

# CLUB WELFARE OFFICER SUPPORT PACK

2023/2024



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# MEET THE CAMBRIDGESHIRE FA SAFEGUARDING TEAM...



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## THE ROLE OF A CLUB WELFARE OFFICER

#### SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

But as a Welfare Officer you are key, along with the committee, to ensure safeguards are in place at your club/league

There are resources available to assist you and a Welfare Officer network for you to gain advice.

Your County FA Designated Safeguarding Officer (CFA DSO) will be able to offer further advice and guidance.

#### WHEN CARRYING OUT YOUR ROLE AS A CLUB WELFARE OFFICER, YOU SHOULD ENSURE THAT:

- There is a safeguarding children policy, anti-bullying policy and equality policy in place;
- Those who hold official roles eliqible for an FA DBS check have one that is in-date;
- Officials, players and parents know who their club Welfare Officer is and what the role of the Welfare Officer is;
- They are responsible recruitment processes which include the taking up of references.

#### **MAKE SURE EVERYONE KNOWS YOU**

To be effective as welfare officer it's vital that everyone in your club/league knows who you are and how you can be contacted especially the players, parents and coaches. You should sit on the club/league committee and as a club welfare officer you should know your coaches and manager. If you are part of a large or expanding club/league you may wish to encourage the committee to appoint an additional welfare officer(s) to support the work you are doing. We would recommend clubs with more than 10 teams consider having additional welfare officers.

#### YOU SHOULD ALWAYS:

- Work collaboratively with your CFA DSO;
- Attend committee meetings, ensuring safeguarding is a regular agenda item;
- Work proactively with your local welfare officer network(s) and attend network meetings;
- Give children and young people a voice.

#### WHEN REPORTING SAFEGUARDING CONCERNS, ALWAYS:

- Ensure everyone has access to your safeguarding policy and reporting procedures;
- Ensure concerns are dealt with swiftly and in line with The FA's safeguarding policy;
- Seek advice from your CFA DSO when necessary;
- Use The FA's Referral Form to report safeguarding concerns

#### WHEN RAISING SAFEGUARDING AWARENESS, ALWAYS:

- Promote The FA's Safeguarding training among coaches/managers, first-aiders, referees and parents/carers;
- Ensure committee members complete the free online FA 'Safeguarding for Committee Members' course;
- Encourage young leaders to complete The FA's 'Safeguarding For All' online course.



## **QUALIFICATION REQUIREMENTS**

#### SAFEGUARDING CHILDREN COURSE

The course is designed to give you an understanding of poor practice and safeguarding concerns, as well as how to provide a secure environment for young people. Upon completion of the course, you'll receive a Safeguarding Children qualification and certificate that will appear on your FAN account and will be valid for two years. You can return to the course to refresh your knowledge at any time.







#### **WELFARE OFFICER COURSE**

Awarded by The FA, this course is designed to explore the role of a grassroots football Welfare Officer. This course will replace the Welfare Officers Workshop.

This two-hour course is mandatory for anyone taking on the role of Welfare Officer for their grassroots club or league. Building on the Safeguarding Children Course, it focuses on the specifics of the role, what is required, and the key tools needed to carry out the role. It also explains where to go for professional support and guidance, and how to access more information if needed.

Delivered via a virtual classroom, learners should expect an interactive session and will be encouraged to participate through a chat function as well as via microphone, where relevant.

#### **SAFEGUARDING FOR COMMITTEE MEMBERS**

This course will support you as as committee member, to identify your individual and collective responsibility in safeguarding so that as a team, you can create an environment where the wellbeing of children, young people and adults at risk is at the forefront of everything you do.





## **SAFEGUARDING RE-CERTIFCIATION CYCLE**

THERE IS AN UPDATE ON A CHANGE TO THE RE-CERTIFICATION PERIOD FOR THE SAFEGUARDING CHILDREN COURSE FROM ENGLAND FOOTBALL LEARNING.

Since the Safeguarding Children course was first introduced in the 2000/01 season, the re-certification period has been every three years.

In March 2021, the Sheldon Report into the non-recent abuse in football was published. Whilst changes had already been made to safeguarding requirements prior to its publication, the report recommended that safeguarding education needs to be more regularly refreshed and updated so that as legislation and practice changes, up-to-date information is at the forefront of the minds of those working directly with U18s.

