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Milton Football & Sports Club

Child Protection Policy

CHILD PROTECTION AND GOOD PRACTICE POLICY STATEMENT

Milton Football & Sports Club is fully committed to safeguarding the welfare of all players in its care. It recognises its responsibility to promote safe practice and to protect players from harm, abuse and exploitation.

All registered officials at Milton Football & Sports Club will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Milton Football & Sports Club commitment to protect all players. These guidelines are based on the following principles

- The welfare of players is the primary concern
- All players, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse
- Protection is the responsibility of all registered Milton Football & Sports Club officials, helpers and parents
- Players have a right to express their views on all matters which affect them and should be encouraged to do so in appropriate ways
- Milton Football & Sports Club shall work in partnership together with players and parents to promote the welfare, health and development of players.

OUR CHILD PROTECTION OFFICERS (CPO'S)

The Club has three Child Protection Officers:

Mrs Josephine Rodger

Youth Section
(Under 13 upwards)
18 Lademill
Whins of Milton
Stirling
FK7 0HN

Email: josephinerodger@tiscali.co.uk

Mobile: 07702 702261

DOB: 29/03/65

Children 1st Certificate

Registration Date: 23 April 2013

Mrs Adele Manson

Children's Section
(Soccer School to Under 12)
26 Ringans Lane
Torbex
Stirling
FK7 9DP

Email: adele.manson@btconnect.com

Mobile: 07809 655182

DOB: 25/10/75

Children 1st Certificate

Registration Date: 23 April 2013

Mrs Nicky Duncan

Girls/ladies Section
(all age groups)
37 Coblecrook Gardens
ALVA
FK12 5BL

Email: njduncan123@btinternet.com

Mobile: 07724181254

DOB: 23/03/68

Children 1st Certificate

Registration Date: 23 April 2013

RESPONSIBILITIES

To ensure the safety of all players, we must all function as a unit with defined roles. These roles can be summarised as follows:

THE ROLE OF THE PLAYER'S PARENT/GUARDIAN:

- All parents/guardians must take all measures necessary to protect their children from harm or the risk of harm.
- All parents/guardians must take all measures necessary to ensure that they are satisfied with the club and the club's officials
- All parents/guardians, where relevant, must sign their sons'/daughters' SYFA/SFA player registration form and appropriate consent forms
- All parents/guardians must make arrangements for the transportation of children to and from the activity. It will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.
- All parents/guardians must take all necessary arrangements to ensure that appropriately trained personnel can be in attendance in good time should their child require specialist medical or other assistance arising in relation to an existing medical condition or disability
- Where appropriate all parents/guardians must provide sufficient information in good time to the club to enable the club to make any reasonable adjustments required by law and so that the club can ensure the safety of their child during an activity.
- All parents/guardians must know who the protection officer is and their contact details.
- Only parents/guardians who are registered officials of the club will qualify for a PVG Scheme check.

Note: All persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Child Protection Policies & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

THE ROLE OF THE COACH/CLUB OFFICIAL:

- Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities.
- All registered coaches, secretaries, protection officers, first aiders and officials should be PVG checked.
- **Any new person who wishes to help with coaching etc must be supervised by a current registered official until they have completed PVG checks. The lead coach must notify the coach co-ordinator of any new coaching appointment, where after the lead coach, new coach, relevant player protection officer & coach co-ordinator**

will meet at the earliest opportunity to complete a PVG form and make the new coach aware of all coach responsibilities.

- All officials should understand club Protection Policies and the SYFA Protection Policies.
- All officials must protect all players from all forms of abuse.
- All officials have a duty to report any allegations or concerns about other adults/officials to the clubs Child Protection Officer
- All officials must display high standards in respect of behaviour and appearance. They should project an image of health, cleanliness and efficiency in respect of the function for which they have responsibility.
- All officials must observe the SYFA registration procedures in respect of age group and maturity of their players.
- All officials must promote the FIFA initiative on fair play.
- All officials should attempt to have coaching qualifications appropriate to the ability of players they are coaching subject to the SYFA Supplementary & Playing Rules.

Note: All persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Child Protection Policies & Guidelines to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

THE ROLE OF THE CLUB:

- To ensure that all officials acting for or on behalf of the club are registered with the SYFA.
- Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities
- We must ensure all officials and helpers are PVG checked in a timely manner. We must ensure that we carry out relevant checks on ALL club officials before they are offered membership of the club e.g. identification - they are who they say they are.
- We MUST appoint a Protection Officer for protection issues. All club members, players and players' parents must be advised of the official responsible for Protection within the club plus his/her contact details
- We must include or refer to the SYFA Player Protection Policy within our Constitution.
- We must accept that all officials must report concerns in respect of any suspected abuse.
- We must be committed to eradicating bad practice.
- We must implement all proposals or amendments in respect of player protection policies.
- In cases of reported abuse, we must maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development.

