



IOF Mavericks FC Safeguarding Policy

- 1.** IOF Mavericks FC 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 IOF Mavericks FC 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/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
 - CIFA recognises that this is the responsibility of every adult involved in our club.

- 3.** IOF 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. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

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
- **Sexual** unwanted physical contact or sexually abusive comments
- **Discrimination** comments, jokes about disabled people, sexist comments,
- **Verbal** name-calling, sarcasm, spreading rumours, teasing

Cyberbullying

This is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on. There is a growing trend for bullying to occur online or via texts – bullies no longer rely on being physically near to the young person.

Trolling

This is the name given to posting deliberately offensive comments on people's social media pages aimed at causing upset and distress. This type of behaviour could result in legal action.

This club commits to ensure our website websites and/or social networking pages are being used appropriately and any online bullying will be dealt with swiftly and appropriately in line with procedures detailed in this policy.

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.

All club IOF members should know what the club policy is on bullying and follow it when bullying is reported.

IOF staff all attend 2 in house CPD events a year, which cover a refresher on all aspects of safeguarding

All players and parents should know what the club policy is on bullying, and what they should do if bullying arises, and full details of our policy will be listed on our website.

As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported.

Bullying will not be tolerated.

Signs and Indicators

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

- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions 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.

In more extreme cases:

- 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.

1. Bullying as a form of any discrimination:

Bullying because of discrimination occurs when bullying is motivated by a prejudice against certain people or groups of people. This may be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability or ability.

Generally, these forms of bullying look like other sorts of bullying, but it can include:

2. Verbal abuse – derogatory remarks about girls or women, suggesting girls and women are inferior to boys and men, or that black, Asian and ethnic minority people are not as capable as white people; spreading rumours that someone is gay, suggesting that something or someone is inferior and so they are “gay” – for example, “you’re such a gay boy!” or “those trainers are so gay!” Ridiculing someone because of a disability or mental health related issue, or because they have a physical, mental or emotional developmental delay. Referring to someone by the colour of their skin, rather than their name; using nicknames that have racial connotations; isolating someone because they come from another country or social background etc.

3. Physical abuse – including hitting, punching, kicking, sexual assault, and threatening behaviour.
4. Cyberbullying – using online spaces to spread rumours about someone or exclude them. It can also include text messaging, including video and picture messaging.
5. Discrimination is often driven by a lack of understanding which only serves to strengthen stereotypes and can potentially lead to actions that may cause women, ethnic minorities, disabled people, lesbian, gay, bisexual or transgender people, or people who follow specific religions or beliefs, to feel excluded, isolated or undervalued. Ensure that club members know that discriminatory language and behaviour will not be tolerated in this club.
6. If an incident occurs, members should be informed that discriminatory language is offensive, and will not be tolerated. If a member continues to make discriminatory remarks, explain in detail the effects that discrimination and bullying has on people. If it is a young person making the remarks their parents should be informed just as in any breach of the clubs Code of Conduct and this Anti-Bullying policy.
7. If a member makes persistent remarks, they should be removed from the training setting in line with managing challenging behaviour.
8. If the problem persists, the member should be made to understand the sanctions that will apply if they continue to use discriminatory language or behaviour.
9. Consider inviting the parents/carers to the club to discuss the attitudes of the youth member in line with the procedures detailed in this policy.

Forms of Abuse

Concerns identified as child abuse will fall within the following five categories:

- **Physical Abuse:** A child is physically hurt or injured by an adult, or an adult gives alcohol or drugs to a child or young person
- **Neglect:** A child's basic physical needs are consistently not met, or they are regularly left alone or unsupervised
- **Sexual Abuse:** An adult or peer uses a child or young person to meet their own sexual needs
- **Emotional Abuse:** Persistent criticism, denigrating or putting unrealistic expectations on a child or young person
- **Bullying:** Persistent or repeated hostile and intimidating behaviour towards a child or young person
- Incidents of poor practice occur when the needs of children and young people are not afforded the necessary priority, so as their welfare is compromised.
- Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or emotional wellbeing of a child or young person. Hazing is not tolerated in affiliated football.