AS A RESULT, RE-CERTIFICATION WILL NOW CHANGE TO BEING REQUIRED EVERY TWO YEARS, WITH IMMEDIATE EFFECT.

For those who have already undertaken a safeguarding course, re-certification is FREE.

To ensure that safeguarding has an ongoing and public focus, The FA launched the PLAY SAFE campaign in 2021. This season we will continue to drive awareness of Safeguarding and are planning activity across the weekend of 17-18 September 2022 to support this: please watch out for more information on how your organisation can shine a light on safeguarding in your setting that weekend and beyond.





## **SAFER RECRUITMENT & DBS CHECKS**

THE FA'S POLICY

First Advantage | Online Disclosures

As part of our safeguarding children strategy, The FA requires those working in eligible roles with children and young people to pass a criminal records check. This is in line with legislation and government guidance and is standard practice. The FA provide the framework and guidance for Disclosure and Barring Service (DBS) checks in football and the leagues and clubs then have to implement this to ensure that those who are required to have checks done, do so. The majority of checks are processed electronically, ensuring that people can be confirmed to work with children and young people swiftly. Where the check highlights relevant information, this is investigated further and a risk assessment is carried out to establish whether or not they will be accepted to work with children and young people in football

## SECTION 3 - SAFER RECRUITMENT AND DBS CHECKS



## PLEASE ENSURE YOUR COACHES AND VOLUNTEERS KNOW THE FOLLOWING:

- · Who the Club Welfare Officer is
- Who to go to for a DBS
- Requirements of a DBS
- The importance of having a valid DBS

#### WHO IN MY CLUB NEEDS A DBS CHECK?

- All coaches and managers in youth football
- Club Welfare Officer
- Qualified referees officiating in youth football
- Coaches, managers and first-aiders in open age teams who have any players U18 registered for them





SINCE OCTOBER 2021, DBS CHECKS ARE COMPLETED THROUGH WHOLE GAME SYSTEM



## SAFEGUARDING RISK ASSESSMENTS

Risk Assessments can be defined as the systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

In the content of safeguarding within grassroots football this means reducing risks that people pose to others and those risks to which people are exposed, on behalf of children and adults at risk, who may not see or want to see that they are at risk.

#### WHY BOTHER WITH A RISK ASSESSMENT?

Planning an event can be time-consuming and challenging when much of the work needs to be carried out by volunteers. Taking shortcuts with the safeguarding risk assessment may seem like a tempting option. However, there are significant benefits to completing the risk assessment thoroughly.

#### **IMPROVED SAFEGUARDING PRACTICE**

Completing thorough safeguarding risk assessments will encourage staff and volunteers to take a holistic view of events and use their professional judgement, knowledge, and experience to safeguard children and vulnerable adults effectively.

Staff and volunteers will develop their awareness of the risks to children and adults at risk.

#### EMBEDDING SAFEGUARDING WITHIN THE CULTURE

Where effective safeguarding risk assessments are the norm, safeguarding awareness becomes naturally embedded across all areas of work.

Completing and following thorough on the actions identified in a safeguarding risk assessment will help the event to run smoothly and will demonstrate to parents and others that your club is a responsible organisation where participants are treated with respect and care.

Participants will be able to enjoy football in an environment where they feel safe.

#### **EVENT TYPES**

As someone with safeguarding responsibilities you are responsible for risk assessing all kinds of events involving young people and adults at risk within your club (matches/tournaments/festivals/presentation event)



### WHAT IS ABUSE?

#### CONCERNS IDENTIFIED AS CHILD ABUSE WILL FALL WITHIN THE FOLLOWING FIVE CATEGORIES:

- 1. Physical Abuse A child is physically hurt or injured by an adult or an adult gives alcohol or drugs to a child or young person
- 2. Neglect A child's basic physical needs are consistently not met, or they are regularly left alone or unsupervised
- 3. Sexual Abuse An adult or peer uses a child or young person to meet their own sexual needs
- 4. Emotional Abuse Persistent criticism, denigrating or putting unrealistic expectations on a child or young person
- 5. Bullying Persistent or repeated hostile and intimidating behaviour towards a child or young person

### WHAT IS POOR PRACTICE?

These are low level concerns that on their own don't meet the threshold for a Safeguarding issue. The list below is not exhaustive, but gives an idea of the type of behaviour which constitutes poor practice for clubs to manage without the involvement of the County FA

