



SQUAD
GIRLS' FOOTBALL

JUSTPLA!
BY ENGLAND FOOTBALL

Provider Guidance

England Football Community Programmes

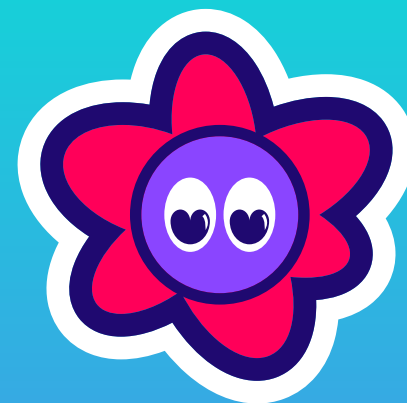


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Introduction

What is Weetabix Wildcats?

Weetabix Wildcats is an offer for every girl aged 5-11, regardless of ability, disability, impairment or health condition, to try football for the first time in a fun and safe environment.

Sessions take place on a weekly basis, either on an evening or at weekends, and are focused on helping girls make friends, have fun and be active through football. All sessions are delivered by FA qualified coaches, providing a safe place for girls to try football for the first time and develop key skills.

Why have we created Weetabix Wildcats?

The Weetabix Wildcats programme was introduced to address the findings that:

“only 3% of all mini soccer teams cater exclusively for girls and as such only 41% of girls (compared to 95% of boys) under the age of 10 regularly play football.”

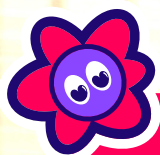
Therefore we wanted to create a sustainable Weetabix Wildcats network where girls can regularly attend fun and engaging sessions.

We strive to ensure girls:

Have Fun!

Make Friends

Play Football



Watch the Weetabix Wildcats promotional video here



What are Weetabix Wildcats sessions?

Weetabix Wildcats sessions are held at a particular location and time, attracting girls aged 5-11 years old. The sessions are non-competitive and participants are encouraged to turn up and play as much or as little as they'd like.

The programme must:

- Be delivered by providers for a minimum of 16 weeks per year.
- Operate for at least two years (i.e. a minimum of 16 weeks in EACH year).
- Have the capacity to host a minimum of 30 participants per session.
- Be delivered as sessions with a minimum duration of one hour.
- Maintain staffing ratios appropriate to the group.
- Each provider must use the The FA's technology platform to create sessions and take attendance weekly.

Who Can Apply?

Applications are welcomed from any organisation that meets the Weetabix Wildcats criteria.

Organisations that have previously delivered Weetabix Wildcats can apply to run additional programmes. In doing so, they must continue running the original sessions they have set up.

Additional Weetabix Wildcats programmes must run at a different time and location, and must be engaging different participants.

Organisations will NOT be funded to deliver:

- New programmes to replace existing programmes
- Additional sessions for existing players



What You Will Receive

Funding



Start up
grant of £600

Support



Online
training



Delivery
support



National search
engine and online
booking tool

Kit & Equipment



Nike footballs



Weetabix Wildcats
bibs



Weetabix
Wildcats banner

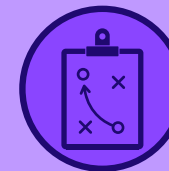
Resources



Branded marketing
assets



Access to online
activity pack



Session
resources



Access to online
Weetabix Wildcats
store

Criteria

01. Delivery

Commit to two years operation, with a minimum of 16 weeks delivery each year



02. Safeguarding

Adhere to the safeguarding criteria throughout delivery of the programme and evidence a Safeguarding Policy



03. Health and safety

Evidence a Risk Assessment and Activity Checklist



04. Insurance

Evidence public liability insurance



05. Staff

Meet and adhere to the staffing criteria throughout the delivery of the programme



06. Sustainability

Be able to describe plans for ensuring the sustainability of sessions post-funding



07. Training

Complete online Weetabix Wildcats training



08. Inclusive

Be inclusive for all girls to participate regardless of ability, disability, impairment, or health condition



09. Accessibility

Operate within community hours, to allow accessibility for all



10. Participants

Have capacity for a minimum of 30 participants, that are booked on via The FA's technology platform.



11. FA Terms and Conditions

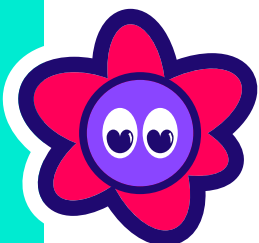
Agree to The FA Terms and Conditions and must operate within the parameters of this agreement



1. Delivery

Our research tells us that girls aged 5-11 want sessions that are:

- 1. Weekly and warm**
- 2. Safe and fun**
- 3. Good for fitness**
- 4. Girls only**



Timing of Delivery

The greatest demand for Weetabix Wildcats is over spring and summer as they are the warmest months and the best time of year to engage with the beginner girl. If providers wish to continue with delivery into autumn and winter, then we recommend using an indoor facility to deliver these sessions.

Delivery must be for a minimum of 16 weeks per year and run for a minimum of two years.

Type of Delivery

Sessions can be delivered outside or inside, as long as this remains a safe environment to host Weetabix Wildcats, and that they comply with all health and safety requirements.

Outside – e.g. grass, multi-use games area, artificial grass

Indoor – sports hall, school hall.

Each provider must use The FA's technology platform to create sessions and take attendance weekly. Your sessions cannot be promoted nationally unless you create your sessions via The FA's technology platform, which your County FA can support you with.

What can I use my funding on?

The £600 funding is for you to be creative with your delivery, however, this must be invested into your Weetabix Wildcats sessions.

You can contact your local County FA for support and ideas on how to best utilise this funding.

Below are some examples of how you could utilise the funding:



Support

Additional kit and equipment, facilities and staff costs



Staff Support

Upskilling and recruiting staff (administration, marketing, coaches, volunteers)



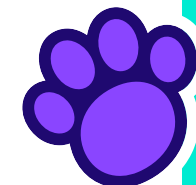
Player Recruitment

School delivery, festivals, assemblies



Rewards

Bespoke prizes and Weetabix Wildcats awards





2. Safeguarding

All those involved with Weetabix Wildcats delivery must be able to evidence a Safeguarding Children Policy. If providers do not have a Safeguarding Children Policy, The FA's club template can be downloaded by visiting:

THE FA SAFEGUARDING CHILDREN POLICY AND PROCEDURES: TEMPLATES

The FA's Safeguarding Children Policy principles must be adhered to by those involved with the delivery of Weetabix Wildcats and all of its related activities. When working in partnership to deliver football activity, it must be clear how Safeguarding Children Policy principles will be adhered to, and what the process is for recognising and responding to concerns about a child. The FA 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, faith or sexual orientation;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- And working in partnership with other organisations, children and young people and their parents and carers is essential.

The safeguarding policy must be clear about the following requirements:

The Referral Process

Including reference to The FA Safeguarding Case Management Team (Safeguarding@TheFA.com) with a supporting flow diagram.

Named Designated Safeguarding Lead

Recruited against a role profile responsible for ensuring safeguards are in place and maintained effectively. All staff, parents/carers and players must be made aware as to who this person is and how to contact them. Providers are responsible for messaging the name of DSL & contact info to parents/carers.

Safer Recruitment

Including DBS checks; via The FA DBS Unit (checks completed via the Premier League and/or PL Club should make use of The FA portability agreement to comply with the requirement for an FA accepted DBS check).

Safeguarding Training

Completion of The FA's Safeguarding Children Training e.g. SCC/WOC. EFL and PL Club DSLs must be up to date with their respective leagues DSL safeguarding training requirements or complete The FA's WOC.

Reporting concerns

Concerns should be reported as quickly and easily as possible. Each provider must have a Designated Safeguarding Lead (DSL) who is clear about The FA referral and whistle blowing procedures.

Prevention

It is essential that every Weetabix Wildcats provider implements preventative safeguarding measures (including Safeguarding Risk Assessments) to help create safe and enjoyable environments for every aspect of the proposed activities.

