

SHROPSHIRE FOOTBALL ASSOCIATION

Safeguarding Handbook
Season 2022/2023

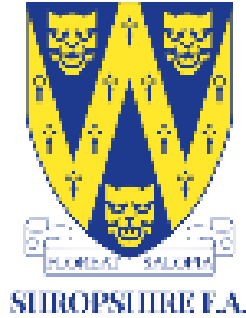


SHROPSHIRE F.A.

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The Shropshire FA Commitment



The Shropshire Football Association Limited is committed to safeguarding and protecting children, young people and adults at risk in youth and adult football.

Individually and collectively, we are signed up to Affiliated Football's Policies and Procedures and we are committed to achieving The FA's Safeguarding Operating Standard for County FAs. We recognise our collective and individual safeguarding responsibilities and accountabilities.

Our overall aim is to ensure the Shropshire FA:

- Implements and maintains preventative safeguarding measures;
- Creates fun, safe and Inclusive youth and adult football environments to support the best outcomes for children and adults at risk;
- Acts to ensure that children and young people have a voice and are heard;
- Makes the reporting of concerns as easy as possible;
- Ensures safeguarding and child protection concerns are investigated swiftly and thoroughly in conjunction with statutory agencies, The FA and other organisations as appropriate;
- Ensures concerns about adults at risk are managed swiftly and in conjunction with the adult concerned, The FA, statutory agencies and other organisations as appropriate.

This commitment is made by our Board, Business Manager and applies to all our staff, including part-time, Shropshire FA volunteers and members.

SFA Safeguarding Children Policy and Procedures

The Shropshire FA continues to be committed to ensuring all necessary steps are taken to protect from harm children and young people (CYP) who participate in grassroots football.

Everyone involved in football needs to understand the individual and collective responsibility they undertake when working with CYP. Working together and giving young people a voice makes a difference when it comes to having effective safeguards in football.

It is essential that everyone is clear about how to report a concern about the welfare of a child or young person. In short this means following the guidelines set out in this policy. Further support and guidance can be obtained through the Shropshire FA Designated Safeguarding Officer or the Senior Safeguarding Lead.

It is not your responsibility to decide if abuse is taking place, but it is your responsibility to report any concerns you may have.

The Shropshire FA's Safeguarding Children's Policy

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 abuse. This is the responsibility of every adult involved in football; thus every club is required to endorse and adhere to The Shropshire FA's Safeguarding Children Policy.

The Shropshire FA recognises its responsibility to safeguard the welfare of CYP who play or participate in football by protecting them from abuse or harm.

This means creating a safe and inclusive atmosphere where everyone works together to tackle both bullying and discrimination, ensure safer recruitment, and tackle poor practice which leads to harm and reduces equal opportunities.

Best practice in Inclusion, anti-bullying, equality and the respect agenda are all part of making safer cultures and prevention of harm and abuse.

The FA is committed to working to provide a safe environment for all CYP to participate in the sport to the best of their abilities for as long as they choose to do so.

The Shropshire Football Association's Safeguarding Children Policy Principles are that:

- The Child's welfare is, and must always be, the paramount consideration
- All CYP have a right to be protected from abuse regardless of their age, gender, gender reassignment, sexual orientation, marital status or civil partnership, racial origin, faith, ability or disability, pregnancy and maternity
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, CYP and their parents and carers is essential

The Shropshire FA is committed to working in partnership with the Police, Children's Social Care, Local Safeguarding Partnerships 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 CYP.

The Shropshire Football Association's Safeguarding Children Policy is in response to Government legislation and guidance, developed to safeguard the welfare and development of CYP.

The Safeguarding Children Policy is further supported by The FA's Respect Programme to address verbal abuse and bullying of youngsters by parents and coaches on the side-lines.

SFA Safeguarding of Adults Policy

Shropshire Football Association is committed to ensuring football is inclusive and provides a safe and positive experience for every adult participant involved in the game, regardless of age, gender, gender reassignment, disability, culture, language, race, faith, belief or sexual orientation.