#### **EXAMPLES OF POOR PRACTICE:**

- Allowing rough and dangerous play
- Bullying, the use of bad language or inappropriate behaviour by players.
- Putting performance over the wellbeing and safety of players.
- Having a win at all costs mentality and failing to be gracious in defeat.
- Lack of respect for other individuals, such as match officials, opposition coaches, players, managers, and spectators and failing to accept a match official's decision
- Failure to provide effective supervision for coaching sessions which should be properly planned.
- Over training and exerting undue influence over players.
- Not holding required FA coaching qualifications for the role being carried out.
- Providing one to one coaching without any supervision or the presence of other adults.
- Inappropriate use of social media.
- Engaging in, or tolerating, offensive, insulting, or abusive language or behaviour.
- Failure to challenge poor practice in others.
- First aid being administered without others being present other than in an emergency
- Failing to address the additional needs of disabled players or other vulnerable groups.
- Allowing confidential information to be shared inappropriately.
- Failure to respect and listen to the opinions of children and consider the rights and responsibilities of children.
- Failure to display and promote consistently high standards of behaviour and appearance.



## **DEALING WITH ABUSE**

#### WHAT YOU SHOULD DO IF YOU HAVE BECOME AWARE OF A POSSIBLE ABUSE / POOR PRACTICE SITUATION

- Stay clam
- If a child/young person is present, reassure them that they are not to blame
- Do not make promises of confidentiality or outcome
- Keep questions to a minimum
- If the child/young person is in need of medical attention, take them to a hospital or telephone for an ambulance
- Inform the doctor of your concerns in relation to child protection. The doctor will take appropriate action.
- Refer to the police and social services for investigation. They will advise on contacting parents.
- Inform the County FA Designated Safeguarding Officer of the actions you have taken as soon as possible
- Make a factual record of events
- Forward a copy, including actions taken, to the County FA Designated Safeguarding Officer
- The County FA Designated Safeguarding Officer will take appropriate action and notify the FA Case Management Team
- The FA Case Management Team will investigate the allegations and liaise with other agencies involved
- The FA Case Management Team will consider all evidence
- The FA Case Management Team will make a final decision on the case

#### **OUTCOMES WILL EITHER BE:**

- Advice and/or warning as to future conduct
- · Further support or training
- Supervision and/or monitoring
- Suspension
- No case to answer



## ACCIDENT PROCEDURE AND REPORTING GUIDANCE

Should a member or spectator of the Club require first aid treatment a first aider should be summoned by the quickest available means. A qualified first aider should attend all matches / training sessions.

#### MINOR INJURY (I.E., SMALL CUT, BUMPS, GRAZES, BRUISES):

- Take appropriate first aid action
- Make provision for the injured person to rest or continue as appropriate
- Record any incident or injury and complete the accident book / form within 24 hours of accident / injury

#### **MAJOR INJURY:**

- Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer
   First Aid
- Telephone the next of kin immediately to inform them of the injury
- Record any incident or injury and complete the accident book / form within 24 hours of accident / injury
- When contacting the emergency services remember to
- Keep calm and speak clearly
- Give your name and state the service you require
- Give your full name and telephone number and the full address / location of the club/ facility / pitch. (What Three Words is useful
- · Location, details, and time of the accident / incident
- Number of casualties and their condition together with details of any treatment being administered or which has already been given
- · Access point for ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible
- Should an actual or alleged assault incident take place, the senior club official available should be informed. Witnesses' names and addresses should be taken. Follow the same procedure as above for injuries and if necessary, also summon the police. An incident report form should also be completed



## ACCIDENT PROCEDURE AND REPORTING GUIDANCE (continued)

Should a member or spectator of the Club require first aid treatment a first aider should be summoned by the quickest available means. A qualified first aider should attend all matches / training sessions.

#### ADVICE FOR COACHES / PARENTS IN THE EVENT OF AN ACCIDENT

- Stay calm but act swiftly and observe the situation
- · Assess the scene. Is there danger of further injury? If so, ensure that the danger is reduced/removed
- Listen to what the injured person is saying
- Alert the first aider who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries
- Wait for the emergency services
- · Contact the injured person's parent/carer immediately
- Complete accident / incident report form within 24 hours of injury
- All injuries/accidents should be reported to the club welfare officer and a copy of the accident form handed in within 24 hours of incident. A copy of the accident form should be given to the injured individual or if individual is under the age of 18 years, a copy given to the parent/carer.
- Notify the club's insurers if injury is serious and notify the County Designated Safeguarding Officer of the injury and what procedures the club have completed. The Club Welfare Officer will file all information regarding the injury securely



## ADULTS PLAYING AGAINST CHILDREN & YOUNG PEOPLE

Should a member or spectator of the Club require first aid treatment a first aider should be summoned by the quickest available means. A qualified first aider should attend all matches / training sessions.

