



P R E P 4 S P O R T



Safeguarding Policy and
Procedure Booklet

Prep4Sport Limited (P4S)

At Prep4Sport Limited (P4S) we recognise that as competition providers we have, in cooperation with the participating schools, a responsibility to protect the wellbeing of the children that attend our events.

Our aim is to provide a safe and fun introduction to residential sports tours for children aged 10-13 years of age.

P4S is delighted to support the Football Association's "RESPECT" Programme, aimed at improving standards of behaviour both on the pitch and from the side-lines. We extend this approach to all our tournaments, regardless of the sport.

The Respect programme sets out guidelines for players, coaches, parents and spectators, as well as referees.

P4S supports the training and education of all its staff to ensure that they are fully aware of the P4S Safeguarding Policies and Procedures. In addition to the main policy document, a summary document is available which highlights the main points contained in the policy.

A Critical Incident Plan, together with other relevant exemplar documents are to be found on the P4S website.

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Safeguarding Children

An introduction

Policies and Procedures

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football. P4S recognises its responsibility to safeguard the welfare of all children and young people involved in P4S activities by protecting them from physical, sexual or emotional harm and from neglect or bullying.

P4S is therefore committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

Key principles

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents and carers is essential

P4S is committed to working in partnership with the Football Association and therein the Police, Social Care Departments, Local Safeguarding Children's Boards (LSCB) and schools in accordance with their procedures.

This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

It is essential that everyone is clear about how to report a concern about the welfare of a child or young person. In summary, this means following the guidelines set out in the P4S Safeguarding Children Policy and Procedures Handbook.

The Handbook is a professional guidance for all staff and is provided to ensure the security and protection of all children and young persons who take part in our events.

Safeguarding children is everyone's responsibility. If you are worried about a child it is important that you report your concerns - no action is not an option.

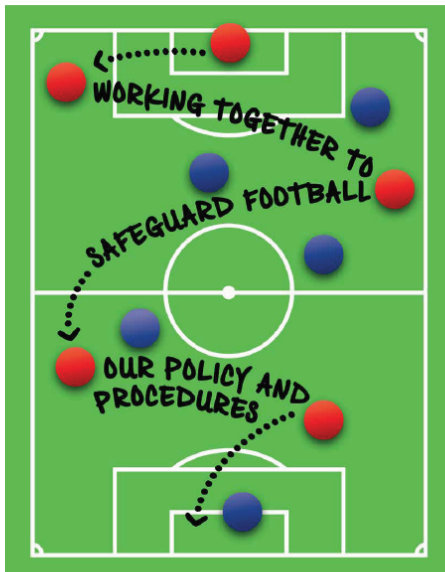
If you are worried about a child, then you need to report your concerns to the P4S Welfare Officer(s):

Mr Tom Dumas 07731 459927 Jason Murphy 07849 741404

Rules, Regulations and Guidance

P4S is governed by the legislation and rules/regulations set out by several key governing agencies including the Government, Football Association and the NSPCC Child protection in Sport Unit. P4S's Safeguarding Policies and Procedures have been written in accordance with the "Children Act 1989 and 2004".

The content of this policy is underpinned by the following legislative documents and polices:



The Children Act 1989 & 2004 - HM Government

Every Child Matters 2003 - HM Government

Safeguarding Vulnerable Groups Act 2006 - HM Government

Working Together to Safeguard Children 2015 - HM Government

Keeping Children Safe in Education 2014 - HM Government

Human Rights Act 1998 - HM Government

Standards for Safeguarding and Protecting Children in Sport 2005 - NSPCC CPSU

Working together to Safeguard Football - Policy & Procedures 2014 - The Football Association



Recruitment of Staff

Position of Trust

A person who is regularly involved in caring for, training, supervising or being in sole charge of a child or young person and in the course of his involvement has unsupervised contact, whether face to face or by any other means, is deemed, in law, to be in a 'Position of Trust'.

No individual will be recruited (Paid or voluntary) by P4S on a temporary or permanent basis to a position of trust without satisfactory clearances (FACRC) from the Criminal Records Bureau (CRB) for child protection purposes.

Criminal Records Bureau (CRB)

P4S requires evidence of an in-date Disclosure Barring Service check to assess the suitability of an applicant to work with children and young people in a football environment.

No applicant who is conditionally offered a position of trust with P4S should commence employment before satisfactory clearance has been confirmed.

All staff in a position of trust will be required to undergo regular Enhanced Disclosure Clearances, normally every three years, as a condition of their contract of employment.

Should the duties of a worker in a position of trust change, or the worker move to another position of trust, they may be required to undergo further disclosure clearance depending on the nature of the additional duties/new position. Since the majority of P4S staff are practising PE teachers confirmation will be required that their current DBS is in date, and upon renewal P4S employees will be expected to register with the update service, the cost of which will be covered by P4S for long term employees and company directors.

References

At least two references will be required for all new full time applicants. One should normally be from the applicant's current or most recent employer. If a reference raises any concern the matter should be referred to a Welfare Officer.

For part time volunteers, P4S requires a letter from their Headteacher confirming that they are employed at the school and they are "suitable to work with children" and there are no disciplinary matters to be considered.

Should an individual's CRB/DBS disclosure reveal any convictions, P4S will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with children and young people. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out to assess the information contained within the disclosure certificate. The individual may also be asked to attend an interview prior to a recruitment decision being made.

Temporary Staff

Temporary staff will not have unsupervised access to children during their time with P4S.

Hotel accommodation for temporary staff will not be in the vicinity of school accommodation.

Equal Opportunities, Equality & Diversity

P4S is committed to providing equal opportunities for all staff, players and parents.

Whistleblowing Policy

Whistleblowing refers to making a protected disclosure under the Public Interest Disclosure Act 1998.

By encouraging a culture of openness P4S wants to encourage staff to raise issues, which concern them at work. Staff have a right and duty to raise matters of concern they may have about the services being offered by P4S or serious malpractice associated with them.

Staff may be worried that by reporting such issues they will be opening themselves up to victimisation or detriment, or risking their job security, or otherwise. However, all staff are protected by law if they raise concerns in the right way.

Provided they are acting in good faith, it does not matter if they are mistaken. This policy is designed to ensure workers raise concerns properly and to ensure that mechanisms exist in P4S to ensure that issues raised by staff will be addressed quickly and effectively.

Although this list is not exhaustive, examples of situations in which a disclosure might be made are:

- The committing of a criminal offence.
- Improper conduct or unethical behaviour.
- Attempts to conceal any of the above.

Young People as Sports Coaches and Referees

Many sports have a system to allow under 18's to receive coaching or refereeing awards, but this should be about developing a young person's sense of belonging and responsibility rather than depending on them to take full responsibility for managing a group of children. Coaches under the age of 18 can only supplement the adult coaches supervising the activity.

Anti-Bullying Policy

P4S's aim is to promote an ethos within a safe environment in which children and young people who attend P4S activities have a fundamental right to be free from bullying and intimidation in all its forms. This includes cyber bullying online such as, social networking sites, texting, tweeting etc.

In issuing this policy, P4S has three main objectives:

1. To encourage all coaches and staff working with P4S to take an active role in combating all forms of bullying
2. To ensure that no person, employee or child participates in any form of bullying
3. To demonstrate to all children and young people that they can rely upon P4S's support in cases of bullying and that all reported cases are dealt with efficiently, effectively and fairly

Bullying may include any unwanted verbal or physical abuse and/or advances and/or behaviour which a child or young person may find offensive and which causes them to feel threatened, humiliated, patronised, distressed or harassed. It will not necessarily be a defence that such incidents consist of words or behaviour which might be claimed to be "common place" or which were intended as a joke or were not intended to be offensive ie "banter".

