



Safeguarding Children Policy and Procedures

Created: August 2018

Effective date: August 2021

Revise by: Club's Welfare Officer

Next review date: August 2023

1. Bloomsbury Football Foundation acknowledges its responsibility to safeguard the welfare of every child who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child is anyone under the age of 18 engaged in any club football activity.
2. The key principles the Bloomsbury Football Foundation Safeguarding Children Policy are that:
 - The child's welfare is, and must always be, the paramount consideration.
 - All children 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 children and their parents/guardians through keeping them aware of the children's right to be safe from abuse and where they can go for help, as well as involving them in developing policies and procedures to ensure the children's rights are respected.

We acknowledge that every child 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. Bloomsbury Football Foundation recognises that this is the responsibility of every adult involved in our club.

3. Bloomsbury Football Foundation has a role to play in safeguarding the welfare of all children by protecting them from physical, neglect, sexual or emotional abuse.

“Child abuse” is a term used to describe what happens when a person, or a group of people, harm a child under the age of 18. Abuse and neglect are forms of maltreatment of a child; somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family, institutional or community setting, by those known to them or, more rarely by a stranger. They may be abused by an adult or adults, or another child or children. There are different types of abuse

- **Physical** – Physical abuse indicators can include an explanation which is inconsistent with an injury, several different explanations provided for an injury, unexplained delay in seeking treatment or reluctance to give information or mention previous injuries.
- **Neglect** – Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
- **Sexual** – (including internet grooming & sexual exploitation) Sexual abuse is when adults, of either sex, or other children, use children to meet their own sexual needs. It involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.
- **Emotional** – Emotional abuse may be difficult to recognise. It is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It is noted and accepted that Bloomsbury Football Foundation's Safeguarding Children Regulations apply to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- Specify what the role is and what tasks it involves.
- Request identification documents.
- As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them.
- Ask for and follow up with 2 references before appointing someone.
- Where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current Bloomsbury Football Foundation members working in eligible roles, with children - such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children and the opportunity to influence policies or

practice with children. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Bloomsbury Football Foundation, guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the CRC Process and that all suitability decisions will be made in accordance with legislation and in the best interests of children.

5. Bloomsbury Football Foundation will always take concerns and allegations about employees and volunteers seriously and will respond in a way that places the protection and needs of children first. The procedure will always be followed in respect of all cases where it is alleged that an employee or a volunteer has:

- Behaved in a way that has, or may have, harmed a child. Possibly committed a criminal offence against, or related to, a child.
- Behaved in a way that indicates s/he is unsuitable to work with children. This can include behaviour in their personal life that raises safeguarding concerns.
- The Foundation will always inform the police when information is received that indicates that the criminal law has been, or may have been, broken. Additionally, the Foundation will inform other Statutory and Regulatory Authorities/Agencies when it is required to do so or when the circumstances regarding the allegations are such that the Authorities/Agencies should be so notified.
- The Foundation will work with openness and transparency with all Authorities/Agencies.
- The Welfare Officer will have full oversight of any allegations against employees or volunteers who work with children. The Welfare Officer will hold management responsibility and the Foundation's Head of HR will hold responsibility for advising on all aspects of the HR processes.
- There will be circumstances when the policy and procedures may be used concurrently with other procedures such as Disciplinary, Whistleblowing and Complaints procedures. In such circumstances, the safeguarding process takes precedence, and other processes may need to be suspended whilst safeguarding processes are completed.
- In circumstances where a whistleblowing event or other complaint is made of which the where safeguarding allegations or concern against employees or volunteers is only minor element nevertheless, the safeguarding concerns must be addressed using this policy and procedure and may require other processes to be delayed.
- The Foundation recognises that children, and some employees may have disabilities that require reasonable adjustments to be made to this procedure in

accordance with The Equality Act 2010. In such cases, the Safeguarding Officer will make these adjustments in consultation and agreement with the Head of HR.

6. Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about an adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC.

Bloomsbury Football Foundation encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

7. Bloomsbury Football Foundation has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.
8. 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/guardians 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.
9. Respect codes of conduct for players, parents/spectators, officials and coaches have been implemented by Bloomsbury Football Foundation. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.
10. Reporting your concerns about the welfare of a child. 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.
 - (a) If you are worried about a child then you need to report your concerns to the Club Welfare Officer.

- (b) 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
- (c) 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.
- (d) 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.
- (e) 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
 - Contact 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
 - Child Line on 0800 1111
 - Police’s Child Abuse Investigation Unit on 01707 354 000

In case of emergency, call 999.

NB – The FA’s Safeguarding Children Policy and Procedures are available via – www.TheFA.com/footballrules-governance/safeguarding – click on ‘Raising Awareness – Best Practice Downloads’, the Policy and Procedures document is within the resources area. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

11. Further advice on Safeguarding Children matters can be obtained from:

Club Welfare Officer: Lucas S. Capalbo
T: 07762 843032
E: care@bloomsburyfootball.com

County Football Association’s Welfare Officer
T: 02087 332613 (5)

E: jackie.newing@amateur-fa.com

www.TheFA.com/football-rules-governance/safeguarding
Safeguarding@TheFA.com

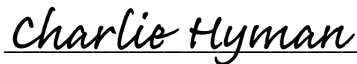
The FA Safeguarding Children general enquiry line 0845 210 8080



Lucas S. Capalbo
Club Welfare Officer

[06/08/2021](#)

Date



Charlie Hyman
CEO

[06/08/2021](#)

Date

*The procedure to review this document includes (1) the CEO will assign the Club Welfare Officer to update the document annually; (2) the Club Welfare Officer will ensure the policies and procedures contained in the document comply with the relevant legislation and regulations; and (3) the CEO will review the changes made to the document and sign it off when concluded.