

GUIDANCE NOTES NO:

10.9

HOW TO USE EASY READ DOCUMENTS

FOR CLUBS AND LEAGUES

Version: 1.1
Published: DECEMBER 2019



FOR ALL

WHAT IS EASY READ?

Easy Read is just one way of making information more accessible. It is a style of information often preferred by people with learning disabilities, although other groups can find it useful too.

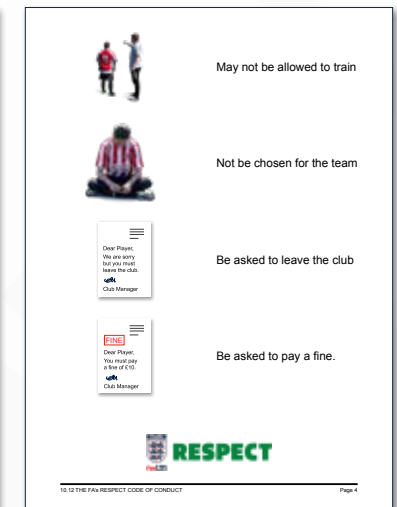
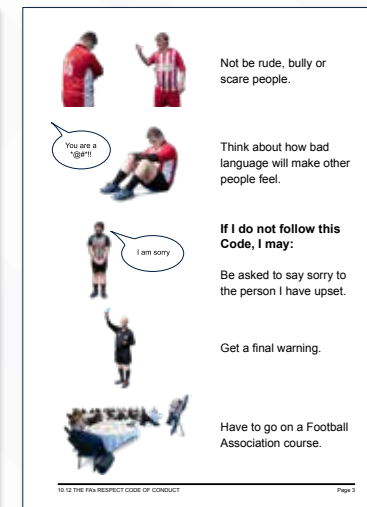
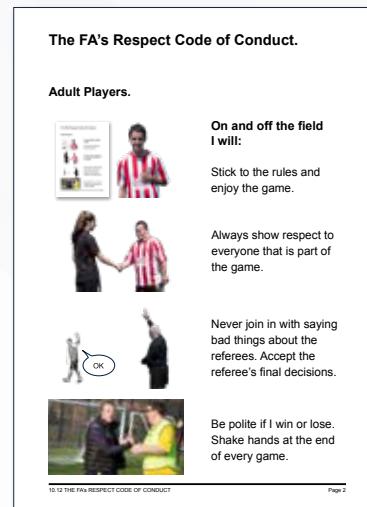
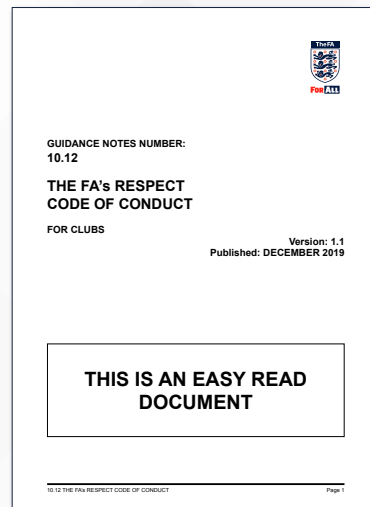
An Easy Read document contains only the most important information. It uses:

- Easy words
- Clear explanatory images to support the text
- Large print
- Plain fonts
- Short sentences

The FA resources have been designed by a specialist company, using consultants with learning disabilities to help ensure the messages are as clear as possible.

It is best practice to look at the individual needs of each person. Easy Read might not be the best choice for the person. For some people it might be easier to talk things through or to draw a picture. However, Easy Read can be a great place to start, as it gives you all the key information that the person needs to understand.

The images below are taken from **Easy Read Guidance Notes 10.12: The FA's Respect Code of Conduct.**



HOW TO USE THE FA EASY READ DOCUMENTS

The purpose of these documents is to support the club in rolling out awareness of safeguarding adults.

The Easy Read documents should be printed out or viewed in colour. They should be talked through with participants, and a copy should be given to them for their future reference. Please don't just email them to people or leave them to be picked up at the end of a game. Develop a plan on how to use them.

Clubs might like to start with the poster and Respect Code of Conduct as these are familiar messages in club football.

The Keeping Safe document is for adult participants and is written to support adult participants to understand their right to be safe in open age adult football.

Because it discusses different forms of abuse, clubs might want to spend time reviewing the content and becoming comfortable with it before sharing it. Clubs might also want – with a player's permission – to discuss it with carers or others in the player's network.

GUIDANCE NOTES: 10.10: KEEPING OUR CLUB SAFE, FUN AND FOR EVERYONE

This is for adult participants and is written to support adult participants to understand their right to be safe in open age adult football.

Because this talks about different forms of abuse, clubs might want to spend time reviewing the content and becoming comfortable with it before sharing it. Clubs might also want, with a player's permission, to discuss it with carers or others in the player's network.

The document can also be shared with any new volunteers so that they are aware of the resource and so that they can support adult players who have any questions about its content

GUIDANCE NOTES: 10.11: STAY SAFE AND ENJOY FOOTBALL – EASY READ POSTER

Posters are to help raise awareness of the rights of participants with learning disabilities as well as the role of the Club Welfare Officer for Adult Disability Teams.

The poster can be downloaded, and with the permission of the Club Welfare Officer for Adult Disability Teams, their photo can be inserted with their contact details.

This can be printed off, sent by email or hosted on a web site.

GUIDANCE NOTES: 10.12: THE FA'S RESPECT CODE OF CONDUCT

The FA's Respect Code of Conduct for adult players can be:

- Shared with players;
- Used to remind players about Respect if there are any incidents; or
- Used when a player may be struggling to understand the Respect messages.

It can be hosted on web pages/social media or printed and put in club houses.



The Football Association
Wembley Stadium
London HA9 0WS
T: +44 (0)800 169 1863
F: +44 (0)800 169 1864
W: TheFA.com