

# WILTSHIRE FA

# SAFEGUARDING

FOR CHILDREN & YOUNG PEOPLE



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# WHAT IS SAFEGUARDING?

Protecting your health and well-being is really important to us. We call it 'safeguarding'.

We want to make sure all of our participants are safe while they are at Green Lane Playing Fields because everyone has the right to feel safe where ever they are.

## We promise to:

- **Listen**
- **Report**
- **Take action** *(when appropriate)*





# **THIS POLICY WILL TELL YOU MORE ABOUT:**

- What we do at Wiltshire County FA to keep children & young people safe and well
- Where you can go if you are worried about something
- What we do if we are worried about your safety or well-being

## **CREATING A SAFE ENVIRONMENT**

It's really important that everyone feels safe and happy whilst playing football at Green Lane Playing Fields. We want make sure that:

- We have an open environment where you feel comfortable to tell someone in authority if something worries you
- What you say is taken seriously
- Our staff have special training and clear guidelines that explain the best way to work

## **WHO IS CONSIDERED A CHILD OR A YOUNG PERSON?**

Anyone under the age of 18 is considered a child or young person.



# WHO IS RESPONSIBLE FOR SAFEGUARDING YOUNG PEOPLE AT WILTSHIRE FA?

**EVERYONE.**

All staff working with children and young people at Wiltshire County FA are trained to look out for the young people they work with.

We also have specialist people whose job it is to make sure that the things you say are listened to and acted on. They are specially trained and know how best to deal with any worries about your safety and well-being. We want you to feel safe, happy and comfortable talking to us no matter what the worry.

**Talk to an adult you trust.**

## THE SAFEGUARDING TEAM AT WILTSHIRE FA

**Kelly** - Kelly.Jones@wiltshirefa.com

**Shane** - Shane.Comb@wiltshirefa.com

**Emma** - Emma.Cottier-Small@wiltshirefa.com

**Mark** - Mark.Young@wiltshirefa.com

**Oliver** - Oliver.Selfe@wiltshirefa.com

**The team** - Safeguarding@Wiltshirefa.com

or you can call us on **01793 486047**

You can also contact Childline with any issue you are going through. You can talk about anything. Whether it's something big or small, Childline trained counsellors are available to support you.

**CHILDLINE 0800 1111 | [www.childline.org.uk](http://www.childline.org.uk)**



# WHAT INFORMATION DOES WILTSHIRE COUNTY FA HOLD ABOUT ME?

If you have ongoing contact with Wiltshire FA, for example, attending training at Green Lane or events, it's likely that we would ask for your personal details. Things like your name, address, date of birth and, where applicable, details of parents or carers. This is so we know who you are and can make contact if we need to.

We might also ask if it's ok to take your picture. Sometimes this is to celebrate an event or achievement. Either way we ask for your or your parent/carer's permission to do this. Normally if you give permission once, we apply it to all situations where photographs may be taken.



## YOU ALWAYS HAVE THE OPTION TO OPT OUT

This means that you, or the people who look after you, no longer give consent or permission for your image to be taken. This is your choice and you can opt out at any time. We store all your information and images in line with data protection law. This means that all information is:

- Collected with you and your parent/carer's consent
- Stored safely
- Deleted within the correct time scales.

# WHAT IS ABUSE?

**Abuse is anything another person does that could cause harm.  
Abuse can happen in families, school or anywhere.**

**There are different types of abuse:**

## PHYSICAL ABUSE

**When someone is hurting you. Things like:**

- Hitting, smacking and slapping
- Scalding or burning you
- Spitting or throwing things at you
- Shaking or suffocating you.

## SEXUAL ABUSE

**This is when someone:**

- Touches you
- Says things...
- Makes you watch...
- Makes you take part in things that make you feel uncomfortable.

## EMOTIONAL ABUSE

**When a person intentionally makes you feel bad about yourself, ignores you or puts you down.**

**Some examples are:**

- Putting you in a dangerous situation
- Calling you names
- Being aggressive and violent to other people in your family.

## BULLYING

**Means different things to different people.**

Generally, it's when you are made to feel bad or humiliated by name calling, pushing or pulling or being threatened. This can happen anywhere - on-line or offline.

## NEGLECT

**When you don't have the things you really need to be well. Things like:**

Food, clean clothes, medicine. It also includes things like protection from harm and dangerous people.

**ABUSE IS NEVER OKAY. IT'S NOT YOUR FAULT. YOU ARE NOT ALONE - THERE ARE PEOPLE WHO CAN HELP.**

# childline

ONLINE, ON THE PHONE, ANYTIME

**CHILDLINE 0800 1111 | [www.childline.org.uk](http://www.childline.org.uk)**



# WORRIED ABOUT SOMETHING?

**How to report a concern and what we do with the information.**

We hope that Wiltshire FA, Green Lane Playing Fields, is a place where you can reach your goals and have fun. But we understand that it also needs to be a place where you can share any worries or concerns you might have.