Note: All persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Child Protection Policies & Guidelines to the relevant

Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

CODE OF CONDUCT/SAFE IN CARE GUIDELINES FOR COACHES AND OFFICIALS

By the introduction of good practice throughout the Club it is possible to reduce the risk of child abuse taking place.

Why this is important

These guidelines have been introduced by SYFA to provide practical guidance for all Officials working with players within SYFA clubs, to keep all players safe and to promote a safe operating environment for all members.

These guidelines apply to all players and young people under the age of 18 years. Common sense should be applied when considering the circumstances of older players and all players should have the opportunity to express their views on matters which affect them, should they wish to do so.

The following guidelines are based on generally recognised good practice and common sense. Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances.

NORMAL ACTIVITIES –

GOOD PRACTICE

- Make football fun, enjoyable and promote fair play.
- Always treat all players and officials with respect and dignity irrespective of their age, race, religious belief, gender, sexual orientation, disability or social background.
- Involve parents wherever possible. Always be open and honest with players and parents.
- Make sure all activities are properly supervised e.g. a ratio of one official to six players with a minimum of two officials in attendance.
- Make sure all players and parents timeously complete and return a consent form.
- Build balanced relationships based on mutual trust that empower and include players in the decision-making process.
- Always work in an open environment. Avoid private or unobserved situations. Always strive to have a minimum of two club officials in attendance during all club activities.
- Always act in the best interests of all players and officials, putting their welfare first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.

- Recognise the developmental needs and capacity of players and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

- Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities.
- In emergency situations, take note of all risks before making decisions.
- Always make sure that any allegations or concerns are recorded and acted upon.
- Always report all incidents of abuse or concerns to the relevant protection officer and submit a written record of said incidents or concerns
- Always have a trained first aider/physiotherapist with a fully stocked first aid kit on hand during all club activities.
- Always wait until all players have left the changing room before officials shower and change.
- Always be punctual for all football activities promoting good coaching practice and the ongoing development of a safe club where the needs and welfare of players is of paramount importance.
- Always encourage full participation in all activities whilst at the same time acknowledge the limitations that may prevent this because of a player's special needs.

Practice To Be Avoided

- Avoid spending too much unnecessary time alone with a player away from other players.
- Avoid meeting with players away from organised club activities without a parent or other club official being involved.
- Avoid making arrangements to meet a player in their home without the player's parent or guardian being present.
- Avoid having 'favourites' – this could lead to resentment and jealousy by other players and could be misinterpreted by others.
- Avoid doing things of a personal nature for a player that a player can do for themselves such as going to the toilet or changing clothes. If assisting a player in the toilet, the official must never enter the toilet cubical. Seek the consent of parents and players where physical assistance is absolutely necessary.
- Avoid being present whilst players are showering and changing unless it is necessary in the interests of health and safety or the players are particularly young or vulnerable. In these circumstances it would be best practice to have at least two officials present and, if appropriate, to leave the door open. Officials must always wait until all players have left the changing room before showering and changing.
- Avoid a player travelling alone with a club official irrespective of the length or duration of the journey. If possible make sure your pick up or drop off points are with at least two players. If a single player has to be transported the club should seek the consent of the player's parent or guardian.
- If under exceptional circumstances a single player has to be transported, make sure the official involved advises another club official or reports the incident to the club's Protection Officer.

- Allowing Players or Officials to swear unchallenged.
Avoid players being unsupervised during club activities.
- Avoid officials taking any club activities on his/her own.
- Avoid Officials placing themselves in vulnerable situations.

Practice Never To Be Sanctioned

- Any section/team having unregistered officials acting for or on behalf of them.
- Harming a player or putting a player at risk of harm.
- Sexually abusing a player.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing officials or players to use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Allowing or engaging in touching a child in a sexually suggestive manner. Any such incidents must be reported to another club official and the player involved informed that this behaviour is unacceptable.
- Engaging in sexually provocative games, including horseplay.
- Allow officials to shower or change with players. Always wait until all players have left the changing room.
- Physically assaulting a player or official.
- Engaging in rough or physical contact except as permitted within the rules of the game or competition.
- Inviting or allowing children to stay with you at your home.
- Supplying alcohol or banned substances to players.
- Supplying banned substances to officials.
- Allow players or officials to be under the influence of alcohol or any banned substances during football activities.
- Extortion.
- Bullying e.g. reducing a child to tears as a form of control.
- Harassment and intimidation e.g. racial harassment. Allowing players or officials to refer to another club member's religion, gender, disability or sexuality in a derogatory manner.
- Allow allegations made by a player to go unchallenged, unreported or not acted upon. If there is an attempt to cover up you may be implicated by your silence.

