare Officer first, then immediately contact the Police or Children's Social Care.
- appropriate action may involve sharing the concerns with other partner agencies where relevant i.e LADO
- record the actions taken and keep the DSO informed
- follow the advice and guidance of the statutory agencies
- if the allegation relates to anyone involved in football this will be reported to The FA Safeguarding Team

It is important to note that safeguarding adults at risk can be particularly complex as adults have a right to self-determination and may choose not to act to protect themselves. In relation to concerns for adults at risk Wakefield AFC will take the approach of making safeguarding personal. When there are safeguarding concerns relating to an adult at risk the six principles of the Care Act apply.

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

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

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

4 Protection – Support and representation for those in greatest need.

5 Partnership – Local solutions through services working with their communities.

6 Accountability – Accountability and transparency in delivering safeguarding.

If you are not able to make contact with the CWO then you must either contact the DSO directly, contact The FA's Safeguarding Team on **0800 169 1863** or **Safeguarding@TheFA.com**, call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or contact the Police or Children's Social Care.

Recording a Safeguarding Incident

When to record information

All concerns related to the safety or welfare of a child under the age of 18, including players, mascots, ball boys and girls and children in the academy must be recorded. Concerns about the behaviour of staff and volunteers must also be recorded.

Who should record the information

Concerns should be recorded by the person to whom the disclosure has been made, with the assistance of the CWO where required. The CWO will ordinarily be responsible for subsequently contacting the relevant authorities, however if the CWO is unavailable, please follow the guidance above, also in Appendix B.

What information to record

Please see Appendix C for the template that can be used to record information.

The information recorded should include the concern, how it was responded to, where it was reported to and the outcome of the report.

Make sure to include:

- the child or adult at risk's details including their name, age and address
- what the child or adult at risk said or did that gave you cause for concern (if a verbal disclosure was made, write down their exact words)
- any information that has been given about the alleged abuser
- note if there were any witnesses to the event disclosed
- date and time of incident/disclosure
- the name of the person taking report of the concern, their role and contact details
- the action taken

All recordings of concerns shared will be signed and dated and stored in lockable filing sites in line with the recent General Data Protection Regulations (GDPR).

Remember - timely information sharing is key to safeguarding. If a child is suffering or at risk of suffering significant harm, you can share information with appropriate agencies or professionals without the child's or their parent's consent.

What Practical Steps Will Wakefield AFC Take To Reduce The Risk To Children, Young People And Adults At Risk Of Harm

General Conduct

Wakefield AFC have implemented the Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches (Play your part - Code of Conduct - Respect | The Football Association (thefa.com)). In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances. All registering members of the club will be required to adopt the Respect codes.

One-to-one working guidance

If there is a need for one-to-one working with a child, young person or adult at risk Wakefield AFC insist that the below measures are taken to make sure both parties are protected. The adult meeting with the child, young person or adult at risk should:

- inform an appropriate adult, preferably someone with safeguarding responsibility, of the time and place that they will be alone with the child, young person or adult at risk
- choose a suitable venue: use a room with windows so people can see in, or leave the door open
- ensure that the child, young person or adult at risk knows they can stop the one-to-one contact at any time and knows how to complain or get help if they need it
- keep a record of the fact that they were alone with the child, young person or adult at risk, recording the reason they were alone and describing what happened

Physical contact guidance for children

The nature of some roles of Wakefield AFC staff, for example physiotherapists, may involve commonplace physical contact. Examples of such could be for medical intervention, preventing an injury or accident and/or sporting skills instruction. These tasks should only be undertaken by properly trained and qualified practitioners. Wherever possible and before initiating contact, colleagues should seek the child's permission and explain the nature and reason for any physical contact.

Health and Safety

Wakefield AFC will ensure that necessary Health and Safety measures are in place including:

- making sure that appropriate first aid cover is available
- ensuring that medical staff members will be present at games and hold all relevant statements of pre-existing medical conditions, in order to ensure that if required, medication and specific hospital treatment is administered without delay
- talking to any third-party providers directly and making sure they are fully compliant with the law
- checking that any organisations which are being subcontracted to comply with safety standards
- ensuring that the club contact holds emergency contact details for every player and takes responsibility for informing relevant contacts of any situation that arises e.g. significant illness, if a child goes missing, if consent is needed for a particular activity etc.

