SHROPSHIRE FOOTBALL ASSOCIATION

Safeguarding Handbook





The Shropshire Football Association Limited is committed to safeguarding and protecting children and young people in football.

Individually and collectively, we are signed up to Affiliated Football’s Policy and Procedure and we are committed to achieving The FA’s Safeguarding Operating Standard for County FA’s.

Our overall aim is to:

* Implement preventative safeguarding measures and create fun, safe football environments;
* Make the reporting of concerns as easy as possible; and
* Ensure safeguarding and child protection concerns are investigated swiftly and thoroughly in conjunction with statutory agencies, The FA and other organisations as appropriate.

**This commitment is made by the Shropshire Football Association Board and CEO and applies to all of our staff including part time, County FA volunteers and members.**

**SFA Safeguarding Children Policy and Procedures**

The FA continues to be committed to ensuring all necessary steps are taken to protect from harm children and young people (CYP) who participate in grassroots football.

Everyone involved in football needs to understand the individual and collective responsibility they undertake when working with CYP. It is clear that working together and giving young people a voice makes a difference when it comes to having effective safeguards in football.

It is essential that everyone is clear about how to report a concern about the welfare of a child or young person. In short this means following the guidelines set out in this policy. Further support and guidance can be obtained through the County Designated Safeguarding Officer or the Senior Safeguarding Lead.

It is not your responsibility to decide if abuse is taking place, but it is your responsibility to report any concerns you may have.

**The Association’s Safeguarding Children’s Policy**

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, thus every club is required to endorse and adhere to The Association’s Safeguarding Children Policy.

The FA recognises its responsibility to safeguard the welfare of CYP who play or participate in football by protecting them from abuse or harm.

This means creating a safe and inclusive atmosphere where everyone works together to tackle both bullying and discrimination, ensure safer recruitment, and tackle poor practice which leads to harm and reduces equal opportunities.

Best practice in Inclusion, anti-bullying, equality and the respect agenda are all part of making safer cultures and prevention of harm and abuse.

The FA is committed to working to provide a safe environment for all CYP to participate in the sport to the best of their abilities for as long as they choose to do so.

The FA recognises that the terms ‘child or young person’, ‘abuse’ and ‘harm’ are open to interpretation, so for the purposes of this policy, these are defined in Appendix 1.

**The Association’s Safeguarding Children Policy Principles are that:**

* The Child’s welfare is, and must always be, the paramount consideration
* All CYP have a right to be protected from abuse regardless of their age, gender, gender reassignment, sexual orientation, marital status or civil partnership, racial origin, faith, ability or disability, pregnancy and maternity
* All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
* Working in partnership with other organisations, CYP and their parents and carers is essential

The FA is committed to working in partnership with the Police, Children’s Social Care, Local Safeguarding Children’s Board (LSCB) and the disclosure and barring service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all CYP.

The Association’s Safeguarding Children Policy is in response to Government legislation and guidance, developed to safeguard the welfare and development pf CYP.

The Safeguarding Children Policy is further supported by The FA’s Respect Programme to address verbal abuse and bullying of youngsters by parents and coaches on the side-lines.



**Safeguarding Code of Conduct -Staff**

**Introduction**

The FA takes its role as a provider of football for under 18s very seriously. Their wellbeing is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

We act in accordance with legislation, statutory guidance and The FA’s Policy and Procedures and any associated guidance including the achievement and retention of the Safeguarding Operating Standard.

We also take the safeguarding of adults at risk seriously and will act in accordance with The FA’s policies and procedures and any associated guidance including the achievement and retention of the safeguarding operating standard. (Please refer to Appendix 3a of the Safeguarding Operating Standard for further information on the context for Adults at Risk)

**Who this Code of Conduct applies to**

This Code of Conduct applies to all staff, as all of us have a key role in safeguarding. It therefore applies to and must be signed by officers, managers, employees, consultants, contractors, casual and agency staff (collectively referred to as staff in this Code of Conduct). It does not apply to volunteers, as there is a separate volunteer Code of Conduct.