Bullying is the repeated, deliberate attempt by an individual or group to hurt, torment, tease, frighten or upset someone causing him/her to feel intimidated, uncomfortable or unhappy. Bullying includes racist and homophobic behaviour.

Examples of bullying may include:

- Name calling
- Teasing
- Hitting
- Pushing or unwelcome physical contact
- Demanding food or money
- Passing comments about someone of their family
- Tripping
- Punching or hair pulling
- Forcing or encouraging someone to do wrong
- Belittling
- Hiding items

Bullying can be the physical, mental or emotional abuse of a person. It can take many forms, some more obvious than others. The above examples are not exhaustive and each incident of bullying will be viewed on its individual facts.

Bullying may be deliberate or unconscious, open or covert, direct or indirect, an isolated incident or a series of repeated actions. It may also include, in certain circumstances, off-duty conduct.

Bullying is best prevented by staff being alert and aware at all times to ensure that:

1. All students, children and young people who take part in P4S activities are aware that bullying will not be tolerated
2. If bullying is suspected or spotted, it should be dealt with immediately in a sensitive manner. Coaches and activity designated staff should speak to the student, child or young person they suspect is being bullied to try to determine what the problem might be. If the student, child or young person alleges bullying is taking place, details of the incident/s should be taken

3. A student, child or young person against whom the allegation has been made should be sensitively questioned. Two members of staff should always be present when questioning takes place, although care should be taken that their presence is not intimidating
4. If the allegation is serious ie, severe physical abuse or persistent emotional abuse the senior coaches and the activities designated person must decide whether the student will continue within the activity
5. Parents should be informed in all circumstances – parents also have a responsibility
6. Parents of young people who are responsible for bullying others must be involved in, and support, any disciplinary actions the coaches and activities designated staff decide are appropriate

Parents should be encouraged to inform coaches if they suspect their child is being bullied. Once such an allegation is made, the above strategies should be applied.

Guidelines

Coaches and staff need to be aware that it is important that during coaching sessions or other P4S activities that they do not intimidate, belittle or undermine a player, child or young person. NB: Adults, too, may be guilty of bullying!

Therefore, please ensure that you avoid -

- Sarcasm and humiliation, no matter how playfully delivered
- Aggressive, abusive shouting or bad language
- Use of excessive physical punishments ie 'press-ups'

As professionals, we must be models of fairness:

- Competition is healthy but reticent young people are to be encouraged not penalised
- Criticism should ALWAYS be constructive
- An early apology or clear explanation of intent by an adult will often prevent misunderstandings

Bullying is a form of harassment and will not be tolerated by P4S under any circumstances. Any member of staff who bullies another employee, player, child or young person within the P4S organisation, will be subject to disciplinary action, in line with P4S's disciplinary procedure. In serious cases, such behaviour may constitute gross misconduct and result in further action.

Abuse

In the UK, more than 50,000 children are annually subject to a child protection plan.

Research suggests that one child a week dies from abuse and one child in six is exposed to violence in the home.

The prevalence of neglect continues to be a major concern and online abuse is increasing.

The sexual exploitation of children is a growing problem and disabled children are three times more likely to be abused and neglected.

Recognising Abuse

This section should be read with caution. It is not a comprehensive guide to assessing child abuse and must be seen in the context of Child Protection Awareness training.

The presence of one or other of these features will not necessarily mean that a child or young person has been abused and should not be seen in isolation, but may indicate that careful investigation (by an appropriate person) is needed.

'Child Abuse' may be described as harm to a child or young person, or the failure by a person with responsibility for a child or young person to provide reasonable care or a combination of both.

Abuse may take the form of physical injury, sexual or emotional abuse, or neglect. Harm to a child or young person may be caused by a child's (or young person's) parents or carer, a relative, a stranger or someone known to the child or young person, or even by another child or young person.

DEFINITIONS OF ABUSE

Physical Injury

Actual or likely physical injury to a child or young person, or failing to prevent physical injury or suffering to a child or young person.

Physical abuse may involve hitting, shaking, throwing, poisoning, and burning, scalding, drowning, suffocating or otherwise causing physical harm to a child or young person.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill-health to a child or young person they are looking after (fabricated or induced illness).

It should be noted that only a clinical medical officer or a consultant paediatrician should diagnose when an injury is non-accidental. It is not the responsibility of P4S staff to determine the cause of an injury.

Neglect and 'Failure to Thrive'

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur in pregnancy as a result of substance misuse.

It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child or young person from physical harm or danger, or the failure to ensure access to the appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to a child or young person's basic emotional needs.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment 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 another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Domestic Violence

Domestic Violence is an important indication of risk of harm to children.

Children may suffer directly and indirectly if they live in households where there is domestic violence.

Domestic violence is likely to have a damaging effect on the health and development of children. A child in a situation of Domestic Violence should be regarded as a "Child in Need".

Facts

- Children living away from home are vulnerable to abuse
- Children are also abused by other young people and, on occasion, by young children
- Abuse can happen to a child regardless of their age, gender, race, ability or class
- Malpractice can contribute and sustain an environment where abuse can occur
- A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm

Children and young people often find it very difficult to talk about the abuse they are experiencing.

Adults have a vital role to play in looking out for the possible signs, including a sudden and noticeable change of behaviour.

Warning Signs and Symptoms

The warning signs and symptoms of child abuse and neglect can vary from child to child.

- Disabled children may be especially vulnerable to abuse, because they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening
- Child development: Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child
- Parental behaviours may also indicate child abuse or neglect. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health

It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

Warning Indicators

A noticeable change in the child's or young person's behaviour or appearance is an indicator. Recognising abuse may be a cluster of symptoms or repeating patterns.

Here are a few example signs that would raise concern:

- Notable changes in behaviour or character, such as aggression or withdrawal
- Severe/unexplained bruising or burn marks or scalds
- Inadequate or inappropriate clothing for child's size, weather or time of year
- Sleeping disorders or bed wetting in children aged 9+ through to teens
- Reluctance to remove clothing for activities: arms and legs covered to hide bruises/marks
- Persistently dirty with body odour/smearing
- Inappropriate sexualised behaviour or words for the age of child (eg, "You're so fit Sir/Miss)
- Drawings/doodling of sexually explicit conduct- in particular where it is traced over heavily
- Self-harming (in particular around hidden areas such as back of legs, arms) and eating disorders
- Children who talk about running away
- Children who drink alcohol regularly from an early age
- Children who are concerned for younger siblings without explaining why
- Parents who are dismissive and non-responsive to practitioners' concerns
- Parents who collect their children from school/training/matches when drunk, or under the influence of drugs

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the Welfare Officer to decide how to proceed. It is very important that staff report their concerns – they do not need 'absolute proof' that the child is at risk.

Good and Poor Practice

Good Practice

P4S endeavours to be inclusive and provide opportunities for children and young people of all abilities and regardless of medical conditions, disabilities or allergies which they may have.

P4S will take reasonable steps to accommodate children's needs and will differentiate/adapt activities in order to maximise participation wherever possible.

