



**ENGLAND
FOOTBALL**

EAST RIDING FA

***VOLUNTEER INFORMATION PACK
2023 - 2024***

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WELCOME FROM ADAM LOWTHORPE

Chief Executive Officer

WELCOME TO EAST RIDING FA

Welcome to East Riding FA — we are excited to have you aboard and look forward to working with you!

After a challenging couple of years, it has been so pleasing to see football at all levels across East Riding recovering from the difficult times during the pandemic. We would like to take this opportunity to welcome you to working with our East Riding football family - together we are returning stronger thanks to your commitment and dedication.

HERE TO SUPPORT YOU

Our team at East Riding FA works tirelessly to ensure we provide our entire football community with the framework for successful, safe and accessible grassroots football. Without your involvement and support, we would not achieve our goals.

We encourage two-way dialogue and will continue to maintain regular communication with you. If you have any queries at all, please contact our team.



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ABOUT EAST RIDING FA

The East Riding FA's Business Strategy aims to build on the work delivered through local grassroots football networks, to enhance lives with joy and fulfilment through football.

UNDERPINNING OUR STRATEGIC OBJECTIVES ARE OUR P.R.I.D.E VALUES:

- Progressive – Always looking to improve and innovate.
- Respectful – leading by example to inspire positive behaviour.
- Inclusive – Uniting all people of any age, ethnicity & background.
- Determined – Rising to and overcoming challenges.
- Excellent – Striving to make football the best it can be.

THE KEY STRATEGIC OBJECTIVES INCLUDE:

- A game that represents our diverse communities, played in a safe environment promoting positive physical and mental health.
- Inclusive and accredited clubs and leagues network to meet the needs of participants.
- A variety of inclusive opportunities for male and female players of all ages to access the game.
- Access to good pitches and increased Football Foundation investment through Local Football Facility Plans.
- Recruiting, training, supporting, developing and retaining the network of volunteers who enable safe & inclusive football to take place.

We continue to embed Safeguarding principles and practices across all areas of the game and through our Youth Engagement Strategy aim to deliver a game to suit the needs of all involved.

EAST RIDING FA CHIEF EXECUTIVE ADAM LOWTHORPE:

"Football is about people and partnerships, the local game has lots of fantastic people who work tirelessly to make football happen week in week out and we look forward to working collectively to develop the game over the next three years.

Sitting behind the strategic objectives are detailed operational plans which map out support for specific areas and form part of individual staff work programmes.

The strategy contains clear targets and performance against objectives will be monitored throughout the strategy period.

We encourage everyone to get involved in grassroots football, love the beautiful game and develop lifelong friendships."



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MEET THE TEAM

MANAGEMENT TEAM

Adam Lowthorpe

Chief Executive Officer

01482 221158

adam.lowthorpe@eastridingfa.com

Rachel Sullivan

Football Development Manager

07795 482258

rachel.sullivan@eastridingfa.com

Steve Lazenby

Designated Safeguarding Officer

07795690491

steve.lazenby@eastridingfa.com

FOOTBALL GOVERNANCE

Tina Edwards

Football Governance Administrator

07766747901

tina.edwards@eastridingfa.com

Christine Pybus

Finance Administrator

01482 221158

christine.pybus@eastridingfa.com

FOOTBALL DEVELOPMENT

Liz Shipp

Football Services Officer

(Coaching & Competitions)

01482 221158

liz.shipp@eastridingfa.com

Mark Brown

Referee Development Officer

07766576185

mark.brown@eastridingfa.com

Chris Johnson

Participation and Communications Officer

07826 344661

chris.johnson@eastridingfa.com

Rebecca Bolton

Participation Officer (Inclusion)

07920047705

rebecca.bolton@eastridingfa.com

BOARD OF DIRECTORS

- Chris Bodsworth
- John Suddards
- Kerry Johnson
- Adam Lowthorpe
- Doug Waterson
- Ian Blanchard
- Keith Pinder
- Melissa Rackham
- Malcolm Marsden
- Roger Cutsforth



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SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Safeguarding is everyone's responsibility.

