



**ENGLAND  
FOOTBALL**

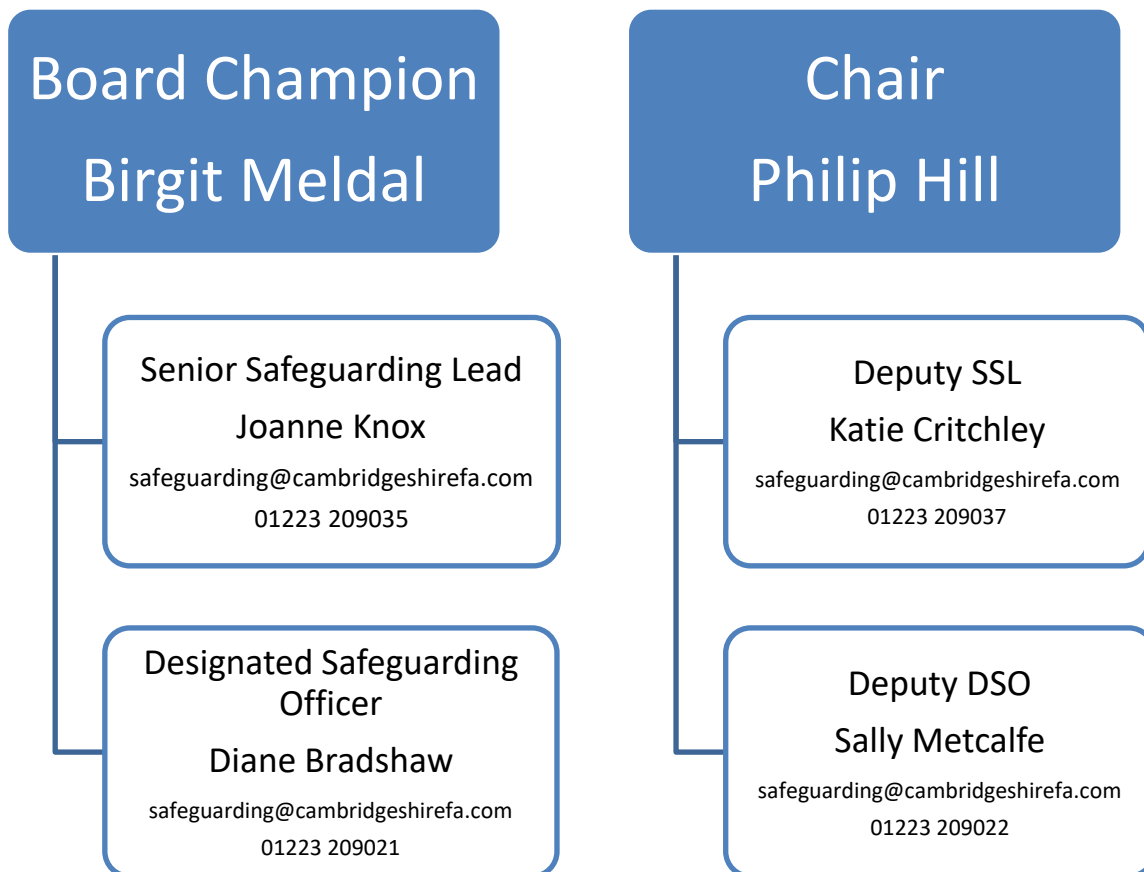
## **CAMBRIDGESHIRE FA'S SAFEGUARDING POLICY**

Cambridgeshire FA strives to ensure that safeguarding children and adults at risk is embedded in everything we do. It forms part of our strategy, in addition to operational delivery. This document outlines our safeguarding team, and leads into our safeguarding policy.

### **SAFEAGUARDING OPERATING STANDARDS**

Our organisation has undertaken to achieve and maintain the Safeguarding 365 Standards as outlined by The Football Association and in order to meet this standard the CFA's safeguarding practice will be audited by NSPCC

### **OUR SAFEGUARDING TEAM**



In the event that any of the front-line safeguarding team at Cambridgeshire FA (as shown on the left hand side of the chart above) is unavailable, due to annual leave, sickness or any other planned or unplanned reason, a clear process of deputising is in place, with cover provided by the named individuals on the right hand side of the chart.