Residential Accommodation

A number of Wakefield AFC players are housed in the club's accommodation, which means that players under 18 years are consistently away from their normal family conditions. Wakefield AFC take seriously the selection of staff who support the players in their accommodation.

The appointment of any staff or carers with responsibility for the supervision of children, young persons and adults at risk overnight in residential settings should be carried out in accordance with Safer Recruitment principles (see page 17) to ensure suitable appointments are made. As a minimum staff residing in the Club accommodation should be subject to the appropriate criminal record check, supply at least two references, have their qualifications and references checked and have completed appropriate safeguarding training and/or residential care training.

Whilst resident at the team accommodation, or if players are required to stay away from the accommodation in a hotel/hostel, players over the age of 18 should not share a room with players under the age of 18. Two players under the age of 18 may share a room. A chaperone will be appointed to any player under the age of 18 and contact details of the chaperone will be provided to the player's parent/carer. The chaperone will provide the players under the age of 18 with instructions to follow in case of an emergency/fire, and will be responsible for checking that the players under the age of 18 have no access to a mini-bar, inappropriate pay to view TV etc. in their hotel room. Staff, volunteers and players over the age of 18 should not encourage players under the age of 18 to engage in any activities

such as gambling, drinking alcohol, using illegal substances, or watching or engaging in any inappropriate adult behaviours.

Transport

Wakefield AFC will have a bank of designated drivers who possess the relevant insurance and DBS (Disclosure Barring Service) requirements to permit transporting players/staff. The designated driver's details including driving licence, insurance details, tax and MOT will be held on staff files. The driver should have a point of contact and mobile phone should they break down. Players should wear seatbelts at all times.

Youth Loans, Trials and Work Experience

Players under the age of 18 may join another club on loan, trial or work experience. When this happens, the club will seek written consent from the player's parent/guardian prior to the loan commencing. The player's education, travel and accommodation plans whilst on loan should be considered. A Wakefield AFC staff member will check regularly on all aspects of the player's welfare whilst they are on loan. For players under the age of 18 who join the club on loan, trial or work experience parental consent should be given, along with full medical history and injury disclaimer.

Mascots, Ball Boys and Girls

Wakefield AFC will endeavour to ensure the safety and protection of mascots, ball boys and girls, whilst carrying out their duties through adherence to the club's safeguarding policy and procedures and Health and Safety policy.

No photographs will be taken in the changing areas and colleagues should avoid any situation where they may be left alone with a mascot, ball boy or ball girl. All ball boys and girls and their parent/guardian will be provided with the name and contact details of the CWO.

Child mascots should be accompanied by a parent/carer at all times. They should attend games in their mascot outfits thereby avoiding the need to change into this whilst on club premises. If a mascot requires help with dressing this will be done by the parent/carer.

If an injured or disabled child is used as a mascot, a risk assessment will be carried out to establish if that child can safely participate and to identify if additional safety measures may need to be put in place.

Working With Other Agencies

Wakefield AFC has a written agreement requiring agencies and contractors to comply with the club's safeguarding policy and procedures where they are likely to have contact with children, young people and/or adults at risk. When using an agency to provide workers or volunteers, Wakefield AFC will ask to see written confirmation that the relevant checks for the role have been undertaken.

Safeguarding Online

Wakefield AFC's safeguarding policy with regards to online activities is aligned with the FA guidance. This guidance clearly extends to the use of digital platforms in a football context. Such platforms include websites, email, mobile messaging and use of social media sites such as Facebook, YouTube, Instagram and Twitter. Please refer to Appendix D to view the guidance in full.

Wakefield AFC commit to:

- abide by the FA rules not to post comments that are or maybe perceived as offensive, insulting, abusive, threatening, racist or discriminatory
- encourage players and volunteers under the age of 18 to always tell an adult they trust about communications that make them feel uncomfortable or where they've been asked not to tell their parent/ carer about the communication
- not place pictures of those under the age of 18 associated with the club on WebPages without the express permission of parents/carers
- not host children's or young people's details where they can be seen or used by others to contact them. Any details hosted should only be done with written parental/carers consent
- make sure texts or emails are only in relation to specific club related activities e.g. informing young people about changes in travel arrangements, training times or venue changes etc
- not use text or emails for personal conversation with players under the age of 18, send pictures, jokes or other items of a personal nature
- coaches, managers, medics and club officials not accepting as a friend, players or referees under the age of 18 on social networking sites they are members of
- be circumspect in their communications with and about children or adults at risk to avoid any possible misinterpretation of their motives or behaviour

Photography & Video Imagery

Wakefield AFC acknowledge that whilst photographs and video imagery can be vital in celebrating football and the club itself, if used without the correct procedures in place they can present difficulties and even at times, risk.

