



FA Learning

Licensed Tutor Information Pack





FA Learning Licensed Tutor Information Pack

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Section 1

Introduction

The FA Learning Licensed Tutor Information Pack has been developed to ensure that all tutors are aware of the significance of their role, in both the delivery aspects and personal and professional expectations of FA Learning Tutors. The following documentation is provided to clarify your role and ensure that minimum standards are in place across the Tutor workforce.

We strive to have a team of tutors who are excellent presenters and facilitators, who understand the process of learning, and have specialist knowledge in their own discipline as well as football specific knowledge. Tutors are in the front line of effecting standards of behaviour and influencing young players, their coaches, parents, officials and others in the game and therefore the quality of our tutors is paramount to the development of the game.





All FA Learning Tutors require an enhanced Criminal Records Check provided via The FA CRB unit¹. Any information released on the Disclosure will be assessed alongside information from your application form, your references and any subsequent discussion we may have with you.

Please note, the possession of a criminal record will not necessarily prevent you from being a tutor. The FA will consider all information available and the relevance or otherwise to the tutor role. The FA reserves the right to review or amend this position at any time in order to reflect changes in any applicable law or regulation.

FA Learning is committed to providing a programme of continuing professional development for all tutors. It is our aim to ensure that a long term investment in tutors will ensure retention, consistency and a quality of workforce that we can be proud of.

¹Those Tutors with Premier League, or Premier League Club Disclosures, you may utilise the portability agreement between those organisations and The FA. For further information speak to your PL Club Designated person





Section 2

FA Licensed Tutor Pathway

All Trainee Tutors will undertake the following 6-step process:

Step 1 -Tutor Identification

- Need established in a specific area by The FA / County FA / FA Regional Staff
- The FA / County FA or approved centre advertises new tutor opportunities
- Potential tutor completes an FA Licensed Tutor Application Pack

Recruitment (refer to Licensed Tutor Application Pack)

- In order to be considered, the applicant must meet the tutor criteria as set out in the Licensed Tutor Application Pack. Applicant returns FA Learning Tutor Application Form indicating whether they have completed an FA Enhanced Criminal Records Check (providing the Disclosure Number if known). It is a requirement that the applicant has an 'accepted' FA Enhanced Criminal Records Check (see Footnote1). FA Learning will check via The FA's database to ensure that the potential tutor has an 'accepted' Criminal Records Check. A further check may be requested at this point
- The applicant may be required to attend an interview following submission of application
- The applicant is informed whether they have been successful with their application
- If the applicant does not already have an accepted FA CRB Enhanced Certificate, then The FA requests an FA Enhanced Criminal Records Check before a formal offer of further training is made

Step 2 - Tutor Familiarisation Training

- Trainee Tutor progresses to Course Specific familiarisation training which will be funded by FA Learning. At this stage Trainee Tutor either receives an individual Action Plan, and proceeds to co-tutor a course or is deferred or asked to withdraw from the programme

Step 3 -Tutor Training and Assessment

- Applicant progresses to FA Generic Tutor Training at own cost. On course registration, the applicant will be required to pay a £350 fee. If the applicant does not want to proceed they can pull out subject to a cancellation fee.
- Following completion of FA Generic Tutor Training, the applicant receives an individual Action Plan, and proceeds to Step 4, or is deferred or asked to withdraw from the





programme.

- Applicants may be asked to withdraw from the programme if the Action Plan states that they are not ready to proceed to the next stage.

The FA Generic Tutor Training programme is one of the minimum entry requirements for applicants who wish to be considered as an FA Learning Licensed Tutor. This 3 day course of training consists of the following units:

- Modelling good practice
- Planning using a learning cycle
- Learning styles
- Inclusive methods
- Activation and engagement of individuals and groups
- Giving and receiving feedback
- Once a tutor has completed this programme, they can proceed for entry into the Co tutoring experience

Step 4 - Observation of tutor requirements

Tutor Shadowing:

- The candidate must attend the delivery of a further course specific discipline specific course and shadow the tutors, gaining further insight and understanding as to how the course should be delivered. The candidate does not receive any remuneration from The FA for attending this course.