Shropshire Football Association recognise some people may need additional safeguards and/or protection. These adults are referred to as 'Adults at risk'. We recognise our responsibility to safeguard and protect adults at risk by responding appropriately to any allegations or suspicions of abuse. Everyone who works with adults at risk has a responsibility to commit to this. If abuse is suspected, or reported, The Fa and Shropshire Football Association will work in partnership with the adult at risk wherever possible, depending on their capacity and the risk to them and others.

Shropshire Football Association will also work in partnership with the Police, health and/or adult services, the Disclosure and Barring Service, Safeguarding Adults Boards and local authorities so these organisations can carry out their statutory duties to safeguard and protect adults at risk. When responding to abuse or allegations of abuse and considering the sharing of information, The FA and Shropshire Football Association will put the needs of the adult first and take into account the six principles of safeguarding adults detailed in the Care Act 2014: empowerment; protection; prevention; proportionality; partnership; and accountability. These principles will underpin all work with adults at risk.

Have you a concern to report?

Reporting Safeguarding Concerns

If you ever;

- Have a concern about a child or 'adult at risk'
- Hear a rumour or are told a secret about a child's welfare
- See behaviour where a child or 'adult at risk' seem to be at risk of harm

YOU HAVE A RESPONSIBILITY AND DUTY TO REPORT IT

So here are the ways to report a concern:

- **Your Club Welfare Officer**
- **To our Designated Safeguarding Officer, Victoria Vespa (DSO)**

Alternatively, if the DSO is not available

- **Our Deputy Designated Safeguarding Officer, Andy Weston (DDSO)**
- **Our Senior Safeguarding Lead, Mick Murphy (SSL)**
- **Our Deputy Senior Safeguarding Lead, Zoe Griffiths (DSSL)**

If it is urgent and cannot contact the individuals above, please call

NSPCC 24hour helpline on 0808 169 1863

If the child or adult at risk is at immediate risk or danger, please call the Police/Ambulance on 999

Whistle Blowing Policy

Whistle-blowing can be used as an early warning system or when it's recognised that appropriate actions have not been taken. This approach or policy is adopted in many different walks of life. 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 to the Child Protection in Sport Unit via cpsu@nspcc.org.uk or the NSPCC Helpline via **0808 800 5000** or by emailing help@nspcc.org.uk

Whistle Blowing Officer

Mick Murphy

07435 960650

safeguarding@shropshirefa.com

Who to contact and when

DESIGNATED SAFEGUARDING OFFICER (DSO)

Victoria Vespa

01743362769/07918764766

safeguarding@shropshirefa.com

Monday to Wednesday – 9.30am to 2.30pm. Thursday – 9.30am to 1.30pm

DEPUTY DESIGNATED SAFEGUARDING OFFICER (DDSO)

In the absence of the DSO

Andy Weston

07435960651/01743 362769

safeguarding@shropshirefa.com

SENIOR SAFEGUARDING LEAD (SSL)

Mick Murphy

07435960650

safeguarding@shropshirefa.com

mick.murphy@shropshirefa.com

Monday to Friday 9am-5pm

DEPUTY SENIOR SAFEGUARDING LEAD (DSSL)

In the absence of the SSL

Zoe Griffiths

07368528519

safeguarding@shropshirefa.com

Monday to Friday 9am-5pm

A guide for clubs with 16/17-year-old players

Open-Age Adult Football Safeguards

Every affiliated football club that involves under-18s must ensure appropriate safeguards are in place. This guide aims to support clubs with open-age adult teams who have 16/17-year-old players or are likely to sign 16/17-year-old players.

Everyone working with under-18s, whether in youth or open-age adult football, is subject to The FA's Safeguarding Policy and Procedures 5) and the underpinning legislative guidance.

The Disclosure and Barring Service (DBS), is an agency delivering the government's requirements for vetting checks for those working with under-18s and they have declared (6) that if a team has or is likely to have one or more 16/17-year-old in an adult football team, and if the time that the coaches and managers work with these children meets the period condition (7), then this is deemed as 'regulated activity'. This requires the eligible (8) coaches and managers working with these under-18s to undertake the requisite DBS Check.

The FA and CFAs are beginning a proactive drive to help support clubs to understand and ensure they are embracing their responsibilities in this respect. This guidance note outlines the key issues and actions required by clubs.