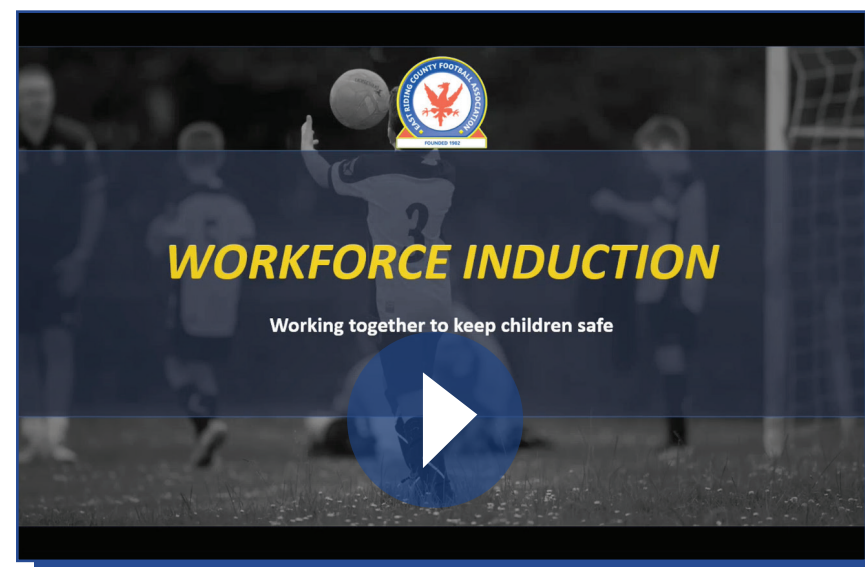
English football takes safeguarding extremely seriously. The ongoing work to make the game as safe and enjoyable as possible is led by The FA, the game's governing body in this country. This work is delivered through County FA's such as ourselves in conjunction with leagues and clubs.

- Safeguarding video link
- Safeguarding leaflet ([appendix 1](#))

Please read, sign and return the following documents in the appendices of this booklet:

- Safeguarding Code of Conduct ([appendix 2](#))
- Safeguarding Service Level Agreement ([appendix 3](#))
- Safeguarding Induction Checklist ([appendix 4](#))

These need to be completed at the start of every season, to demonstrate your commitment and understanding to safeguarding children and young people.





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EAST RIDING FA VOLUNTEER SUPPORT PROGRAMME

We are delighted to offer this comprehensive Volunteer Support Programme for the benefit of everyone who makes grassroots football happen in our county. The support on offer includes all the key areas in the game including coaching, refereeing, facility maintenance, safeguarding and general administration

The past few years have demonstrated the sheer resilience and determination within our football family and we committed to working in collaboration with our clubs, leagues, coaches and referees to navigate the transition back to football in the best way possible.

By asking, and actively listening, to what they wanted, we have designed a programme that provides exciting, relevant and varies learning opportunities across a range of different delivery platforms.



[CLICK HERE](#)