Some people have used opportunities to take inappropriate photographs or film footage of children, adults at risk and other individuals in potentially vulnerable positions. Potential risks of photography and video imagery include the direct and indirect risks to players when shared on websites with person identifiable information as explored further below, and/or the inappropriate use, adaptation or copying of images. Members of the club should be vigilant of this and should report any concerns or incidents to the CWO.

Wakefield AFC commit to:

- providing guidance on the taking of images to all carers, players and staff, volunteers and contractors
- ensuring that the club has parental consent to use a child's image if it is to be used in the public domain, including for marketing purposes, on social media in relation to promoting the club and for other club related activities. This ensures that any child who is subject to care proceedings, children subject to contact restrictions with one or both parents, child witness in criminal proceedings or other safeguarding children concerns is protected by not placing their image in the public domain. The exception to this - when written parental consent will not apply - is when a child enters solely as a spectator the club's ground. When the parent/carer allows them to enter the ground as a spectator they thereby provide consent for their image to be captured/used by the club
- not publish photographs with the full names of players under the age of 18 without written consent to do so and having informed the parents as to how the image will be used, not use players who are under 18 years profiles with pictures and detailed personal information on websites, use an image for something other than that which it was initially agreed
- obtain the player's permission to use their image for marketing purposes, on social media in relation to promoting the club and for other club related activities
- making parents and players aware that taking photographs and/or video imagery of training and matches is part of the coaching programme
- only use images of players in the club's representative clothing or that of official sponsors
- provide written expectations of professional photographers or the press who are invited to an event.

- not allow images to be recorded in changing rooms, showers or toilets
- store any photographs and video imagery securely. This includes hard copies of images kept in locked containers and electronic images stored in protected folder with restricted access.

Data Protection

Consent for obtaining, using and sharing information in relation to players under the age of 18 will be obtained as above.

All written information including concerns in relation to safeguarding concerns, concerns regarding the conduct of staff, volunteers and players and any general information held such as emergency contact details of players etc will be stored in lockable filing sites in line with the recent General Data Protection Regulations (GDPR)

Safer Recruitment

In England, the statutory guidance Working Together to Safeguarding Children (Department for Education, 2018c) highlights the responsibility of all organisations working with children to have safe recruitment practices in place. Safer recruitment procedures exist to make sure everyone who works or volunteers at the event or activity is suitable to do so. As part of their recruitment procedure.

Wakefield AFC endorse and adopt The FA's Safer Recruitment guidelines and commit to:

- writing a clear job or role description (what tasks will be involved)
- writing a person specification (what experience or attributes the successful candidate needs in order to carry out the role)
- using an application form to gather relevant information about each applicant
- providing information about the club's vetting and barring procedures
- requiring a confidential self-disclosure form to be completed (if appropriate (see appendix E)). This allows an applicant to disclose any relevant information about their past, such as information about a criminal record or past conduct issues. It should be submitted in a sealed envelope and will only be opened if the applicant is successful in interview. Information can only be requested about cautions or convictions which are not designated as 'protected' under the Rehabilitation of Offenders Act 1974. Any unsuccessful applicant's self-disclosure forms will remain unopened and will be disposed of securely.

Undertaking the following checks:

- Identity checks: the club has a legal obligation to check a person is who they say they are when applying for a role. The club will ask for photographic documentation to confirm identity.
- Right to work: the candidate needs to have permission to work in the UK, unless they meet the definition of 'a volunteer'. Some voluntary roles may be deemed to be 'working under a contract as a voluntary worker' (the contract is not necessarily written). These roles still require a right to work check.
- Qualifications: if relevant, original documents and certificates may be requested.
- References: two independent (non-family member) written references will be requested. Ideally these will be provided by people who have first-hand knowledge of the applicant's experience of work or contact with children, young people or adults at risk.
- DBS checks: relevant criminal records checks will be undertaken to make sure that the person applying for the role is eligible to work with children or young people. If the role involves work that is classed as regulated activity an enhanced with barred list criminal records check will be undertaken via the FA DBS Unit. Regulated activity with children means carrying out any of the below activities frequently or with intensity (more than 3 days in a 30 day period or overnight). In brief this means, anyone aged 16 years or over who undertakes any unsupervised roles. These activities include managing, training, coaching and supervising as well as giving advice or guidance on well-being, caring for children or driving a vehicle solely for children on behalf of a club or organisation with children and young people under the age of 18.
- Overseas checks. if a candidate has been resident overseas for three months or more over the past five years, the candidate's criminal record in that country will be checked. The Home Office provides guidance on applying for criminal records checks for overseas applicants (Home Office, 2017).
 - interviewing the applicant
 - risk assessing any concerning information
 - recording the recruitment decision
 - inducting the successful applicant to the role (including safeguarding policies and procedures, safeguarding training, sign up to Code of Conduct)
 - enforcing a probationary period of 6 months