The club committee has a collective responsibility to manage these safeguards and are required to:

- **Identify which teams have or are likely to have 16/17-year-old players.**
 - If they are registered with your team then safeguards must be in place, even if they have not played yet.
- **Identify the coach/manager for each team (including any assistant coaches/managers)**
 - Someone must be identified in this role; they do not have to have any coaching qualifications to be named as the coach/team manager; List them on The FA's Whole Game System/Customer Relationship Management system alongside the registered team. This can be done by the club secretary, assistant secretary or if you have youth teams by the club welfare officer (Youth Teams); If the coach/manager changes you must update this information.
- **Support coaches to complete an FA DBS Check* (* Formerly referred to as an FA Criminal Record Check (CRC))**
 - Read The FA DBS Check – FAQs: [TheFA.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks](https://www.thefa.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks);
 - If your club uses 'Matchday' you might want to consider using the PayPal funding (£100) to pay for the coaches' DBS Checks;
 - Check if your league offers any financial support for DBS Checks.
- **Adopt and adhere to The FA's Safeguarding Children Policy**
 - Read and use The FA's Safeguarding Children Policy Club Template: [TheFA.com/football-rules-governance/safeguarding/section-1-football-safeguarding-framework](https://www.thefa.com/football-rules-governance/safeguarding/section-1-football-safeguarding-framework)
- **Provide 16/17-year-old players with safeguarding information**

- Distribute The FA's guidance 'Know your rights': [TheFA.com/football- rules-governance/safeguarding/ section-7-children-and-young- people-under-18s](https://www.thefa.com/football-rules-governance/safeguarding/section-7-children-and-young-people-under-18s) to all 16/17-year- old players, host this information on your club website, consider making it part of a 'welcome pack' for new players aged 16/17 years old.

Navigating TheFA.com: [TheFA.com/ football-rules-governance/safeguarding](https://www.thefa.com/football-rules-governance/safeguarding)

The FA's safeguarding information has 12 sections and offers a variety of downloads all of which can be accessed via the 'Complete Downloads Directory': [TheFA.com/football- rules-governance/safeguarding/section- 11-the-complete-downloads-directory](https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory):

1. Football's safeguarding framework;
2. Reporting concerns;
3. Safer recruitment and DBS Checks;
4. Safeguarding training;
5. The Designated Safeguarding Officer (DSO) network;
6. Safeguarding in the digital world;
7. Children and young people (under-18s);
8. Parents and carers;
9. Support for survivors;
10. Safeguarding adults in disability football;
11. The complete downloads section;
12. Other key safeguarding organisations.

⁵ *The FA's Safeguarding Policies and Procedures can be found here: [TheFA.com/football-rules-governance/safeguarding/section-1- footballs-safeguarding-framework](https://www.thefa.com/football-rules-governance/safeguarding/section-1-football-safeguarding-framework).*

⁶ *See: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/758272/ENGLISH - DBS Checks in Sports - Working with Children LATEST.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/758272/ENGLISH_-_DBS_Checks_in_Sports_-_Working_with_Children_LATEST.pdf)*

⁷ *The period condition is defined as at any time, on more than three days in any period of 30 days, or at any time between 2.00am and 6.00am with the opportunity for face-to-face contact with children.*

⁸ *Eligibility for the enhanced DBS Check with check of the barred list in adult football will depend on how likely it is that they will have 16/17-year-old players. If it is anticipated that children are likely to be part of an open-aged team and there is a good chance of this happening, for instance if 16/17-year-olds have already been part of the team during the previous season or have registered to join the team, then the applicant performing any of the roles mentioned would be eligible for the DBS Check stipulated by The FA. If, however, it is unlikely that 16/17-year-olds would be a part of the teams, for instance if no children have ever previously been on a team and none are expected to join then the coaches and managers are not eligible for the check. This is because a standard or enhanced check cannot be applied for just in case an applicant ends up doing an eligible type of work*

Safeguarding Risk Assessments for Shropshire FA led events

When Shropshire FA organise and/or host football activities, we have a legal duty to take reasonable care to avoid acts or omissions which are a reasonably foreseeable risk. A risk assessment is a systematic review of the tasks, jobs or processes involved when a County FA organises, facilitates, commissions and/or hosts football activities involving under-18s or adults at risk. The purpose is to identify the significant hazards, the risk of someone being harmed and deciding what further control measures we must take to reduce the risk to an acceptable level.