#### **ADULTS PLAYING AGAINST CHILDREN & YOUNG PEOPLE**

The FA rules for children and young people under 16 prescribe a two – three-year age banding in relation to playing a recognised match as this is in the best interests of child development within a football context. This provides parameters which allow children to develop alongside their peers who are of a similar physical development.

Whilst it is acknowledged that there will be varying levels of development within any one age group this ruling prevents children being placed in potentially dangerous settings playing football with and against much larger children in matches. The FA strongly advises against adults playing within youth football settings (Those where the child is under 16) for similar reasons to those as detailed above.

The disproportionate skill level and physical size presents the potential opportunity for injury to the child/young person involved. It is The FA's experience that adults playing games within youth football in either training settings or so named 'friendly matches' (often historically referred to as 'Lads v Dads' games) can result in injury.

It should be noted that the injury of a player in such circumstances has in the past resulted in legal action being taken by the injured party against the offending player/adult and may fall outside the limitations of the club's insurance. Whilst coaches may deem themselves to be 'aware' and skilful enough to avoid contact the risks of injury remain high. With the best of intentions, enthusiasm, and effort on behalf of either party can or does result in physical contact.





## **FA POLICIES**

Over the years The FA has been asked for advice and guidance to help clubs create fun, safe and inclusive environments. This advice is available to download from their website. They have also gathered all the Guidance Notes as a complete directory below for easy reference.



HERE ARE SOME DIRECT LINKS TO THE POLICIES AND GUIDANCE DOCUMENTS THAT WE ARE MOST FREQUENTLY ASKED ABOUT











## **FA POLICIES**

## PHOTOGRAPHING AND FILMING CHILDREN





### COMMON SENSE CONSIDERATIONS TO ENSURE EVERYONE'S SAFETY

It's important to remember the majority of photographs and film taken are appropriate and taken in good faith. If we take the following measures we can help to ensure the safety of children in football.

#### DO:

- Share The FA's guidance on taking photos and filming with everyone who becomes a club member (officials, parents/carers):
- Ensure the club has written parental consent to use a player's photo and/or film footage in the public domain e.g. on the club website, Facebook page or in a newspaper article. This is essential in relation to point 3 below;
- Ensure that any child in your club who
  is under care proceedings where there
  are legal restrictions, is protected by
  ensuring their image is not placed in
  the public domain. This can be done by
  using The FA's Club Annual Membership
  Information and Consent Form. See
  Guidance Notes 8.2 for this form;
- Ensure all those featured are appropriately dressed (a minimum of yest or shirt and shorts);

- Aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities:
- Advise parents/carers and spectators that there can be negative consequences to sharing photos or film footage linked to information about their own or other people's children on social media (Facebook, Twitter) – and that care should be taken about 'tagging';
- Establish procedures to respond to and manage any concerns, including clear reporting structures and a system to contact the Police when necessary.

#### DON'T:

- Publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents/ carers as to how the photo will be used;
- Use player profiles with pictures and detailed personal information online;
- Use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture;

- Allow photos or film footage to be recorded in changing rooms, showers or toilets – this includes the use of mobile phones that record images:
- Include any advertising relating to alcohol or gambling in photographs or film footage of children.

#### REMEMBER

- It's not an offence to take appropriate photographs or film footage in a public place even if asked not to do so:
- No-one has the right to decide who can and cannot take photos or film on public land;
- If you have serious concerns about a
  possible child protection issue relating to
  the taking of photos or film footage then
  call the Police. This action should only be
  taken where you believe that someone
  may be acting unlawfully or putting a
  child at risk;
- The land or facility owner can decide whether or not photography and or filming at football activities will be permitted when carried out on private land. However you need to make this known before allowing individuals access to the private property. If they do not comply then you may request they leave;

- Try not to use photos or film footage that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue);
- That swimming as a social activity for football clubs presents a higher risk for potential misuse than football, so photos or film footage should:
  - Focus on the activity rather than a particular child;
  - Avoid showing the full face and body of a child – instead show children in the water, or from the waist or shoulders up;
  - Avoid photos and camera angles that may be more prone to misinterpretation or misuse than others.

