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## **Child Protection Procedures and Practices Handbook**

Winnersh Rangers Football Club  
December 2008

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Document produced using guidelines specified for football clubs associated  
with The Football Association (limited) and the Berkshire Sports Partnership

## Document Control

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## Change History

<b>Issue</b>	<b>Change Details</b>	<b>Date</b>
Issue 0.1	Initial draft	11/11/2004
Issue 1.0	Finalised	16/02/2005
Issue 1.1	Reviewed	06/06/2007
Issue 1.2	Updated	1/12/2008

# The Winnersh Rangers Football Club Child Protection Policy Statement

Every child or young person, defined as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

The Winnersh Rangers Football Club (WRFC) recognises its responsibility to safeguard the welfare of all children and young people associated with the club by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is determined to meet its obligation to ensure that the club provides football opportunities for children and young people do so, to the highest possible standard of care.

(Appendix 1 – Winnersh Rangers Football Club Association Regulation)

These procedures apply to all members of the football club what ever their involvement. For example, club referees, club officers, manager's assistants, football coaches and managers. The WRFC Committee will consider, having taken advice, whether anyone who has a previous criminal conviction or caution for offences related to the abuse of children or young people, violence or any sexual offences should be excluded from working with children and young people. This position is re-enforced by The F.A. and U.K. legislation and guidance.

## INTRODUCTION

### Objectives

The WRFC, following guidelines issued by the Berkshire Sports Partnership (BSP) and The F.A. has issued a Child Protection Policy. The Policy sets the following objectives:

- To develop a positive and pro-active position in order to best protect all children associated with the club enabling them to participate in an enjoyable and safe environment.
- To deliver quality assured child protection training for all volunteers in conjunction with The Football Association and the NSPCC.
- To demonstrate best practice in the area of child protection.
- To ensure that all Volunteers that come in contact with children or young people associated with the club complete the club's recruitment procedure, are CRB checked and cleared.

Key Principles:

- 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, culture, language, racial origin, religious beliefs or sexual identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with the children and their parents/carers is essential. Social Services Departments have a statutory responsibility to ensure the welfare of children and young people. The Winnersh Rangers Football Club is committed to working together with Social Services Departments and local Area Child Protection Committees (ACPC) in accordance with their procedures.

The WRFC practices and procedures that follow will ensure that everyone involved in football club knows exactly what is expected of them, in relation to the protection of children and young people within the sport.

The designated volunteer should be clearly identified in every setting e.g. a Coach, or Manager, or Assistant, or the club Child Welfare Officer.

### Legal and Procedural Framework

The practices and procedures based on the principles contained within U.K. and International legislation and Government guidance have been designed to complement local Area Child Protection Committee (ACPC) procedures and take the following into consideration.

*The Children Act 1989*

*The Protection of Children Act 1999*

*Working Together to Safeguard Children*

*"Caring for the young and vulnerable" Home Office Guidance for preventing the abuse of trust 1999*

*The UN Convention on the Rights of The Child Human Rights Act 1998*

### **Action if there are concerns about the welfare of a child or young person**

The following action should be taken by anyone who has concerns about the welfare of a child or young person in:

1. Football settings
2. The home or other settings

Non-action is **not** an option in Child Protection.

## **1 Concerns about poor practice and possible abuse within football settings**

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within sport and may occur within other settings (e.g. other social activities). Recent inquiries indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in football are aware of this possibility and that all allegations are treated seriously and appropriate actions taken. Allegations may also relate to poor practice where an adult's or peer's behaviour is inappropriate and may be causing concern to a young person. Poor practice includes any behaviour which contravenes existing Codes of Conduct, infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in football and will be treated seriously and appropriate actions taken.