Risk assessments should cover all risks, including those associated with the Covid-19 pandemic and how we intend to ensure that our members and activities will operate within the Government guidance.

It is intended to help County FAs to ensure that safety and welfare are the paramount considerations in the planning and delivery of activities specifically for under-18s or adults in disability football.

The public health crisis is constantly developing and so should Shropshire FAs' response to it. County FAs are responsible for ensuring that risk assessments are completed, continually reviewed in light of changing Government guidance, feedback and observations from staff. For example, Government guidance in respect of certain 'at risk' groups and what activities are permitted may change. This may significantly impact clubs' practices and what measures need to be in place.

Adhering to the NHS Test and Trace system is now mandatory. This means collecting name and contact information on everyone involved before all activities/events that Shropshire FA may run.

Where activities are run directly by the Shropshire FA, we will take the lead in ensuring that the risk assessment is completed and reviewed.

Where facilities are being hired or delivery partners are being used the risk assessment should be jointly owned with safeguarding responsibilities being identified as part of any contract of hire or Service Level Agreement (SLA).

RISK ASSESSMENTS – FIVE KEY STEPS

1. Shropshire FA officials and coaches should keep the below five steps in mind at all times to ensure the safety of participants Shropshire FA will review the measures implemented in response to these regularly, particularly when Government advice or guidance changes. Keep up to date with Government and FA guidance. Please ensure that they are followed at all times and communicate the guidelines to all individuals connected with Shropshire.
2. We will Contact our insurance provider to ensure that we are suitably covered to undertake activities in the current public health crisis.
3. Undertake regular risk assessments of the County FAs activities, ensuring that each one is named, signed and dated by those completing and approving it. Risk assessments are 'living documents' and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.

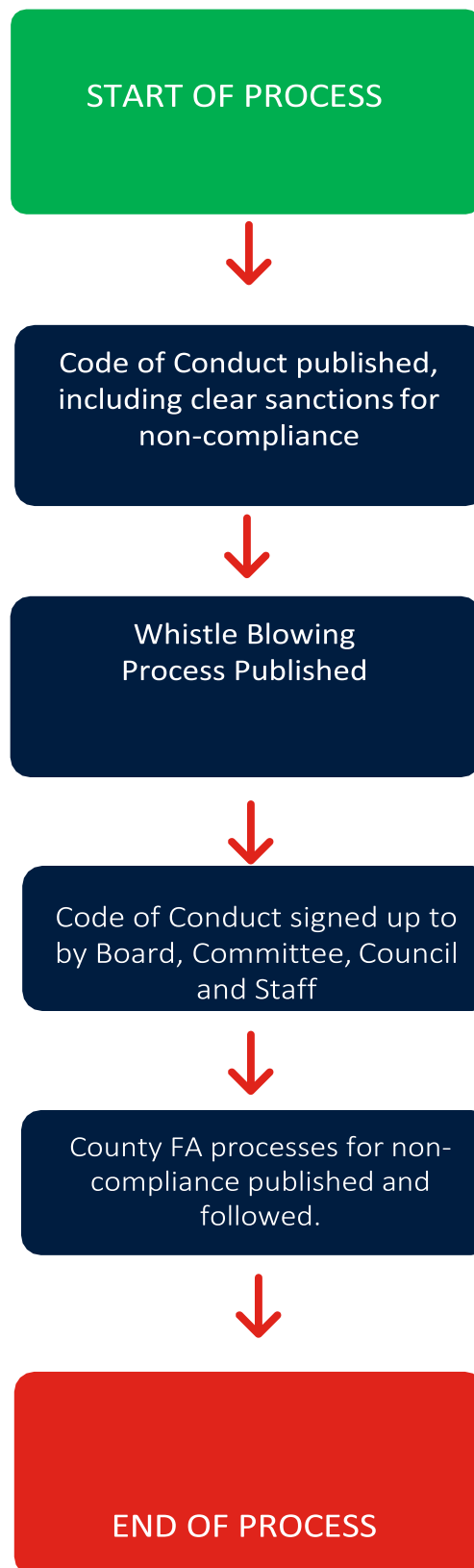
4. Adapt activities and update the Shropshire FAs policies in light of steps 1-3. Policies to be updated include: Health and Safety Policy; and Data Privacy Policy to cover the handling of data where clubs capture data about attendees at sessions to aid the NHS Test and Trace service.