If you are concerned about the inappropriate use of photos of film footage please report this to your County FA Designated Safeguarding Officer or to The FA Safeguarding Team via Safeguarding Team via Safeguarding Team of Safeguarding Team of Safeguarding Team of Safeguarding The FA.com. Click here for a full list of key contacts at County FAs.

<sup>\*</sup> Including filming

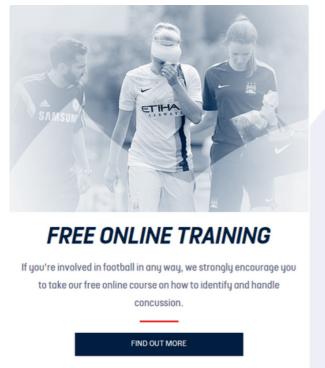


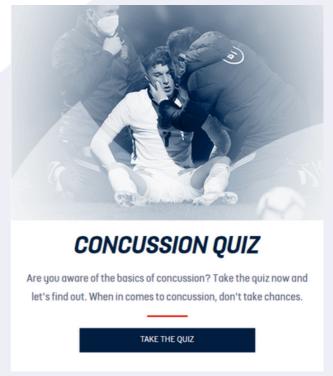


## **CONCUSSION GUIDLINES**

Concussion is an injury to the brain resulting in a disturbance of brain function. It affects the way a person thinks, feels and remembers things. There are many symptoms of concussion, with common ones including headache, dizziness, memory disturbance and balance problems. Concussion can be caused by a direct blow to the head, but can also occur when a blow to another part of the body results in rapid movement of the head (e.g. whiplash type injuries).









### SAFEGUARDING FOR PARENTS

The FA is asking every parent/carer with a child involved in football to take a few minutes to watch the video. It outlines what you should expect from your club and how you can play your part in safeguarding your child. Please send the link to the video onto your parents/carers.



ANYONE WHO HAS A CONCERN ABOUT THE WELFARE OF A CHILD AND OR THE BEHAVIOUR OF AN ADULT TOWARDS A CHILD OR YOUNG PERSON UNDER 18 OR AN ADULT AT RISK IN FOOTBALL, IS REQUIRED TO REFER IT TO THE CAMBRIDGESHIRE FA SAFEGUARDING TEAM.

COURSE

## Safeguarding Awareness for Parents & Carers

Helping parents make an informed choice about the football setting they enrol their children in.



IF YOU OR SOMEONE YOU ARE CONCERNED ABOUT IS AT IMMEDIATE RISK OF HARM PLEASE CALL 999





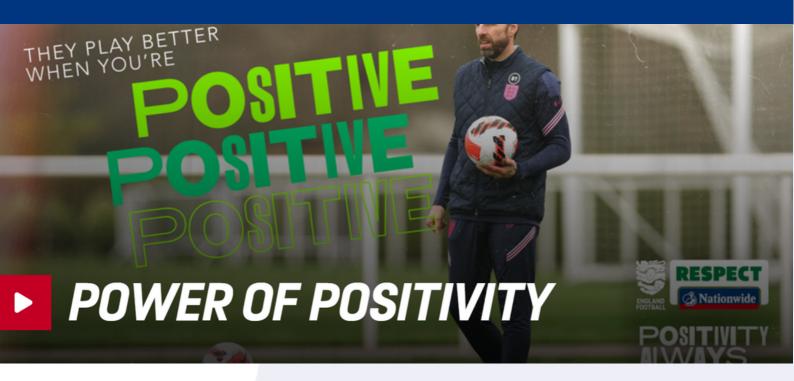
## **RESPECT - WE ONLY DO POSITIVE**



We Only Do Positive' aims to promote and educate coaches and parents on their roles in creating a fun, safe and inclusive environment for all the players, ensuring they have great experiences throughout their football journey.

Start creating the right environment for players by clicking on the picture and promoting our code of conduct resources:







## **LET US PLAY**

WHILST THE VAST MAJORITY OF YOUTH FOOTBALL TAKES PLACE IN A GREAT ENVIRONMENT, WE HAVE SEEN AN INCREASE IN ADULTS SPOILING FOOTBALL FOR YOUNG PEOPLE.

