

**JERSEY FA LINK ASSET SERVICES
CENTRE OF EXCELLENCE**



**Safeguarding Children
Policy and Procedures
2020/2021**

JFA LINK ASSET SERVICES CENTRE OF EXCELLENCE

SAFEGUARDING CHILDREN POLICY

- 1** The Jersey FA acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members.

A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

- 2** The key principles of The FA Safeguarding Children Policy 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, race, sexual orientation, faith or belief
 - 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 or carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

The Jersey FA recognises that this is the responsibility of every adult involved within our Association.

- 3** The Jersey FA has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on tours, football coach, club official or medical staff.

JFA LINK ASSET SERVICES CENTRE OF EXCELLENCE

SAFEGUARDING CHILDREN POLICY – cont.

- 4** We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and 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
 - Request and follow up with two references before appointing someone
 - Where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current Jersey FA coaching staff and volunteers with direct access to children and young people will be required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of the Jersey FA, guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRC Process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

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 minimize the risk of 'grooming' within football.

- 5** The Jersey FA supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at the Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the police, social services or the NSPCC.

The Jersey FA encourages everyone to know about The FAs Whistle Blowing Policy and to utilise it if necessary.

JFA LINK ASSET SERVICES CENTRE OF EXCELLENCE

SAFEGUARDING CHILDREN POLICY – cont.

- 6** The Jersey FA has appointed the Centre of Excellence Manager as the Centre Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officer Workshop. The post holder will be involved with the Welfare Officer training provided by The FA. The Centre Welfare Officer is the first point of contact for all Centre members and parents or guardians regarding concerns for the welfare of any child or young person. The Centre Welfare Officer will liaise directly with the Jersey FA Designated Safeguarding Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of Respect, poor practice and abuse amongst Centre staff.
- 7** We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable within our Centre. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Centre Welfare Officer, a member of coaching staff or, in cases of serious bullying contact the Jersey FA Designated Safeguarding Officer may be contacted.
- 8** Codes of conduct for players, parents or spectators, officials and coaches have been distributed by the Jersey FA. In order to validate these codes of conduct the Centre has clear actions it will take regarding repeated or serious misconduct and acknowledges the possibility of further potential sanctions which may be implemented by the Jersey FA in more serious circumstances. All prospective members will be informed of these Codes which are contained within the Welcome Pack distributed at the beginning of the season.
- 9** Reporting your concerns about the welfare of a child or young person.
Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.

 - i. If you are worried about a child then you need to report your concerns to the Centre Welfare Officer
 - ii. If the issues is one of poor practice the Centre Welfare Officer will either:
- deal with the matter themselves or
- seek advice from the Jersey FA Designated Safeguarding Officer
 - iii. If the concern is more serious – possible child abuse, where possible, contact the Jersey FA Designated Safeguarding Officer first, then immediately contact the Police or Children's Social Care.

JFA LINK ASSET SERVICES CENTRE OF EXCELLENCE

SAFEGUARDING CHILDREN POLICY – cont.

- iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let the Centre Welfare Officer know what action you have taken and we will in turn inform the Jersey FA Designated Safeguarding Officer
- v. If at any time you are not able to contact the Centre Welfare Officer or the matter is clearly serious then you can either:
 - contact the Jersey FA Designated Safeguarding Officer directly
 - contact the FA Safeguarding Team on 0800 169 1963 or Safeguarding@TheFA.com
 - contact the Police or Children’s Social Care
 - call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk

NB – The FA’s Safeguarding Children Policy and Procedures are available via – www.TheFA.com/football-rules-governance/safeguarding - click on ‘Raising Awareness – Best Practice Downloads, the Policy and Procedures document is within the resource area. The Policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe the process, how to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact the Jersey FA Designated Safeguarding Officer.

10 Further advice on Safeguarding Children matters can be obtained from:

- Jersey FA’s Centre of Excellence Welfare Officer, Paul Renton on 07797 716090 or email paul.renton@jerseyfa.com
- Jersey FA’s Designated Safeguarding Officer Officer, Alan Williams on 07797 839466 or email alan.williams@jerseyfa.com
- Jersey FA’s Senior Safeguarding Lead, David Kennedy on 07797 837222 or email david.kennedy@jerseyfa.com
- Jersey FA’s Board Champion, Bob Lawrence on 07797 711007 or email robert.lawrence@jerseyfa.com
- www.TheFA.com/football-rules-governance/safeguarding
- Emailing – Safeguarding@TheFA.com
- The FA Safeguarding children general enquiry line 0845 210 8080.