THANK YOU

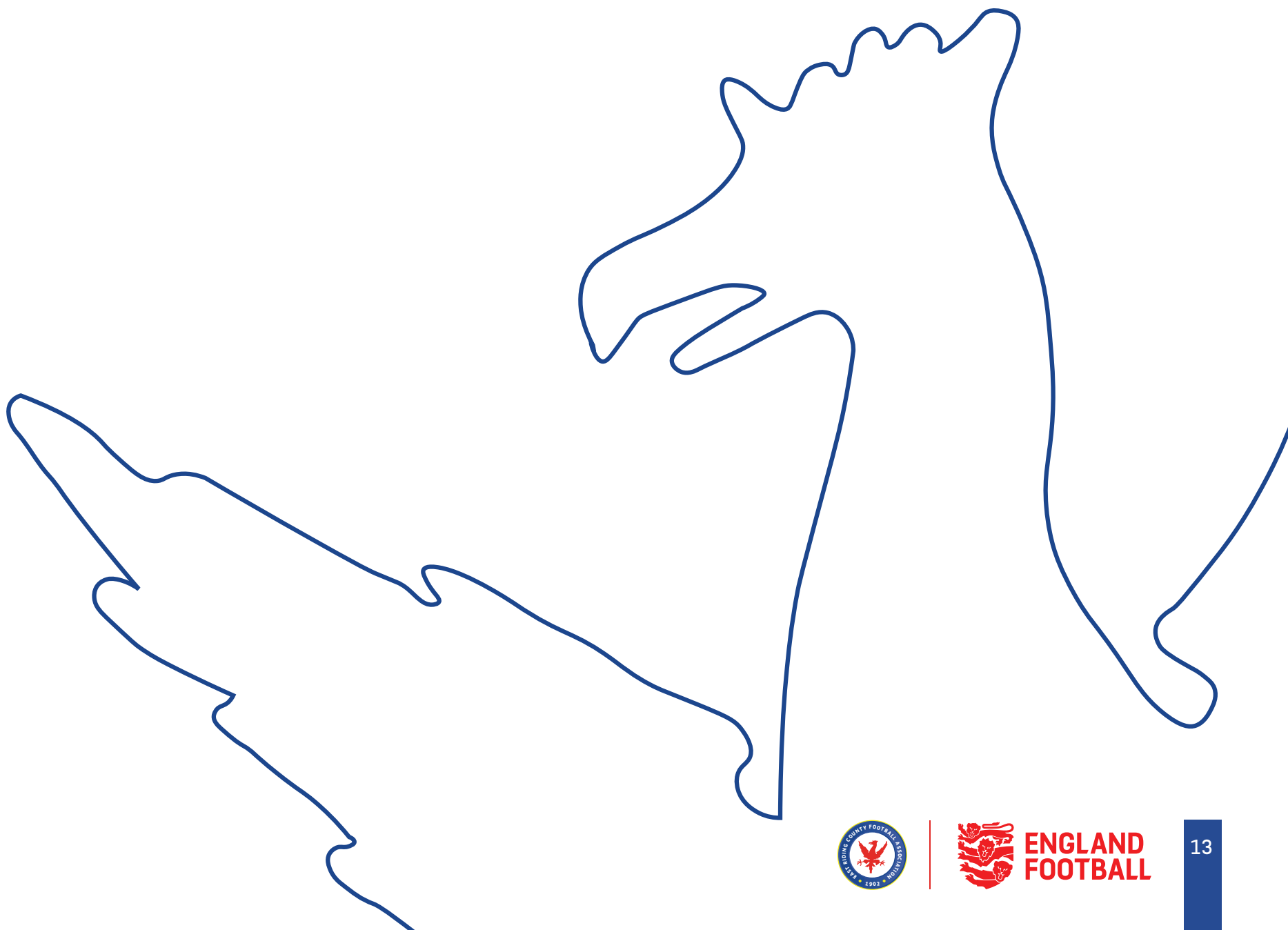
Thank you for your commitment and dedication to grassroots football across the East Riding FA. Now go to the appendices sections to read, sign and return all of the key documents outlined in this induction information.

Have a great season!





APPENDICES



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EAST RIDING COUNTY FA
CHILDREN
SAFEGUARDING AND WELFARE

ANYONE WHO HAS CONCERNS ABOUT THE WELFARE OF A CHILD OR YOUNG PERSON (FOR EXAMPLE IF A CHILD YOU KNOW IS BEING ABUSED OR NEGLECTED, BULLIED OR IS A VICTIM OF CRIME) **IT IS YOUR RESPONSIBILITY TO ACT AND REPORT THOSE CONCERNS.**



EAST RIDING COUNTY FA
CHILDREN
SAFEGUARDING AND WELFARE

SAFEGUARDING AND WELFARE AT THE ERCFA

Designated Safeguarding Officer:
Steve Lazenby

Working Hours :
9:30am - 4:30pm (Mon- Fri)

Telephone :
01482 221158 | 07795690491

Email:
safeguarding@eastridingfa.com

IN AN EMERGENCY

If a child is in immediate danger or at risk of harm, contact the Police **999**.

If you are worried about a child/young person or think that they might be at risk of harm, abuse or neglect, you can contact the Early Help and Safeguarding Hub (EHASH) to log your concern and receive advice.

Hull:
Office hours: **9am-5pm** | **01482 448879**
Out of hours: **01482 300304**
Emergency: **999**

East Riding:
Office hours: **8:30am-4:30pm** | **01482 395500**
Out of hours: **01482 393939**
Emergency: **999**

WHISTLEBLOWING

Whistle-blowing can be used as an early warning system or when it's recognised that appropriate actions have not been taken.

It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

Any adult or young person with concerns about a colleague can also use whistle-blowing by calling **0800 169 1863** and asking for The FA's safeguarding team, or via email on safeguarding@TheFA.com.