Signs of Abuse

- **Physical Abuse:** Behavioral signs such as fear of contact or going to a certain place
Aggression and bullying or abuse of others. Feelings of depression, withdrawal
- **Neglect:** Always being tired Persistent absences, lateness and lack of kit or belongings. Regularly left without parental supervision at an inappropriate age
- **Sexual Abuse:** Apparent fear of someone, reluctance to be alone. Running away. Age-inappropriate sexually explicit knowledge or behavior
- **Bullying:** Difficulty making friends, Low and withdrawal from others, Reluctance to attend school or social events. Anxiety over social media or receiving texts
- **Hazing:** Being unable to play or interact with other children
- Fear of mistakes
- Low mood and withdrawal from others

Reporting Incidents:

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 Club Welfare Officer. **Deb Bennett by phone (+0044) 07713 478246 or email deb.bennett@me.com**

- **ii.** If the issue is one of poor practice the Club Welfare Officer will either:
deal with the matter themselves or seek advice from the CFA Welfare Officer
- **iii.** If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care.
- **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 your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.
- **v.** If at any time you are not able to contact your Club Welfare Officer, or the matter is clearly serious then you can either:
Contact your CFA Welfare Officer directly
- The FA Safeguarding Team on 0800 169 1863 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
- All staff to record, act upon, and inform the Head of Safeguarding ASAP of any reported incident (forms listed below)

Parents/Players Reporting Incident:

- If you are worried about a child, conduct of staff member, or any other issue, then you need to report your concerns to the following:
- At the time of an incident: to the on field coach or training support staff on site at the venue
- Club Welfare Officer **Deb Bennett by phone (+0044) 07713 478246 or email deb.bennett@me.com** can be contacted out of hours on these details, who will then call you back as soon as possible or practically, and within 24 hours
- This information will be confidential and can be made anonymously

Coaches Reporting Incident

- The same applies as above ie parents/players reporting incident
- If a report is made to you, despite the outcome, the information must be reported to the site/course manager and logged in the incident register, which is stored and secured in a safe location by said person.
- Remember as a first person of contact you must follow FA safeguarding guidelines
- Course/site managers details will be provided on the day of the course and this person will be identified to you in the course briefing/meeting

Head of Safeguarding:

Deb Bennett is our nominated Head of Safeguarding. Russell is an ex Metropolitan Police Officer, who worked within the Youth Services and Safer Schools department and is qualified to the highest multi agency child protection level, a course designed and delivered by the Met Police.

Contact details:

Deb Bennett by phone (+0044) 07713 478246 or email deb.bennett@me.com

- Head of safeguarding will require to continual with personal development in safeguarding and maintain their current qualification alongside The FA's guidelines, making sure that that the qualification is regularly updated
- Will hold a current safeguarding qualification

All staff in the company including coaches and support staff will be safeguarding children trained, and hold an up to qualification, and will be expected to deal with any first instance incident/complaint and then report this to the Head of Safeguarding ASAP or in emergencies to the appropriate organisations/authorities.

If the Head of Safeguarding is unavailable, then the acting Head of Safeguarding will be:

Russell Hullett (+0044) 07864 988124, email: russ@iofacademy.com

4. Medical Treatment/Provisions

All players signing on to our courses, must complete a medical questionnaire prior to attending covering:

- any conditions, both physical, mental, psychological
- any allergies
- any current medication
- sign the medical consent form, giving consent for medical treatment to be administered if required by IOF staff

If medications are required, the player/parent must:

- Make the coach/course coordinator aware,
- Inform the coach/coordinator the details of the medication,
- Bring the medication pitch side and inform the coach/coordinator the location of the medication

5. Medical Equipment/Staff

- All coaching staff will require an up to FA first aid award
- Medical equipment meeting The FA's guidelines will be always provided/available
- Medical book/form will record any treatment administered or any injuries noticed by staff
- If the training facility has a defibrillator on site, then all staff will be notified of its location
- Address/Post Code of venue will be recorded by the coordinator, so that emergency services can be directed to the venue at speed, if require

6. Photography/Images

Prior to signing on to our programs, the booking forms includes a signed consent, for images to be taken or for VEO recording of sessions to be conducted and used in any marketing or promotions of the courses. Anyone who doesn't consent, will not have the images used for such purposes.