Step 5 - Co-Tutoring

- Applicant undertakes co-tutoring / shared delivery of relevant course of training or on a case by case basis mentoring or other training/learning as identified during initial training or following a Quality Assurance visit.
- Formal assessment or reassessment will be carried out by a Quality Assurance Assessor during which the Trainee Tutor is observed co-delivering the full course of training (course specific)
- Applicants have up to two opportunities to complete a co-tutoring assessment, after which a review takes place between the Trainee Tutor, Lead Tutor and an FA Representative to see whether it is appropriate for the Trainee Tutor to continue or whether the Trainee Tutor will





need to return to any of the previous steps depending on the Lead Tutors feedback. There will be a cost incurred dependant on needs.

Step 6 - Completion of training

- Following successful completion of the co-tutoring assessment the applicant is awarded Licensed Tutor status (course specific) and is certificated by the Licensed Tutor Workforce and Programmes Coordinator once the sign off form is completed and submitted.
- The trainee tutor has 2 years from commencement of course specific familiarisation to complete the process and sign off.

Continuing Professional Development

- Tutors are required to attend mandatory Continuing Professional Development (CPD) sessions to be determined on an annual basis where applicable dependant on course familiarisation. For example:
 - Active membership of the Licensed Coaches' Club.
 - Maintenance of FA Enhanced Criminal Records Check, Basic First Aid for Sport and Safeguarding Qualifications
 - Active tutor delivery of the highest coaching course the tutor is eligible to deliver.
 - The FA conferences or other In-service events
 - Tutors observe/co-tutor sessions with other tutors as appropriate

Employment and Deployment

- The FA, CFA or Approved Centres manage employment and deployment issues of tutors and each organization follows a similar process. i.e.
- The FA recruit the tutor.
- Tutors are accredited annually by FA Learning subject to attendance of ongoing mandatory CPD events
- Tutors are re-accredited in line with adherence to the Tutor Agreement and Tutor Code of Conduct
- Tutors will be monitored on an ongoing basis by The FA's national/regional/itinerant staff who are recognised Quality Assurance Assessors as part of the QA process. QA Monitoring forms are completed and are shared with the Tutor
- A tutor may be referred back to Step 5 in the pathway process, should a Quality Assurance visit identify areas of tutor delivery that need additional support





- Tutors will receive ongoing CPD opportunities and support through the FA Lead Tutor network, The FA Licensed Workforce and Programmes Coordinator and the discipline specific managers (See Useful Contact Details).





Section 3

The FA Learning Code of Conduct for FA Licensed Tutors

FA Learning acknowledges the importance and the potential impact of the tutoring role. Indeed, tutors have the primary responsibility of ensuring that participants have a positive learning experience on all courses. It is these experiences that will do much to increase participation levels and enhance the experience of people in football which can ultimately result in changes in behaviour. Best practice in tutoring promotes a professional image and demands that tutors demonstrate the highest levels of honesty, integrity and competence.

This FA Learning Code of Conduct is a measure and a guide to best practice for tutors. A commitment to 'living' this code is an integral aspect of being an FA Learning Licensed Tutor. It is not exhaustive and any behaviour that conflicts with these principles may amount to unacceptable behaviour, in which case the disciplinary process could be invoked.

FA Learning Licensed Tutors should exhibit the following behaviours:

Personal responsibility

Tutors should demonstrate exemplary personal behaviour and conduct at all times. This includes:

- Being a positive role model
- Refraining from smoking during a course
- Refraining from drinking alcohol prior to and during delivery of a course
- Refrain from using any illegal substances such as Class A, B ,C
- Inform FAL should any strong drugs be prescribed as they may impact on –driving/alertness /vision/ balance /drowsiness etc
- Being well prepared, punctual and reliable
- Being appropriately and cleanly dressed, according to the environment in which they are working
- Using diversity-sensitive language
- Being supportive and sensitive to all course participants
- Acting in an honest and truthful manner
- Being non-judgemental
- Allowing others to state their own point of view





- Refraining from any behaviour that is inappropriate or that may cause offence to individuals or which may bring The FA / CFA / FA Learning or the Approved Centre into disrepute
- Abiding by the requirements of The FA's Equality, Safeguarding Children and Safeguarding Vulnerable Adults Policies

Responsible and Ethical use of Social Media

- We live in a society that promotes free speech and freedom of expression; it is generally expected that an FA Licensed Tutor should reflect the values of the society that it represents.
- Social networking is continuing to grow and it is in our interest to sensibly and proactively embrace it.