All current Wakefield AFC members working in eligible roles with children and young people, such as coaches/managers and physiotherapists, are required to hold an in-date FA accepted DBS enhanced with barred list check as part of safer recruitment practice. If there are concerns regarding the appropriateness of an individual who is already involved in Wakefield AFC guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people. It is accepted that The FA aims to prevent

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

Training And Development

Wakefield AFC will ensure safeguarding is a key feature of all staff and volunteers induction and that it continues to be part of the club's ongoing training and development programme.

Wakefield AFC commit to:

- all staff and volunteers should read the club's safeguarding policy during their induction
- providing information about any training staff and/or volunteers are expected to undertake
- those responsible for recruitment of staff and volunteers undertaking safer recruitment training
- coaching staff, as part of their continuing professional development and in keeping with the maintenance aspect of their qualification (i.e. maintaining their 'A' licence), updating their safeguarding knowledge by completing online safeguarding training at least every three years

Whistleblowing

Wakefield AFC supports The FA's Whistle Blowing policy which requires any adult or young person with concerns about an adult in a position of trust within football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Wakefield AFC encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

Contact can also be made with the NSPCC Whistleblowing Advice Line on 0800 028 0285 in relation to incidents that happened in the past, are happening now, or may happen in the future. The advice line can provide support in examples such as:

- where there is a concern that Wakefield AFC doesn't have clear safeguarding procedures to follow
- concerns aren't dealt with properly or may be covered up

- a concern that was raised hasn't been acted upon
- there are worries that repercussions are likely to arise if concerns are raised

Review Of The Safeguarding Policy And Procedures

The CWO will review Wakefield AFC's safeguarding policy and procedures at least annually to ensure that they continue to be fit for purpose.

Appendix A- Club Welfare Officer Roles And Responsibilities

As adapted from the FA - Appointing a Welfare Officer PDF (May 2019) available at: <http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory>

The role: With the support of the committee, the Welfare Officer should:

- review current practices
- promote safeguarding awareness and training
- promote a culture of listening to children
- ensure compliance with safer recruitment practices including DBS checks

The requirement: Every club and league which runs under-18 teams must have a Welfare Officer who has:

- an 'accepted' DBS check via The FA CRB Unit
- completed The FA's Safeguarding Children workshop
- completed The FA's Welfare Officer workshop

The type of person: The type of person who makes a good Welfare Officer is someone who:

- always puts children's welfare first
- is a good communicator
- has a common-sense approach
- is willing to learn and seek advice
- is over the age of 18

Important: If anyone is known to be unsuitable to work with children his/her application should be refused.

Appointing additional Welfare Officers: Clubs or even leagues with lots of youth teams may want to recruit more than one Welfare Officer. Feedback shows it can be really positive to appoint more than one Welfare Officer.

Appendix B - How To Respond To Safeguarding Concerns Flowchart

As adapted from the FA - How to Report Safeguarding Concerns PDF (May 2019) available at: <http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory> (Accessed on 01.02.2020) and the CPSU procedure flowcharts available at: <https://thecpsu.org.uk/resource-library/policies/reporting-safeguarding-concerns-procedure/> (Accessed on 01.02.2020).

If you are worried about a child, it's vital you report your concerns. Doing nothing is not an option. It's also important you stay calm, and if any child is present, reassure them they are not to blame. But don't make promises of confidentiality or outcome.

