



# EPSOM & EWELL FOOTBALL CLUB

# Child Protection Policy



Valid until 30<sup>th</sup> June 2008

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### Information

**This document will remain effective from 01<sup>st</sup> July 2007 until 30<sup>th</sup> June 2008 (or an earlier date if new legislation is passed by the UK Government)<sup>1</sup>.**

Epsom & Ewell Football Club and Epsom & Ewell Colts Football Club are part of the accreditation scheme 'Serious about Child Protection' by Epsom & Ewell Borough Council. This document forms an essential part of the accreditation scheme that is assessed by Epsom & Ewell Borough Council at a maximum interval of every two years.



The club will review this document shortly before its expiry date, making necessary alterations before putting the updated version of this document (for the 2008-09 season) to a vote for its implementation at the Management Committee and/or Annual General Meetings in early July 2008.

<sup>1</sup> "Standards for Safeguarding and Protecting Children in Sport" published by the Child Protection in Sport Unit (January 2003) stipulates that all Child Protection Policies should be reviewed by the organisation/club and relevant stakeholder audiences every three years maximum or when new legislation is introduced.



## Introduction

All sporting organisations which make provision for children, young people and those persons that are vulnerable must ensure that:

- The welfare of the child/vulnerable person is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately;
- All staff working in sport has a responsibility to report concerns to the appropriate officer.



## **Policy statement**

Epsom & Ewell Football Club has a duty of care to safeguard all children and others that are vulnerable to harm when involved in playing or spectating at the club's matches. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Epsom & Ewell Football Club will ensure the safety and protection of all children involved with the club through adherence to the Child Protection guidelines adopted by Epsom & Ewell Football Club.

A child is defined as a person under the age of 18 (The Children Act 1989).

## ***Policy aims***

The aim of the club's Child Protection Policy is to promote good practice in:

- Providing children and others that are vulnerable with appropriate safety and protection whilst in the care of Epsom & Ewell Football Club;
- Allowing all officials, managers and coaches to make informed and confident responses to specific child protection issues.



## **Promoting good practice**

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with the judgment about the appropriate action to be taken.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. The club's managers, coaches & officials will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club's secretary and Child Protection Officer must work with the appropriate agencies to ensure the child receives the required support.

## **Good practice guidelines**

All officials, managers and coaches are encouraged to demonstrate exemplary behaviour in order to promote the child's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

### **Good practice means:**

- Always working in an open environment by avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players. It is inappropriate for managers, coaches and other officials to have an intimate relationship with a child or to share a room with them.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process;
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Teams containing young or vulnerable persons will be supervised in the changing rooms by the team's managers, coaches and other club officials. There will be a minimum of two of these persons present in the changing rooms at all times.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- A written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

### **Practices to be avoided**

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the child protection officer and/or the child's parents:

- Spending time alone with children away from others if a child sustains an injury and requires to be taken to hospital by ambulance.
- Avoid taking or dropping off a child to an event or activity

### **Practices never to be sanctioned**

The following will **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

**N.B.** It may sometimes be necessary for officials, managers and coaches to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities.

### **Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to the Child Protection Officer who will record the incident. The parents of the child will also be informed by the Child Protection Officer:

- If you accidentally hurt a player.
- If he/she seems distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have done.

## **Use of photographic/filming equipment at sporting events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. Epsom & Ewell Football Club will be vigilant of people taking photographs or videoing young or vulnerable sports people. Any concerns should to be immediately reported to the club's Child Protection Officer.

The club has standard guidelines relating to professional photographers or press attending a match, it is important that they understand the club's expectations of them in relation to child protection. They will normally inform the club that they will be coming along and for what purposes. On arrival at the ground they will be:

- Provided with a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography.
- Issued with identification which they will display at all times.

The club will ensure that

- Players and parents are informed that a photographer will be present at the event and ensure they consent to filming and/or photography and to its publication.
- Photographers are not left with unsupervised access to children or one-to-one photo sessions during the event.
- Photo sessions outside the match or at a participant's home are not allowed to be arranged.

Videoing can be a good coaching aid and there is no intention to prevent the club's managers, coaches and parents of participators from using video equipment as a legitimate coaching aid. However, players and their parents/carers should be made aware that this is part of the coaching programme and their consent obtained first, and all films should be stored safely.