Do's

- Be yourself, provide a positive representation of yourself, The FA and your employers
- Share the positive learning experiences and achievements that are gained from your tutoring
- Remember everyone can see you. Remember that it's a public domain and that anyone can take your words and communicate your message further
- Be responsible, you are personally responsible for your behaviour online and the content you write

Don'ts

- Talk negatively about the organisation you work for (FA or Approved Centres), other organisations or individuals.
- Use inappropriate or foul language that could be considered offensive to others and ensure spelling and grammar are correct





Professional Responsibility

Tutors should act in a professional manner and with integrity at all times, this includes:

Remembering they are representing FA Learning when delivering courses

- Using course resources and delivering courses in the manner intended by FA Learning
- Keeping up-to-date in the discipline specific areas
- Being able to self-analyse and develop on personal performance
- Committing to CPD
- Committing to FA Learning philosophy on developing the game
- To not use The FA Crest to promote any other business they are associated with.

Practical Responsibility

Tutors should strive to attain, and maintain a high level of competency at all times in the delivery of courses. This includes:

- Arriving at least 30 minutes prior to the start of the course in order to set up the learning environment appropriately and to greet the course participants
- Delivering all courses in a positive manner, abiding by the FA Learning values and philosophy including the Appeals process.
- Maintaining confidentiality, anonymity and privacy within the course setting and beyond, unless doing so potentially compromises a child's welfare i.e if a child is in danger, it is the tutor's duty to breach the above.
- Creating a supportive learning environment
- Achieving a balance of facilitation and information giving to enable participants to learn
- Employing a positive approach to best practice
- Engaging participants in discussions and valuing their contributions
- Challenging negative or inappropriate attitudes and behaviour in a constructive way
- Being flexible and adaptable
- Adhering to FA Policies, Rules and Regulations
- Displaying and promoting high standards of behaviour
- Promoting the FA's Respect Programme





Section 4

Disciplinary and Grievance Procedures

The following procedures apply to all FA tutors. This includes FA Learning tutors, refereeing tutors, assessors and instructors, Safeguarding tutors and any other tutors which operate under The FA banner "Tutors". The FA encourages its Tutors to perform their roles to the best of their ability. These procedures exist to ensure we work together effectively and that everyone is treated fairly and reasonably. These procedures are not exhaustive.

Disciplinary situations include misconduct and/or poor performance.

Grievances are concerns, problems or complaints that employees raise with their employers.

Disciplinary Procedure

General principles

The aim of this document is to describe the process that would ordinarily be followed in the event of an individual not meeting the standards of conduct expected of an FA Learning Tutor. By following this Procedure we hope to ensure consistency of approach and to assist Tutors in achieving lasting changes in behaviour where necessary. Please note that FA Learning reserves the right not to follow the Disciplinary Procedure in the case of Tutors undergoing accreditation.

There are three stages to the Procedure. At each stage the Tutor will be informed of the nature of the complaint concerning him/her and shall be given an opportunity to state his/her case before any decision is taken. FA Learning reserves the right however to initiate the Procedure at any stage or accelerate stages depending on the circumstances of the case and the seriousness of the alleged misconduct/poor performance.

FA Learning aims to deal with issues promptly, fairly and consistently.

Investigation and Investigatory Meeting

Generally no disciplinary action will be taken until the matter has been fully investigated. A Tutor may be required to provide his/her written response to a complaint and/or to attend an





investigative meeting to discuss the matter. If such a meeting is required its purpose will be fact-finding only. The investigation will be completed as soon as is practicable in all the circumstances.

In appropriate circumstances The FA may require the Tutor to provide a fresh FA Enhanced Criminal Records Check in order to obtain objective and potentially relevant information.

In certain circumstances, a Tutor may be suspended whilst a matter is being investigated. The fact of the suspension does not indicate that The FA has formed a view about any disciplinary action which may be taken.