Planning, delivery and compliance

All parties must be clear about the safeguarding requirements for Weetabix Wildcats including who is responsible for what safeguards during i) planning, ii) delivery and iii) compliance monitoring.

Please involve the Designated Safeguarding Lead at your County FA.

2. Safeguarding: DBS FAQs

Q1. How do I get an FA DBS Check?

Contact your County FA Designated Safeguarding Lead (DSL) or PL/EFL DSL for advice and guidance.

Or for more information reach out to:

The FA DBS Unit

Tel: 0115 969 4618 or

Email: FAChecks@TheFA.com

Q2. I already have a check via my PL Club - can I use this?

Yes, but only if your check is for the child workforce, was completed through your PL Club account with 'First Advantage', and there's no content on your DBS Check, you'll need to contact:

First Advantage

Tel: 0115 969 4618

FAChecks@TheFA.com

Who will be able to port this over to The FA.

You'll need to give your name, DOB, the address you used to complete your check and give consent for First Advantage to port your DBS Check to The FA.

Q3. I have registered with the DBS Update Service – do I still have to do an FA DBS Check?

If your check is for the child workforce and was completed through your PL Club account with 'First Advantage', follow our guidance in Q2.

If your DBS Check is for the child workforce and you have registered with the DBS Update service then please contact either First Advantage or FA Checks who will be able to help you:

First Advantage

Tel: 0115 969 4618

FAChecks@TheFA.com

Q4. I already have a DBS Check via another organisation – can I use this?

If your DBS Check was carried out by any other organisation e.g. a school, church group, or volunteering organisation, you'll need to complete an FA DBS Check (Children's workforce).

Q5. How long will it take for my DBS Check to be completed?

It generally takes around 14 working days to carry out a DBS check. But if you sent off a paper application vs online, it could take longer.

Other factors can also cause delays, such as if you have a complex address history, a common name, whether your local police force is busy, and the ease of accessing local records.

3. Health & Safety

4. Insurance

Weetabix Wildcats is all about having fun and making friends – in a safe environment.

Therefore, to ensure sessions are operating safely, programme organisers must evidence the following:

- [H&S ACTIVITY CHECKLIST](#)
- [H&S RISK ASSESSMENT](#)
- Public liability Insurance (minimum limit of indemnity of GBP 5 million)

The County FA cannot approve applications until they have evidence of these documents.



5. Staff

Requirement

1. There must always be a minimum of two FA DBS checked adults with a clear role available at all times when U18s are involved in the activity. One of these adults (18+) must be a Lead Playmaker or hold The FA Introduction to Coaching Football qualification.
2. [Please refer to the following guidance document: 5.5 Ratios of adults to children](#) to understand the number of staff members your Weetabix Wildcats session will require.

Applicant	Lead Coach	Coaches/ Volunteers	Designated Safeguarding Lead	Volunteers (U18)	Female Role Model
<p>This role is responsible for completing the application process. This person cannot be directly involved in the delivery of football activity unless they meet the criteria of another specified role namely; lead coach, coach/volunteer, or DSL.</p> <p>In this instance, they must also provide their details under the relevant role.</p>	<ul style="list-style-type: none"> • Must be aged 18+. • Minimum of The EE Playmaker or The FA. Introduction to Coaching Football qualification. • In date accepted FA DBS check. • FA Safeguarding Children qualification. • FA Introduction to First Aid in Football qualification. 	<ul style="list-style-type: none"> • You must include a minimum of one adult (18+) who holds an in date accepted FA DBS Check to work with the Lead Coach. • Any coach or volunteer aged 16 and above must have an in date accepted FA DBS check. • Coaches U18 – coaches aged 16 & 17 can be registered – but they cannot be considered as part of the staffing ratio for the sessions, as they are not 18+ (you must have parental consent for them to volunteer and they must be supervised at all times). 	<ul style="list-style-type: none"> • Recruited in line with a role profile. • In date accepted FA DBS Check. • Responsible for ensuring safeguards are in place and maintained effectively. • Must have attended FA Welfare Officer Course (WOC) or PL/EFL relevant DSL training. • All staff, parents/carers and players must be made aware as to whom this person is and how to contact them. <p>Note - this person can also be the administrator, lead coach or coach/volunteer only if they meet the requirements for the role.</p>	<ul style="list-style-type: none"> • Volunteers must be supervised at all times by the Lead Coach. • Volunteers aged 16 and above must have an in date accepted FA DBS check. • Minimum age for volunteer is 14. • You must have informed parent/carer consent for the volunteer to take on a role. • The appointing of an U18 volunteer must be covered within your Safeguarding Risk Assessment. 	<p>To increase the number of role models within football and meet the demographic of participants, at least one member of staff should be female, you can recruit this person at any time during the year.</p>

To successfully submit your online application you will be required to input the following fields, which meet the above requirements for each of the roles:

✓ Applicant ✓ Lead coach ✓ Coach/Volunteer ✓ DSL



6. Sustainability

Weetabix Wildcats is a great opportunity to welcome new girls into the game, and we want to retain and grow these opportunities as much as possible! Applicants must be able to evidence how they will sustain their Weetabix Wildcats programme, following the initial start up fund.

What does sustainability mean?

WEETABIX WILDCATS PROGRAMMES ARE RELEVANT, RELIABLE & FINANCIALLY VIABLE



Relevant

Is continuing to offer a programme which is appealing to the target audiences, evidenced by a high number of returning players.



Reliable

Running a sufficient number of weeks to ensure it builds a reputation for being open, running and delivering to a high and consistent standard; with sufficient staff to ensure it can accommodate holidays / illness etc.



Financially Viable

Genuinely covering its costs, including those relating to delivery, facilities, marketing, upskilling staff and administration.

Questions to consider when building your sustainability plan:

- How much are you going to charge participants?
- How are you going to recruit staff?
- How are you going to involve your parent network?
- What links do you have to wider networks i.e. clubs, schools, colleges, universities or how could you look to build them?



7. Training

Applicants must commit to completing Weetabix Wildcats online training.

Weetabix Wildcats training is a free, short online learning course, which is mandatory for all new providers to complete.

You will be unable to start any sessions until you have completed this. Please contact your County FA for support or questions regarding training.

The training will provide an introduction to Weetabix Wildcats, provide technical and operational guidance, and advice to providers on how to promote sessions and recruit participants.

Once your application has been approved, you will be contacted by your County FA with how to access the online training.



8. Inclusive

Inclusive Sessions

All Weetabix Wildcats sessions should ensure that they reflect the diversity of the population in local areas and must be inclusive of players with a disability, impairment or long term health condition. With the right support and coaching, players with a disability can achieve their potential and by recognising everyone as an individual, as opposed to an impairment, we believe this is possible.

We will provide specific resources and training to support your delivery and in addition to this you can access our [free online 'Introduction to Disability Football' module](#). All of which will help build your knowledge and confidence as you develop your inclusive or disability specific Weetabix Wildcats sessions.

Disability Specific Providers

We really want to ensure Weetabix Wildcats is FOR ALL. This means as we grow our network we must make sure there are suitable opportunities for disabled girls. Therefore, we would encourage you and your delivery team to apply to run a disability specific Weetabix Wildcats session to support the growth of the network. All the general principles of how to plan and deliver football sessions and activities are equally applicable when working with players with a disability, impairment or long-term health condition. Providers will also need to be aware of some additional factors when working with players with a disability to ensure a safe and enjoyable environment is created, but remember the players and their parents/carers will be well aware of their own needs so talk to them to find out what they are.

Providers will need to think carefully about the following:

- Whether additional safety checks are necessary.
- Developing a shared plan with your players in terms of goals and expectations - communicate and work together to achieve them.
- How to adapt the way sessions are delivered and organised to include everyone – sessions may need to be simplified.
- The length, intensity and frequency of sessions as well as the drills or activities within each session. For example, some players with a disability may tire more quickly, others may need regular rests, some have difficulty regulating temperature and need to rehydrate more frequently.