Alternatively you can go direct the Police or Children's Social Care and report your concerns there, or the NSPCC Helpline via **0808 800 5000** or by emailing help@nspcc.org.uk

Appendix 2

EAST RIDING COUNTY FA SAFEGUARDING CODE OF CONDUCT

INTRODUCTION

The East Riding County Football Association takes its role as a provider of football for under 18s very seriously. Their wellbeing is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

We act in accordance with legislation, statutory guidance and The FA's Policy and Procedures and any associated guidance including the achievement and retention of the Safeguarding Operating Standard.

WHO THIS CODE OF CONDUCT APPLIES TO

This Code of Conduct applies to all tutors, as all of us have a key role in safeguarding. It does not apply to volunteers, as there is a separate volunteer Code of Conduct.

STAFF OBLIGATIONS

It is our expectation that all our tutors will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA's Safeguarding Children Policy. The welfare of children and young people must always be paramount. This includes an expectation that tutors will:

- Act in the best interest of children and young people and be guided by the principle that the welfare of the child or young person is paramount in all decisions and actions taken;
- Undertake any safeguarding education or training as requested by us;
- Read and comply with The FA's Safeguarding Children Policy and our safeguarding procedures;
- Obtain and maintain an FA in date DBS check (less than three years since the date of issue) if working in regulated activity;
- Act in an appropriate way at all times when in contact with children and young people, whether face to face, via social media, phone or other electronic communications;
- Recognise the importance of confidentiality when working with children, young people, their families and their data;

- Promptly report any concerns about safeguarding or the protection of children or young people in football to our Designated Safeguarding Officer or the Senior Safeguarding Lead or other nominated person or persons in their joint absence
- Be familiar with and use the whistle-blowing policy if you suspect or believe that we have not properly addressed any safeguarding concerns;
- Accept that, by taking this role, this County FA may deem you to be in a relationship of trust with under 18 participants that you are in contact with through your role. You should be aware of and understand the responsibility that this entails, by undertaking the relevant safeguarding education, as we deem appropriate;
- Act with integrity at all times;
- Seek advice from the Designated Safeguarding Officer or the Senior Safeguarding Lead if you are unsure about any of the above or if you are unsure how to act in any given situation.

FURTHER INFORMATION AND SUPPORT

Further information can be found in:

- The FA's Best Practice guides
- The FA's Policy and Procedures

Alternatively, if you have any queries or concerns regarding the Code of Conduct or safeguarding generally, please speak to our Designated Safeguarding Officer or the Senior Safeguarding Lead in the first instance. If you are the Designated Safeguarding Officer or the Senior Safeguarding Lead and cannot find the advice you need internally seek advice from The FA Safeguarding team.

Safeguarding Board Champion

Ian Blanchard

ianblanchardenterprise@gmail.com 07949 392860

Senior Safeguarding Lead (SSL)

Adam Lowthorpe

Adam.Lowthorpe@eastridingfa.com 07887 855258

Designated Safeguarding Officer (DSO)

Steve Lazenby

Steve.Lazenby@eastridingfa.com 07795 690491

Please sign and return a duplicate copy of this Code of Conduct to acknowledge you have read and understand the Code of Conduct and you agree to comply with it. You should then keep the other copy safe for your records.

You should be aware that breaches of the Code of Conduct are taken very seriously and may lead to disciplinary action against you under our Disciplinary Procedure. In certain cases, we may also make a referral to statutory agencies and The FA.

I have read, understood and agree to comply with this Safeguarding Code of Conduct – Tutors.

Signed _____

Name _____

Date _____

[Download form here](#)



Appendix 3

SERVICE LEVEL AGREEMENT WITH THE ERCFA WORKFORCE

It is our expectation that our ERCFA Workforce will at all times act in the best interest of children and young people under the age of 18. The welfare of children and young people must always be paramount.

This includes an expectation that our ERCFA Workforce will give:

- Confirmation that as being part of the Workforce, providing services on behalf of the East Riding Football Association, working in regulated activity with children, you hold an in-date FA Enhanced DBS check and has undertaken the appropriate safeguarding training, along with any other qualifications relating to your workforce status;
- Confirmation that as being part of the ERCFA workforce, you are not knowingly engaging in regulated activity with children whilst barred from such activity;

This also includes an expectation that our Workforce will adhere to our child/adult at risk protection policy/statement and aim to:

- Protect all children and adults at risk from abuse, whatever their age, culture, disability, gender, language, ethnic origin, religious beliefs or sexuality.