If The Concern Relates To A Child

Member of staff or volunteer made aware of concerns about the welfare or safety of a child

If the child requires immediate medical attention arrange this and ensure that the medic is informed that there may be a safeguarding concern

Staff/volunteer reports to/consults with the Club Welfare Officer (CWO) and completes the safeguarding incident report form (Appendix C) If the CWO is unavailable either report the concern to the County FA Designated Safeguarding Officer (DSO). If urgent and you cannot contact the CWO or DSO you should call the NSPCC 24 hour helpline on 0808 800 5000. If it is an emergency because a child or children are at immediate risk, then call the Police or Children's Social Care directly

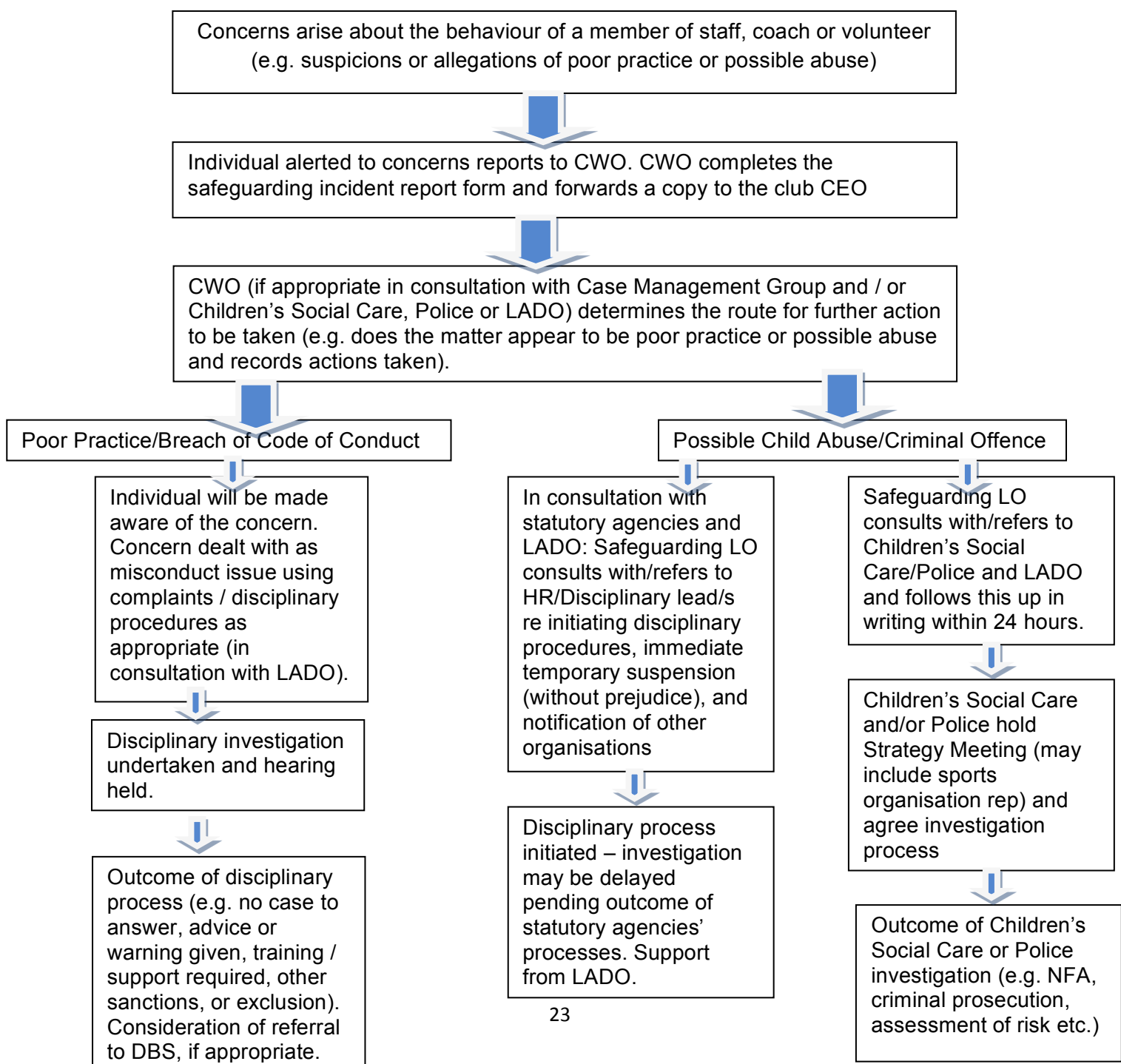
CWO makes an assessment based on their training and records actions taken and outcomes. The assessment will classify the case as: • High and immediate-risk; • Medium-risk; • Lower-risk or poor practice.