## THE ASSOCIATION'S SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY

Cambridgeshire FA adopts The FA's Safeguarding Children Policy. The version below was issued in July 2020, and is reviewed annually.

Every child or young person and adult at risk who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football, thus every club is required to endorse and adhere to The Association's Safeguarding Children Policy.

The Association recognises its responsibility to safeguard the welfare of children, young people and adults at risk who play or participate in football by protecting them from abuse and harm. The Association 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 Association recognises that the terms '**child or young person**', '**Adults at Risk**', '**abuse**' and '**harm**' are open to interpretation and challenge but for the purpose of this Safeguarding Children policy they are defined as follows:

A **child or young person** shall be defined as:

'anyone who has not yet reached their 18th birthday.'

An **adult at risk** shall be defined as:

'any person who is aged 18 years or over and at risk of abuse or neglect.'

**Abuse** shall be defined as:

'a violation of an individual's human or civil rights by any other person or persons and, or the purposes of safeguarding children and adult at risk, shall include physical abuse, emotional abuse, sexual abuse, neglect, bullying and hazing.'

**Harm** shall be defined as:

'ill treatment and forms of ill treatment (including sexual abuse and forms of ill-treatment which are not physical) and also the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.'

'Harm' may be caused by acts of commission and acts of omission.

The Safeguarding Children Policy is supported by The Association's **Respect** programme to address verbal abuse and bullying of youngsters by parents and coaches on the sidelines. The Association's Safeguarding Children Policy principles are that:

- The child's welfare is, and must always be, the paramount consideration;
- All children, young people and adults at risk have a right to be protected from abuse regardless of their age, gender, disability, culture, language, race, faith, belief 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, young people and adults at risk their parents and carers is essential.



The Association is committed to working in partnership with the Police, Children's Services Departments, Local Safeguarding Children's Boards (LSCB) and the Disclosure and Barring Service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people and adults at risk.

The Association's Safeguarding Policy is in response to government legislation and guidance, developed to safeguard the welfare and development of children and young people.

Clubs and Leagues must appoint a Welfare Officer in line with The Association affiliation requirements. A Club's Welfare Officer must sit on the management committee of that Club.

All League and Club Welfare Officers are expected to abide by the Code of Conduct for volunteer Welfare Officers.

#### A CODE OF CONDUCT FOR VOLUNTEER WELFARE OFFICERS

The role of the Welfare Officers is to:

1. Be clear about the Club's/League's responsibilities when running activities for children, young people and adults at risk
2. Help those actively involved with children, young people and adults at risk understand what their duty of care means on a day to day basis

As a Welfare Officer they will act as a role model to others in accordance with the roles and responsibilities of their position, in line with The Association's Rules and Regulations, the Respect codes of conduct for officials and the laws of the game.

In fulfilling the role they accept that within the role of Welfare Officer they will:

- Be participant centred at all times and promote a fun safe environment for children and young people and adults at risk
- Follow all of the The Association's policies and in particular procedures for reporting safeguarding concerns including discrimination
- Act appropriately in all situations brought to their attention
- Champion Best Practice within their Club/League
- Communicate and positively engage with the CFA WO on all poor practice/ safeguarding matters brought to the attention of Cambridgeshire Football Association
- Attend meetings as reasonably required by the Club Committee, Youth League and CFA
- Manage and deal with poor practice issues in an appropriate and timely manner
- Ensure appropriate levels of confidentiality and data security are maintained at all times
- Implement and manage a responsible recruitment process in line with The Association's policy and procedures
- Attend continued personal development (CPD) opportunities as offered by their CFA and show a commitment to keeping their training up to date

If they do not follow the above code any/all of the following actions may be undertaken by their Club, League, County FA or The Association (This is not an exhaustive list):

- Required to meet with the Club/League Committee, YLWO or CFA WO
- Required to follow an action plan monitored by the YLWO/CFA WO
- Required to complete an FA education course
- Imposing a fine or suspension
- Required to leave the Club/League they represent
- Removed from role by the Club/League/County FA/The Association

On appointment, all League and Club Welfare Officers agree to uphold the Code of Conduct for volunteer Welfare Officers and understand the actions that may be taken should they fail to act in accordance with the Code. In



agreeing to fulfil the role they confirm that they meet the criteria outlined within The Association's Suitability Checklist for YLWO/CWOs.