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| **Staff obligations** |
| It is our expectation that all our staff will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy. The welfare of children and young people must always be paramount. We also expect staff to take the welfare of adults at risk seriously and to act in accordance with The FA’s policy on safeguarding adults.* Undertake any safeguarding education or training as requested by The SFA;
* Read and comply with The FA’s Safeguarding Children Policy and our safeguarding procedures;
* Read and comply with The FA’s Safeguarding Adults Policy and our safeguarding procedures;
* Obtain and maintain an FA in date DBS check (less than three years since the date of issue) if working in regulated activity;
* Act in an appropriate way at all times when in contact with children and young people and adults at risk, whether face to face, via social media, phone or other electronic communications- and always in line with the SFA’s Social Media Policy;
* Recognise the importance of confidentiality when working with children, young people, their families and their data;
* Recognise the importance of confidentiality when working with and their data;
* Promptly report any concerns about safeguarding or the protection of children or young people in football to our Designated Safeguarding Officer or the Senior Safeguarding Lead or other nominated person or persons in their joint absence;
* Be familiar with and use the whistleblowing policy if you suspect or believe that we have not properly addressed any safeguarding concerns;
* Accept that, by taking this role, The SFA may deem you to be in a relationship of trust with under 18 participants that you are in contact with through your role. You should be aware of and understand the responsibility that this entails, by undertaking the relevant safeguarding education, as we deem appropriate;
* Act with integrity at all times; and
* Seek advice from the Designated Safeguarding Officer or the Senior Safeguarding Lead if you are unsure about any of the above or if you are unsure how to act in any given situation.
 |
| **Further information and support** |
| Further information can be found in:* Our Staff Handbook
* The FA’s Best Practice guides
* The FA’s Policy and Procedures

Alternatively, if you have any queries or concerns regarding the Code of Conduct or safeguarding generally, please speak to our Designated Safeguarding Officer or the Senior Safeguarding Lead in the first instance. If you are the Designated Safeguarding Officer or the Senior Safeguarding Lead and cannot find the advice you need internally seek advice from The FA Safeguarding team.Please sign and return a duplicate copy of this Code of Conduct to acknowledge you have read and understand the Code of Conduct and you agree to comply with it. You should then keep the other copy safe for your records.You should be aware that Breaches of the code of conduct are taken very seriously and may lead to disciplinary action against you under our disciplinary procedure. In certain cases, we may also make a referral to statutory agencies and The FA. |

**I have read, understood and agree to comply with this Safeguarding Code of Conduct – Staff**

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| **Signed** |  |
| **Name** |  |
| **Date** |  |



**Safeguarding Code of Conduct**

**Volunteers**

**Introduction**

The Shropshire FA takes its role as a provider of football for under 18s very seriously. Their well-being is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

The County also commits to Safeguarding adults at risk of harm.

We act in accordance with legislation, statutory guidance and The FA’s Policies and Procedures and any associated guidance and we work collaboratively with The FA in relation to concerns about the safeguarding of children or young people or adults at risk.

**Who this Code of Conduct applies to**

This Code of Conduct applies to all volunteers, as all of us have a key role in safeguarding.

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| **Volunteer obligations** |
| It is our expectation that all our volunteers will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy and Procedures. The welfare of children and young people must always be paramount. We also expect our volunteers to act in the best interest of adults at risk of harm in football and to follow reporting procedures.This includes an expectation that volunteers will:Undertake any safeguarding education or training as requested by us;Read and comply with The FA’s Safeguarding Policy and our safeguarding procedures for adults and children;Obtain and maintain an FA in date DBS check (less than three years since the date of issue) if working in regulated activity with U18s;Act in an appropriate way at all times when in contact with children and young people and adults at risk, whether face to face, via social media, phone or other electronic communications and in line with the CFA Social Media Policy;Recognise the importance of confidentiality when working with children, young people, their families and their data;Recognise the importance of confidentiality when working with adults at risk and their data;Promptly report any concerns about safeguarding or the protection of children or young people or adults at risk in football to our Designated Safeguarding Officer or the Senior Safeguarding Lead or other nominated person or persons in their joint absence;Be familiar with and use the whistleblowing policy if you suspect or believe that we have not properly addressed any safeguarding concerns;Accept that, by taking this role, The SFA may deem you to be in a relationship of trust with under 18 participants and adults at risk that you are in contact with through your role. You should be aware of and understand the responsibility that this entails, by undertaking the relevant safeguarding education, as we deem appropriate;Act with integrity at all times; andSeek advice from the Designated Safeguarding Officer or the Senior Safeguarding Lead if you are unsure about any of the above or if you are unsure how to act in any given situation. |
| **Further information and support** |
| Further information can be found in:* Our Staff Handbook
* The FA’s Best Practice guides
* The FA’s Policy and Procedures