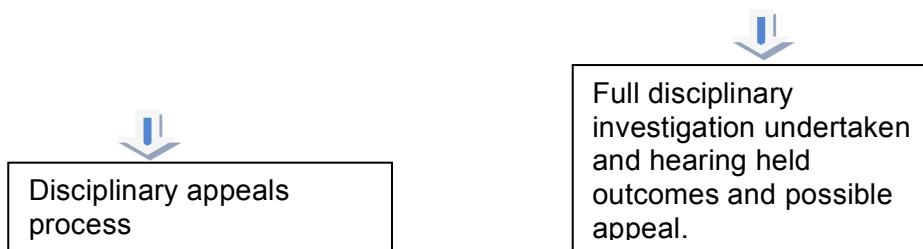
If high and immediate-risk: the statutory authorities will be informed and within 24 hours a standard

If medium-risk: a referral form will be sent to The FA Safeguarding team within 24 hours and handled on a case-by-case basis. This means it may be referred to the

If lower-risk or poor practice: it will be handled by the County FA

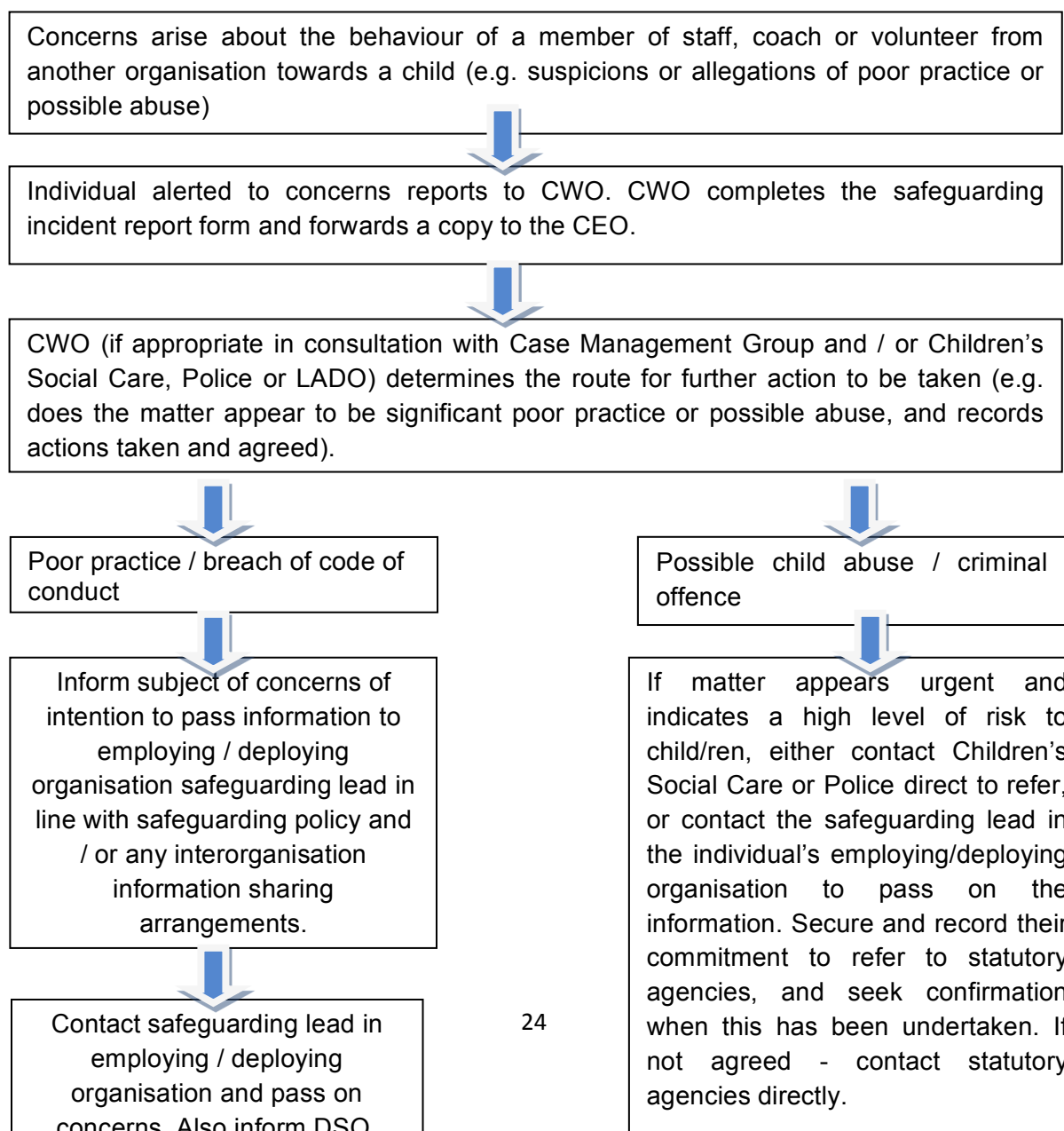
If The Concern Relates To The Behaviour Of A Staff Member Or Volunteer (e.g. Allegation About A Coach Or Officer's Behaviour Towards A Child/Adult At Risk Of Harm)