Disciplinary Meeting

If a Disciplinary Meeting is considered appropriate, The FA will notify the Tutor in writing that he/she is required to attend a Meeting. The FA will endeavour to give at least 2 days' notice of a Meeting. The notification will outline the nature of the conduct or other circumstances which have led The FA to consider taking disciplinary action against the Tutor, will set out the basis of the complaint and include where appropriate any documentation or information in any other form which may be referred to at the Disciplinary Meeting.

The Tutor must take all reasonable steps to attend a Disciplinary Meeting. The Tutor must notify The FA immediately if he/she is unable to attend the Meeting and a Meeting will be re-scheduled ordinarily within 5 days of the date originally proposed. The Meeting will be chaired by the Licensed Workforce Manager or his/her nominee where appropriate. A representative from The FA's Football Development department may also be present to assist in the conduct of the meeting.

A Tutor may be accompanied at a Disciplinary Meeting by a representative of their choice (including a work colleague, legal adviser or Trade Union representative (provided that the presence of such colleague does not prejudice the hearing or where such colleague may have a conflict of interest). However, in order for such a representative to be permitted to attend, the Tutor is required to provide The FA with the following information in writing not less than 24 hours prior to the hearing: (a) the name of the representative; and (b) the capacity of the representative and his/her job title. During the meeting the accompanying person may confer with the Tutor, ask questions and make submissions, but may not answer questions on the Tutor's behalf.





A Tutor may not make any audio or visual recording of any meeting held under or in connection with the Disciplinary Procedure and the meeting will be heard in private.

During the Meeting the complaint against the Tutor together with any evidence gathered will be explained. The Tutor will be given an opportunity to answer any allegations that have been made against them before any decision is made. This will include having the opportunity to present any evidence that is considered relevant, raise points about any information provided by witnesses and make submissions on any relevant matter. Where a Tutor is persistently unable or unwilling to attend a disciplinary meeting without good reason, The FA will proceed to make a decision on the evidence available.

Decision

The Tutor will ordinarily be informed of the outcome of the Disciplinary Meeting within 5 working days. This period may be extended if further investigation and/or clarification is needed. Any decision given orally at the Meeting will be confirmed in writing. The Tutor will also be notified of his/her right to appeal against the decision or any sanction imposed.

Possible Outcomes

Formal Verbal Warning

If a Tutor's conduct or performance does not meet acceptable standards then a formal verbal warning will normally be issued. A record of the warning will be noted on the Tutor's personal file and the Tutor will receive written confirmation of the verbal warning. The Tutor may also be asked to enter into an Action Plan designed to remedy any concerns identified.

Written or Final Warning

If the Tutor's performance does not improve, there is further misconduct or the first offence is a serious one, a final or written warning will be issued.

A record of the warning will be placed on the Tutor's personal file and will include details of the specific complaint regarding conduct, performance or attendance, the improvement required, and the duration of the warning.





The record of both verbal and written warnings will normally give details of the complaint(s), the improvement(s) required and timescale, as well as informing the Tutor of the consequences of failure to improve conduct to acceptable standards.

All warnings will remain upon the Tutor's personal file indefinitely. However, subject to satisfactory conduct, verbal warnings will ordinarily be disregarded for disciplinary purposes after a period of 12 months.

However, there may be circumstances where it may be appropriate to refer to previous warnings, for example, where the misconduct in question is similar, where a warning has only recently expired, or where there have been a number of warnings in the past, each of which has expired.

Withdrawal of license

If after a final written warning the Tutor's performance has not improved or he/she continues to be in breach of the requirements, the Tutor's license will be withdrawn. All Tutors should be aware that consecutive warnings need not necessarily be for the same type of misconduct, and The FA will take into account other misconduct when deciding upon appropriate disciplinary action.

Summary Withdrawal

A license to tutor will only be summarily withdrawn in the event of gross misconduct or some other serious offence. A tutor's license may be summarily withdrawn without any prior or written warnings for a first offence where the misconduct is so serious in itself or has such serious consequences that it may call for summary withdrawal. Summary withdrawal is withdrawal without notice. Before deciding upon this course of action The FA will usually undertake an investigation and hold a disciplinary meeting with the Tutor.