Alternatively, if you have any queries or concerns regarding the Code of Conduct or safeguarding generally, please speak to our Designated Safeguarding Officer or the Senior Safeguarding Lead in the first instance.Please sign and return a duplicate copy of this Code of Conduct to acknowledge you have read and understand the Code of Conduct and you agree to comply with it. You should then keep the other copy safe for your records.Breaches of the code of conduct are taken seriously and could lead to you being unable to volunteer with us and/or the involvement of the statutory agencies and The FA. |

**I have read, understood and agree to comply with this Safeguarding Code of Conduct – Volunteers**

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Date** |  |

**Whistle Blowing Policy**

Whistle-blowing can be used as an early warning system or when it’s recognised that appropriate actions have not been taken. This approach or policy is adopted in many different walks of life.

It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

Any adult or young person with concerns about a colleague can also use whistle-blowing by calling **0800 169 1863** and asking for The FA's safeguarding team, or via email on safeguarding@thefa.com

Alternatively you can go direct the Police or Children’s Social Care and report your concerns there, or to the Child Protection in Sport Unit via cpsu@nspcc.org.uk or the NSPCC Helpline via **0808 800 5000** or by emailing help@nspcc.org.uk

**Contact Details**

**Whistle Blowing Officer**

**Roy Waterfield**

**01743 362769**

**safeguarding@shropshirefa.com**

**Shropshire Council Local Authority Designated**

**Safeguarding Officers**

**Ellie Jones: (01743) 250009 // Email:** **ellie.jones@shropshire.gov.uk**

**Secure Email:** **ellie.jones@shropshire.gcsx.gov.uk**

**Michelle Taylor (01743 256247)**

**Email:** **lado@shropshire.gov.uk**

**Secure Email:** **lado@shropshire.gcsx.gov.uk**

**Telford and Wrekin Council Local Authority Designated Safeguarding Officer**

**Glenn Ashbrooke; (01952) 382848**

**Email;** **glenn.ashbrooke@telford.gov.uk**

**The FA Safeguarding Case Team**

**08001691863 Ext 4528**

**Email:** **safegaurding@TheFA.com**

**Training Matrix Season 2018/19**

Training requirements for those in Safeguarding Roles: BSC, SSL, DSO, those deputising for SSL and DSOs (shaded areas shows new requirements).

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|  | **Code of Conduct** | **Briefing 2017/18 or****2018/19** | **SCW** | **MSIYC** | **WOW** | **Online SCM** | **Online Safeguarding Adults** | **External CPD opportunities** |
| **BSC** |  | Board | 6 months\* | 6 months\* | Recommended | 12 months\* | 6 months\* |  |
| **SSL** |  |  | 3 months\* | 6 months\* | 6 months\* | 6 months\* | 6 months\* | x1 |
| **SSL****Deputy** |  |  | 3 months\* | Recommended |  |  | 6 months\* |  |
| **DSO** |  |  | 3 months\* | 6 months\* | 6 months\* | 6 months\* | 6 months\* | x2 |
| **DSO****Deputy** |  |  | 3 months\* | Recommended | 6 months\* | 6 months\* | 6 months\* | x2 |

**Key:**

SCW – Safeguarding Children Workshop MSIYC – Managing Safeguarding in Your County WOW – Welfare Officer Workshop

Online SCM – Safeguarding for Committee Members Online Safeguarding Adults

\* In either 3, 6 or 12 months of starting the role

\*\* In the event of there being no WOW within the six-month period a note should be made on the CFA action plan ensuring the staff member attends ASAP

Training requirements for Staff, Board, Council, Committee and/or members (shaded areas shows new requirements).