8. Inclusive

Providers may also need to:

Speak to your players and their parents to ensure you know if they have any particular needs and adapt drills and warm-ups accordingly.

Remember the STEP principle can help you to adapt your session to involve all players, including those with a disability:

Space – Modify the space by increasing or decreasing the area in which a task is to be performed or changing the distance or areas in which to score points.

Task – Give different players different tasks, e.g. ball juggling without a bounce and ball juggling with multiple bounces.

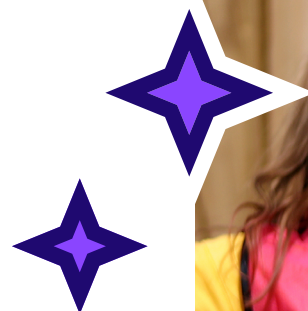
Equipment – Use different modified equipment to help players of different abilities access learning.

People – Modify the numbers within the practice to make it easier or harder to achieve success.

Be creative in finding a variety of ways to explain or develop a particular skill. Be prepared to use a range of communication methods and tactics to meet the needs of all your players.

Questions to consider:

- How inclusive is your Weetabix Wildcats session?
- Is your session representative of the community?
- Does your session offer opportunities for players with a disability?
- Have you contacted your County FA with regards player recruitment, support and how to ensure success?



LOVE

9. Accessibility

Weetabix Wildcats is a community programme, which is designed to give every girl the opportunity to play football. Accessibility is about removing barriers to participation. These may be:

- **Physical Barriers** – if young people have Special Educational Needs or Disabilities (SEND).
- **Economic Barriers** – if young people are from disadvantaged backgrounds. We want to ensure Weetabix Wildcats sessions are accessible to all, which is why it's important for them to be available in locations which require little travel. It's also why we have capped the entry fee at £3.
- **Logistical Barriers** – Weetabix Wildcats is a community programme and so needs to operate in community hours i.e. outside of school time.

Organisations should select a venue and a start time that is accessible for participants.

Can Weetabix Wildcats be delivered in schools?

Any organisation delivering Weetabix Wildcats on a school site must ensure that the session is delivered at a suitable time for access for participants from surrounding schools, therefore sessions must allow a minimum of 30 minutes following the school day before starting the session.





10. Participants

Session Capacity

Weetabix Wildcats sessions must demonstrate that they have a minimum capacity of 30 participants. For example, sessions must have the correct coach ratios for 30 participants and a playing area suitably sized to host 30 participants.

Participant Target

Sessions should aspire to achieve 30 participants each week over each delivery year. Understandably this may take a number of weeks to achieve, and depends on each local community and type of session, e.g. if you are a disability specific provider then we understand the number of participants is likely to be lower than those suggested here.

Participant Booking/Consent

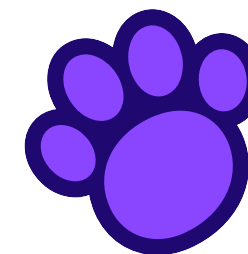
All participants must be booked onto a Weetabix Wildcats session via The FA's technology platform online booking system by their parent/carer, prior to taking part in a session.

- Weetabix Wildcats coaches/volunteers must take attendance at the end of each session.
- Weetabix Wildcats coaches/volunteers must have confirmed parent/carer consent to participate.
- All Weetabix Wildcats sessions must collect participant data and ensure its retention is in compliance with General Data Protection Regulation (GDPR); medical needs, emergency contact information, any additional needs e.g. support for impairment, learning difficulties.

It is mandatory for all Weetabix Wildcats Providers to use The FA's technology platform.

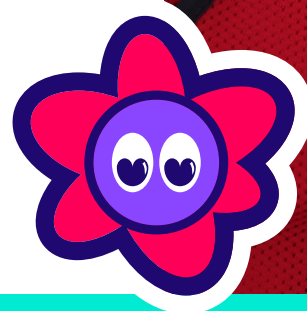
This system ensures that as a provider you:

- ✓ Are GDPR compliant
- ✓ Have parental consent
- ✓ Have participant medical details
- ✓ Have parent/guardian emergency contact information
- ✓ Obtain additional needs information
- ✓ Can take attendance of each session



11. FA Terms & Conditions

All Weetabix Wildcats providers must agree to The FA Terms & Conditions upon application and must operate within the parameters of this agreement.





Ready to get started and become a Weetabix Wildcats provider?

If you're ready to start your journey to becoming a provider, all you need to do is get in touch with your local **County Football Association** by dropping them an email or giving them a call.

After that, these are the steps you will take:

- 1. Apply to become a Weetabix Wildcats provider**
- 2. Complete the online Weetabix Wildcats training**
- 3. Receive your equipment pack and resources**
- 4. Your County FA will send you your funding**
- 5. Start your sessions!**



SQUAD

GIRLS' FOOTBALL



HELLO AND WELCOME!

Thank you so much for your interest in applying to be a part of Squad Girls' Football. This introduction hopefully provides you with a little more information about Squad and what the programme hopes to achieve.

The aim for this exciting programme is to provide girls between the ages of 12-14 a fun, relevant and engaging recreational offer that allows them to develop themselves as much as their football skills in a safe, inclusive environment. The programme has been specifically designed to give autonomy, choice and voice to the girls who are involved in the sessions. By adopting this approach, young people will have the freedom to develop their social identity, become a valued member of a team and build their self-confidence through engaging in fun and flexible football activity.

We hope that participation in this programme will support young girls to cultivate a positive connection to physical activity and football, developing healthy habits for their futures and developing themselves as competent and confident young leaders and contributors to wider society.

Football has the power to change lives for the better. It can contribute to physical and mental wellbeing; it can provide opportunities to collaborate with others and it can help to shape the place of girls in the world. So much has been achieved in progressing women and girls' football up to this point.

However, we recognise the game has so much more potential to grow and develop for women and girls, and this programme provides a fantastic stepping stone for girls to either continue with their recreational football journey, or start to play for the very first time!

This programme provides you as a provider with the unique opportunity to collaborate with The FA to ensure this offer meets the needs of girls and provides them with the best possible recreational football experience. We are very excited to have the opportunity to work with you and wish you the best of luck with your application!

Louise Gear
Head of Development
The Football Association

**SQUAD**
GIRLS' FOOTBALL

[Watch the promotional video here](#)

WHO CAN BECOME A SQUAD PROVIDER?

Applications are welcomed from any organisation that meets our Squad programme criteria.

We want to ensure there is access and opportunity for every girl and woman to be involved in our sport, and for the game to be truly representative of our society across all protected characteristics and social backgrounds. We therefore welcome and actively encourage applications from all communities and organisations that meet the programme criteria.

SQUAD DELIVERY

- The delivery of Squad Girls' Football involves the organisation of a unique offer of Squad sessions at a particular location and time, aimed at attracting a particular cohort/group of girls aged between 12-14.
- The programme must be delivered for a minimum of 16 weeks per year.
- It must operate for at least two years [i.e. a minimum of 16 weeks in EACH year].
- It must have capacity to deliver for a minimum of 20 participants per session.
- Staffing ratios appropriate to the group must be maintained.
- Each provider must use The FA's technology platform to create sessions and take attendance weekly.
- Additional Squad programmes must run at a different time, and location and must be engaging different participants.
- Organisations will not be funded to deliver additional sessions for existing players.

As a deliverer of the Squad programme, providers must adhere to the criteria set out in this document.

