

MORE THAN A CLUB

Issue 2 March 2020

CLUB
DEVELOPMENT
MAGAZINE

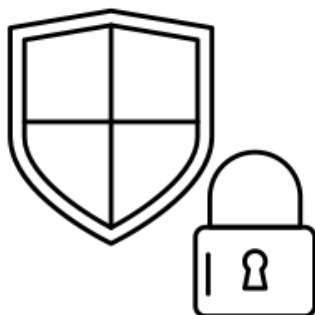


**"Culture is what enables
teams of people to defy
the odds and achieve
the remarkable"**



MORE THAN A CLUB

ISSUE 2 SAFEGUARDING



PAGE 1 INTRODUCTION

A BRIEF LOOK AT THE IMPORTANCE OF SAFEGUARDING IN CLUB DEVELOPMENT



PAGE 2/3 CLUB IN FOCUS: KIVETON PARK JUNIORS

AN INTERVIEW WITH SUZANNE DAVIS AND GORDON JOHNSON LOOKING AT HOW A WHOLE CLUB SAFEGUARDING APPROACH IS ACHIEVED



PAGE 4/5 SAFE RECRUITMENT GUIDE

HERE WE LOOK AT THE GUIDANCE BEHIND SAFELY RECRUITING VOLUNTEERS



PAGE 6 SAFEGUARDING BEST PRACTICE

OUR CFA DSO CLAIRE MACRORY TAKES YOU THROUGH HER TOP TIPS FOR SAFEGUARDING!

ON THE COVER
KIVETON PARK FC'S HOME
GROUND AT WALES HIGH SCHOOL



MORE THAN A CLUB



ISSUE 2 SAFEGUARDING & WELFARE

LET'S MAKE FOOTBALL SAFE, NOT SORRY

SAFEGUARDING CHILDREN AND YOUNG PEOPLE IS EVERYONE'S RESPONSIBILITY. CLEARLY WITHIN FOOTBALL, THE FA, AS THE GAME'S GOVERNING BODY IN ENGLAND, HAS A RESPONSIBILITY TO PUT IN PLACE THE BEST POSSIBLE FRAMEWORK TO ENSURE CHILDREN HAVE FUN AND ENJOY THE GAME SAFELY. HOWEVER, IT'S ALSO A DIFFICULT AND SOMETIMES COMPLEX AREA THAT CAN AFFECT THE LIVES OF EVERYONE INVOLVED.

This is a club development magazine, so why the Safeguarding issue? In November I was invited to speak at a CFA 'Welfare Officer Forum'. I was asked to talk about how Safeguarding and Welfare supports the development of grassroots football clubs. It was an interesting question as Development and Safeguarding can often be seen as two separate sections of a club, but for me, one cannot function without the other. Club Welfare Officers are responsible for ensuring that clubs are Safe, Fun and Inclusive- they do this through a variety of methods, the most typical being DBS and qualification checks. Other areas include safe recruitment of volunteers', Respect and listening to young people. This all helps to ensure that clubs in the County are the best places for players to play and enjoy football.

Safe, Fun and Inclusive clubs drive the development of football within the County, they help to;

- Raise participation across all formats of the game.
- Retain players within game, making clubs more sustainable

- Support healthy lifestyles for many young people
- Increase the number of qualified coaches
- And a point that is often forgotten in grassroots football, they help to develop better players!

If we want all the benefits stated above, the big question is how do we ensure that safeguarding and welfare is firmly embedded in everything that we do as clubs? And, how do we ensure a whole club approach to safeguarding?

For a closer look at a club that have successfully embedded safeguarding into everything they do, this month's Club: In Focus are Kiveton Park Juniors. Turn to the following page to read about how Suzanne Davis (CWO) and Gordon Johnson (Sec) ensure they create a fantastic environment for young people to thrive in. A huge thank you to Suzanne and Gordon for taking the time to share their story!



**FOR ALL
SAFEGUARDING
SUPPORT AND
ADVICE VISIT
OUR WEBSITE**

[CLICK HERE](#)





KIVETON PARK F.C CLUB IN FOCUS



“Welfare of the young people playing at this club is of utmost importance to all of us; I know that any concerns or issues will be dealt with appropriately and professionally.”

Suzanne Davis- Club Welfare Officer

Gordon Johnson- Club Secretary, Coach & Groundsman.