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|  | **Code of Conduct** | **Briefing 2017/18 or****2018/19** | **SCW** | **WOW** | **Online SCM** | **Online Safeguarding Adults** |
| **Staff with contact with CYP/AAR** |  |  | 3 months\* |  |  | 6 months\* |
| **Staff with no contact with CYP/AAR** |  |  | Recommended |  |  |  |
| **Board members/ trustees** |  | Board | 6 months\* | Recommended | 12 months\* | 6 months\* |
| **Council/ committee** |  | Written Briefing | 6 months\* |  | 12 months\* | 6 months\* if in open agedisability football |

**Key:**

SCW – Safeguarding Children Workshop WOW – Welfare Officer Workshop

Online SCM – Safeguarding for Committee Members Online Safeguarding Adults

\* In either 3, 6 or 12 months of starting the role \*\* In the event of there being no WOW within the six-month period a note should be made on the CFA action plan ensuring the staff member attends ASAP

**Organogram**

 

**Deputy Designated Safeguarding Officer**

**Helen Baldwin**

**Email:** **Helen.baldwin@Shropshirefa.com**

**Senior Safeguarding Lead**

**Roy Waterfield**

**Email:** **roy.waterfield@shropshirefa.com**

**Deputy Senior Safeguarding Lead**

**Zoe Griffiths**

**Email:** **zoe.griffiths@shropshirefa.com**

**Designated Safeguarding Officer**

**Victoria Vespa**

**Email:** **Victoria.vespa@Shropshirefa.com**

**Board Safeguarding Champion**

**Dave Ralphs**

**Email: daveralphs@tiscali.co.uk**

**Board Safeguarding Champion**

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| **Role Purpose:** |

To ensure **Shropshire County Football Association Limited** achieves and retains The FA’s Safeguarding Operating Standard.

To ensure the Board acts in accordance with legislation, statutory guidance and The FA’s Policy and Procedures and any associated guidance including the achievement and retention of the FA’s Safeguarding Operating Standard.

To be an active Board member championing the safeguarding of children and young people (under the age of 18) in all Shropshire FA activities and adults at risk in disability football.

To recognise and champion that all children and young people in football are entitled to the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

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| **Key Skills and Experience Required (Essential):** |

* A child-centred belief system and behaviours
* Experience of demonstrable and effective governance – and overseeing a strategic approach;
* Experience of safeguarding or child protection
* Experience of working in adult safeguarding
* Knowledge and understanding of grassroots or other voluntary activity
* Awareness and understanding of The FA ‘Safeguarding Operating Standard’ for the SFA
* Ability to listen effectively
* Ability to ask probing questions
* Communication skills
* Presentation skills
* Experience of problem-solving
* Basic IT skills including Word and email

**Senior Safeguarding Lead**

**Role Purpose**

To provide leadership to the **Shropshire County Football Association Ltd** so the County FA acts in accordance with legislation, statutory guidance and Affiliated Football’s policy and Procedures and any associated guidance.

Guides Shropshire FA to achieve and retain The FA Safeguarding Operating Standard.

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| **Key Responsibilities are to ensure:** |