This could be about something happening at home, school, your own club or at Wiltshire FA.

## WE WILL LISTEN

**It can be difficult to share some things.**

**You might wonder whether what's happening is wrong or you might struggle to find the words to explain it. Either way, adults at Wiltshire FA, Green Lane Playing Fields will listen and give you the time you need to talk.**

There are times when you may not feel able to tell anyone what is happening. Sometimes, people who know you well can spot when things aren't quite right. They may notice a change in your behaviour or see something that makes them worry about your safety.

If this happens, or you tell a member of staff something that makes them concerned about your safety, they have a responsibility to act on this and help to make sure you are safe.





# REPORTING A CONCERN

## 1. WHY MIGHT YOU GET IN TOUCH?

Talk to a member of staff about:

- Anything that worries or frightens you
- Concerns about another young person
- Something that doesn't feel right

Grown ups may also speak to a member of staff if they are worried about the safety of a young person.

Our staff will tell you what's going to happen next when it's safe to do so.

The people in our Safeguarding Team are trained and experienced to look at your concerns and make decisions that put your best interests first.

## 2. WHO DO WE SPEAK TO?

The staff member or parent speaks to someone at the Safeguarding Team. They will immediately think of ways to keep you or another child or young person safe.

Any decisions are made with you to make sure you're ok.

Information is shared on a 'need to know' basis. We keep your information safe and secure.

## 3. WHAT HAPPENS NEXT?

Depending on what's worrying you, the Safeguarding Team might need to speak to other services outside of Wiltshire County FA to support you.

Where it's safe to do so, we'll ask for your permission to speak to other services.

We might speak to services like: Children's Services/ Health professionals/ Police.

# WHAT HAPPENS IF YOU RAISE A CONCERN?

The person you've told or someone who is worried about your safety will explain the concerns to a member of the Safeguarding Team.

The Safeguarding Team are specially trained to help. They will start thinking about how they can support you and keep you safe.

The Safeguarding Team may need to talk to other adults about what you tell them to help keep you safe. These people could be Children's Services, the Police or health professionals.

Your information is only shared with people who need to know to keep you safe.





# ASKING FOR HELP

If you have a problem, or are worried about something, it's always best to speak to an adult you trust. It can be difficult to find the right words so here are some tips to help make it a bit easier...

## START SOMEWHERE

**You don't have to share everything all at once. Say what comes to mind – it is okay if it does not come out perfectly.**

**Telling someone is the most important thing.**

## CHOOSING THE RIGHT PERSON

**Speak with an adult you trust – someone that makes you feel safe and listened to. This could be:**

- A member of the Safeguarding Team
- A family member
- A teacher
- A coach
- A school nurse or counsellor
- A close family friend.

## TRY TO THINK ABOUT WHAT YOU WANT TO SAY

**Fears, worries and problems can be hard to put into words.**

**You might feel nervous about what to say and how the other person might react. Don't worry, this is normal. Sometimes it's helpful to go over what you want to say beforehand. Practice aloud or just say the words in your head. Doing this can help you to feel less nervous about saying it to someone else.**

**At times, asking for help can mean saying words you would not normally say. Words that might be considered rude or embarrassing. That's okay. You can say the words and you won't get into trouble.**

**Some children and young people find it easier to write it down and share it with a trusted adult. The adult may need to ask you questions about what you have written down but remember this is because they want to make sure they understand clearly and it is not because they do not believe you.**

# TALK TO US

Talk to us or get in touch with these organisations if you have any worries or concerns.

## **WILTSHIRE FA SAFEGUARDING TEAM:**

**OLIVER** - SENIOR SAFEGUARDING LEAD

Oliver.Selfe@wiltshirefa.com

**EMMA** - DEPUTY SENIOR SAFEGUARDING LEAD

Emma.Cottier-Small@wiltshirefa.com | 07956 212301

**MARK** - DEPUTY SENIOR SAFEGUARDING LEAD

Mark.Young@wiltshirefa.com | 07342 734458

**KELLY** - DESIGNATED SAFEGUARDING OFFICER

Kelly.Jones@wiltshirefa.com | 07340 272564

## **LOCAL AUTHORITY SAFEGUARDING:**

**WILTSHIRE COUNCIL MASH TEAM**

mash@wiltshire.gcsx.gov.uk | 0300 4560108

**SWINDON BOROUGH COUNCIL MASH TEAM**

swindonmash@swindon.gov.uk | 01793466903

**In an emergency, where there is a threat to life, serious injury, or a crime in progress call: 999. For non-emergency calls or to report a crime call: 101**

### **CHILDLINE**

0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

### **BARNARDOS**

[www.barnardos.org.uk](http://www.barnardos.org.uk)

### **THINKUKNOW**

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

### **YOUNG MINDS**

[youngminds.org.uk](http://youngminds.org.uk)

### **FOOTBALL ASSOCIATION**

[www.thefa.com](http://www.thefa.com)

### **NSPCC**

[www.nspcc.org.uk](http://www.nspcc.org.uk)