Q. Tell us a bit about the club?

SD & GJ. "Kiveton Park Football Club is the oldest football club in Rotherham and was formed in 1881. Three years ago we moved to our new home ground at Wales High School. We currently have 20 teams, an academy & wildcats centre for 4 to 6 year olds which provides a clear pathway to both our Mens and Ladies senior teams. This means we currently have over 250 boys, girls, men and women playing for our club".

Q. How do you keep safeguarding at the heart of everything you do as a club?

SD & GJ. "Our club is run day to day by a large committee of 10 people. There are

representatives from all sections of the club and we meet on a monthly basis. Minutes are published to all our coaches who pass them down to their parents.

All members of the committee are very supportive of the welfare officer role, and the welfare of the young people playing at this club is of utmost importance to all of us; I know that any concerns or issues will be dealt with appropriately and professionally. The parents, players and volunteers all sign up to a code of conduct, which covers all aspects of behaviour that is expected at the club.

Parents are aware of who our welfare officer is and what the process is if there are any issues. We publicise this on our website, via social media, on posters in our club cafe and we are creating a new parent handbooks for the new season 2020 -21. We also feel that since the club moved into its new home at Wales High School rather than split across two sites, everyone involved has felt more like "one club" rather than a number of teams with the same name. As part of this, 3 years ago when we moved we spent time on details, for example, ensuring that all our home kits and away kits are the same. This helps to develop a "one club" culture and it is easier to promote information in communal areas such as the café and around the ground".

**CLICK BELOW
TO ACCESS THE
FOLLOWING
DOCUMENTS**

[Safeguarding
Policy Template](#)

[Equality Policy](#)

[Codes of Conduct](#)

[Club Rules](#)





KIVETON PARK F.C CLUB IN FOCUS



Q. Has this always been the case? What challenges have you faced?

SD & GJ. "The biggest challenge that we have been faced with is the speed at which we've grown, especially the girls section of the club. Communication therefore has been very challenging. Making sure that everyone involved in the club is aware who the club welfare officer is and how to contact me. We are lucky to have a central café at our home ground and this is a place where I can place posters and other safeguarding information for parents to access. We also have a website that contains contact details and our policies and procedures and use social media platforms to provide parents with up to date news and information. Our committee are currently working on an updated club handbook setting out how the club operates, that can be given out to all young players parents and new volunteers."

Q. How does the FA's Whole Game System help to contribute to safeguarding at the club?

SD & GJ. "The Whole Game System is a valuable tool that I use on a regular basis to keep track of all our coaches and volunteers' safeguarding qualifications. Email notifications for when a DBS check is approaching renewal are a useful feature. As both welfare officer and Secretary have access to WGS, we work together and coordinate work. Our Secretary also holds a separate spreadsheet with all important information of coaches and committee members."

Q. You recently submitted your annual health check with no advisories- how?

SD & GJ. "We have a process in place for when new coaches start and it seems to work well between Secretary and Welfare Officer. We're both very good at admin which helps and fully supportive of one another."

"We promote an environment where everyone acknowledges and agrees that safeguarding is the responsibility of everyone"

I feel another big factor is continuity, as both Welfare Officer and Secretary have now held their positions for 3 years you develop and tinker with processes and what works best.

With renewals such as Safeguarding- the online courses are very helpful. First Aid we tend to arrange a date every three years where a trainer comes in-house, that way we are not micromanaging 40 coaches', we can get them all trained at the same time. We've found this a much easier way, even if the odd coach only took the course a year ago.

I think also as a club, all coaches understand the importance of keeping their qualifications up to date so it helps when they respond and don't have to be continually chased. Of course some are much better than others!"

Q. What benefit does a safeguarding culture have for the club and the players?

SD & GJ. We want our club to be a place where the children and young people of our wider community can play football in a fun, safe and inclusive environment. We promote an environment where everyone acknowledges and agrees that safeguarding is the responsibility of everyone linked to the club, i.e, this is not just a job for the welfare officer!

The club are fully supportive of our coaches completing any qualifications and CPD they require and with the

safeguarding training they receive, our coaches are very good at spotting potential issues at an early stage and dealing with them before they become a significant problem.

When we do have to occasionally deal with a safeguarding issue, we do so in a robust way that is transparent and fair to all parties, and we are confident that we will come to a satisfactory outcome.

WHAT ARE YOUR TOP TIPS FOR MANAGING SAFEGUARDING WITHIN A GRASSROOTS CLUB?

