



## **Hares Youth F.C. – Safeguarding & Child Protection Code of Conduct**

**Applies to:** All adults representing Hares Youth F.C. (paid or volunteer)

**Effective from:** February 2026

**Club Welfare Officer:** Chris Adams – [welfare@haresyouth.com](mailto:welfare@haresyouth.com) – 07753 301299

**Herts FA Designated Safeguarding Officer:** Lilly Michael -  
safeguarding@hertfordshirefa.com

**Emergency (immediate risk):** Call 999

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### **1) Purpose & Commitment**

Hares Youth F.C. is committed to creating a **safe, inclusive, and enjoyable** environment for every child. Safeguarding is **everyone's responsibility**. This Code sets the **minimum standards of behaviour and practice** to protect children from abuse, neglect, harm, and poor practice.

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### **2) Principles**

- **Children first:** welfare and safety always take priority over results.
- **Zero tolerance** of abuse, bullying, harassment, or discrimination.
- **Safe adults, safe systems:** proper planning, supervision, ratios, and boundaries.
- **Listen & act:** take all concerns seriously, respond promptly, and record accurately.

- **Proportionality & confidentiality:** share information on a need-to-know basis.

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### 3) Safer Practice: Standards for All Adults

I will:

- **Complete and maintain** required checks and training: Enhanced DBS, FA Safeguarding Children, First Aid, and role-specific qualifications.
- **Plan and run safe activities:** risk assess venues, weather, travel; maintain suitable supervision and headcounts.
- **Maintain professional boundaries:** I am a coach/official, **not a friend**.
- **Communicate appropriately:** no one-to-one private messaging with children; use club-approved channels including parents/carers.
- **Uphold the two-adult rule** where required (training, changing rooms for younger ages, 1:1 conversations in open view).
- **Model respect:** calm language, no shouting at children, no humiliating or punitive drills.
- **Include everyone:** reasonable adjustments for SEND and medical needs; respect all backgrounds.
- **Manage images responsibly:** follow consent lists; no tagging/naming children publicly; no sharing locations in real time.
- **Report concerns immediately** to the Club Welfare Officer (or 999 if a child is in immediate danger).

I will **not**:

- Be under the **influence of alcohol or drugs** during any club activity.
- Give **gifts, money, or lifts** to individual children without prior approval/consent and appropriate transparency.
- Have **secret or 1:1 online chats** or share personal social media with children.
- Use **sexualised, discriminatory, degrading, or bullying language**.
- Initiate **physical contact** except where **age-appropriate** and necessary for safety/first aid, and only with explanation and consent where possible.
- **Photograph/film** children without prior, recorded consent and adherence to club policy.

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## 4) Managing Specific Situations

### Travel & Transport

- Prefer **parent-arranged transport**. If club transport is used, ensure risk assessment, approved drivers, insurance, seatbelts, headcounts, and arrival/collection procedures. Avoid transporting a child alone; if unavoidable (emergency), inform the Welfare Officer and parent **before** travel where possible, keep records, and sit the child in the rear.

### Changing Rooms & Toilets

- Follow **age-appropriate supervision** (younger ages require two-adult oversight outside the changing area or open-door supervision; adults do not change alongside children).
- **No phones/cameras** used in changing areas.

### Injuries & First Aid

- Carry a **stocked first aid kit**; record all injuries and actions taken; inform parents promptly.
- **Concussion:** “If in doubt, **sit them out**.” Follow return-to-play guidance; never same-day return after suspected concussion.

### Weather & Environment

- Heat/cold protocols (hydration, shade, layers, breaks, cancellations if unsafe).
- Check pitches and equipment for hazards before sessions.

### Social Media & Messaging

- Use official channels; **no direct DMs** with children.
- Content must be **professional, supportive, and non-identifying** (initials or first names only where required; avoid real-time location).
- Remove and report inappropriate content immediately.

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## 5) Recognising & Responding to Concerns

Concerns may be about: **abuse (physical, emotional, sexual), neglect, bullying, discrimination, grooming, poor practice, boundary breaches, online harms, domestic abuse indicators, self-harm or mental health worries**.

### If a child discloses:

1. **Listen, believe, and reassure** — do not promise secrecy.
2. **Clarify briefly** (open questions only: who/what/when/where). Don't investigate.
3. **Record facts** as soon as possible (child's words, time/date, people present).
4. **Report immediately** to the Club Welfare Officer. If the child is at risk of immediate harm, call **999** first.
5. **Preserve evidence** (do not delete messages/photos; secure screenshots appropriately).

### If the concern involves a club adult or volunteer:

- Report to the **Club Welfare Officer** and **do not** confront the individual. The CWO will escalate to the **County FA** and **LADO** (Local Authority Designated Officer) where appropriate.

### Whistleblowing:

- You are protected when you raise concerns in good faith. Go to the **CWO**, **County FA DSO**, or **The FA** safeguarding line if you cannot raise it internally.

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## 6) Information, Records & Confidentiality

- Keep **accurate, timely records** of incidents, injuries, medication, and concerns using club templates.
- Store records **securely** and share only with those who **need to know**.
- Respect data protection law (minimise personal data, follow retention schedules, and secure disposal).

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## 7) Training, Vetting & Supervision

- All eligible roles must hold a **current Enhanced DBS** with the correct workforce and barred list checks as applicable.
- Mandatory **FA Safeguarding Children** and **Emergency First Aid** training must be current.
- New volunteers complete an **induction** covering this Code, reporting routes, and role expectations.

- The club will **monitor compliance** and remove from role anyone who fails to maintain required clearances or training.

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## 8) Safer Culture & Inclusion

- Promote a **player voice**: regular check-ins, clear ways to speak up, child-friendly rules.
- Support **mental well-being**: know how to signpost (GP, local services, school safeguarding leads).
- Challenge **poor behaviour** swiftly; de-escalate calmly; remove individuals from activity when safety demands it.

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## 9) Breaches & Sanctions

Non-compliance may lead to:

- Education/guidance, **verbal or written warnings**
- Temporary removal from activities or **suspension**
- **Termination** of role or membership
- **Referral** to County FA, LADO, Police, or other authorities as required  
Sanctions will be **fair, proportionate, and child-centred**.

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## 10) Key Contacts & Escalation

- **Club Welfare Officer (CWO)**: [Name, Phone, Email]
- **Deputy CWO**: [Name, Phone, Email]
- **Team Manager/Coach**: [Insert]
- **County FA Designated Safeguarding Officer**: [Insert]
- **Local Authority Designated Officer (LADO)**: [Insert]
- **Police (immediate risk)**: 999 | **Non-emergency**: 101
- **NSPCC Helpline (advice/concerns)**: 0808 800 5000

**In immediate danger:** remove the child from harm if safe to do so and call **999**. Then inform the CWO as soon as practicable.

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## **11) Acknowledgement**

By volunteering or working at **Hares Youth F.C.**, I confirm I have read, understood, and agree to follow this Safeguarding & Child Protection Code of Conduct and all related club policies.

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Team/Age Group:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_