A consent form for allowing photographs and/or video of a child to be taken and published is available in Appendix II

## Recruitment and training of staff

Epsom & Ewell Football Club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks include the following:

- All persons applying for a post as either a manager, coach or other position directly in contact with young and/or vulnerable persons should complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
- Consent will be obtained from an applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo)

### Interview and Induction

All suitable persons will be required to undergo an interview carried out to acceptable protocol and recommendations. Candidates will receive a brief induction about the club during the interview which will include:

- A check will be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications are substantiated.
- The job requirements and responsibilities will be clarified.
- Child protection procedures are explained and training needs are identified.
- They sign up to the organisation's Code of Ethics and Conduct and Child Protection policy.

### Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help officials, managers and coaches to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

Epsom & Ewell Football Club requires:

- Coaching staff to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-coaching staff to complete a recognised awareness training course on child protection.



- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to gain recognised national first aid training and attend Football Association Medical training courses (where necessary).
- Attend updated training (when and where necessary).

## Responding to allegations or suspicions

It is not the responsibility of anyone working in Epsom & Ewell Football Club, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the Child Protection Officer or the appropriate authorities.

Epsom & Ewell Football Club assures all officers, managers and coaches that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

### Action if there are concerns

Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; the club's Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the club's Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Surrey County Football Association Welfare Officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Concerns about suspected abuse

- Any suspicion that a child has been abused by either a manager, coach or official should be reported to the club's Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The club's Child Protection Officer will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The club's Child Protection Officer will inform the Surrey County Football Association Welfare Officer who will deal with any media enquiries.
- If the club's Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the club's Honorary Secretary or in his/her absence the Surrey County Football Association Welfare Officer who will refer the allegation to Social Services.

### **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Club's Child Protection Officer.
- The parents of the person who is alleged to have been abused
- The person making the allegation.
- Social services/police.
- The Club's management committee
- The Surrey County Football Association Child Protection Officer.
- Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### **Internal Enquiries and Suspension**

- The club's Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the club's Management Committee will assess all individual cases to decide whether a member of management staff or official can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the club's Management Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: [bac@bacp.co.uk](mailto:bac@bacp.co.uk), Internet: <http://www.bacp.co.uk>.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

### **Action if bullying is suspected**

If bullying is suspected, the same procedure will be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in sport will include:

- Taking all signs of bullying very seriously.
- Encouraging all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, professional help will be sought immediately). Helping the victim to speak out and tell the person in charge or someone in authority by creating an open environment.
- Investigate all allegations and taking appropriate action to ensure the victim is safe. Speaking with the victim and the bully(ies) separately.
- Reassuring the victim that the person in charge can be trusted and will help them.
- Keeping records of what is said (what happened, by whom, when).
- Reporting all concerns to the Club's Child Protection Officer or the school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talking with the bully(ies), explaining the situation, and trying to get the bully(ies) to understand the consequences of their behaviour. Seeking an apology to the victim(s).
- Informing the bully's parents.
- Insisting on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Providing support for the victim's coach or manager.
- Imposing sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

Most 'low level' incidents will be dealt with at the time by either the manager, coaches or other club official. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents must be referred to the club's Child Protection Officer as in "responding to suspicions or allegations" above.

**Concerns outside the immediate sporting environment (e.g. a parent or carer):**

- Report your concerns to the club's Child Protection Officer, who should contact social services or the police as soon as possible.
- If the Club Child Protection Officer is unavailable, the club's Honorary Secretary or Chairman should be informed of the abuse who should contact social services or the police immediately.
- Social Services and the club's Child Protection Officer will decide how to involve the parents/carers.
- The Club Child Protection Officer should also report the incident to the Surrey County Football Association. The Surrey County Football Association will ascertain whether or not the person(s) involved in the incident play a role in the club and act accordingly.
- Maintain confidentiality on a **need to know** basis only.

**Information for social services or the police about suspected abuse**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.



