

Staffordshire FA Policies and Procedures for FA/1st4Sport Courses



**MAKING A DIFFERENCE
THROUGH FOOTBALL**

Health and Safety

Staffordshire FA is committed to providing a safe working, coaching, teaching and learning environment for all personnel, candidates and any related third parties. Responsibility for health and safety ultimately lies with the CEO of Staffordshire FA. However, all candidates and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow candidates and/or personnel.

Please ensure that you take note of the health and safety guidelines made aware to you by your tutor at the start of the course. They will cover fire procedures, emergency evacuation procedures and points of contact. The tutor will point out safe practice in the practical elements of your course, i.e. removal of jewellery and chewing gum, warm ups, cool downs.

Code of Conduct

At the start of your course the tutor will show you a copy of the code of conduct for their course. This will cover aspects such as; co-operation, communication and personal appearance. For full values statement/code of conduct please refer to the handbook in your portfolio.

Appeals Procedures

If you have a grievance related to the delivery or training of your course, you must put in writing any issues that you may have within 14 days to; Kevin Staples, Staffordshire Football Association, Dyson Court, Staffordshire Technology Park, Beaconside, Stafford, ST18 0LQ. Full details of the appeals process go to <http://www.staffordshirefa.com/Development/1st4sport+Policies+and+Procedures/>

Complaints Procedure

Should candidates wish to complain about any services provided by Staffordshire FA they should in the first instance report the complaint to the tutor/assessor within 20 days of the situation. The tutor/assessor should discuss the complaint with the candidate and attempt to agree a way forward or a solution that suits both parties. Full details of the procedure process can be found at <http://www.staffordshirefa.com/Development/1st4sport+Policies+and+Procedures/>

Registered Office:

Dyson Court
Staffordshire Technology Park
Beaconside
ST18 0LQ

Staffordshire Football Association Limited.

T: +44 (0) 1785 256994
F: +44 (0) 1785 279 837
Registration. 3799658
www.staffordshirefa.com





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Malpractice Statement

Staffordshire FA is committed to pursuing the highest standards of probity and the elimination of malpractice in the management of our organisation, and aims to promote accountability and a climate of openness, to encourage the disclosure of allegations of malpractice.

Personnel/candidates/individuals must report allegations to Kevin Staples. For full details go to <http://www.staffordshirefa.com/Development/1st4sport+Policies+and+Procedures/>

Fair Assessment Statement

Staffordshire FA is committed to providing ongoing support to candidates with particular requirements and aspires to eliminate discrimination. On this basis, we ensure accessible services and make appropriate adjustments, where required, to facilitate candidates in completing the course/programme as independently as possible. Full details can be found at

<http://www.staffordshirefa.com/Development/1st4sport+Policies+and+Procedures/>

Equal Opportunities

Staffordshire Football Association and their employees are committed to the principles and practices of equal opportunities, both as an employer and in the delivery of our service. A copy of Staffordshire FA's Equal Opportunities policy can be found at

<http://www.staffordshirefa.com/Development/Inclusion+and+Equity/Equality/>

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