SO WE ASKED OUR YOUNG PLAYERS HOW THEY FELT ABOUT THEIR FOOTBALL EXPERIENCE, AND WHAT THEY SAID, WAS: "LET US PLAY".



### **LET US PLAY FESTIVALS**

- 1. WEDNESDAY 21ST FEBRUARY THE HIVE, ELY
- 2. THURSDAY 4TH APRIL MELBOURN
- 3. WEDNESDAY 10TH OR THURSDAY 11TH APRIL WITCHFORD
- 4. WEDNESDAY 29TH OR THURSDAY 30TH MAY LINTON

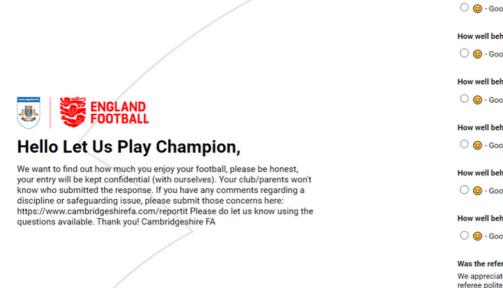


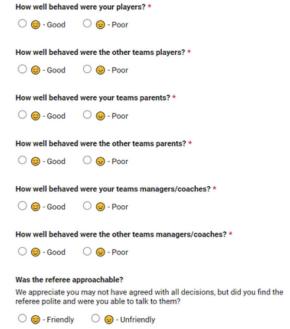
development@cambridgeshirefa.com



## LISTENING TO THE VOICE OF YOUNG PEOPLE

Cambridgeshire FA have delivered a pilot scheme to listen to the voice of young people, to try to better understand their views on the grassroots football experience. The pilot, called 'Respect Champion' was rolled out to 8 clubs during the 2021/22 season. Each team has a Respect Champion who is responsible for ensuring the survey is completed by a different team member each week. This pilot will be rolled out to all youth clubs for the 2022/23 season.





WE ASK THAT OUR CWO TEAM SUPPORT THEIR CLUBS WITH GETTING INVOLVED AND ASK THEIR YOUTH TEAM'S TO COMPLETE THE WEEKLY SURVEY. WE WILL REVIEW THE PLAYERS FEEDBACK ON A QUARTERLY





If your club has any best practice examples of the work you are currently doing around listening to the voice of young people, we'd love to hear about it!



development@cambridgeshirefa.com





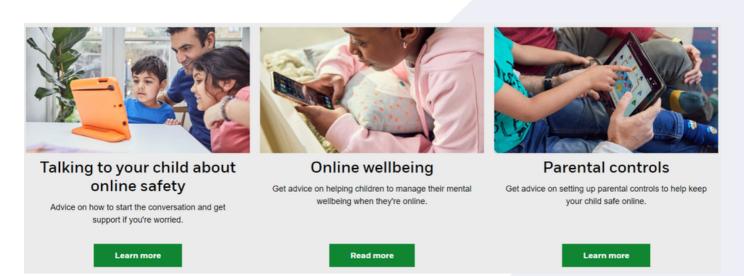


## **ONLINE SAFETY**

WE ALL HAVE A PART TO PLAY IN KEEPING CHILDREN SAFE ONLINE.

There are lots of fantastic resources available for adults and young people. Here are some examples:

## **NSPCC**



### **THINK U KNOW**













## **MEET THE TEAM**



**JOANNE KNOX SENIOR SAFEGUARDING LEAD CHEIF EXECTUIVE OFICER** 



**DIANE BRADSHAW DESIGNATED SAFEGUARDING OFFICER** 



**BUSINESS OPERATIONS MANAGER** 



MARTHA BRAHAM SALLY METCALFE **DEPUTY DSO FOOTBALL OPERATIONS OFFICER** 



**CHRIS ABBOTT COMPETITION & CLUBS DEVELOPMENT MANAGER** 



**PHIL MITCHAM COMPETITIONS OFFICER** 



**KATIE CRITCHLEY DEPUTY SSL FOOTBALL DEVELOPMENT MANAGER** 



**AMY NEWELL FOOTBALL DEVELOPMENT OFFICER** 



**RYAN KAY FOOTBALL DEVELOPMENT OFFICER** (INCLUSION)



**JACK BADCOCK REFEREE DEVELOPMENT OFFICER** 



**TOM DICKENS FOOTBALL DEVELOPMENT ASSISTANT** 