* Lead the Shropshire FA to embed safeguarding responsibilities and accountabilities in the Shropshire FA Strategy/Business Plan/Budget/Risk Register and Operational Plan;
* Safeguarding is taken into consideration in all decision-making and that safeguarding principles underpin all areas of activity with under-18s;
* Safeguarding is taken into consideration in all decision-making in relation to adults at risk in disability football;
* The implementation of safeguarding principles and practice are monitored, evaluated and acted upon;
* Oversight of safeguarding responsibilities and that financial and human resources are appropriate;
* Safeguarding is a standard agenda item at senior team meetings;
* Safeguarding is embedded in all role profiles and respective PDRs;
* Effective management of the Designated Safeguarding Officer (DSO);
* A deputising process in the absence of the SSL;
* A deputising process is in place for the DSO;
* Poor practice is addressed and work on abuse cases is in collaboration with The FA Safeguarding Case Team, using relevant systems and procedures;
* Appropriate reporting of any concerns about the welfare of children or young people;
* The board, staff, volunteers and committee and council members receive suitable training and briefings;
* To use the whistle-blowing policy if required to ensure the integrity of processes and safeguarding of children and young people;
* All children receive the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity;
* All adults at risk in disability football receive the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

**Designated Safeguarding Officer**

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| **Job Purpose** |
| * Manage the Shropshire FA’s safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations;
* Significantly contribute to the implementation of The FA’s Safeguarding Operating Standard for CFAs;
* Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.
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| **Principal accountabilities/responsibilities** |
| * Operationally lead the implementation and delivery of safeguarding policy and procedures within the County FA, being accountable for relevant areas of The FA’s Safeguarding Operating Standard as set out by The FA;
* To link into the senior management team and take a dynamic and strategic approach to safeguarding delivery within the County FA, raising awareness and providing organizational support and direction to colleagues;
* To provide the Senior leadership team/Board with regular reports on safeguarding activity within Shropshire FA;
* Refer to FA Case Management Safeguarding children and adults at risk abuse concerns and take action(s) in accordance with FA safeguarding regulations, policy and procedures, and as agreed with The FA Safeguarding Team;
* Ensure all safeguarding referrals are recorded within The FA’s Case Managements system and securely retained in accordance with FA regulations, policies and data protection legislation;
* Deal with all poor practice concerns relating to children and adults at risk in accordance with FA regulations, safeguarding policy, procedures and disciplinary processes; providing guidance to clubs and leagues, recording incidents of Poor Practice within the CFA’s Recording Systems and seeking guidance from The FA Safeguarding Team as required;
* Utilize FA IT systems to monitor safeguarding compliance across the grassroots volunteer network and assist in strategic planning;
* Ensure the Shropshire FA is compliant with safeguarding legislation e.g. Data Protection/GDPR 2018, Children’s Act, Sexual Offences Act, Protection of Freedoms Act (Criminal Record Checks), the Governments ‘Working Together guidance 2018’ and any other legislation or statutory guidance that may be introduced;
* Develop strong relationships with key stakeholders;
* Strategically manage effective designated persons networks ; liaising with the Local Authority Designated officer(s), Local safeguarding Partnerships, Local Safeguarding Adult Boards, Children’s and Adults Social Care Services, Police Child Protection Team(s) and supporting youth league and club welfare officers to be compliant with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes;
* Manage a diverse workload being able to prioritise work according to risk and timeframes;
* Maintain strong links with key FA staff and attend national FA safeguarding events and CPD courses to ensure knowledge and skills are maintained updated;
* To address poor behavior and raise standards in grassroots football, promote safeguarding and creating a culture that celebrates good practice across the County FA;
* Co-ordinate CFA safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the CFA;
* Arrange and deliver CPD events for existing leagues and club Welfare Officers;
* Ensure sufficient workshop opportunities are available for new volunteers;
* Ensure that any individual helping with any CFA event(s) involving children is suitably trained and is aware of their responsibilities at the event(s).
 |

\*Refer to FA Regulations in Handbook ‘Safeguarding Children in the Disciplinary Process’