## B WELFARE OFFICER PERSON SPECIFICATION AND SUITABILITY CHECKLIST

1. Person Specification
  - Experience of dealing or working with young people and adults at risk
  - Knowledge and understanding of safeguarding children issues<sup>1</sup>
  - A good communicator in a variety of situations with people from diverse backgrounds
  - Committed to and ability to abide by Cambridgeshire Football Association Rules and Regulations and promote The Association's Respect programme and safeguarding children education
  - Empathy when dealing with individuals, sometimes in demanding situations
  - Ability to listen and assess situations fairly
  - Ability to handle confidential information sensitively and with integrity
  - Reasonable level of administration experience and how to deal with confidential documentation
  - Willingness to attend any in-service training facilitated by either The Association or the local County FA
2. Suitability Checklist
  - Understanding of child protection issues and some knowledge of safeguarding legislation
  - Knowledge of and positive attitudes to equal opportunities
  - Willing and able to provide relevant current references
  - Previous experience of dealing or working with children or adults at risk
  - Commitment to treat all children and adults at risk as individuals and with equal concern
  - Physical health – appropriate to carry out tasks
  - Integrity and flexibility
  - At least 18 years of age
  - Completion of The Association's Disclosure and Barring Service (DBS)<sup>2</sup> checking process and acceptance by The Association of the outcome<sup>3</sup>
  - Understanding of the need for confidentiality when dealing with issues
  - Reasonable level of administration experience and how to deal with confidential documentation
  - Completion of The Association's Safeguarding Children Workshop and Welfare Officer Workshop
  - Willingness to update skills and knowledge and attend in-service training facilitated by The Association or the local County FA
  - Has agreed to abide by the Code of Conduct for volunteer Welfare Officers

**NB** If anyone is known to be unsuitable to work with children or adults at risk his/her application should be refused by the Club/League. If in any doubt about an applicant contact your County FA Designated Safeguarding Officer.

### More Information and Footnote References

If you need any further advice or information please contact your County FA Designated Safeguarding Officer who will be happy to help you. More information about the role of the Welfare Officer is available on



[www.thefa.com/football-rules-governance/safeguarding](http://www.thefa.com/football-rules-governance/safeguarding) and clicking on Welfare Officer FAQs under the Welfare Officer section and also on the Respect pages under 'My Role' simply click on Welfare Officer.

- 1 This can be gained through The Association's Safeguarding Children Education Programme; see [www.thefa.com/football-rules-governance/safeguarding](http://www.thefa.com/football-rules-governance/safeguarding) for further information or speak to your County FA Designated Safeguarding Officer.
- 2 The Association's Policy on DBS checks has been amended in light of the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. For more information please visit <https://www.thefa.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks> or e-mail [FAchecks@thefa.com](mailto:FAchecks@thefa.com) or call 0845 210 8080.
- 3 Some people with a history of offending can still be considered for roles in football that involve children. For more information please visit [www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks](http://www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks) or e-mail [FAchecks@thefa.com](mailto:FAchecks@thefa.com) or call 0845 210 8080.

The Association reserves the right to prevent an individual from becoming a Welfare Officer or remaining as a Welfare Officer where it deems the individual does not meet the suitability criteria, or it reasonably believes there is another compelling reason why that individual is not suitable.

## Monitoring and review

This CFA Policy will be ratified by the Board and will be reviewed annually or when a named person changes.

This policy was reviewed on:

05/02/2023

25/01/2024

Signed:

Birgit Meldal

Board Champion

Signed:

Jo Knox

Senior Safeguarding Lead

Date of next review: January 2025