Examples of Misconduct

General misconduct

This category covers less serious infringements of the Code of Conduct, FA Policy or The FA Rules and Regulations.





The following are examples of types of misconduct that may lead to verbal or written warnings. These examples are provided for guidance only and should not be seen as exhaustive:

- Poor time keeping, attendance, attitude and/or reliability.
- Failing to represent The FA in a professional manner at all times.
- Failing to create a supportive learning environment.

Gross misconduct

This category covers serious violations of the Code of Conduct, FA Policy, The FA Rules and Regulations and certain acts of a criminal nature that may lead to summary dismissal. These examples are provided for guidance only and should not be seen as exhaustive:

- Breach of any FA policy, in particular, The FA Equality Policy, Safeguarding Children Policy or Safeguarding Vulnerable Adults Policy.
- Willfully making false statements relating to employment records, expense sheets, purchase orders, contracts, evaluation forms and other documentation in whatever form.
- Defrauding or stealing property from The FA, FAL, CFA, Approved Centre, customers, suppliers or the general public.
- Commissioning or receiving improper payments, or gifts in kind (including hospitality) from participants, customers, distributors or suppliers of goods or services.
- Acting in an inappropriate manner or performing malicious, criminal or destructive acts harmful to person or property and/or likely to bring The FA into disrepute.
- Physical or sexual assault, provocation or intimidation of course participants.
- Being unfit for tutoring due to the influence of non-prescribed drugs or alcohol.
- Refusing to comply with reasonable and proper instructions.

Suspension





In certain circumstances, a Tutor may be suspended whilst a matter is being investigated. The fact of the suspension does not indicate that FAL has formed a view about any disciplinary action which may be taken.

Appealing against a disciplinary decision

A Tutor has the right to appeal against any disciplinary decision. Should a Tutor wish to exercise this right of appeal, he/she must notify The FA within 5 working days of receipt of the written notification of the decision, setting out the basis for the appeal and referring to any documents or evidence as appropriate.

The Tutor should inform The FA of their grounds for appeal in writing. The appeal will be considered by a person nominated by The FA who will hold a position senior to that of the original decision maker and will (wherever possible) not have had direct involvement in the previous decision. The nominated person will consider the appeal on the basis of written submissions provided by the Tutor together with all the evidence and paperwork collated for the original Meeting. The nominated person may where appropriate confer with a senior colleague or legal specialist before making his/her findings. The nominated person will hear the appeal on behalf of The FA and has authority to take any disciplinary action that the original decision maker could have taken or to act in any other manner considered appropriate.

The result of the appeal will be communicated to the Tutor in writing.

The decision of the appeal is final.

Grievance Procedure

Every effort will always be made to ensure that Tutors are able to tutor with enthusiasm and a sense of satisfaction. Nevertheless, queries, problems or grievances may arise and the aim of this procedure is to resolve such issues in a simple, fair and rapid manner and as near to the point of origin as possible. The Grievance Procedure is not part of the Disciplinary Procedure and accordingly cannot be relied upon in connection with the same. However, where the disciplinary and grievance cases are related, it may be appropriate to deal with both issues concurrently.





Stage 1

If a Tutor has any questions, queries or wishes to formally discuss any matter, the issue should be raised in writing, with the approved centre or the Licensed Workforce Manager and the relevant FA Discipline Specific Manager who are not the subjects of the grievance. The FA Learning Support and Content Managers should endeavour to deal with or progress the matter within ten working days.

Following receipt of the grievance in writing, a meeting should be arranged to discuss the issues raised in the grievance. The meeting should be attended by the Tutor, the Licensed Workforce Manager and the relevant FA Discipline Specific Manager. The Tutor has a right to be accompanied at this meeting by a work colleague, or Trade Union representative (provided that the presence of such colleague does not prejudice the hearing or where such colleague may have a conflict of interest). Any conclusion drawn from this meeting will be confirmed in writing within 3 days.

Stage 2

Failing satisfactory resolution of any grievance at Stage 1 and 2, the Tutor may then take the matter to the Head of FA Learning. A meeting should take place within ten working days of the matter being raised. The Tutor has a right to be accompanied at this meeting by a work colleague, or Trade Union representative (provided that the presence of such colleague does not prejudice the hearing or where such colleague may have a conflict of interest).