## ***Appendix I – Glossary of Roles***

Coach(es) – Coach

Manager(s) – manager; assistant manager

Official(s) – Chairman, Honorary Secretary, Treasurer, Matchday Secretary, Committee member, Child Protection Officer, Sports Injury Consultant (formerly known as Physiotherapist)



## **Appendix II – Video/Filming Consent Form**

Epsom & Ewell Football Club recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The club will follow the guidance for the use of photographs a copy of which is available from the Child Protection Officer

The club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club immediately.

### **Parent/Carer Declaration:**

I ..... as the [parent / carer\*] consent to Epsom & Ewell  
Football Club photographing or videoing .....

Signed ..... Date: .....

\* - Delete as appropriate

### **Child's Declaration**

I ..... consent to Epsom & Ewell Football Club  
photographing or videoing my involvement in Football matches

Signed ..... Date: .....

### **Appendix III – The Football Association Child Protection Statement**

As the club is affiliated to the Surrey County Football Association and is a member club of the Combined Counties, Suburban and Southern Youth football leagues, who in turn are affiliated to the Football Association we also follow the Child Protection statement of the Football Association that follows in addition to our club's statement.

1. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute
2. In these regulations the expression "offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young persons Act 1933 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
3. Upon receipt by The Association of:
  - 3.1. notification that an individual has been charged with an offence; or
  - 3.2. notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an offence; or
  - 3.3. any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.
4. In reaching its determination as to whether an order under Regulation 3 should be made The Association shall give consideration, inter alia, to the following factors:
  - 4.1. Whether a child or children are or may be at risk of harm;
  - 4.2. whether the matters are of a serious nature;
  - 4.3. whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded.
5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under the Rules of The Association or any Offence is decided or brought to an end.
6. Where an order is imposed on an individual under Regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of the Association against the person relating to the matters as soon as reasonably practicable.
7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
8. For the purposes of these Regulations, The Association shall act through its council or any committee or sub-committee thereof, including the Board.
9. Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.



## Useful Contacts

Organisation	Contact	Tel	Fax	E-Mail
Epsom & Ewell Football Club Banstead Athletic F.C. Merland Rise, Tadworth, Surrey, KT20 5JG	Robert Oakes Child Welfare Officer	(01737) 358877 (07879) 415411		<a href="mailto:Robert.oakes@btinternet.com">Robert.oakes@btinternet.com</a>
Epsom & Ewell Colts Football Club 1 Shaw Close Epsom Surrey, KT17 1JP	Judith Lovett Child Welfare Officer	(020) 8393 4576 (07762) 101767		<a href="mailto:lovettfamily@ntlworld.com">lovettfamily@ntlworld.com</a>
Epsom & Ewell Borough Council Town Hall, The Parade Epsom, Surrey KT18 5BY	Jerome Kilty Community Sports Development Officer  Katie Harvey Youth Development Officer	(01372) 732165  (01372) 732164	(01372) 732488  (01372) 732337	<a href="mailto:jkilty@epsom-ewell.gov.uk">jkilty@epsom-ewell.gov.uk</a>  <a href="mailto:kbuck@epsom-ewell.gov.uk">kbuck@epsom-ewell.gov.uk</a>
Southern Youth League 1 Beales Road Bookham, Surrey GU23 4WA	Linda Brooker Child Protection Officer	(01372) 454768	(01932) 232414	<a href="mailto:Linda.brooker@syl.org.uk">Linda.brooker@syl.org.uk</a>
Surrey County Football Association Connaught House, 36 Bridge Street, Leatherhead, Surrey KT22 8BZ	Mark Walter	(01372) 384745 (07950) 883974	(01372) 361310	<a href="mailto:Mark.Walter@surreyfa.com">Mark.Walter@surreyfa.com</a>
Active Surrey Surrey Sports Development Unit Christs College (Guildford) Larch Avenue, Guildford, Surrey, GU1 1JY		(01483) 518944	(01483) 518950	<a href="mailto:Surrey.sdu@surreycc.gov.uk">Surrey.sdu@surreycc.gov.uk</a>
Child Protection in Sport Unit NSPCC National Training Centre 3 Gilmour Close, Beaumont Leys, Leicester, Leics, LE4 1EZ		(0116) 234 7278 (0116) 234 7280	(0116) 234 0464	<a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a>