\*\* This could be the CWO/FDO/DSO/SSL

\*\*\* This could include education, mediation, club visit, monitoring

Shropshire FA – Managing Poor-Practice Cases

**POOR PRACTICE REFERRAL RECEIVED**

**IS THERE A POTENTIAL DISCIPLINARY ELEMENT? ESTABLISH BY DISCUSSION WITH SFA DISCIPLINARY MANAGER**

AGREE HOW CASE IS TO BE PROGRESSED AND WHO WILL UNDERTAKE THE ACTIONS

\*\*AGREE WHO WILL MANAGE CONCERNS

ESTABLISH FACTS – RECORD AND REVIEW

**DOES NEW INFORMATION SUGGEST A DISCIPLINARY ELEMENT?**

SANCTIONS MAY INCLUDE WELFARE COMPONENT(S)\*\*\*

**CAN DISCIPLINARY ACTION BE TAKEN?**

**NO**

**YES**

**YES**

**YES**

**YES**

**YES**

**YES**

**NO**

**NO**

**NO**

**NO**

**NO**

**DOES THIS MEET THE THRESHOLDS FOR ESCALATION TO CASE MANAGEMENT?**

**IS ESCALATION TO FA CASE MANAGEMENT APPROPRIATE?**

**IS THERE STILL A POOR PRACTICE CONCERN?**

**APPROPRIATE ACTIONS UNDERTAKEN TO ADDRESS POOR PRACTICE, RECORD & CLOSE\*\*\***

**(INFORMS CWO/LWO TRAINING**

**REFER TO ABUSE FLOW CHART**

**END OF PROCESS (INFORMS CWO/LWO TRAINING)**

Shropshire FA – Senior Management Team and Board & Council Meetings

**SENIOR MANAGEMENT TEAM MEETING**

**BOARD**

**&**

**COUNCIL**

DSO to attend or brief SSL as appropriate on agenda items

Structural discussion on SOS and any issues arising

SSL and DSO (as appropriate) to lead discussion on any other issues arising

Any actions recorded, are owned with accountabilities clear

Follow up at next meeting as part of review of actions

**END**

**OF**

**PROCESS**

SSL to brief Board Safeguarding Champion or attend as appropriate on agenda items

Structural discussion on SOS and any issues arising

Board Safeguarding Champion to lead discussions on any other issues arising

Any actions recorded, are owned with accountabilities clear

Follow up at next meeting as part of review of actions

Shropshire FA – Concerns regarding safeguarding

**START OF PROCESS**

**A person within the SFA is aware of a safeguarding concern and believes that it has not been properly addressed**

Refer to SSL/Board Champion unless SSL is implicated in concern or instigated it

**IS THE PERSON REASSURED THAT THE SITUATION HAS BEEN ADDRESSED?**

Whistle blow to The FA Case Management Team via:

Safeguarding@thefa.com

**IS THE PERSON REASSURED THAT THE SITUATION HAS BEEN ADDRESSED?**

Further whistle-blowing can be made to LSCB on 01432 260 800 or the NSPCC 0808 800 5000

**END**

**OF**

**PROCESS**

**END**

**OF**

**PROCESS**

Whistle-blowing can be used as an early-warning system or even if recognised appropriate actions have not been taken.

It is about revealing and raising concerns within an organisation or within an independent structure associated with it.

**Yes**

**No**

**Yes**

**No**

\*If significant concerns remain these should be discussed with the Case Team Manager

**Shropshire FA – Referral management of abuse cases**

**START OF PROCESS**

Yes

Yes

No

No

**Potential abuse identified**

**Follow guidance on Managing Allegations Against Staff and Volunteers**

**IS THIS A SFA STAFF EMPLOYEE (PAID OR UNPAID)?**

**Concerns recorded and referred to The FA case management team within 1 working day**

**Referral discussed with The FA case management team and actions agreed**

**DOES CASE MANAGEMENT ACCEPT REFERRAL AS POTENTIAL ABUSE?**

**FOLLOW POOR PRACTICE FLOWCHART**

**Initial action taken by FA and shared as appropriate**

**Partnership work between SFA, The FA case management team and relevant agencies**

**FINAL OUTCOME OF FA INVESTIGATION MADE AND SHARED AS APPROPRIATE\***

Shropshire FA – safeguarding principles for activities for activities involving U18’s and Adults at Risk

Project

idea

Safeguarding requirements explored

Plan

written

Safeguards checked and challenged

Plan

Signed

DSO

Delivery

Shropshire FA – safeguarding principles for activities for activities involving U18’s and Adults at Risk