All employees, workers, consultants, agency staff and volunteers working with children or young people should adhere to the following principles and action (list is not exhaustive):

- Always work in an open environment (eg avoiding private or unobserved situations and encouraging open communication with no secrets)
- Make the experience of the sporting activity fun and enjoyable: promote fairness, confront and deal with bullying
- Treat all children and young people equally and with respect and dignity
- Always put the welfare of the child or young person first
- Maintain a safe and appropriate distance with children and young people and avoid unnecessary physical contact
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child or young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child or young person's consent has been given
- If groups have to be supervised in changing rooms always ensure coaches, etc work in pairs
- Request written parental consent if P4S officials are required to transport children and young people
- Gain written parental consent for any significant travel arrangements eg school's responsibility
- Coaches are qualified and a qualified first aider is in attendance
- Ensure that at away events adults should not enter a child's or young person's room or invite children and young people to their rooms, except in order to ascertain and check the presence of the child or in an emergency
- Be a good role model, this includes not smoking or drinking alcohol in the company of children and young people
- Always give enthusiastic and constructive feedback rather than negative criticism
- Keep a written record of any injury that occurs, along with details of any treatment given in cooperation with the onsite First Aid providers
- All other good practice/common sense principles given the varying situations

Ratios and supervision of children

Any activity undertaken by P4S will always give full consideration to the appropriate number of staff members available depending on the age of the children involved, the degree of risk the activity involves, and whether there are any additional disability needs. The lower the age of the participants, the greater the need for supervision.

Schools will always be expected to bring two members of staff with a travelling team ensuring a ratio of 1:6.

This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (eg in the event of a participant requiring the attention of an adult during the activity following an accident).

- For children under 8 the recommended ratio should be no more than 1:8
- For children over 8 the recommend ratio should be no more than 1:16, but this varies depending on the activity. Advice should be sought from the P4S Welfare Officer if unsure

If P4S is taking responsibility for the care of the children, parents/carers should not be included in supervision calculations.

For overnight stays, when children are asleep, a minimum of two adults must be present in each building in which children are accommodated, preferably on the same floor level. NB Normal ratios apply overnight and the minimum number of staff are required to be on call, preferably in the same building(s), or very close by.

Poor Practice

The following are regarded as poor practice and should be avoided by all employees, workers, consultants, agency staff and volunteers (list is not exhaustive):

- Unnecessarily spending excessive amounts of time alone with children and young people away from others
- Being alone in changing rooms, toilet facilities or showers used by children and young people
- Taking children or young people alone in a car on journeys, however short
- Taking children or young people to your home where they will be alone with you
- Sharing a room with a child or young person
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allowing children or young people to use inappropriate language unchallenged
- Making sexually suggestive comments to a child or young person, even in fun
- Reducing a child or young person to tears as a form of control
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that the child or young person can do for themselves

If in doubt Don't!

Challenging poor practice such as racism, homophobia, bullying, foul, aggressive or provocative language or any controlling behaviour that upsets children or young people is vital. Never ignore bullying or verbal abuse by parents, coaches, children or young people. Listen to and support the person being targeted. Explain to the bully that this is unacceptable.

What to do if you suspect abuse or poor practice has occurred?

If you are concerned about the welfare of a child or young person or you are concerned about an adult's behaviour towards a child or young person you must act.

Do not assume that someone else will help the child.

Safeguarding children is everyone's responsibility.

It is important that you report your concerns to one of the following:

- P4S Welfare Officer
- Local authority safeguarding team

Taking no action is not an option.

What to do.....

What to do if you receive a safeguarding disclosure from a child or young person

Children or young people who may be vulnerable are likely to disclose abuse to those they trust and how one responds to a disclosure is crucial.

Stage 1

Deal with the disclosure as it happens and ensure that the child or young person's immediate needs are met and that they feel supported.

When a disclosure is made, it is most important to understand that you must not investigate the disclosure yourself.

The disclosure must always be taken seriously and dealt with according to the guidance in this Policy and Procedures, even if the truth of the disclosure is uncertain.

You are not expected to act as a social worker, counsellor, judge, and jury or avenge the abuser; you are however expected to act in the best interest of the child or young person who may be at risk.

You must:

- Put your own feelings aside and listen as if the information is not sensational
- Allow the child/young person to lead the discussion and to talk freely
- Listen to what the child/young person is saying. Try not to interrupt them or ask lots of questions. Being asked a lot of questions can feel like being interrogated

- Let them tell you at their own pace. Don't worry if the child/young person stops talking for a while - silences are OK. You don't have to rush in to fill the gaps
- Accept what the child/young person says without challenge
- Listen to the child/young person without investigating
- Allow the child/young person to talk but protect them from sharing the information with too many other people
- Provide reassurance that you are taking them seriously
- Let the child/young person know it is recognised how hard it is for them to tell
- Reassure them that they are doing the right thing by disclosing
- It is ok to let them know if you are unable to answer all their questions
- Avoid using questions such as "Is there anything else you would like to tell me?"
- Avoid asking leading questions like "Did the coach hit you?"
- Never ask questions that may make the child/young person feel guilty or inadequate
- If physical abuse has taken place, you may observe visible bruises and marks but do not ask a child/young person to remove or adjust their clothing to observe them
- Tell the child/young person who you will be contacting eg P4S Welfare Officer, Safeguarding Manager, statutory agencies etc. and that you will support them through that process
- Once you have established that they have been harmed or are at risk of being harmed, do not pursue the conversation any further. This is important to ensure that questions cannot be raised later about possible manipulation of the disclosure
- Respect the confidentiality of the disclosure and do not share the information with anyone other than those who need to know. Those who need to know are those who have a role to play in protecting children/young people

You must not:

- Panic or show that you are shocked. It is important to remain calm and in control of your feelings
- Document the conversation while the child/young person is disclosing. This should be done as soon as possible after the child/young person has disclosed to you
- After the child/young person has disclosed, the conversation must be documented remembering as accurately as you can, the words and phrases used by the child/young person to describe what has happened to them
- Investigate, but do listen and reassure the child/young person that they are doing the right thing by disclosing
- Give the impression that you might blame the child/young person eg Don't ask: "Why did you let him?" "What were you doing there anyway?" or "Why didn't you tell me before?"
- Press for details by asking questions such as "what did he/ she do next?"

- Ask leading questions
- Pass judgement on what is said, but do try to alleviate any fears or guilt which the child/young person may have
- Make false promises and/or promise confidentiality – it should be explained that the child/young person has done the right thing, who will need to be told and why
- Approach the alleged abuser yourself

Do remember, when a child/young person discloses they may feel:

Guilt: They may blame themselves for the abuse and often feel guilt for telling

Ashamed: They may feel ashamed about the abuse itself

Confused: They may be confused about their feelings for the alleged abuser

Scared: They may be fearful of the repercussions of telling. They may be scared of the alleged abuser

Be careful about touching (eg hugging or cuddling) the child/ young person if they have not initiated the contact. They may be upset by physical contact.

Stage 2

As soon as possible, once the immediate comfort and safety of the child/young person is secured, you must inform the P4S Welfare Officer or other senior member of staff of the disclosure. You may make a referral yourself directly to a statutory agency if you are concerned about the child/young person's immediate safety and/or are having difficulty contacting the designated safeguarding person/s or if the designated safeguarding person is the alleged abuser. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

Stage 3

You should note down details as soon as possible after the disclosure has been made. What is clearly etched at the time can become blurred after a few hours. It is vital that you make clear and concise notes soon after the disclosure in order to complete a more detailed record and incident sheet later.

Immediate notes should include:

- Date and time
- Place and context of disclosure or concern
- Important facts provided, eg names mentioned

Wherever possible, you must record information as it was relayed to you using the language of the child/young person rather than your own interpretation of it.