- Raise awareness of child and adult at risk protection issues and promote good practice.
- Conduct risk assessments to minimise potential hazards to children's and adults at risk' welfare.
- Provide support to candidates who have been subject to abuse and act proactively by preventing any similar incidents through risk assessment. In such cases we will refer to the East Riding FA Designated Safeguarding Officer.
- Ensure all personnel fully understand their responsibilities and are provided with the appropriate training/regular updates of the legislation.

The East Riding Football Association may also require the following documentation;

- Signed Codes of Conducts
- FAN Record Information

And could take out contractual warranties to cover those assurances.

Signed

Name

Date

SAFEGUARDING INDUCTION CHECKLIST – WORKFORCE

Working Together to Safeguard Children 2018¹ states:

all sports organisations ***"should collaborate to work effectively with the safeguarding partners as required by any local safeguarding arrangements. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary."*** This includes Tutors and other personnel deployed by the ERCFA and is also critical for all working with adults at risk.

These Induction Procedures provide a framework for County FAs (CFAs) to utilise its workforce who may work with children and young people (CYP) and adults at risk (AAR). This includes the Designated Safeguarding Officer (DSO) role(s). The framework is to give all these individuals the necessary support to:

- Carry out their role and the tasks required of them;
- Recognise how to behave in an appropriate way with CYP and AAR;
- Recognise and apply appropriate boundaries in their interactions with CYP and AAR;
- Recognise and understand how to refer concerns about the welfare of CYP and AAR.

These procedures do not give an overview of general aspects of induction relating to the CFA's terms and conditions of employment, organisational structures, building orientation or health and safety policies.

This information is provided separately via The FA National People Development Manager – Grassroots.

These procedures also do not provide guidance on supervision or specific training material. These can be found elsewhere in The FA S365 Standard for County FA's procedures or via the Safeguarding Team on Microsoft Office Teams Section

The Induction

The induction should signpost safeguarding and safe practice. It should be planned and scheduled prior to the individual taking up a role at the CFA and include any specific activities or meetings that will contribute to the induction process. This should include – and clearly define – the expectation of commitment to safeguarding, individually and collectively, through adherence to the CFA safeguarding policy and procedure and sign up to the relevant Code of Conduct.

¹ Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children, July 2018



Appendix 4

It should also include:

- A full explanation of their role, responsibilities and accountability and the standard of conduct and behaviour expected, including signing up to the relevant code of conduct;
- An introduction to The FA/CFA policies
- An introduction to the CFA Designated Safeguarding Officer and an explanation of their role and the roles of the Senior Safeguarding Lead and Board Safeguarding Champion;
- Information about safe practice and the arrangements in place to support tutors in their work;
- Safeguarding training at a level appropriate to the workforce's contact with children or adults at risk (as required by The FA's 365 Standard for County FA's).
- No individual included in our workforce will not be deployed until the induction has taken place



SAFEGUARDING INDUCTION CHECKLIST – WORKFORCE

NAME OF INDIVIDUAL:	
INDIVIDUALS ROLE:	
START DATE:W	
WORKFORCE MANAGER:	

ACTION	DATE	SIGNED OFF
Welcome meeting with workforce manager; introduction to key personnel		
Role and responsibilities discussed, including safeguarding responsibilities and accountabilities		
Explanation of the required Code of Conduct; signed Code retained by the Individual and the CFA as part of the HR record		
Signpost to other relevant policies including 'Managing Allegations Against Staff and Volunteers'		
Meeting with Designated Safeguarding Officer, contact details shared and retained by the member of staff		
FA Affiliated Safeguarding Policy/CFA Safeguarding Policy and Procedures and Whistleblowing Policy issued, explained and discussed		
Role of FA Safeguarding Team explained, including Case Management, along with the role of the Local Authority Designated Officer, Local Safeguarding Partnership and Adult Safeguarding Board		

Appendix 4

ACTION	DATE	SIGNED OFF
Information about safe practice and the arrangements in place to support the deployed workforce in their role		
Initial training needs assessment undertaken to identify any urgent safeguarding training needs, to ensure the workforce can 'Recognise, Respond, Record and Refer 'and take emergency action to protect a child 'out of hours'		
Workforce Safeguarding Briefing/induction attended		
All Safeguarding Training attended, including an accepted and in date DBS		
Regular management/supervision meetings arranged		
CFA Safeguarding Risk Assessment and Service Level Agreements shared and discussed		
Social Media Policy (including communications with under-18s and adults at risk) shared and discussed		
Induction programme completed, signed and agreed by individual and workforce manager		



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