WHAT YOU WILL RECEIVE

FUNDING



Start up grant of £600

SUPPORT



Online training



Delivery
support



National search engine,
online booking tool

KIT & EQUIPMENT



Bibs, cones
& kit bag



Squad Girls'
Football banner



Nike footballs

RESOURCES



Branded
marketing assets



Session
resources

PROGRAMME CRITERIA

<div>01. DELIVERY</div> <div>Commit to two years operation, each with a minimum of 16 weeks delivery</div> <div></div>	<div>02. SAFEGUARDING</div> <div>Adhere to the safeguarding criteria throughout delivery of the programme and evidence a Safeguarding Policy</div> <div></div>	<div>03. HEALTH AND SAFETY</div> <div>Evidence a Risk Assessment and Activity Checklist</div> <div></div>	<div>04. INSURANCE</div> <div>Evidence public liability insurance</div> <div></div>	<div>05. STAFF</div> <div>Meet and adhere to the staffing criteria throughout the delivery of the programme</div> <div></div>	<div>06. SUSTAINABILITY</div> <div>Be able to describe plans for ensuring the sustainability of sessions post funding</div> <div></div>
<div>07. TRAINING</div> <div>Complete online Squad training</div> <div></div>	<div>08. INCLUSIVE</div> <div>Be inclusive for all girls to participate regardless of ability, disability, impairment, or health condition</div> <div></div>	<div>09. ACCESSIBILITY</div> <div>Operate within community hours, to allow accessibility for all</div> <div></div>	<div>10. PARTICIPANTS</div> <div>Have capacity for a minimum of 16 participants</div> <div></div>	<div>11. FA TERMS & CONDITIONS</div> <div>Agree to The FA Terms & Conditions and must operate within the parameters of this agreement</div> <div></div>	

1. DELIVERY

Providers must commit to a minimum of two years delivery.

Delivery must consist of a minimum of 16 weeks in year one and a minimum of 16 weeks in year two. After two years of delivery, we hope that all providers are self-sustainable to ensure girls provision remains within the local area.

16 weeks is the minimum requirement each year, however delivery can run all year round, the more weeks delivering the better!

IT IS MANDATORY FOR SQUAD PROVIDERS TO USE THE FA'S TECHNOLOGY PLATFORM TO CREATE, MANAGE AND TAKE ATTENDANCE AT EACH OF THEIR SESSIONS.

PARTICIPANT FUNDING

Research shows people value sessions more if there is a small charge associated with attending. Therefore, we recommend you charge participants up to £3 each session to support the sustainability of your activity. However, charging participants is not mandatory.

TYPE OF DELIVERY

Sessions can be delivered outside or inside, as long as this remains a safe environment to host, and providers comply with all health and safety requirements.



Outside

e.g. grass, multi-use games area, artificial grass



Indoor

Sports hall, school hall

Sessions can offer futsal as well as or instead of football, as long as sessions follow the basic principles of:



Use a surface with a hard court



Play with a futsal ball



Where possible, use futsal goals

Please note, we are unable to provide futsal balls as part of the kit and equipment package.

WHAT CAN I SPEND MY FUNDING ON?

This funding is for you to be creative with your delivery, however this must be invested into your Squad sessions. You can contact your local County FA for support and ideas on how to best utilise this funding. Below are some examples of how you could utilise the funding:



ADMINISTRATION SUPPORT

Funding could be used for resource to support administration of the programme



RECRUITMENT SUPPORT

School links/festivals



SUPPORT

Networking, upskilling, and recruiting staff, kit and equipment



REWARD

Bespoke prizes and awards evenings

02. SAFEGUARDING

ALL PROVIDERS OF SQUAD MUST BE ABLE TO EVIDENCE A SAFEGUARDING CHILDREN POLICY

If they do not have a Safeguarding Children Policy they can download The FA's club template 1.4 by visiting:

[THE FA SAFEGUARDING CHILDREN POLICY AND PROCEDURES: TEMPLATES](#)

The FA's Safeguarding Children Policy principles must be adhered to by those involved with the delivery of and all of its related activities. When working in partnership to deliver football activity, it must be clear how Safeguarding Children Policy principles will be adhered to, and what the process is for recognising and responding to concerns about a child.

The FA 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, faith or sexual orientation;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- And working in partnership with other organisations, children and young people and their parents and carers is essential.

THE SAFEGUARDING POLICY MUST BE CLEAR ABOUT THE FOLLOWING REQUIREMENTS

Including reference to The FA Safeguarding Case Management Team (Safeguarding@TheFA.com) with a supporting flow diagram.

For more information please visit:

[The FA Safeguarding: Reporting Concerns](#) webpage.

Named Designated Safeguarding Lead (DSL) (Recruited against a role profile)

Responsible for ensuring safeguards are in place and maintained effectively. All staff, parents/carers and players must be made aware as to who this person is and how to contact them. Providers are responsible for messaging the name of DSL & contact info to parents/carers.

Safer Recruitment

Including DBS checks; via The FA DBS Unit (checks completed via the Premier League and/or PL Club should make use of The FA portability agreement to comply with the requirement for an FA accepted DBS check).

Safeguarding Training

Completion of The FA's Safeguarding Children Training e.g. SC/WOC. EFL and Premier League Club DSLs must be up to date with their respective leagues DSL safeguarding training requirements or complete The FA's Welfare Officer Course.

Reporting concerns

Concerns should be reported as quickly and easily as possible. Each provider must have a Designated Safeguarding Lead who is clear about The FA referral and whistleblowing procedures.

Prevention

It is essential that every provider implements preventative safeguarding measures to help create safe and enjoyable environments for every aspect of the proposed activities. This must include an appropriate safeguarding risk assessment.

For more information, please download [The FA's Safeguarding Risk Assessment: Guidance and Examples](#) where you can download The FA's 'Safeguarding Risk Assessment: Guidance and examples'.

Planning, delivery and compliance

All parties must be clear about the safeguarding requirements for including who is responsible for what safeguards during i) planning, ii) delivery and iii) compliance monitoring.

PLEASE INVOLVE THE DESIGNATED SAFEGUARDING LEAD AT YOUR COUNTY FA.

02. SAFEGUARDING

Q1: HOW DO I GET AN FA DBS CHECK? (PREVIOUSLY REFERRED TO AS FA CRC)

Contact your County FA Designated Safeguarding Lead (DSL) or PL/EFL DSL for further advice and guidance.

Alternatively for further information, you can contact:

The FA DBS Unit

Tel: 0115 969 4618 or

Email: FAChecks@TheFA.com

Q2: I ALREADY HAVE A CHECK VIA MY PL CLUB – CAN I USE THIS?

If your check is for the child workforce, was completed through your PL Club account with First Advantage and there is no content on your DBS Check contact:

First Advantage

Tel: 0115 969 4618 or

Email: FAChecks@TheFA.com

Who will be able to port this for you to The FA.

You will need to provide your name, DOB, the address you used to complete your check and give consent for First Advantage to port your DBS Check to The FA.

Q3: I HAVE REGISTERED WITH THE DBS UPDATE SERVICE – DO I STILL HAVE TO DO AN FA DBS CHECK?

If your check is for the child workforce and was completed through your PL Club account with First Advantage see the answer to Q2.

If your DBS Check is for the child workforce and you have registered with the DBS Update service you may be able to use it. For further guidance please contact:

First Advantage

Tel: 0115 969 4618 or

Email: FAChecks@TheFA.com

Please note additional charges will apply.

If your DBS Check is via any other organisation e.g. a school, church group, volunteering organisation and is not registered with the DBS Update Service you will still need to complete an FA DBS Check [Children's workforce].

Q4: I ALREADY HAVE A DBS CHECK VIA ANOTHER ORGANISATION – CAN I USE THIS?

If your DBS check is for the child workforce and was completed through your PL Club account with First Advantage see the answer to Q2. If your DBS Check is for the child workforce and you have registered with the DBS Update service see the answer to Q3.

If your DBS Check is via any other organisation e.g. a school, church group, volunteering organisation you will still need to complete an FA DBS Check [Children's workforce].

Q5: HOW LONG WILL IT TAKE FOR MY DBS CHECK TO BE COMPLETED?

This depends on a number of things including – if you have applied online or by paper application (which takes much longer), how complex your address history is, if you have a common name, possible delays in the local Police forces and in accessing local records. However generally it will take about 14 working days for your check to be completed.