It is important to report factual information rather than assumption or interpretation. You might convey your intuitive thoughts but these should be recognised as such and should not form part of the record.

What happens next?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. You should be informed by the P4S Welfare Officer what has happened following the report being made. If you do not receive this information, you should be proactive in seeking it out.

If you have concerns that the disclosure has not been acted upon appropriately, you should inform a member of P4S's Senior Management and ultimately contact the relevant statutory agency.

A disclosure is not the only way that you may be made aware of a problem. Sometimes another adult or even a child may say something about a possible abusive situation.

On occasions, you may witness an incident that may cause concern or indeed you may pick up on things that cause concern or information may be passed to a coach or member of staff anonymously by a person or persons who do not want to be directly involved for whatever reason. However, you come upon information that causes concern and may put others at risk, the result should always be the same.

Taking no action is not an option

P4S is committed to protecting children and will take action to uphold this commitment.

Steps will then be taken to fully investigate the matter to decide what appropriate action should be taken.

E-Safety and Social Networking Policy

E-safety

It is important for staff to maintain professional and personal boundaries in and out of work:

- Staff should not normally have direct personal communication with children, including sixth form students, regarding P4S activities using personal ICT, eg email, mobiles (unless a special arrangement is in place). NB P4S Staff and Volunteers may e-mail pupils aged 16+ only in relation to organisational matters for P4S programmes and events however such e-mails MUST be sent to the full group of players, not just individuals. Any individual P4S related e-mail sent to young players, aged 16+, MUST also be sent to a parent, or any other appropriate adult.
- On Facebook, or any other social media, any requests from children or their parents should be rejected
- Concerns arising from contact on Facebook or other social media from children should be directed to the P4S Welfare Officer

As a general policy, communication with children aged under 18 is via P4S through the parent or school/organisation. However, P4S recognises that direct communication with young people may be required on certain activities for professional and welfare purposes and in such circumstances the Welfare Officer should be consulted and protocols put in place and appropriate consent obtained from the parent.

Social Networking Guidance

P4S recognises that social media and social networking services provide opportunities to effectively engage with a wide range of audiences in a positive manner. However, P4S is also aware of the potential safeguarding risks especially to children and young people when using these forms of media.

Children increasingly use electronic equipment on a daily basis to access the internet and share content and images via social networking sites such as Facebook, Twitter, Snapchat and Instagram.

Unfortunately, some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to grooming and enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

Children may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity.

Cyberbullying and sexting by children on P4S activities will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. Serious incidents may be managed in line with our child protection procedures.

Many children own or have access to hand held devices and P4S encourages children to keep safe when using the internet and social media.

As a general rule, children are not allowed to take images on P4S activities without permission, in particular images are prohibited in private areas such as: toilets, changing rooms, showers and bedrooms and when other children are in a state of undress.

Do not add/invite children or young people you have responsibility for in football as 'friends' within social networking sites such as Facebook, Twitter, etc.

Avoid 'one to one' electronic communications. Where you do communicate electronically ensure you send this communication to the parent/carer as well as the child or young person.

Photography & Film Images Policy

The use of Photography and Film Images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent and legitimate reasons.

Sadly, some people abuse children through taking or distributing images. We must therefore ensure that we have some safeguards in place.

P4S takes its guidance on the use of images from guidelines issued by The FA. All images are taken by P4S officials who have been briefed by the Welfare Officer.

Before taking images of children or young people, parental consent is sought in writing at the start of the season or prior to the event. For inter-school matches written confirmation must be sought in advance from all participating schools involved in the match or tournament to ensure that they have parental permission in place, to take pictures of the event. On all occasions school staff should be present when the photographs are taken.

Schools are responsible for informing P4S of any change of circumstances within the season which may affect consent.

Schools will be informed of how the image will be used. P4S will not allow an image to be used for something other than that for which it was initially agreed.

- All children or young people featured in P4S publications will be appropriately dressed
- Where possible, the image will focus on the activity taking place and not a specific child
- Where appropriate, images represent the broad range of people participating safely in the event
- Designated photographers will, where applicable, undertake a CRB/DBS check and attend a FA Safeguarding Children in Football workshop and in any case, will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies from the Football Association. P4S identification will be worn at all times
- Children who are the subject of a court order will not have their images published in any P4S document
- No images of children featured in P4S publications will be accompanied by personal details such as their home address
- Recordings of children for the purposes of legitimate coaching aids are only filmed by P4S officials and are stored safely and securely by P4S staff
- Mobile phone cameras are not to be used in changing rooms
- Any instances of inappropriate images in football should be reported to the Welfare Officer
- P4S will encourage children to tell us if they are worried about any photographs that are taken of them
- P4S forbids photography in private areas, such as changing rooms, toilets, showers or bedroom or whilst a child is in a state of undress
- P4S does not put young player profiles with images and personal information on its website

Transport

Introduction

P4S is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

One main area where the welfare of children and young people must be considered is when they are being transported as part of their P4S activities.

P4S has developed this transport policy to provide staff, parents/carers and young players with all the information they need regarding travel and transport during the working day or when carrying out P4S duties.

It is the responsibility of the Welfare Officer to ensure that this policy is communicated to all staff, parents/carers and young players, and to new starters throughout the season. The Welfare Officer will strive to ensure that all staff, parents and young players have read, understood and agree to adhere to the policy at all times.

This policy has been developed to ensure that every consideration is paid to the welfare of young players who are under 18 years of age whilst on P4S transport (eg Hired coach), whilst being transported by a P4S organised vehicle, or whilst travelling independently to or from P4S activities.

The nature of P4S demands that players and staff have to travel independently on most occasions.

When transporting young players on tours and tournaments, P4S adheres to the guidance provided by the FA (Travel, Trips and Tournaments), and the Department of Education (Health and Safety for Pupils on Educational Visits).

A risk assessment for transport has been developed to accompany this policy.

P4S Transport Arrangements

Schools must obtain permission for players to be transported in vehicles belonging to an external transport provider as is necessary for the duration of the tour.

Transportation using privately owned vehicles

If in the event that a member of P4S staff transports a young player in their private vehicle because it is an emergency and/or the safest or only option, they must as far as possible adhere to the following:

- Inform the Welfare Officer or P4S CEO of the journey, the reasons for the journey, any incidents that arise during the journey, and when the journey is completed;
- Have a roadworthy and appropriately insured (Business use) vehicle that meets all the legal requirements for use of the road (P4S cannot take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles);
- Have permission from the accompanying teachers (loco parentis) and have a teacher accompanying them also

P4S will ensure that any P4S employees providing transport have business use insurance cover

Regulations for transporting children

P4S staff understand that they are responsible for the welfare of children travelling with them until they safely reach their destination and are passed over to a parent/carer or other member of staff. When players are continuing a journey independently, the member of staff must be satisfied that the means of onward travel are safe and appropriate to the age of the player.

P4S staff must adhere to the following regulations and guidance, whether transporting players in a hired vehicle or private vehicles.

Members of P4S staff must have an enhanced DBS Disclosure and Barred List check through the FA Criminal Records Department.

Behave appropriately at all times.

Be accompanied by another member of P4S staff (if possible), or a second adult (anyone aged 18 or over, including sixth formers), as this may significantly reduce the risk of distraction, accident, injury or allegation of misconduct or abuse. The second adult could be responsible for directions, stops, head counts, checking seat belts are being worn, communications, and ensuring players are behaving appropriately.

Except in an emergency, or when it would put a child or young person at risk, P4S staff are not permitted to offer lifts to children.