Staff Guidance:

- Photographs must ideally be of a group of players and not isolating any individuals.
- More than 1 adult, i.e. 2 x coaches or a coach and parent must be present if individual photos are taken in instances like group registration or membership ID's, and this will then only be of the head and shoulders
- No adult/child physical contact must be made when photographs are taken i.e arms around players/children

7. Confidentiality

Any information provided will be of the strictest confidentiality, and persons may give information anomalously if required, and all information will be on a need to know basis with the Child Welfare Officer having the final say on dissemination of information. Also, all reports and information are stored by the Child Welfare Officer, and access to the reports are restricted and stored in a secure location.

8. GDPR

All information recorded electronically, written or verbal, will conform to the UK's GDPR requirements and no information will be passed onto third parties without consent

9. Staff requirement's

- All staff must have the following up to date awards:
- Current DBS or international DBS
- Safeguarding children
- 1st Aid award
- Proof of all qualifications must be provided including DBS prior to commencement of employment
- Must always conduct themselves in an appropriate manner, respecting IOF high moral and professional values.
- Be open and engaging to all
- Must be punctual
- Wear IOF training kit provided or our agreed partner's uniform
- Failing to do so can result in a written warning or dismissal for severe or persistent cases
- All staff will be interviewed prior to employment

10. Coaching Staff additional requirements:

- Up to date coaching qualification (minimum UEFA B or in the process of completing)
- Registered with their FA governing body i.e. FAN number
- Professional academy level coach/scout (proof must be provided prior to employment)
- Have a minimum of 2 years' experience of a coaching/teaching role

11. Training Ratio's and language needs:

- Coach to player ratio 1: 18 maximum (plus 1 x DBS and Safeguarding helper)
- 2 members of staff will be available at all sessions/venues

12. Changing Facilities:

Staff, male and female players will be given separate changing facilities

13. Insurance and FA Affiliation

IOF will be fully insured policy will be via FA once affiliation is confirmed with Derbyshire FA

Policy number: TBC

The FA Charter Standard Club Programme Incident/Accident Reporting Form



Football Club Incident/Accident Reporting Form

1. Site where accident took place

2. Name of person in charge of session/competition

3. Name of injured person

4. Address of injured person

5. Date and time of incident/accident

6. Nature of accident/incident

7. Give details of how and precisely where the accident took place.

Describe what activity was taking place, eg. training programme, getting changed, etc.

8. Give details of the action taken including any first aid treatment and the name(s) of the first-aider(s).

9. Were any of the following contacted

Police Yes ☐ No ☐

Ambulance Yes ☐ No ☐

Parent/Guardian Yes ☐ No ☐

10. What happened to the injured person after the accident?
(eg. went home, went to hospital, carried on with session)

11. All of the above facts are a true and accurate record of the incident/accident.

Signed

Name (Print)

Date

Incident report form

Berks & Bucks FA are committed to supporting your journey in football and to safeguard our existing teams.



On the occasion where you observe, or are involved in an incident, we will investigate and respond appropriately. This form is to be used by club officials, spectators and participants, for reportable incidents which cannot be resolved by the club(s). Please complete and return this form within three working days of the incident. Referees should continue to report via The Whole Game System.

This form should not be circulated to leagues, clubs or individuals. Please return the completed form to our Football Services Manager, Alastair Kay at Alastair.Kay@Berks-BucksFA.com

Match Details	
Fixture <small>Please include the name of both clubs and the specific team names e.g. Reds, Kites, Hawks, etc)</small>	Age Group:
Date	Venue
League	Referee

Reporter Details	
Name	FAN
Role with club	Role at match
Phone	Email
Did you witness the incident? Yes <input type="radio"/> No <input type="radio"/>	Date of report

Individual being reported	
Name (if known)	Role
Physical Description	

Nature of incident (Please select all that apply)		
Threatening or aggressive physical behaviour <input type="checkbox"/>	Discrimination (language or behaviour) <input type="checkbox"/>	Aggressive play/coaching (including Respect complaints) <input type="checkbox"/>
Threatening or offensive Language <input type="checkbox"/>	Refereeing (e.g. referee performance) <input type="checkbox"/>	Poor spectator behaviour (including breach of Respect campaign) <input type="checkbox"/>
Others (please specify): <input type="checkbox"/> _____		

Police Involvement	
Yes <input checked="" type="checkbox"/>	Crime Reference Number _____
No <input type="checkbox"/>	Investigating Officer _____
Not Sure <input type="checkbox"/>	Contact Number _____