If The Concern Relates To The Behaviour Of Another Organisation’s Staff Member Or Volunteer

Concerns arise about the behaviour of a member of staff, coach or volunteer from another organisation towards a child/children/ (e.g. suspicions or allegations of poor practice or possible abuse)



CWO records actions and plans agreed and follows up referrals in writing within 24 hours.

If The Concern Relates To An Adult At Risk

Whenever possible, discuss any safeguarding concerns with the adult to establish their views and wishes before reporting. Whenever safe to do so, advise the adult that information about poor practice or abuse will be shared with the Club Welfare Officer.

Do not keep safeguarding to yourselves, report poor practice, abuse and any concerns that an adult may be at risk, to the Club Welfare Officer. Holding back reports can leave adults at risk or allow poor practice to continue.

Take all reports seriously



If there are concerns that might be about abuse, the Club Welfare Officer will report the concern to the County FA Designated Safeguarding Officer (CFA DSO) within 24 hours and follow their advice



In an emergency, contact the Police, call an ambulance or seek advice from local adult services. Advice from the statutory agency will be followed. Club Welfare Officer must be informed who will report this incident to the County FA Designated Safeguarding Officer (CFA DSO) within 24 hours



If the CFA DSO cannot be contacted, contact the safeguarding team at The FA can also be contacted via safeguarding@TheFA.com.

Appendix C - Safeguarding Concern Incident Reporting Form

Your name:	Name of organisation:
Your role:	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's/adult at risk name:	Child's/adult at risk date of birth:
Child's/adult at risk ethnic origin:	Does child/adult at risk have a disability: Please state:
Child's/adult at risk gender:	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Is the child's address different to the above? If so, please record it here:	
Have parent's / carer's been notified of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else:	
Name:	
Position within the sport or relationship to the child:	
<i>Telephone numbers:</i>	<i>Email address:</i>

Date and times of incident:
<p>Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i></p>
Child/adult at risk account of the incident:
Please provide any witness accounts of the incident:
<p>Please provide details of any witnesses to the incident:</p> <p><i>Name:</i></p> <p><i>Position within the club or relationship to the child/adult at risk:</i></p> <p><i>Date of birth (if child):</i></p> <p><i>Address:</i> <i>Postcode:</i></p> <p><i>Telephone number:</i> <i>Email address:</i></p>
<p>Please provide details of any person involved in this incident or alleged to have caused the incident / injury:</p> <p><i>Name:</i></p> <p><i>Position within the club or relationship to the child:</i></p> <p><i>Date of birth (if child):</i></p> <p><i>Address:</i> <i>Postcode:</i></p> <p><i>Telephone number:</i> <i>Email address:</i></p>
Please provide details of action taken to date:
<p>Has the incident been reported to any external agencies?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
If YES please provide further details:
<p><i>Name of organisation / agency:</i></p> <p><i>Contact person:</i></p>

<i>Telephone numbers:</i>			
<i>Email address:</i>			
<i>Agreed action or advice given:</i>			
Your Signature:		Print name:	
Date:			

Appendix D- Safeguarding Online

As adapted from the FA guidance on running a website and social media platforms,
communicating via text and email and digital communications