**TO FIND OUT MORE ABOUT THE
SAFEGUARDING REQUIREMENTS FOR
YOUR STAFF, ADULT PROVIDERS AND
VOLUNTEERS, PLEASE VISIT THE STAFF
SECTION OF THIS PROVIDER GUIDANCE.**

03. HEALTH & SAFETY

04. INSURANCE

Squad is all about having fun and making friends - in a safe environment. Therefore to ensure sessions are operating safely, programme organisers must evidence the following:

- [H&S ACTIVITY CHECKLIST](#)
- [H&S RISK ASSESSMENT](#)
- Public liability Insurance (minimum limit of indemnity of GBP 5 million)

**THE COUNTY FA CANNOT APPROVE APPLICATIONS
UNTIL THEY HAVE EVIDENCE OF THESE DOCUMENTS.**



05. STAFF

REQUIREMENTS

01. There must always be a minimum of two adults (18+) who hold an in date FA-DBS Check with a specified role for the activity at every session. A minimum of one of these adults must hold The EE Playmaker or FA Introduction to Coaching Football.
02. Your lead coach should always be at every session, unless you have additional coaches/volunteers that meet all of the criteria of a lead coach.
03. If children have additional needs e.g. learning needs or a disability, the ratio of staff to children may need to be higher to ensure you can meet the specific requirements of every child. For more information please visit: www.thefa.com/football-rules-governance/safeguarding/section-5-the-designated-safeguarding-officer-network where you can download: [5.5] Ratios of adults to children.

STAFF ROLES & REQUIREMENTS					
Applicant	Lead Coach	Coaches/Volunteers	Designated Safeguarding Lead	Volunteers (U16)	Female Role Model
<p>This role is responsible for completing the application process.</p> <p>This person cannot be directly involved in the delivery of football activity unless they meet the criteria of another specified role namely: lead coach, coach/volunteer or DSL. In this instance they must also provide their details under the relevant role.</p>	<ul style="list-style-type: none"> • Must be 18+. • Minimum of The EE Playmaker or The FA Introduction to Coaching Football qualification. • In date accepted FA DBS Check. • FA Safeguarding Children qualification. • FA Introduction to First Aid in Football qualification. 	<ul style="list-style-type: none"> • You must include a minimum of one adult (18+) in this role who holds an in date FA DBS check to work alongside the Lead Coach. • Coaches U18 – coaches aged 16 & 17 can be registered – but they cannot be considered as part of the staffing ratio for the sessions, as they are not adults (you must have parental/carer consent for them to volunteer and they must be supervised at all times). • Any coach or volunteer over the age of 16 must hold and in date accepted FA DBS Check. 	<ul style="list-style-type: none"> • Recruited in line with role profile. • In date accepted FA DBS Check. • Responsible for ensuring safeguards are in place and maintained effectively. • Must have attended FA Welfare Officer Course (WOC) or PL/EFL relevant DSO training. • All staff, parents/carers and players must be made aware as to whom this person is and how to contact them. Note - this person can also be the administrator, lead coach or coach/volunteer only if they meet the requirements for the role. 	<p>The minimum age for a volunteer is 14. If you have volunteers U16, you must adhere to the following:</p> <ul style="list-style-type: none"> • Have parent/carer consent for them to volunteer. • Supervise them at all times NB - U16s should not be registered on the system. 	<p>To increase the number of role models within football and meet the demographic of participants, at least one member of staff should be female.</p>

TO SUCCESSFULLY SUBMIT YOUR ONLINE APPLICATION YOU WILL BE REQUIRED TO INPUT THE FOLLOWING FIELDS WHICH MEET THE ABOVE REQUIREMENTS FOR EACH OF THEIR ROLES

✓ **APPLICANT** ✓ **LEAD COACH** ✓ **COACH/VOLUNTEER** ✓ **DSL**

06. SUSTAINABILITY

Squad is a great opportunity to welcome girls into the game, and we want to retain and grow these opportunities as much as possible! Applicants must be able to evidence how they will sustain their Squad sessions, following the initial start up fund.

WHAT DOES SUSTAINABILITY MEAN?

SQUAD GIRLS' FOOTBALL PROGRAMMES ARE RELEVANT, RELIABLE & FINANCIALLY VIABLE



Relevant

Is continuing to offer a programme which is appealing to the target audiences, evidenced by a high number of returning players.



Reliable

Running a sufficient number of weeks to ensure it builds a reputation for being open, running and delivering to a high and consistent standard; with sufficient staff to ensure it can accommodate holidays / illness etc.



Financially Viable

Genuinely covering its costs, including those relating to delivery, facilities, marketing, upskilling staff and administration.

QUESTIONS TO CONSIDER WHEN BUILDING YOUR SUSTAINABILITY PLAN:

- How much are you going to charge participants?
- How are you going to recruit staff?
- How are you going to involve your parent network?
- What links do you have to wider networks i.e. clubs, schools, colleges, universities or how could you look to build them?



07. TRAINING

APPLICANTS MUST COMMIT TO COMPLETING SQUAD PROVIDER ONLINE TRAINING.

Squad training is a free short online learning course, which is mandatory for all new providers to complete.

You will be unable to start any sessions until you have completed this. Please contact your County FA for support or questions regarding training.

The training will provide an introduction to Squad, provide technical and operational guidance, and advice to providers on how to promote sessions and recruit participants. Once your application has been approved, you will be contacted with how to access the online training.



08. INCLUSIVE

INCLUSIVE PROVIDERS

All sessions should ensure that they reflect the diversity of the population in local areas and must be inclusive of players with a disability, impairment or long term health condition.

With the right support and coaching, players with a disability can achieve their potential and by recognising everyone as an individual, as opposed to an impairment, we believe this is possible.

We will provide resources and training to support your delivery to be fully inclusive and in addition to this you can access our free online 'Introduction to Disability Football' by [clicking here](#).



PROVIDERS WILL NEED TO THINK CAREFULLY ABOUT THE FOLLOWING

Providers will need to be aware of some additional factors when working with players with a disability to ensure a safe and enjoyable environment is created but remember, the players and their parents/carers will be well aware of their own needs so talk to them to find out what they are.

You will need to consider:

- Whether additional safety checks are necessary.
- Developing a shared plan with your players in terms of goals and expectations - communicate and work together to achieve them.
- How to adapt the way sessions are delivered and organised to include everyone – sessions may need to be simplified.
- The length, intensity and frequency of sessions as well as the drills or activities within each session.

For example, some players with a disability may tire more quickly, others may need regular rests, some have difficulty regulating temperature and need to rehydrate more frequently.

08. INCLUSIVE

PROVIDERS MAY ALSO NEED TO:

Speak to your players and their parents to ensure you know if they have any particular needs and adapt drills and warm-ups accordingly. Remember the STEP principle can help you to adapt your session to involve all players, including those with a disability:

Space – Modify the space by increasing or decreasing the area in which a task is to be performed or changing the distance or areas in which to score points.

Task – Give different players different tasks, e.g. ball juggling without a bounce and ball juggling with multiple bounces.

Equipment – Use different modified equipment to help players of different abilities access learning.

People – Modify the numbers within the practice to make it easier or harder to achieve success.

Be creative in finding a variety of ways to explain or develop a particular skill. Be prepared to use a range of communication methods and tactics to meet the needs of all your players.

QUESTIONS TO CONSIDER:

- How inclusive are your sessions?
- Is your session representative of the community?
- Does your session offer opportunities for players with a disability?
- Have you contacted your County FA with regards player recruitment, support and how to ensure success?



9. ACCESSIBILITY

Squad is a community programme, which is designed to give every girl the opportunity to play football. Accessibility is about removing barriers to participation. These may be:

- **Physical Barriers** – if young people have Special Educational Needs or Disabilities [SEND].
- **Economic Barriers** – if young people are from disadvantaged backgrounds. We want to ensure Squad Girls' Football sessions are accessible to all, which is why it's important for them to be available in locations which require little travel. It's also why we have capped the entry fee at £3.
- **Logistical Barriers** – Squad is a community programme and so needs to operate in community hours, i.e. outside of school time.