Be Approachable!

It's important to promote an open listening environment, where anyone can feel comfortable to raise an issue or problem. It is important to demonstrate empathy to anyone who approaches me in my role as welfare officer. As a parent for example, they may worry that they are 'being over protective' when asking to speak to me, and it is important to me that parents know that I will treat any concern sensitively and with respect.

Be Consistent !

Demonstrating consistency is a key requirement, as dealing with issues in the same rigorous way. A logical approach reassures parents in particular that the club takes safeguarding seriously, building on our previous experience. I pride myself on understanding any issue raised to me from all sides, and will not automatically 'take a side' when presented with a problem or situation.

Be Informed and learn from others !

I attend FA welfare officer forums to ensure I keep up to date with the latest developments. I also get an opportunity to meet other welfare officers to share ideas and experiences. I can then share these ideas with the club committee.

[CLICK HERE TO VIEW KPFC'S POLICIES PAGE](#)

A fantastic example of making club policies easily accessible



SAFE RECRUITMENT

A GUIDE FOR RECRUITING NEW VOLUNTEERS

Recruiting volunteers can be huge a challenge for clubs. You can often be left treading a fine line between trying to get the 'right' type of person involved and getting 'someone' involved just to ensure that the team doesn't fold. In a world where we don't sometimes have the luxury of choice, we still need to be taking reasonable steps to ensure unsuitable people are prevented from working with children and young people. In this piece we will be looking at the [FA's safe recruitment of volunteers in grassroots football](#), which was published in May 2019. The aim of this article isn't to dictate what your club does moving forward, we are simply hoping to start a conversation within club committees as to how you recruit safely for your club in the future.

I think it's important here to highlight we are not suggesting that willing volunteers should be excluded because of a lack of football knowledge or experience- but simply to ensure that only suitable people are given the opportunity to work with young people. Many grassroots heroes start off with a lack of experience, but do have bags of enthusiasm and motivation; it's a club's job, along with the County FA to support these wonderful volunteers along their coaching journey towards gaining this experience.



1. Planning

Describe the main tasks and responsibilities;

- Identify the skills and experience required to fulfil the role;
- Ensure the final role profile is agreed by the club/league committee.

2. Advertising

Ensure club/league members are aware of volunteering opportunities, as well as advertising outside the club/league;

- Make use of club/league websites/ newsletters/e-zine, social media e.g. Twitter/club Facebook page, local sports hall and school notice boards;
- Ensure the advert reflects the club/league's Safeguarding Children Policy, details the skills/experience required and the duties to be undertaken;
- Do not discriminate in terms of age, race gender or disability.

3. Application Form

Use The FA's Volunteer Application Form

– see page 5;

- At least two officials must be involved in considering the application forms;
- Official photo identification documents must be seen to confirm the identity of the person e.g. passport, driving licence, bus/train pass.



4. Meeting / Interview

Club/league officials need to meet/ interview everyone who has offered to volunteer; more than one official must be present;

- The meeting/interview questions (prepared in advance) must provide the applicant the opportunity to recount experiences and give examples of how they have or would handle situations;
- While it is important to gain information about an applicant's technical abilities, it is also necessary to explore their attitudes and commitment to child welfare. Below are some suggested questions to ask:



SAFE RECRUITMENT

A GUIDE FOR RECRUITING NEW VOLUNTEERS



Can you tell us about any previous experience you have working with children or young people?

– Give a child-related scenario and ask the applicants what they would do e.g. ‘It’s a winter evening and training has finished. A parent has not arrived to pick up their child – what would you do?’ The applicant would be expected to say that they would stay with the child and contact the parents/carers to find out where they were.

5. References

At least two references must be requested from individuals who are not related to the applicant; use The FA’s Volunteer Application Form (see page 5);

- One reference needs to be from the applicant’s place of work and one that ideally demonstrates they have been involved in sport, working with children;
- References must be followed up before they begin to work at the club/league. If either reference raises any concerns, you are advised to contact your County FA Designated Safeguarding Officer for advice and guidance.



6. Criminal Record Checks (CRCs)

Establish if the role requires a Disclosure and Barring Service Enhanced Check by referring to Guidance Notes 3.5: Eligibility of Roles.