Example Project Plan

Template

Insight

Offers

Routes

To

Market

Delivery

Feedback

Scale

Views of children and young people (1)

Risk Assessments

(2)

Due Diligence Contractors

(3)

SLA’s Venues

(4)

Oversight by DSO – actively involved in project design

Culture of Listening

(5)

Staff up-to-date CPD

(6)

Views of children and young people

(1)

Culture of Listening

(5)

Shropshire FA – safeguarding principles for activities for activities involving U18’s and Adults at Risk

1. The views of children and young people including those with additional vulnerabilities inform the services delivered and decisions made by Shropshire FA.
2. Risk assessments are completed for all Shropshire FA led events and activities for and involving under 18’s to ensure that appropriate safeguards are in place. Evidence required – matrix of youth activities, Shropshire FA Risk Assessment Tool to be completed and checked by DSO/SSL
3. Service Level Agreements are in place with all contractors working with under 18’s on behalf of or in partnership with Shropshire FA. These identify the contractors responsibilities and accountabilities and include the relevant warranties. Evidence – Service level agreements/contracts\*.
4. Service Level Agreements are in place with all contractors hiring Shropshire FA’s facilities and identify the contractor’s safeguarding responsibilities and accountabilities and include the relevant warranties. Evidence – Service level agreements/contracts and a completed Shropshire FA Safeguarding Tool.
5. Senior Shropshire FA leaders generate a culture of listening to children and ensuring there are processes in place to consider children and young people’s views as part of the decision making process. Required evidence – minutes of decision making supporting relevant mechanisms. See CPSU Guidance on listening to children and young people – PDF/paper copy.
6. Shropshire FA staff and volunteers deployed in regulated activity have maintained training and CPD appropriate to role in the last 12 months. Evidence - WGS dashboard of training records, certificates of attendance for relevant safeguarding courses/events using training matrix 2018/19.

\*SLA should include the following:

**It is our expectation that contractors will at all times act in the best interest of children and young people under the age of 18. The welfare of children and young people must always be paramount.**

**This includes an expectation that contractors will give:**

* **Confirmation that the third party and or anyone employed or deployed on their behalf, working in regulated activity with children, holds an in date Enhanced DBS check with a check of the children’s barred list and has undertaken the appropriate safeguarding training;**
* **Confirmation that they are not knowingly employing or deploying anyone in regulated activity with children who is barred from such activity;**

**In addition Shropshire FA will ask for:**

* **Copies of certificates of training courses attended or WGS dashboard of training records**
* **Signed codes of conduct**

Shropshire FA – safeguarding principles for activities for activities involving U18’s and Adults at Risk

SFA to appoint DSO for all SFA run events designed for U18’s\*

A safeguarding risk assessment has been carried out (SFA Risk Assessment Tool) and a plan is in place including the following and any other health and safety assessments

\*\*

Pre-event briefing for relevant lead staff to include safeguarding considerations (parents/carers and U18 participants to be briefed if appropriate)

Communications to participants and other relevant parties to include the event DSO(s) contact details as well as HFA DSO or SSL where different

Any event-day safeguarding concerns are acted upon in accordance with The FA policy and procedures with relevant in formation passed onto the SFA DSO/SSL\*\*\*

Post-event debrief to include review of safeguarding plan

\*\*This should include any additional planning arising for the needs of vulnerable groups

* Name(s) of event DSO(s)
* Age ranges of participants
* Staffing ratios
* Staff DBS checks
* Staff safeguarding education
* Suitability of changing facilities
* Relevant insurance is in place
* Travel arrangements
* Drop off and pick up arrangements
* Photography/film consent
* First aid and medical information

\*This may be SSL or the DSO . However where they are not present there should be a nominated event DSO who is the lead for safeguarding matters.

\*\*Further guidance can be found in the Safeguarding Checklist for County FA’s, ‘Maximising Enjoyment, Minimising Risk’ on TheFA.com

\*\*\*Use Shropshire FA referral flowchart and The FA Grassroots Policy and Procedure document hosted on TheFA.com