ORGANISATIONS SHOULD SELECT A VENUE AND A START TIME THAT IS ACCESSIBLE FOR PARTICIPANTS.

CAN THE SQUAD PROGRAMME BE DELIVERED AT SCHOOLS?

Any organisation delivering Squad on a school site must ensure that the session is delivered at a suitable time for access for participants from surrounding schools, therefore sessions must allow a minimum of 30 minutes following the school day before starting the session. Squad sessions cannot be run exclusively as closed sessions for the host school.



10. PARTICIPANTS

SESSION CAPACITY

Squad session providers must demonstrate that they have a minimum capacity of 20 participants. For example, sessions must have the correct coach ratios for 20 participants and a playing area suitably sized to host 20 participants.

PARTICIPANT TARGET

Sessions should aspire to achieve 20 participants each week. Understandably this may take a number of weeks to achieve and depends on each local community and type of session.

PARTICIPANT BOOKING/CONSENT

All participants must be booked on to a session via The FA's technology platform online booking system by their parent/carer, prior to taking part in a session.

- Providers must take attendance at the end of each session.
- Lead coach, coaches/volunteers must have confirmed parent/carer consent to participate.
- All sessions must collect participant data and ensure its retention is in compliance with General Data Protection Regulation (GDPR); medical needs, emergency contact information, any additional needs e.g. support for impairment, learning difficulties.

IT IS MANDATORY FOR ALL SQUAD PROVIDERS TO USE THE FA'S TECHNOLOGY PLATFORM

This system ensures that as a provider you:

- ✓ Are GDPR compliant
- ✓ Have parental consent
- ✓ Have participant medical details
- ✓ Have parent/guardian emergency contact information
- ✓ Obtain additional needs information
- ✓ Can take attendance of each session

11. FA TERMS & CONDITIONS

Squad providers must agree to The FA Terms & Conditions upon application, and must operate within the parameters of this agreement.



SQUAD

GIRLS' FOOTBALL

READY TO GET STARTED AND BECOME A SQUAD GIRLS' FOOTBALL PROVIDER?

IF YOU'RE READY TO START YOUR JOURNEY TO BECOMING A PROVIDER,
ALL YOU NEED TO DO IS GET IN TOUCH WITH YOUR LOCAL COUNTY FOOTBALL
ASSOCIATION BY DROPPING THEM AN EMAIL OR GIVING THEM A CALL.

AFTER THAT, THESE ARE THE STEPS YOU WILL TAKE:

1. APPLY TO BECOME A SQUAD PROVIDER
2. COMPLETE THE ONLINE TRAINING
3. RECEIVE YOUR EQUIPMENT PACK AND RESOURCES
4. YOUR COUNTY FA WILL SEND YOU YOUR FUNDING
5. START YOUR SESSIONS!





JUST PLAY!
BY ENGLAND FOOTBALL

Introduction: What is Just Play?

Just Play can be delivered as either turn up and play activity or Soccercise. It can be male, female, or mixed, and for disabled people. Players book online.

Turn up. Take part. Have fun.

That's the goal of the Just Play by England Football programme. This is recreational football at its best. It's laid-back, inclusive, have-a-kickabout football for adults aged 16+. It's jumpers for goalposts. It's friendship and fitness. No hassle. No pressure. Just pure fun.

Who is it for?

- It's for those aged 16+.
- As a provider, you can make your sessions open to all, or you can tailor and advertise them to a specific audience; veterans, female-only, male-only, over-60s, mixed. It's your session to run.
- For those who've played before and those who haven't.
- Whatever sessions you set up, it's about keeping it fun for the player and non-competitive – after all, this could be the stepping stone they need to get back into playing club football or 5-a-side competition.

How does it work?

- The FA gives a license to successful applicants from across the country to run safe and organised Just Play by England Football sessions. We provide organisers with game plans, branded Just Play by England Football kit, and branding to put up on the sidelines to make the sessions look professional.
- You'll run weekly sessions throughout the year with a qualified coach (please refer to section five for staff criteria).
- A typical kick about starts off with a warm-up and skills training, followed by a game scenario that can be chosen by the players themselves.
- Players to pay and play.

Just Play IS NOT:

- A data capture tool for pre-existing activity that isn't looking to grow or engage new participants.
- It's not a group of players who organise their own recreational activity e.g. a group of mates having a kick about.
- It's not a competition.
- It's not training sessions for teams that compete in structured leagues, recreational competition or ad hoc competitions.
- It's not a team.



What You Will Receive

FUNDING



Start up grant of £225 for inclusive sessions and
£275 for Just Play disability specific sessions

SUPPORT



Delivery support



National search engine
and online booking tool

KIT & EQUIPMENT



Bibs, cones
& kit bag

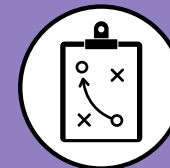


Nike footballs

RESOURCES



Branded
marketing assets



Session
resources

Programme Criteria

<p>01. DELIVERY Commit to two years operation, each with a minimum of 16 weeks delivery</p> 	<p>02. SAFEGUARDING Evidence a Safeguarding Policy</p> 	<p>03. HEALTH AND SAFETY Evidence a Risk Assessment and Activity Checklist</p> 	<p>04. INSURANCE Evidence public liability insurance</p> 	<p>05. STAFF Meet and adhere to the staffing criteria throughout the delivery of the programme</p> 
<p>06. SUSTAINABILITY Be able to describe plans for ensuring sustainability of sessions post funding</p> 	<p>07. INCLUSIVE Be inclusive for all participants regardless of ability, disability, impairment, or health condition</p> 	<p>08. ACCESSIBILITY Operate within community hours, to allow accessibility for all</p> 	<p>09. PARTICIPANTS Have capacity for a minimum of 16 participants</p> 	<p>10. FA TERMS & CONDITIONS Agree to The FA Terms & Conditions and must operate within the parameters of this agreement</p> 

01. Delivery

Delivery can run all year round – the more weeks delivering the better! As a provider, you must commit to a minimum of 16 weeks per year.

Just Play enables participants to try football for the first time – or return to the game they love – so we need as many of these opportunities as possible! It is mandatory for all Just Play Providers to use The FA's technology platform to create, manage, and take attendance at each session.



02. Safeguarding

The lead coach, supported by the DSL, is responsible for carrying out the appropriate [Safeguarding Risk Assessments](#), putting suitable safeguards in place, and making sure staff and participants are aware of the Provider's Safeguarding Policy and Procedures.

The lead coach must also know and adhere to The FA's reporting procedures when managing any concerns.

If your activity is disability specific or if it's more likely than not that you will have disabled participants, Providers must refer to and utilise the download [10.7 Best practice in open age adult disability football](#).

If you have participants aged 16 and 17, Providers must adopt and adhere to the Just Play Safeguarding Children Policy

If you have participants aged 16 and 17, Providers must ensure they have a minimum of two FA DBS checked adults with a clear programme role available at every session.

16 and 17 year olds are defined by law as children. 'Providers' working with them are in a 'Position of Trust' as such 'Providers' must be familiar with The FA's guidance (1.7) Appropriate behaviours and Position of Trust.



02. Safeguarding: DBS FAQ's

Q1. How do I get an FA DBS Check?

Contact your County FA Designated Safeguarding Lead (DSL) or PL/ EFL DSL for advice and guidance.

For more information, reach out to:

The FA DBS Unit

Tel: 0115 969 4618 or

Email: FAChecks@TheFA.com

Q2. I already have a check via my PL club - can I use this?

Yes, but only if your check is for the child workforce, was completed through your PL Club account with 'First Advantage', and there's no content on your DBS Check. You'll need to contact:

First Advantage

Tel: 0115 969 4618 or

Email: FAChecks@TheFA.com

Who will be able to port this over to The FA.

You'll need to give your name, DOB, the address you used to complete your check and give consent for First Advantage to port your DBS Check to The FA.

Q3. I have registered with the DBS Update Service – do I still have to do an FA DBS Check?