This is the final stage of the procedure and the Head of FA Learning (or nominated deputy) will make their decision having heard all the appropriate evidence. Wherever possible the decision will be made known at the time of the meeting but in certain circumstances may be adjourned for a reasonable period to provide time for further consideration of the matter and/or to take advice or confer with other senior colleagues or legal specialists as appropriate.

Appeal

A Tutor has the right to appeal against any grievance decision. Should a Tutor wish to exercise this right of appeal, he/she must write to the Head of FA Learning within 5 working days of receipt of the notification of the decision, setting out the basis for the appeal and referring to any documents or evidence as appropriate.





The Tutor should inform FA Learning of their grounds for appeal in writing. The appeal will be considered by a person nominated by FA Learning who will hold a position senior to that of the original decision maker and will (wherever possible) not have had direct involvement in the previous decision. The nominated person will consider the appeal on the basis of written submissions provided by the Tutor together with all the evidence and paperwork collated for the original Meeting. The nominated person may where appropriate confer with a senior colleague or legal specialist before making his/her findings. The nominated person will hear the appeal on behalf of FA Learning and has authority to take any action that the original decision maker could have taken or to act in any other manner considered appropriate.

The result of this final stage in the appeals process will be communicated to the Tutor in writing.

The decision of the appeal is the final decision in the process. There is no other right to appeal this decision in the FA Disciplinary or Grievance Procedure.

Section 5

Privacy Statement

This should be read in conjunction with the FA Learning Licensed Tutor Application Form and retained for your information.

General

The Football Association has introduced a comprehensive system for the promotion of best practice and FA Learning, as part of this, requires every person wishing to become an FA Learning Licensed Tutor to complete the FA Learning Tutor Application Form. We take your privacy very seriously. Please read this statement carefully to see how we will use the personal information that you provide to us when you submit the application form.

We will take reasonable care to keep your information secure and to prevent any unauthorised access or use of it. We will process all information in accordance with the applicable UK data protection legislation, including the Data Protection Act 1998. All sections in the FA Learning Tutor Application Form **must** be completed with the exception of The FA Equality Monitoring section, the completion of which is optional.





The information that you provide

We ask you to provide details of your name, address, e-mail address, contact details, relevant qualifications, details of your experience and any relevant information which may affect your suitability to be an FA Learning Licensed Tutor. We also request details of your gender, age, ethnicity, religion or faith, sexual orientation and disability status for equality monitoring purposes. You must provide all the information relevant to each question, with the exception of The FA Equality Monitoring section. Failure to provide full details or the provision of false or misleading information may lead to the refusal to licence you as a Licensed Tutor or the withdrawal of your licence at a later date.

How we use the information

We will use your personal information to consider and, if appropriate, approve your application to become an FA Learning Licensed Tutor and for administrative and customer services purposes.

We will publish a directory of FA Learning Licensed Tutors from time to time and will include your name and contact details into this directory. If for any reason you do not wish your details to be published in the directory, please contact the FA Licensed Workforce and Programmes Coordinator or indicate this when returning your form.

We will, if necessary, disclose your information (except for FA Enhanced Criminal Records Check information) to our third party service providers. Such third party service providers are not entitled to use your information for their own purposes.

If you become a customer of ours by purchasing goods or services from us we may send you further information by post or e-mail that is related to your purchase.

As part of your FA Learning Tutor Application Form, we will ask you whether you are happy to receive details of goods or services offered by The FA and FA Learning, and whether you wish to receive information from The FA's other subsidiary companies and carefully selected business partners, including The FA Group's commercial partners as shown on www.thefa.com, in both cases by post, e-mail or SMS . If you agree to be contacted in this way, we will use your contact details to contact you for marketing purposes and may pass your details to such parties.





If in time you no longer wish to receive this information please write to the Data Protection Officer at the address below.

We ask for details of ethnicity, religion, sexual orientation and disability status for equality monitoring purposes. Monitoring is recommended by the Codes of Practice published by the Equality and Human Rights Commission to eliminate discrimination and promote equality. In this regard this information will be used to monitor the impact of our action plans to increase diversity within the licensed tutor pool.