JFA LINK ASSET SERVICES CENTRE OF EXCELLENCE

ANTI-BULYING POLICY

Statement of Intent

The Jersey FA are committed to providing a caring, friendly and safe environment for all our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our Centre. If bullying does occur, all Centre members or parents/carers should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING Centre. This means that anyone who knows that bullying is happening is expected to tell the Centre Director or any member of the coaching staff.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting (e.g. hiding football boots/shin guards, threatening gestures).
- Physical: pushing, kicking, hitting, punching or any use of violence.
- Racist: racial taunts, graffiti, gestures.
- Sexual: unwanted physical contact or sexually abusive comments.
- Homophobic: because of, or focussing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours, teasing.

Why is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

This Centre has a responsibility to respond promptly and effectively to issues of bullying.

JFA LINK ASSET SERVICES CENTRE OF EXCELLENCE

ANTI-BULYING POLICY – cont.

Objectives of this Policy

- All Centre members, coaches, officials and parents/carers should have an understanding of what bullying is.
- All Centre members, officials and coaching staff should know what the Centre's policy is on bullying, and what they should do if bullying arises.
- As a Centre, we take bullying seriously. Players and parents/carers should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.
- All Centre members, coaches, officials and parents/carers should have an appreciation of the signs and indicators of bullying.

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- Says he or she is being bullied
- Is unwilling to go to Centre sessions
- Becomes withdrawn, anxious or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or training equipment damaged
- Has possessions that go 'missing'
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above.

Or, in more extreme cases, if a child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

JFA LINK ASSET SERVICES CENTRE OF EXCELLENCE

ANTI-BULYING POLICY – cont.

Procedures

1. Report bullying incidents to the Centre Manager or a member of coaching staff or contact the Jersey FA Designated Safeguarding Officer.
2. In cases of serious bullying, the incidents will be referred to the Jersey FA Designated Safeguarding Officer for advice and possibly to the FA Case Management System.
3. Parents/carers should be informed and will be asked to come in for a meeting to discuss the problem.
4. If necessary and appropriate, the Police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) to change their behaviour
7. If mediation fails and the bullying is seen to continue, the Jersey FA will initiate an investigation and possible disciplinary action under the Jersey FA constitution.
8. In some cases the parent/carers of the bully or bullied player can be asked to attend training sessions, if they are able to do so and if appropriate. The Centre Manager should monitor the situation for a given period to ensure the bullying is not being repeated.
9. All coaches involved with both individuals should be made aware of the concerns and outcomes of the process.

In the case of adults reported to be bullying anyone within the Centre Under 18

1. The Centre Manager should always be informed and will advise on action to be taken where appropriate. This may include initiating an investigation and possible disciplinary action under the Jersey FA constitution.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Awareness training may be recommended.
3. More serious cases may be referred to the Police and/or Social Services.

JFA LINK ASSET SERVICES CENTRE OF EXCELLENCE

ANTI-BULLYING POLICY – cont.

Prevention

- The Centre will have a written Codes of Conduct, which includes what is acceptable and proper behaviour for all members, of which the Anti-Bullying Policy is one part.
- All members and parents/carers will sign to accept the Codes upon joining the Centre.
- The Centre Manager will raise awareness about bullying and why it matters and, if issues of bullying arise within the Centre, will consider meeting with members to discuss the issue openly and constructively.

This policy is based on guidance provided to schools by KIDSCAPE.

KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via www.kidscape.org.uk.

You may also wish to access www.bullying.co.uk - another website designed to give advice and guidance to parents and children who are faced with dealing with bullying.

JFA LINK ASSET SERVICES CENTRE OF EXCELLENCE

EQUALITY POLICY

The aim of this policy is to ensure that all members of the Jersey FA Link Asset Services Centre of Excellence are treated fairly and with respect.

The Jersey FA is responsible for setting standards and values to apply throughout the Association at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

The Jersey FA's commitment is to eliminate discrimination whether by reason or gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

The Jersey FA in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that the Jersey FA will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in its activities.

The Jersey FA will not tolerate harassment; bullying; abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

The Jersey FA will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

We are committed to the development of a programme of ongoing training and awareness raising events and activities to promote the eradication of discrimination within football.

The Jersey FA is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation.

The Jersey FA commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.

JFA LINK ASSET SERVICES CENTRE OF EXCELLENCE

CENTRE COMPLAINTS PROCEDURE

In the event that any member feels that they have suffered discrimination in any way or that the Centre Policies or Codes of Conduct have been broken they should follow the procedures below.

1. They should report the matter to the Centre Manager or a member of the coaching staff.

The report should include:

- Details of what, when, and where the occurrence took place
 - Any witness statement and names
 - Names of any others who have been treated in a similar way
 - Details of former complaints made about the incident, date, when and to whom made
 - A preference for a solution to the incident.
2. The Centre's Management Committee will sit for any hearings that are requested.
 3. The Centre's Management Committee will have the power to:
 - Warn as to future conduct
 - Suspend from membership
 - Remove from membership

any person found to have broken the Centre's Policies or Codes of Conduct.

If the complaint is with regard to the Centre's Management Committee the member has the right to report the discrimination directly to the Jersey FA Board.