If your check is for the child workforce and was completed through your PL Club account with 'First Advantage', follow our guidance in Q2. If your DBS Check is for the child workforce and you have registered with the DBS Update service then please contact:

First Advantage

Tel: 0115 969 4618 or

Email: FAChecks@TheFA.com

Q4: I already have a DBS Check via another organisation – can I use this?

If your DBS Check was carried out by any other organisation e.g. a school, church group, or volunteering organisation, you'll need to complete an FA DBS Check (Children's workforce).

Q5: How long will it take for my DBS Check to be completed?

It generally takes around 14 working days to carry out a DBS check. But if you sent off a paper application vs online, it could take longer. Other factors can also cause delays, such as if you have a complex address history, a common name, whether your local police force is busy, and the ease of accessing local records.

02. Safeguarding: Children Policy – Our Responsibilities

As a Just Play provider, we are committed to providing a safe environment for all and acknowledge our responsibility to safeguard the welfare of every young person involved in our activities.

We recognise that those aged 16/17 years-of age are legally defined as children and therefore we have a responsibility to ensure appropriate safeguards are in place.

We subscribe to The Football Association's (The FA) Safeguarding Children Policy and Procedures and endorse and adopt the following key safeguarding 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, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, 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, children and young people and their parents/carers is essential.

We acknowledge that every young person who plays or participates in our Just Play activities must be able to take part in an enjoyable and safe environment and be protected from poor practice, inappropriate behaviour, and abuse. We accept this is the responsibility of every adult involved in our activities and that those working directly with young people are in a 'Position of trust'.*

We commit to ensuring that young people have the right to take part, be heard, and have their views and opinions taken into consideration when making decisions and actions that concern them.

As a Just Play Centre, we have a role to play in safeguarding the welfare of the young people involved by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The FA's Safeguarding Children Regulations (see The FA Handbook) apply to everyone in football whether in a paid or voluntary capacity, this includes our Just Play coaches and volunteers.

* Someone in a position of trust is a person in a position of authority or responsibility over another person. Those in positions of trust are usually well established, trusted and respected in the community, they have a considerable amount of power and influence on a young persons' life. For more information view 1.7 Acceptable Behaviours and Position of Trust.

02. Safeguarding: Safer Recruitment

We endorse and adopt The FA's Safer Recruitment guidelines and where an individual is going to take on a specific role for our Just Play Centre.

We will:

- Specify what the role is and what tasks it involves
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- Ask for and follow up with two references before appointing someone
- Where eligible require an FA accepted DBS enhanced with barred list Check, in line with The FA's current Safeguarding Children Policy and Regulations

All of our Just Play Centre staff working in eligible roles with U18s are required to hold an in-date FA accepted DBS enhanced with barred list check as part of safer recruitment practice and we commit to managing this consistently.

If there are concerns regarding the appropriateness of a Just Play volunteer who is already involved or who has approached us to become involved, guidance will be sought from the County FA Designated Safeguarding Lead. It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of football being used in the grooming of children.

Acceptable Behaviour

We recognise that everyone who works or volunteers with children and young people is responsible and accountable for the way in which they behave towards and around them. Every young person has a right to be treated with respect and dignity. Our Just Play Centre will not accept bullying or discriminative behaviour.

All adults within our Just Play Centre are required to exhibit acceptable behaviour. We commit to offering a welcoming environment for all where young people are treated equally, with respect and dignity and our Just Play activities are safe, fun and inclusive.

Our staff and participants are expected to be friendly, positive role models who together create a positive environment where healthy competition and fun are promoted in equal measure. Where participants do not treat others with respect and dignity, our Just Play Centre will address this and may ask participant(s) to leave. Any participants that are asked to leave may not be permitted to attend future sessions.

02. Safeguarding: Reporting Concerns

Safeguarding is everyone's responsibility, if anyone is worried about the welfare of a young person it's important they report their concerns to the lead coach.

The lead coach will deal with reported concerns as follows:

- Manage poor practice and where necessary seek advice from the County FA Designated Safeguarding Lead (County FA DSL)
- Make referrals about more serious concerns to the County FA DSL, or in an emergency contact the Police or Children's Social Care
- Ensure that if the young person needs immediate medical treatment they are taken to a hospital or an ambulance is called, and medical staff informed that it's a child protection concern
- Keep records of the actions taken and keep the County FA DSL informed

If the lead coach is not available at any time, or the matter is clearly serious, all our participants must be aware that they can contact:

- The County FA DSL directly
- FA Safeguarding Team via Safeguarding@TheFA.com
- Police or Children's Social Care
- NSPCC Helpline (Monday to Friday 8am-10pm or 9am-6pm at weekends) for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk

Whistleblowing

We support The FA's Whistle Blowing policy (as described in this paragraph), which requires any adult or young person with concerns about an adult in a position of trust within football can 'whistle blow' by contacting The FA Safeguarding Team via Safeguarding@TheFA.com or writing to The FA Safeguarding Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, or by going direct to the Police, Children's Social Care or the NSPCC.

Our Just Play Centre will encourage everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

Our Commitment

As a Just Play Centre we understand and accept our collective responsibility to adhere to our safeguarding children policy and procedures. We commit to ensuring our participants are aware of and have access to our policies.

02. Safeguarding – Disability Football

In adult disability football, the ratio of volunteers or staff to players needs to be managed on a case-by-case basis and informed by the safeguarding risk assessment.

The following may help work out how many helpers are required

- The facilities, including security, spectators, access arrangements, location of changing rooms and toilets.
- The support needs of players.
- The number of U18s playing and the support they need.
- Emergency evacuation procedures at the venue.
- Any known health or communication needs.
- Any other needs such as the need for some space or quiet time.

It's only by having enough helpers that situations such as injury, illness and challenging behaviours can be managed effectively.

Two helpers are always preferable in case of illness/injury/crisis.



02. Safeguarding – Useful Resources

Safeguarding Children Policy

- [10.7 Best practice in open age adult disability football](#)
- [EE Playmaker by England Football](#)

The Just Play Programme case studies can be found here

- www.Englandfootball.com/play/adult-football/just-play

Just Play application link

- faevents.thefa.com
- [Freshdesk Knowledge base](#)

Just Play Safeguarding Policy

- [Click here to download](#)



03. Health & Safety

Just Play is all about having safely organised kickabouts in suitable facilities.

So, to make sure sessions operate safely, we ask all Just Play providers to evidence the following:

- [Health and Safety Risk Assessment](#)
- [Health and Safety Check List](#)



04. Insurance

You must have a public liability insurance policy with a minimum indemnity limit of £2,000,000 per occurrence and evidence this within your application.

All participants are responsible for organising any other insurance they feel is appropriate for their participation in the Just Play kick about.



05. Staff for Activity Involving Adults (over 18s)

Requirement

- There must always be a minimum of one adult (18+) available at any one time, they must have either EE Playmaker by England Football qualification or FA Introduction to Coaching Football qualification.
- In adult disability football, the ratio of volunteers or staff to players needs to be managed on a case-by- case basis.
- If the session includes volunteers aged under 18 years old, there must be a minimum of one adult (18+) who is FA DBS checked.

Applicant

This is an administrative role only, for completing the application process.

This person cannot be directly involved in the delivery of any football activity unless they meet the criteria of another specified role namely; Lead Playmaker or Introduction to Coaching Football qualified coach, coach/volunteer. In this instance, they must also provide their details under the relevant role.

Lead coach

- Must be aged 18+.
- Minimum of a EE Playmaker by England Football qualification. (including FA Introduction to First Aid in Football) or
- Minimum FA Introduction to Coaching Football qualification.
- FA Introduction to First Aid in Football.

Volunteers U18

- Volunteers must be supervised at all times by the lead coach.
- Volunteers aged 16 and above must have an In date accepted FA DBS Check.
- Minimum age for a volunteer is 14.
- You must have informed parent/carer consent for the volunteer to take on a role.
- The appointing of an U18 volunteer must be covered within your Safeguarding Risk Assessment.