Do

- appoint an appropriate adult(s) to monitor the content of the website in line with The FA's Respect Codes of Conduct - ensure everyone within your club knows who this is and how to contact them
- apply the principles given within The FA's photography guidelines; Celebrating Football Thorough Photographs and Video
 - place the CEOP (Child Exploitation and Online Protection), 'Report Abuse' app on your web site and the link to the www.ThinkUKnow.co.uk internet safety site provided by CEOP and provide links to www.TheFA.com 'Staying Safe Online' pages
- consider what benefits you feel hosting message boards, forums or blogs will bring to the running and organisation of your club/ league against the potential risks. If you decide to use these methods of communication ensure that they are password protected and only allow comments to be posted by individuals known and permitted access by the club/league. Remember that the club/league is responsible for all content
- ensure all the privacy settings are locked so that the page(s) are used explicitly for club or league matters and are not used as a place to meet, share personal details or have private conversations and gain written parent/carer permission before access is given to U18s
- inform the CWO if you have received inappropriate communications online, keeping a record of any inappropriate, threatening or offensive material as this may be needed as evidence
- get signed consent from parents/carers before using either text or email to communicate with children
- explain to parents/carers and club members the purpose and method for coaches, team managers, referee mentors, club officials etc to communicate by either text, email or both with their son/daughter

- only use group texts or emails and always copy in the parent/carer or the designated member of the club to all communications with young people
- make sure texts or emails are only in relation to specific club related activities e.g. informing young people about changes in travel arrangements, training times or venue changes etc
- report to the club welfare officer any instance(s) where you have received any inappropriate communications from a young person. The club welfare officer will then agree what action the club will take, notifying parents/carers and any other appropriate individuals or agencies.

Don't

- host children's or young people's details where they can be seen or used by others to contact them. Any details hosted should only be done with written parental/carer consent
- place pictures of individuals on WebPages without the express permission of parents/carers
- post irrelevant detail of individuals which may lead them to be identified e.g. school class/year, player profiles detailing personal information e.g. favourite foods, movies, teams etc.
- with regard to U8 matches please remember there should be no information published that reveal the result to the reader.
- post or host items which may be considered to be hurtful, insulting, offensive, abusive, threatening, racist or discriminatory or otherwise may cause offence or harm to another or might incite such behaviour in others.
- Unless a child/young person is a direct relation, the coaches, managers, referees, medics and club officials should not:
 - accept as a friend, players or referees U18 on social networking sites they are members of or share their own personal social networking sites with children or young people involved in youth football
 - make contact with children or young people known through football outside of the football context on social networking sites
 - use internet or web based communications to send personal messages of a non football nature to a child or young person
 - engage in any personal communications, 'banter' or comments.
- use text or emails for personal conversation, sending pictures, jokes or other items of a personal nature

- respond to emails from young people other than those directly related to club matters. Advise your club welfare officer of any non club related emails you receive
- use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone

Appendix E- Self Disclosure Form Template

Any information provided through a self-disclosure form will be kept confidential. Information disclosed will be appropriately risk assessed Wakefield AFC will comply with its legal obligations in acting upon information received.

Self disclosure form for non-regulated activity

Part 1

For completion by the organisation

Name of candidate/person:	
Previous name(s): <i>Please include date(s) each name was used (MM/YYYY)</i>	
Address History with Postcode: <i>Please include dates from and to (MM/YYYY) for each address</i>	
Telephone/Mobile No:	
Date of Birth:	
Gender:	

Part 2

For completion by the candidate/person named in Part 1

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid criminal record certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Do you have any unspent convictions?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Confirmation of declaration (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature of candidate:	
Print name:	
Date:	

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Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Appendix F- Reading and Resources

<https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf>

<https://thecpsu.org.uk/>

<http://www.thefa.com/football-rules-governance/safeguarding>

<https://Sheffieldfa.com/about/rules-and-regulations/safeguarding-and-welfare>

<http://www.sheffieldfa.com/about/rules-and-regulations/safeguarding-and-welfare/social-media-guidance>

<https://www.wakefieldscp.org.uk/>

<https://www.barnsley.gov.uk/services/children-families-and-education/safeguarding-families-in-barnsley/safeguarding-children-in-barnsley/barnsley-safeguarding-children-partnership/>

<http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory>

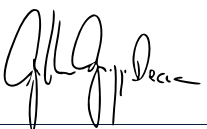

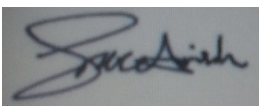
<https://plysab.proceduresonline.com/chapters/values.html>

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Wakefield AFC Committee understands and accepts our collective responsibility to adhere to our safeguarding children policy and procedures.

We commit to ensuring our members are aware of and have access to our policies.

Signed:

Role	Name	Signature	Date
Chairperson	Gui Decca		02/11/2022
Secretary	Emma Ayrton		11/02/2022
Club Welfare Officer	Grace Ainsworth		23.01. 22