We may send you information from time to time that you may find useful in your capacity as a FA Learning Licensed Tutor and we may use your monitoring information specifically to send you information about various training opportunities and access to our services that are available to all tutors.

We will not use your monitoring information for any other purpose nor will we disclose these details to any third party. The provision of this information is optional.

Sharing information

We may share your information with our group companies and with organisations which are our commercial partners if you have indicated that you are happy to receive information from them. For clarification, FA Enhanced Criminal Records Check information will not be shared with anyone who is not involved in the recruitment and suitability decision making process. We, or they, may contact you by mail, telephone, electronic messaging services, fax or e-mail to let you know about any goods, services or promotions, which may be of interest to you. Please indicate your preference for receiving this information at the appropriate stage on the application form or write to the Data Protection Officer at the address below. The Football Association's group companies include Wembley National Stadium Limited, St George's Park, National Football Centre Limited and FA Learning Limited.

Your right to access the information

You have the right to access the information that we hold about you. In order to do this, please make a written application to the Data Protection Officer at the address below.





We may require you to provide verification of your identity and to pay an administrative to provide a copy of the information that we hold. Please note that in certain circumstances we may withhold access to your information where it has the right to do so under current data protection legislation.

Updating your information

In the event that there is a change to your personal information, for example your contact details, please let us know of this by email to the Licensed Workforce and Programmes Coordinator or in writing to St George's Park, National Football Centre, to clarify your information is up to date and accurate. Please note as of 2013 all correspondence will be via email, so please do make every effort to keep your email address up to date with us.

If at any time you are cautioned for or convicted of a criminal offence, you must contact FA Learning immediately.

If at any time you come to the notice of the statutory authorities due to your behaviour towards children or vulnerable adults, you are expected to contact FA Learning immediately.

Contact us

If you have any queries about this Privacy Statement please write to the Data Protection Officer, The FA Group, Wembley Stadium, PO Box 1966, London, SW1P 9EQ.





Section 6

The FA Safeguarding Children Policy

FA Tutors are expected to abide by The FA Safeguarding Children Policy at all times. Any alleged breach of the FA Safeguarding Children Policy detailed below may result in an interim suspension, whilst an investigation is undertaken in accordance with the Disciplinary Procedure set out above.

The Football Association's Safeguarding Children Policy

Every child or young person, defined as any person under the age of 18, 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 FA's Safeguarding Children Policy.

The FA recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. The FA is 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. The Safeguarding Children Policy is supported by The FA's Respect Programme, to address verbal abuse and bullying of youngsters by parents and coaches on the sidelines. The FA's Safeguarding Children Policy principles are that:

- 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.

The FA is committed to working in partnership with the Police, Children's Social Care, and Local Safeguarding Children's Boards (LSCB) 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. The FA's Safeguarding Children Policy is in response to government legislation developed to safeguard the welfare and development of children and young people.





Section 7

THE FA Equality Policy

The FA is responsible for setting standards and values to apply throughout football at every level. Football belongs to, and should be enjoyed by, anyone who wants to participate in it. The aim of this policy is to ensure that everyone is treated fairly and with respect and that The FA is equally accessible to them all.

The FA's commitment is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities. This Policy is fully supported by the Board of The FA and the Director of Football Governance and Regulation is responsible for the implementation of this policy.

The FA, in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The FA will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

The FA will not tolerate harassment, bullying, abuse or victimisation of a Participant, which for the purposes of this Policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The FA will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The FA is committed to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within football.

The FA is committed to a policy of equal treatment of all Participants, and for all Participants to abide and adhere to this Policy and to the requirements of the Equality Act 2010 (as amended from time to time). The FA commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, The FA will require that the practice stop and impose sanctions as appropriate.





Section 8

Useful Contact Details

Name	Job Title	Contact Numbers	Email Address
Jenny Morley	Licensed Workforce and Programmes Coordinator	Tel: 01283 576242 ext 7242	Jenny.Morley@TheFA.com
Tessa Payne	Licensed Workforce Manager	Tel: 01283 576245 ext 7245 Mob: 07943 842496	Tessa.Payne@TheFA.com
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