05. Staff for Activity Involving 16 and 17 Year Olds

Requirement

- There must always be a minimum of two DBS checked adults with a clear role available at all times when U18s are involved in the activity either as a participant or as a volunteer. One of these adults (18+) must have the EE Playmaker by England Football qualification or have completed The FA Introduction to Coaching Football qualification.
- Please refer to the following [guidance document 5.5 Ratios](#) of adults to children to understand the number of staff members your Just Play session will require.

Applicant

This is an administrative role only, for completing the application process. This person cannot be directly involved in the delivery of any football activity unless they meet the criteria of another specified role namely; Lead Playmaker or Level 1 coach, coach/volunteer. In this instance they must also provide their details under the relevant role.

Lead coach

- Must be aged 18+.
- Minimum of The EE Playmaker or The FA Introduction to Coaching Football qualification.
- In date accepted FA DBS check.
- FA Safeguarding Children qualification.
- FA Introduction to First Aid in Football qualification.

Volunteers U18

- Volunteers must be supervised at all times by the lead coach.
- Volunteers aged 16 and above must have an in date accepted FA DBS Check.
- Minimum age for a volunteer is 14.
- You must have informed parent/carers consent for the volunteer to take on a role.
- The appointing of an U18 volunteer must be covered within your Safeguarding Risk Assessment.

06. Sustainability

Just Play is a great opportunity to welcome new players into the game, and we want to retain and grow these opportunities as much as possible!

So, when you apply, we ask that you evidence how you will sustain your Just Play programme.

What does sustainability mean?

JUST PLAY PROGRAMMES ARE RELEVANT, RELIABLE & FINANCIALLY VIABLE



Relevant

Is continuing to offer a programme which is appealing to the target audiences, evidenced by a high number of returning players.



Reliable

Running a sufficient number of weeks to ensure it builds a reputation for being open, running and delivering to a high and consistent standard; with sufficient staff to ensure it can accommodate holidays / illness etc.



Financially Viable

Genuinely covering its costs, including those relating to delivery, facilities, marketing, upskilling staff and administration.

To help you plan a successful programme, consider the following:

- How much are you going to charge participants?
- How are you going to recruit staff?
- How are you going to involve your parent network?
- What links do you have to wider networks i.e. clubs, schools, colleges, universities or how could you look to build them?

07. Inclusive

All Just Play sessions should reflect the diversity of the population in local areas and must be inclusive of players with a disability, impairment or long-term health condition. With the right support and coaching, players with a disability can achieve their potential. And, by recognising everyone as an individual as opposed to an impairment, we believe this is possible.

Just Play is FOR ALL

So, as we grow our network, we must make sure there are suitable opportunities for disabled people. That's why we encourage you and your delivery team to apply to run a disability-specific Just Play session.

All the general principles of how to plan and deliver football sessions and activities are equally applicable when working with players with a disability, impairment or long-term health condition.

Of course, you will need to be aware of additional factors when working with players with a disability to create a safe and enjoyable environment. The best people to ask for advice to meet their needs are the players themselves, their parents and carers.

Make your Just Play sessions safe and fun for all

- Carry out additional safety checks – where necessary.
- Develop a shared plan with your players in terms of goals and expectations – work together to achieve them.
- Adapt and even simplify how you organise and deliver sessions to include everyone.
- Modify the length, intensity and frequency of sessions, drills and activities – some players with a disability may tire more quickly, need regular rests, or need to rehydrate more frequently.

07. Inclusive

Questions to consider:

- How inclusive is your Just Play session?
- Is your session representative of the community?
- Does your session offer opportunities for players with a disability?
- Have you contacted your County FA with regards player recruitment, support and how to ensure success?

Work with your players

Speak to your players and their parents to identify any specific needs and adapt drills and warm-ups accordingly.

Create and find ways to explain or develop a particular skill. Be prepared to use a range of communication methods and tactics to meet the needs of all your players.

The STEP principle can help you to adapt your session to involve all players, including those with a disability:

Space – Modify the size of the space and area in which a task is to be performed. Consider adapting the point-scoring distance or areas.

Task – Give different players different tasks, e.g. ball juggling, without a bounce and ball juggling with multiple bounces.

Equipment – Use different modified equipment if it will help players of different abilities to learn more effectively.

People – Modify the numbers within the practice to make it easier or harder to achieve success.



Just Play Providers can get support in helping understand how to adapt sessions for disabled people:

- Disability content on playmaker
- County FA disability lead officer
- [Introduction to Disability Football](#)

08. Accessibility

Just Play is a community programme designed to give every participant the opportunity to play football. Accessibility is about removing barriers to participation.

Barriers could include:

- **Physical** – if young people have Special Educational Needs or Disabilities (SEND).
- **Economic Barriers** – if young people are from disadvantaged backgrounds. We want to ensure Squad Girls' Football sessions are accessible to all, which is why it's important for them to be available in locations which require little travel. The fee per session per participant must be no more than £5 unless explicitly agreed otherwise with your local County FA.
- **Logistical** – Just Play needs to operate in community hours appropriate to the audience you are targeting.



09. Participants

As a Just Play Provider, you must demonstrate you have a minimum capacity of 16 participants.

Sessions should aspire to achieve 16 participants each week over each delivery year.

We understand this may take weeks to achieve and will depend on your local community and type of session. For example, as a disability specific provider, the number of participants is likely to be lower than those suggested here.

All participants must be booked on to a Just Play session via The FA's technology platform online booking system before taking part.

We ask every Just Play deliverer to take attendance at the end of each session.

- Just Play coaches and volunteers must have confirmed parent or carer consent to participate if 16 or 17.
- Make sure you comply with General Data Protection Regulation (GDPR) for all participant data you collect and retain, including medical needs, emergency contact information, and any additional needs, such as support for impairment or learning difficulties.

All Just Play programmes must use The FA's technology platform to guarantee:

- ✓ GDPR compliance
- ✓ Parental consent (if required)
- ✓ Participant medical details
- ✓ Parent/Guardian emergency contact information (if required)
- ✓ Additional needs information
- ✓ Easy attendance register system
- ✓ Emergency contact information

09. Participants

How to reach participants

To raise awareness – and participation – you'll need to promote Just Play sessions to your local audience.

Here are just a few of the ways to get started:

In the local community

- You could put up posters with the right images and session details in local clubs, universities, sixth form common rooms, community and leisure centres, health centre or doctors surgery, even the library. The wider the spread, the better to reach more participants.

Online

- Using The FA's technology platform will ensure your sessions are searchable by potential participants who can book their space and you'll be notified of anyone signed up to attend.
- If people want to know more about the Just Play programme and what to expect, you can link to the videos and information on www.englandfootball.com/play/adult-football/just-play.

How to use editable assets

To promote your session on social media we've put together some images and ideas for you to personalise and share on your social media channels.

Use the **#JustPlay** so your post joins the conversation.

You will receive a downloadable marketing toolkit, that includes images and posters.

How to use the editable files

1. Select your chosen image.
2. If required upload your image to the allocated space.
3. Select the strap line to attract the attention of your audience.
4. Check you are happy with the image.
5. Click 'save as' and select the Jpeg drop down and save to your computer.
6. Upload the image to your social media channels and share with the hashtag **#JustPlay**.
7. Write in the social copy the details of your session, date, who it's for, the time it takes place and the location.
8. NB: On the poster please edit the details before you print.

10. FA Terms & Conditions

We ask all Just Play Providers to agree to FA Terms and Conditions when you apply – and that you operate within the parameters of this agreement.



GET STARTED!

Ready to get started and become a Just Play provider?

If you're ready to start your journey to becoming a provider, all you need to do is get in touch with your local County Football Association by dropping them an email or giving them a call.

After that, these are the steps you will take:

1. Apply to become a Just Play provider
2. Receive your equipment pack and resources
3. Your County FA will send you your funding
4. Start your sessions!



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