Be fit to drive and free from any drugs, alcohol or medicine which may impair judgement and the ability to drive.

No use of mobile phones (although be in possession of mobile phone in case of emergency)

Take regular breaks and don't drive tired.

Do not exceed the capacity of the vehicle.

Seat players in the back unless all seats are being used.

Ensure players always wear seatbelts.

Report any problems or concerns about the vehicle immediately.

Supervise children at all times, whether in the vehicle or during a scheduled stop.

It is down to the discretion of P4S staff members to make the decision of whether it is safe to transport young players in bad weather conditions.

P4S staff should not transport young players if they do not feel it is safe to do so in the road or weather conditions.

If a decision is made not to transport players to their destination, the relevant persons should be informed as soon as it is safe to do so.

Report any incidents that occur on the journey, or any unexpected/emergency journeys to the Welfare Officer, P4S CEO and parent/carer straight away or as soon as it is safe to do so.

External Transport Providers

There are occasions when P4S will use a Coach Company eg tours.

The vehicles that are used must be appropriately insured, roadworthy and regularly maintained.

They must be fitted with seat belts appropriate to the size and type of vehicle and passengers to be carried.

Children must always be accompanied by school staff members when being transported by external transport providers. A minimum of two adults, in addition to the driver, and a ratio of 1:10.

Regular external transport providers are asked to provide confirmation of public liability insurance, driver qualifications, and confirmation that vehicles are appropriately insured and maintained.

Specific Safeguarding Issues

If the need arises P4S will refer to experts and professional organisations (including schools) that are best placed to provide up-to-date guidance and practical support on specific safeguarding issues.

Broad government guidance on the issues listed below can be accessed via the GOV.UK website or from the NSPCC website: <http://www.nspcc.org.uk>

- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- mental health
- private fostering
- radicalisation
- sexting
- teenage relationship abuse
- gender-based violence/violence against women and girls (VAWG)
- trafficking

Minority Ethnic Children

'Working Together' identified a range of emerging child protection issues, including:

- Forced marriage
- honour-based violence (HBV)
- Child abuse linked to belief in 'spirit possession'
- FGM
- Sexual exploitation
- Child victims of trafficking

(Source: Child Protection for Minority Ethnic Children, NSPCC)

Risky Behaviour

Risky or negative behaviour in children and young people includes:

- Drinking
- drug use

- smoking
- youth crime
- violence
- conduct disorder (a pattern of repeated and persistent misbehaviour)
- suicide
- early sexual behaviour and teenage pregnancy

Other risk behaviours

- social isolation and loneliness
- anxiety and depression
- self-harm
- body appearance issues and eating disorders

Risk behaviours associated with digital media

- sexualisation and pornography
- cyberbullying
- violent computer games

Risk behaviours tend to 'cluster' and participation in multiple risk behaviours is associated with range of negative outcomes such as low educational attainment, being bullied and emotional health problems. The risk of suicide for men increases markedly between the ages of 15-19 and 20-24. (Source: Risk behaviours and negative outcomes, September 2014, Cabinet Office Horizon Scanning Programme Team)

Child sexual exploitation (CSE)

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

Children and young people are often unwittingly drawn into sexual exploitation. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.

What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops.

Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming.

A common feature of sexual exploitation is that the child often does not recognise the coercive nature of the relationship and does not see themselves as a victim.

All staff should be aware of the indicators of sexual exploitation and all concerns or suspicions must be reported. It may also be linked to child trafficking. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

The child may initially resent what they perceive as interference by staff, but staff must act on their concerns, as they would for any other type of abuse.

Female Genital Mutilation (FGM)

There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person.

Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

High Risk Time: This procedure often takes place in the summer, as the recovery period after FGM can be 6 to 9 weeks.

High Risk Groups: FGM affects girls particularly from North African countries, including Egypt, Sudan, Somali, Kenya, Ethiopia, Sierra Leone, Nigeria, Eritrea, Yemen, Indonesia and Afghanistan.

Radicalisation

Radicalisation is a term that refers to a process by which a person comes to support terrorism and forms of extremism leading to terrorism. During that process, it is possible to intervene to prevent vulnerable people being drawn into terrorist-related activity.

Radicalisation is also described as the process where someone has their vulnerabilities or susceptibilities exploited towards crime or terrorism - most often by a third party with their own agenda.

Some people (children or adults) more vulnerable to radicalisation include those who may be isolated/marginalised in society (eg, through mental health or learning disability) and have no one to turn to.

Vulnerable people, including children, young people and adults at risk can be exploited by people who seek to involve them in terrorism or activity in support of terrorism.

Children with sexually harmful behaviour (SHB)

Children may be harmed by their peers (other children or young people). Staff will be aware of the harm caused by bullying and will use the P4S anti-bullying procedures where necessary.

However, there will be occasions when a child's behaviour warrants a response under child protection rather than anti-bullying procedures. In particular, research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

Of all adult sex offenders, approximately half had committed their first offence as a juvenile with subsequent escalation in frequency and severity. Many young people do not continue their sexually harmful behaviour into adulthood, but without intervention, may develop alternative antisocial behaviours as they mature.

Children have been found to engage in a wide range of sexually harmful behaviours both contact (touching, masturbation, penetration) and non-contact (exhibitionism, obscene communication, and voyeurism).

Sexually harmful behaviour by children must be recognised as harmful both to the victim and the child who abuses.

Staff who become concerned about a child or young person's sexual behaviour, including any known online sexual behaviour, should discuss with their line manager and speak to Welfare Officer as soon as possible.

The management of children and young people with sexually harmful behaviour is complex and P4S will work with other relevant agencies. Young people who display such behaviour may be victims of abuse themselves and any sexualised behaviour on the part of a child or young person will be

responded to in line with the Managing Allegations against other Children policy, which means referral out to social services or police.

Teenage Relationship Abuse

A recent NSPCC survey showed that a quarter of girls and 18 per cent of boys have experienced physical violence in a relationship.

Abuse in teen relationships covers more than physical violence. Other examples of this abuse include:

- pressuring a partner into having sex
- controlling behaviour
- unnecessary jealousy and anger

Faith Abuse (Spirit Possession or Witchcraft)

Some faiths believe that spirits and demons can possess people (including children). Any form of physical violence or psychological pressure to get rid of the possessing spirit is abuse, regardless of whether there was a purported "intention" to help the child.

Forced Marriage

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced (pressured or bullied) into it – going against their will.

Coercion may include physical (including threats, actual physical violence and sexual violence), psychological (for example, when someone is made to feel like they're bringing shame on their family), financial (taking wages or not giving any money), sexual and emotional pressure.

Children may be married at a very young age, and well below the age of consent in England.

Staff should be particularly alert to suspicions or concerns raised by a child about being taken abroad and not be allowed to return to England. England and Wales forced marriage is a criminal offence.

A forced marriage is not the same as an arranged marriage: an arranged marriage will have the consent of the prospective spouses.

Honour Based Violence

An honour crime involves violence committed by those who aim to protect the reputation of their family or community.

Honour crimes are usually incidents or crimes which are, or may have been, committed to protect or defend the honour of the family and/or community - these can include physical assaults, abduction and even murder.

Trafficking and Modern Slavery

Human trafficking is a modern-day form of slavery involving the illegal trade of people for exploitation or commercial gain. Human trafficking is: movement or recruitment *by* deception or coercion *for* exploitation.

The main forms of slavery are: forced labour; forced criminality; forced marriage; sexual exploitation; domestic servitude; child slavery.