5. Ensure that everyone – board/committee members, coaches, first aiders, volunteers, parents and players is aware of the Shropshire FA’s Covid-19 protocols.

6. We will not undertake an activity if the County FA has any concerns about the safety of our officials and/or participants.



Shropshire FA Managing Breaches of Codes of Conduct



The process for breaching the Code Of Conduct

Safeguarding Code of Conduct Breaches Process

You have signed the Shropshire FA Safeguarding Code of Conduct which states that the wellbeing and safety of all children and vulnerable adults is taken seriously, and that we will act in accordance with the legislation, statutory guidance and The FA' s Policies and Procedures.

Breaches of the Shropshire FA Safeguarding Code of Conduct are taken seriously, and this process sets out how Shropshire FA will respond in the event of a breach, or a suspected breach.

A breach of the Shropshire FA Safeguarding Code of Conduct may occur when:

- An individual fails to sign the Safeguarding Code of Conduct with in the given time scales.
- An individual acts in a manner contrary to the stated expectations within the Safeguarding Code of Conduct.
- An individual is unaware of their duties under the Safeguarding Code of Conduct.
- Failure to undertake training within given timescales.
- Failure to report known incidents.

The above list is not exhaustive and at its sole discretion, Shropshire FA may act upon reasonable intelligence to investigated, an alleged / perceived breach of the Safeguarding Code of Conduct.

In the event of a breach, or a suspected breach the following process should be followed:

- The DSO or SSL will inform the individual and the Business Manager that there has been a suspected breach.
- The DSO will lead an investigation in to the circumstances of the breach.
- The DSO will inform the Business Manager (or the Chairman, in the event the breach involves the Business Manager) of the nature of the investigation, and the recommendations of the DSO as to the next steps.
- The individual will be notified of the action plan that will be put in place to rectify the situation where it is deemed appropriate that remedial actions can rectify the situation which should be implemented within fourteen days.
- Where it is deemed appropriate, an interim or permanent suspension can be issued by the Business Manager or Chairman.
- The case papers will be stored on the Shropshire FA confidential folder in the shared drive.
- The breaches will be kept up to date by the DSO at each stage of the process.
- The breaches will be reviewed twice yearly by the DSO and the Business Manager and reported to the Board.

In the event of a breach being identified, investigated, and found, the following actions may be taken (however this list is not definitive / exhaustive)

- No action necessary.
- Action plan for improvement.
- Temporary or Permanent suspension from duties.
- For a member of Shropshire FA staff, in addition to the above, referral to the Shropshire FA disciplinary process may be necessary.

If the Shropshire FA / DSO feel CYP or vulnerable adults may be at immediate risk, they will take the necessary referrals to the Local Authority, Social Care and Police.

KEY: SSL/BUSINESS MANAGER - MICK MURPHY // DSO – VICTORIA VESPA // CHAIRMAN - DAVE SIMPSON

Contacts

Shropshire FA: safeguarding@shropshirefa.com 07918 764766

The FA safeguarding@thefa.com 0800 0835902

SFA Senior Safeguarding Lead, Mick Murphy mick.murphy@shropshirefa.com 07435 960650

SFA Designated Safeguarding Officer, Victoria Vespa safeguarding@shropshirefa.com

SFA Board Champion, Ellie Jones ellie.jones@shropshire.gov.uk

Shropshire Council Local Authority Designated Safeguarding Officer

Ellie Jones: (01743) 250009

Email: ellie.jones@shropshire.gov.uk

Secure Email: ellie.jones@shropshire.gcsx.gov.uk

Telford and Wrekin Council Local Authority Designated Safeguarding Officer

Glenn Ashbrooke (01952) 380040

Email; Glenn.Ashbrooke@telford.gov.uk

The FA Senior Safeguarding Case Manager

Sarah Walker; 08001691863 Ext 6463

Email; sarah.walker@TheFA.com

Other Contacts:

NSPCC Helpline	0808 8005000
Samaritans	116 123
Action on Elder Abuse	0800 8088141
Non-Emergency	101
Emergency	999



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