- Applications for DBS Checks need to be dealt with by the welfare officer;
- If an applicant claims to have an FA DBS Enhanced Check, this can be clarified via The FA’s Whole Game System to which your welfare officer will have access;



7. Recruitment Decisions

Consider all the information you receive via:

- i. The application form;
- ii. Confirmation of identity;
- iii. Outcome of references;
- iv. Whether the person is accepted by The FA following their DBS Check.

• This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept them into the club or league.

8. Ensure new volunteers:

- Are clear about and have signed up to the role and its specific responsibilities;
- Are made aware of and sign up to the club/league’s Safeguarding Children Policy and Procedures and codes of conduct;
- Attend appropriate FA Safeguarding Children Training*;
- Are supported in-post for the first few weeks. This may simply be via observation or more proactive mentoring;
- Are introduced to relevant club/league officials (and parents/carers when appropriate);
- Are encouraged to attend further training specific to their role, as appropriate.



HAS YOUR CLUB DEVELOPED A SAFE RECRUITMENT STRATEGY? I WOULD LOVE TO HEAR ABOUT IT, SEND THEM ALONG TO TOM.MEASHAM@SHEFFIELDDFA.COM



SAFEGUARDING BEST PRACTICE



Claire MacRory is the County FA Designated Safeguarding Officer, her role involves managing safeguarding for the County FA. As well as supporting our network of dedicated club welfare officers. Claire joined the County FA in August and is the driving force behind the Safeguarding culture at the County FA, and the standards of safeguarding across the County.

Here are Claire's top tips for developing safeguarding at your club;

1. Whole Game System is your best friend!

The Whole Game System allows you to keep track of every volunteer at the clubs' qualifications, always keep it up to date and accurate. Remember if a qualification is not showing on WGS it isn't recognised by the FA.

DID YOU KNOW?

You can generate a full club qualification report from whole game system. This will give you a up to date report of all volunteer qualifications.

This is accessed on the club officials tab.

“Don't apologise for high standards- we certainly won't!”

2. Safeguarding on every agenda of every meeting

To ensure that safeguarding is embedded within the club ensure that it is an agenda point at every meeting. Allow your welfare officer to give an update and share good and poor practice, this will greatly improve the understanding of safeguarding within the club.

3. Play by your rules

You have club constitutions/codes of conduct/safeguarding policies-use them! If parents/volunteers/players are not adhering to these policies, you as a club are required to act. (If a child is at immediate risk please call 999).

4. Recruit Safely

No volunteer should be appointed without relevant checks taking place, *please see our safe recruitment section.

5. Don't apologise for high standards- we certainly won't!

Safeguarding is everyone's business, we as a CFA set ourselves extremely high standards regarding safeguarding, and won't apologise for that. There is no wiggle room when it comes qualifications or DBS checks, we won't overlook this when affiliating clubs, or completing annual health checks and neither should you!

Never apologise for this, the safeguarding of young people comes first!

6. Listen to the view, thoughts and feelings of young people!

Honest reflection time now, have you ever asked the players at the club what they think is best for them? How they would like the club to run? What is most important to them? If so we would love to hear about that and the affects it has had on your club. If the answer is no, try it! You may be pleasantly surprised.

SAFEGUARDING VALIDATION VISITS

The County FA complete a number of safeguarding validation visits every season.

The visits are designed to catch you in, rather than out!

During the visits we look at the following:

The identity of the volunteers coaching against the clubs records on Whole Game System.

Parents and coaches understanding of the FA's Whistleblowing Policy.

Parents and players understanding of where they should report their concerns.

We also like to talk to players to hear their thoughts and feelings on good and bad RESPECT and to make sure they know that they can speak to someone if they are worried.

Claire.MacRory@sheffieldfa.com

0114 2615514



SHEFFIELD & HALLAMSHIRE COUNTY FA

MORE THAN A CLUB



FOR ALL YOUR CLUB'S DEVELOPMENT NEEDS PLEASE FEEL FREE TO GET IN TOUCH WITH TOM MEASHAM, CLUB SUPPORT OFFICER

TOM.MEASHAM@SHEFFIELDDFA.COM



IS THERE AN AREA OF CLUB DEVELOPMENT THAT YOU WANT TO KNOW MORE ABOUT? SEND YOUR QUESTIONS IN AND WE WILL LOOK TO ANSWER THEM IN FUTURE ISSUES

**ISSUE 3 COMING APRIL 2020-
CLUB COACHING PHILOSOPHIES AND
SUPPORTING GRASSROOTS COACHES**

@SHCFA #MTAC