Child trafficking is child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another. Modern slavery involves exploitation; deception and

coercion; movement and recruitment, but in child trafficking the elements of deception and coercion are not needed. Child trafficking is also linked to Child Sexual Exploitation (CSE).

Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or a close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16, or aged under 18 if the child is disabled.

Children looked after by the local authority or who are placed in a residential school, children's home or hospital are not considered to be privately fostered.

Most privately fostered children remain safe and well but safeguarding concerns have been raised in some cases so it is important that schools are alert to possible safeguarding issues, including the possibility that a child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible.

Any child could become a victim of abuse. Staff should always maintain an attitude of "It could happen here".

Confidentiality, Information Sharing and Storage

Confidentiality

All matters relating to child protection are confidential and information is disclosed on a need to know basis only.

Information Sharing

Data Protection legislation permits data information sharing: "If a professional has concerns about a child's welfare and believes they are suffering or likely to suffer significant harm they should share the information with children's social care".

This is reflected in the Guidance "Working Together to Safeguard Children 2015".

Information sharing is guided by the following principles:

- the information is necessary and proportionate
- relevant
- adequate
- accurate
- timely
- secure

Information sharing decisions will be recorded, whether or not the decision is taken to share.

Storage of Information

Child protection information will be stored and handled in line with the Data Protection Act 1998.

Information will be stored separately from other records and in a secure place with limited access to designated people, in line with the NSPCC Guidance on Child Protection Records Retention and Storage and data protection laws (eg, that information is accurate, regularly updated, relevant and secure).

Written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

The Welfare Officer will normally obtain consent from the child and/or parents to share sensitive information within P4S or with outside agencies.

Where there is good reason to do so, the Welfare Officer may share information *without* consent, and will record the reason for not obtaining consent.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them.

If any member of staff receives a request from a child or parent to see child protection records, they will refer the request to the Welfare Officer.

The Data Protection Act does not prevent staff from sharing information with relevant agencies, where that information may help to protect a child.

P4S Activities

For a P4S activity, it is important that it is made clear who is responsible for the activity or tournament. Firstly, in regard to strategy, planning and preparation and secondly, whilst it is happening.

Immediate responsibility for players lies with the attending school teachers who undertake all pastoral responsibilities and complete school specific risk assessments. Schools must take out their own insurance for the trip. P4S will organise all football related activities but responsibility for the children's welfare remains primarily down to the school and its teachers. P4S will obviously support the schools as effectively as possible.

It is important that key information is provided to schools and/or parents where possible in advance eg medical provision available in the case of emergencies.

All P4S staff officially involved in the event should ensure that they are familiar with the venue, its health and safety procedures and how to report incidents.

The P4S member of staff in charge should ensure that there is a welfare leader for that activity who is identified to all members of staff. At events where P4S is responsible for the safeguarding and welfare of children, this person must also be made known to the children.

P4S Events Procedures

Advice for Organisers & Coaches

The Event Leader has overall responsibility for the event and must determine appropriate staffing levels required to support the event.

Representative Trials

1. In advance of the trials, it is the responsibility of the Event Organiser to have checked with the welfare officer(s) that any new "coaches" have FA CRC clearance. If this is not in place a FA cleared colleague must work alongside the uncleared coach at all times.
2. All players are to be registered on arrival at the event. It is the teacher's responsibility to ensure that each player is signed out when ready to be taken off-site.
3. Non-arrivals must be followed up via the relevant schools within 24 hours of the event.
4. If a player requires significant medical assistance and/or is referred to a hospital or where a parent is informed of an injury possibly requiring a hospital visit, a P4S Incident form (downloadable from the P4S website) must be completed and sent as directed on the form.
5. The lead coach/teacher must be certain that all players have safely left the site before his own departure.

Events requiring overnight stays (Additional Requirements) (the majority of these responsibilities fall under the remit of the visiting schools, but P4S includes them as a reminder of good practice)

1. Ensure the venue is fit for purpose, including where appropriate, health and safety checks and a pre-event visit, ensuring any access can be managed.
2. Ensure that prior to each event, a designated person with responsibility for safeguarding issues is appointed and the action to be taken in the event of a concerns arising.
3. Publish a clear itinerary/programme of events and provide daily briefings for staff and children
4. Ensure that the written consent and medical forms have been obtained
5. Provide an appropriate level of pre-event briefing for parents/carers at which codes of conduct/event rules for the CYP are shared
6. Ensure that a briefing of all staff takes place at the start of the event, outlining P4S's policies, procedures and professional guidelines
7. Where possible children under 13 should share rooms but the allocation of rooms must be same/similar age and same gender
8. Ensure that staff cannot share rooms with children
9. Ensure that there are separate showering and toilet facilities for staff.
10. Ensure there is a communal area for the group; children should be discouraged from entering each other's rooms unless invited
11. Ensure that parents and other persons are made aware that only children, P4S staff and staff of the host school or organisation are permitted into boarding accommodation areas".
12. Ensure that accompanying staff have separate toilet and bathroom facilities from players and that these are clearly "marked".
13. Staff rooms should be indicated by information on doors.
14. Welfare talk must be given to all players and coaches as soon after arrival as is practicable, establishing all procedures and boundaries and P4S expectations.
15. Full medical records and contact details for each player must be available at each fixture/event.
16. No physio consultations/treatments to take place in players' or coaches' rooms.
17. There must always be a minimum of 2 staff on duty in the players' accommodation at any time. P4S states that there will be at least 1 member of staff to 16 players.
18. If a player requires significant medical assistance and / or is referred to a hospital or where a parent is informed of an injury possibly requiring a hospital visit, an P4S Incident form (downloadable from the P4S "About us" page under Downloads) must be completed and sent as directed on the form.
19. Ensure that there is a designated member of staff "on duty" at all times
20. Ensure that all children are aware of where and how to contact a member of staff in the event of any incident/concern and all relevant health and safety procedures and information.

21. Rooms are allocated to ensure that no child (under 18) is sharing with an adult (18 or over). NB
This includes sixth formers in the same academic year.

First Aid and Medical Cover

At all P4S events, an identified qualified First Aider must be on site.

A first aid kit should be available; the Event Organiser must know of its whereabouts.

The Event Organiser should also know the location of the nearest phone and the name, location and contact details of the local hospital.

In the event of injury which requires hospital treatment to a player who has no parents or teacher in attendance, a member of school staff must accompany the player in question to hospital and remain present until a parent arrives or the player can return to the accommodation..

At representative matches and development camps P4S will provide a qualified First Aider, who will complete an incident report form in the event of any notable injury or illness.

The P4S Member of Staff in charge will keep teachers contact details readily available, in case of an emergency.

At tournaments organised by P4S in which individual schools participate, First Aid will be the responsibility of the professional service provided who will liaise with each individual school. Schools should be reminded of this prior to the event.

On some occasions, further medical provision may be appropriate. Consultation will take place between P4S, the school, host venue or club.

Insurance

P4S has insurance cover for all its events, including public liability. The policy can be viewed on the P4S website.

Data Protection

Data acquired by P4S in the course of running events (eg parents contact details) remain the property of P4S. This information is held by the event organisers on behalf of P4S; it must be supplied to P4S officers upon request and may not be passed on to a third party without P4S's permission or used by the employee for his own purposes or benefit or for business reasons. An employee acting in this manner is breaching the Data Protection Act.

Data must not be retained for longer than is necessary – normally for the duration of the programme/season or as long as is necessary to re-invite the participant to a future event.

Consent Forms, Information and Areas of Responsibility

No player should be participating in P4S representative activities without the knowledge and approval of both his/her school and parents/guardian.