CLUB OUTINGS –

GOOD PRACTICE

- Make sure all outings are planned with health and safety of uppermost importance
- Inform all parents timeously in writing of the times of departure, pick up points, time of return, drop off points and emergency telephone contact numbers.
- Make sure all outings are properly supervised e.g. a ratio of one official to six players with a minimum of three officials in attendance.
- Make sure all outings are properly supervised e.g. if the group consists of male and female players they must be accompanied by both male and female officials.

TRIPS WITH OVERNIGHT STAYS – NB For full details please refer to SYFA Player Protection Guidelines on the SYFA web site

Good Practice

- Make sure all overnight stays are planned with health and safety of uppermost importance.
- Inform all parents timeously in writing of the date and time of departure, pick up points, date and time of return with drop off points and emergency contact details.
- Make sure all overnight stays are properly supervised e.g. ratio officials to players with a minimum of three officials in attendance.
- Make all players aware of the availability of telephones to contact home.

Practice To Be Avoided

- Players visiting an adult's room.
- Allowing officials to enter a player's room.

Practice Never To Be Sanctioned

- An official sharing a room with a child unless he is the parent or guardian of the child.
- Allowing officials to supervise or have any responsibility for players while under the influence of alcohol or any banned substances.
- Allowing officials to check players' rooms unaccompanied. A minimum of 2 officials is required.

SAFE IN CARE GUIDELINES

Adult to Player Ratios

As a guide, the following ratios are recommended for all activities:

- Age 3 up to age 8 1:6
- Age 8 and over 1:8
- All activities should be planned to involve **a minimum of at least two** registered officials.
- All trips and overnight stays should be planned to involve **a minimum of at least three** registered officials.
- If the team is mixed gender it is essential that there is one male and one female official.
- As a general guide, the following factors will also be taken in to consideration in deciding how many officials are required to safely supervise players:
 - The number of players involved in the activity
 - The age, maturity and experience of the players
 - Whether any of the officials or players has a learning or physical disability or special requirements
 - Whether any of the players have challenging behaviour

- The particular hazards associated with the activity
- The particular hazards associated with the environment
- The level of qualification and experience of the officials
- The programme of activities

First Aid and the Treatment of Injuries

All officials must ensure:

- Where practicable all parents of players under 18 have completed an SYFA Parental Consent Form before their son/daughter participates in football
- There is an accessible and well-resourced first aid kit at the venue
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible
- An SYFA Protection Incident Record Form is completed if a player sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant
- Where possible, access to medical advice and/or assistance is available. Do not take on the responsibility for tasks for which you are not appropriately trained e.g. giving a player an injection
- A player's parents are informed of any injury and action taken as soon as possible
- The circumstances in which any accidents occur are reviewed to avoid future repetitions

Physical Contact

All forms of physical contact should respect and be sensitive to the needs and wishes of the player and should take place in a culture of dignity and respect for all players. Players should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a player who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the player before doing so. This should be accompanied by checking if the player is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a player with personal tasks e.g. toileting or changing, the player and parents should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Officials should work with parents and players to develop practiced routines for personal care so that parents and players know what to expect.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a player with a physical disability.

PROCEDURES TO BE FOLLOWED WHERE ABUSE IS DISCLOSED OR SUSPECTED

No one should ever try and tackle a Child Protection issue by themselves. As soon as you can, contact and discuss the issue with a Child Protection Officer of the Club.

If a child confides in you about an issue, here are some points to follow:

- *Stay calm and don't rush into actions, which may be inappropriate.
- *Tell them you know how difficult it must have been to confide in you.
- *Reassure the child
- *Listen to and believe what the child says; show you are taking the matter seriously.
- *Be honest and do not make promises you cannot keep. Explain you may have to tell other people in order to stop what is happening.
- *Be clear about what the child says so that it can be passed onto child protection professionals.

Record:-

- *What the child said to you, in a legible and accurate format
- *Make sure it is facts and observations, not your opinion
- *The child's name, address and date of birth
- *The date and time of the incident
- *Exactly what the child said and you said.

Ensure:-

- *You date and sign the record.
- *The club Child Protection Officer witnesses the record.
- *You do not take sole responsibility. Consult with the club Child Protection Officer or any other coach as soon as possible, so that you can protect the child and gain support for yourself in a difficult situation.

Actions:-

*The club Child Protection Officer shall consult the appropriate agencies-

*The Child Protection Officer will obtain the names and phone numbers of those consulted.

*The Child Protection Officer will follow the advice given by the appropriate agencies.

*The Child Protection Officer shall inform the Club Chairman, Mr David Kelly that an incident has occurred and of the action taken.

*Coaches/officials must be aware that they are not childcare professionals and that the procedures set down are to be followed immediately where they suspect abuse to have taken place. It is the role of the professional childcare protection agencies to investigate.

On behalf of Milton Football & Sports Club:

Mr David Kelly

Chairman – Milton Football & Sports Club