Complaints Procedure

On occasions complaints are made by parents or schools.

Any school, parent or pupil wishing to make a complaint about P4S or any member of P4S staff should adopt the following procedure:

- 1. A parent or pupil should first consult with their school before making any complaint and should ensure that the school is always copied in to any subsequent complaint made.*
- 2. Concerns and complaints should in the first instance be made to the P4S member of staff responsible for the event or representative team concerned. This should be made in writing. Where the complaint is made by a parent/pupil, their school must be copied in.*
- 3. Where the complaint concerns the P4S member of staff concerned or where the initial complaint is not resolved to the satisfaction of the complainant, then further representation should be made to the Chief Executive of P4S (davidrollinsonshaw@gmail.com).*
- 4. In the event that there is still no satisfactory resolution, then a final appeal can be made to the Chairman of P4S by the Head Teacher of the school. However, please note that such representations to the Chairman may only be made by the Head Teacher.*

Where parents (or schools) are unable or unwilling to accept selection decisions, then P4S will no longer be prepared to consider their players in the future

Safeguarding and Welfare

At every P4S event, the Welfare Officer will either attend himself or appoint a Welfare Leader for the event. The Welfare Leader must have attended an FA Child Safeguarding Workshop within the last three years.

The Welfare Leader will be responsible for ensuring that P4S's policies and procedures with regards Child Safeguarding Welfare are properly in place and carried out. A check list for both residential and non-residential events can be found in this document.

Any P4S coach or member of staff who has any reason for concern about safeguarding or welfare of any child should immediately report this to the Welfare Leader and P4S Welfare Officer.

Duties of the Welfare Leader

AT AN P4S EVENT
(Non-Residential)

Name of Event:

Date:

Name of Welfare Leader:

- Ensure the venue is fit for purpose, including where appropriate, health and safety checks and a pre-event visit, ensuring any access needs can be managed
- Liaise with schools to ensure that the written consent and medical forms have been obtained from all parents and that P4S has a record of emergency contact numbers for all players present plus the contact details of the nearest hospital
- Liaise with schools to ensure that all boys/girls are registered in at the start of the day and that a record is kept of plans for their travel home
- Liaise with schools to ensure that parents are contacted if players fail to arrive
- Liaise with schools to ensure that all members of staff have been briefed on safeguarding policies and procedures and professional guidelines and, if appropriate, on any emergency procedures on site, eg fire
- Liaise with schools to ensure that all boys/girls are briefed in advance on who to contact in the event of any incident or concern and, if appropriate, on any emergency procedures on site, eg fire
- Liaise with schools to ensure that a register is taken regularly during the day.
- Ensure that there is a designated member of staff "on duty" at all times
- Ensure that an incident/accident report form is completed in the event of any notable injuries or illnesses
- Liaise with schools to ensure that all players are registered out at the end of the day and that schools have a record of how they are travelling home

Signature:

Duties of the Welfare Leader

AT AN P4S EVENT
(Residential)

Name of Event:

Date:

Name of Welfare Leader:

- Ensure the venue is fit for purpose, including where appropriate, health and safety checks and a pre-event visit, ensuring any access needs can be managed
- Liaise with schools to ensure that the written consent and medical forms have been obtained from all parents and that P4S has a record of emergency contact numbers for all players present plus the contact details of the nearest hospital
- Liaise with schools to ensure that all boys/girls are registered in at the start of the event and that a record is kept of plans for their travel home
- Liaise with schools to ensure that parents are contacted if players fail to arrive
- Liaise with schools to ensure that all members of staff have been briefed on safeguarding policies and procedures and professional guidelines and of all emergency procedures on site, eg fire
- Liaise with schools to ensure that all boys/girls are briefed in advance on who to contact in the event of any incident or concern and of all emergency procedures on site, eg fire
- Publish a clear itinerary/programme of events and provide daily briefings for staff and children
- Where possible children under 13 should share rooms but the allocation of rooms must be same/similar age and same gender
- Ensure that staff cannot share rooms with children
- Ensure that there are separate showering and toilet facilities for staff
- Liaise with schools to ensure there is a communal area for the group; children should be discouraged from entering each other's rooms unless invited
- Ensure that parents and other persons are made aware that only children, P4S staff and staff of the host school or organisation are permitted into boarding accommodation areas
- Liaise with schools to ensure that a register is taken regularly during the day
- Ensure that there is a designated member of staff "on duty" at all times
- Ensure that an incident/accident report form is completed in the event of any notable injuries or illnesses
- Ensure that all players are registered out at the end of the event and that P4S has a record of how they are travelling home

Signature:

P4S Code of Conduct

(Revised June 2017)

It is the mission of P4S to promote association football in schools, and to provide a fun and safe introduction to residential sports tours for children aged 10-13 years old. **The P4S Code of Conduct sets the standards which schools are expected to follow in all P4S matches.** Good sportsmanship and fair play must remain at the heart of the game.

BEFORE THE MATCH

Fixture details should be provided to respective Masters i/c at least one week in advance of the match date. Rules and regulations should have been provided, at this time, on the duration of the game, team colours (in case of a colour clash) and the number of substitutes permitted. Please note that the use of "repeated" (i.e. rolling) substitutions is now part of the game for grass roots football under The Laws of The FA. It is also important that schools provide an accurate, and clearly stated, contact number in case of weather problems, postponements or travel difficulties.

Under the Rules of The FA, girls are permitted to play with and against boys in all matches up to U18 level.

All teams should be escorted to the changing rooms, or the dining facilities, as appropriate. Clear information should be provided about the collection and safe keeping of valuables for visiting teams.

Visiting staff should be given details of the medical arrangements in place at the pitch side as well as the location and nature of the event's Medical Centre/Sanatorium

DURING THE MATCH

Medical matters

Each school is responsible for its own minor first aid and should provide its own first aid kit.

Every school, irrespective of whether playing at home or away, should have clear procedures planned in advance in the event of a medical emergency.

There must be a telephone available at the ground in case emergency services have to be contacted.

At all times there should be clear access for emergency service vehicles in case of serious injury

P4S will ensure the presence of pitchside professional First Aid

Referees

Referees should be made aware in advance of the standards expected in a school fixture, which may be different to those to which they are accustomed in local adult fixtures.

P4S should inform the referee where disciplinary reports should be sent – P4S Disciplinary Secretary (address/e-mail)

Players

Players clothing and equipment must conform to the Laws of the Game, in particular in relation to the safety of studs/blades. No jewellery can be worn.

Foul, offensive, abusive or insulting language, aggressive behaviour and open dissent by players is completely unacceptable in a school fixture and should not be permitted in any circumstances, either by the referee or school staff.

Any player sent off by the referee must either return to the dressing room or stand silently by the side of the team coach. The player must not be allowed to wander at will nor make comments from the touchline.

School Staff

The role of school staff is fundamental to the success of schools' football. Schools staff should set a high standard for their pupils and ensure that boys/girls in their charge adhere to this code of conduct. The conduct of school staff should be beyond reproach

The team coach's emphasis should be on encouragement: public chastisement of players, particularly from the touchline, should be avoided. The coach should be discreet, positive and constructive.

Coaches must never undermine the authority of the referee. On no account should adverse comment be made towards the referee in public or in front of players.

The team coach bears the ultimate responsibility for the behaviour of his/her team. He/she must keep in mind that the conduct of his/her team is a reflection of his/her standards. He/she should also keep in mind at all times that school sport is an educational activity and winning is not the sole purpose of the match.

Spectators

All schools are responsible for the conduct of their own spectators/supporters, both pupils and adults.

Spectators should watch matches from at least 3 yards behind the touchline and should not stand on the touchline. Spectators should be kept well away from the area behind the goal. Where significant numbers of spectators are expected, P4S and the accompanying teachers are responsible for ensuring that they are kept at least 3 yards away from the touchline by means of a barrier.

Criticism of the referee by spectators is completely unacceptable.

Spectators should not give instruction or advice to the players. Any instruction necessary should be undertaken solely by the official coaching staff.

Positive support, cheering and singing can play a part in creating excitement and atmosphere. Foul or offensive language/comments, booing and abusive chants and gesticulation towards opposing supporters are inappropriate at a school match.

AFTER THE MATCH

Any yellow/red cards must be reported to the P4S Disciplinary Secretary (discipline@P4S.org.uk).

Where a player has been sent off during a match, the school, as a minimum, must conform to FIFA and FA regulations and suspend the player from the next School match.** (see below). Schools are expected to follow the FA guidelines on suspensions and impose more than a one match suspension for serious offences, particularly those involving violence or abuse.

*** In a competitive match, the minimum one match suspension should be served in the competition in which the offence occurred.*

Problems between schools should be resolved by the respective Heads. If a resolution cannot be achieved, a letter should be sent by the Head(s) to the Chief Executive of P4S.

What to do if a child or young person discloses to you

If a child or young person informs you directly that they are concerned about someone's behaviour towards them, you should observe the following:

- React calmly so as not to frighten the child or young person;
- Ensure the immediate safety of the child or young person;

If immediate medical attention is required, ensure that the child or young person is taken to hospital and that the Doctors are aware that this is a child protection issue;

Tell the child or young person that they are not be blame and that they were right to tell you;

- Take the disclosure seriously;
- Avoid leading the child or young person and keep questioning to an absolute minimum.
- Only ask what is necessary to ensure a clear understanding of what has been said;

Reassure the child or young person but do not make promises of the outcome or of confidentiality which may not be possible;

If there is suspicion of sexual abuse, do not let the child or young person bathe or shower until given permission to do so as washing can destroy valuable evidence;

Keep a factual record of events which could be used in legal proceedings at a later date;

Inform the Welfare Officer (See below), or CEO P4S, unless there is a reason not to do so, for example, if they are involved in the alleged abuse;

If the Welfare Officer is not available, report your concerns to the local County LCSB, The Police or the FA/NSPCC Child Protection Helpline (0800 023 2642). The authorities will advise of what action to take next.

Flow Chart for dealing with a Serious Safeguarding Concern

In the event that there is a serious incident/incident of abuse

- 1 Stay calm, offer reassurance to the child if they are present, don't promise confidentiality and keep questions to a minimum
- 2 If the young person needs medical attention, telephone for an ambulance. Inform the parents that you are doing this. If the parents are allegedly involved in the abuse, only inform them that the child is going to hospital and do not share any other information. Inform the Doctor of your concerns in relation to child protection issues and the Doctor will
- 3 Contact the Welfare Officer (unless that allegation involves them, in which case, go directly to the CEO P4S, David Shaw)
Tom Dumas 07731 459927. Jason Murphy 07849741404
- 4 WO to contact NSPCC and/or Police
- 5 As necessary:
 - a Liaise with P4S Senior Staff
 - b Inform FA Case Management Team on 0207 745 4771
 - c Liaise with P4S to manage media
 - d Inform parents

CONTACT DETAILS

Further advice on Safeguarding Children can be obtained from:

The Football Association/NSPCC

Website www.TheFA.com/Footballsafes

Email Footballsafes@TheFA.com

Tel: 0800 056 0566 (FA/NSPCC 24-hour advice helpline)

Tel: 0800 023 2642 (NSPCC 24-hour reporting helpline)

Tel: 0845 210 8080 (FA Safeguarding Children general enquiry line)

Dear Club Secretary,

I am writing to you today to ensure that all our clubs are aware of the recent disclosures of child abuse in football and what they should do next if they have any concerns.

Everyone at The FA is appalled by the horrific abuse that has been suffered by former footballers. I applaud their immense courage and bravery in coming forward. Our thoughts are with the victims of this abuse and we are clear that we will do everything we can to support them.



I wanted to ensure that you are left in no doubt concerning how seriously The FA is approaching these disclosures. At the moment, and in line with the normal FA safeguarding procedures, we are working closely with the police and relevant authorities and we continue to encourage anyone with information about possible child abuse to report their concerns to the police, The FA or the NSPCC.

I am sure you too are deeply concerned about the recent disclosures and it is of course important to emphasise the diligence with which clubs must approach their safeguarding responsibilities. I am therefore writing to every grassroots club in the country, while my counterparts in the Premier League and EFL are writing to the professional clubs too.

All clubs need to ensure their safeguarding is a priority. Together, we will make sure that the game we all love can be played in a safe, fun environment.

Firstly, I would like your help to ensure that we can offer support to those who need it. Please ensure that those at your club are aware of the specific helpline we have commissioned the NSPCC to provide to help encourage more people to come forward. The number is 0800 023 2642.

Secondly, I ask you too for extra vigilance with regards to safeguarding and your procedures. If you have any concerns, please contact The FA through safeguarding@thefa.com.

We cannot and will not be complacent. Despite the fact that the safeguarding landscape has changed significantly in recent years, we must ensure we all treat the topic with the utmost care. As you know, The FA works collaboratively on prevention and investigations with the Premier League, the EFL and County FAs, along with other football stakeholders. The FA has a team of safeguarding professionals who put in place preventative measures via policy, education, best practice and support for the network of people acting as Designated Safeguarding Officers (DSOs). That team is here to help you if you need it; as a grassroots club, you can also seek advice and guidance directly from your CFA DSO. In addition, our specialist Case Management Team comprised of safeguarding professionals manage referrals and concerns, working closely with the statutory agencies in relation to investigations and put in place safeguards to manage people who pose, or may pose a risk of harm.

This framework sees 8,500 DSOs across the professional and grassroots game and carries out some 55,000 criminal records checks each season. 35,000 coaches and referees also attend The FA's safeguarding awareness course each season and each club of course also implements its own safeguarding policy.

Collectively we will continue to work together to ensure that these measures are robust and that football is played safely across the country.

If you have any concerns please contact us.

Yours sincerely,

Greg Clarke
Chairman



Useful Links

P4S Website:	www.prep4sport.co.uk	
CEO (P4S):	davidrollinsonshaw@gmail.com	07816976938
Welfare Officer (P4S):	Tom Dumas 07731 459927. Jason Murphy 07849741404	
Competitions and Events Manager (P4S)	rebeccakemp@P4S.org.uk	
P4S Policy Documents		
NSPCC FA Hotline (24hrs)		0800 0232642
FA Safeguarding	safeguarding@thefa.com	0845 210 8080
FA Case Management Team		0207 745 4771
FA CRB Checks Team	FAChecks@TheFA.com	0845 210 8080
FA Resources	<u>Safeguarding Children Policy</u>	
	<u>Safeguarding Children Regulations</u>	
	<u>Anti-Bullying Policy</u>	
	<u>Photography Guidelines</u>	
	<u>Best Practice – Changing Rooms, etc</u>	
	<u>Texts and e-mails with U18s</u>	
	<u>Electronic Communication</u>	
	<u>Safeguarding The Four Steps</u>	
FA CRB Application Website	www.online.tmqcrb.co.uk	