### **1.1 Action to take if a child or young person informs you directly that he/she is concerned about someone's behaviour towards them**

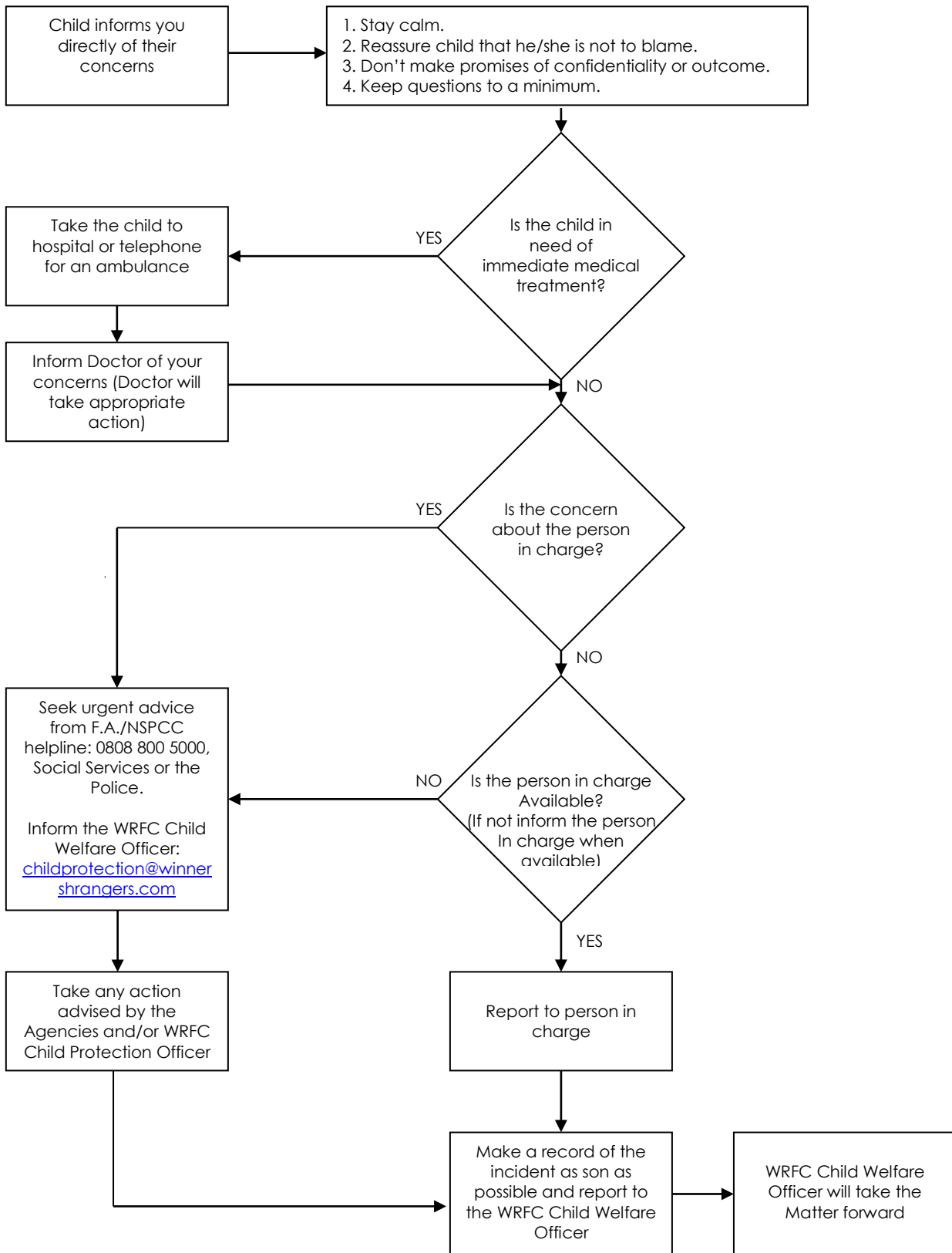
If this happens, you should:

- React calmly so as not to frighten the child or young person.
- Tell the child or young person he/she is not to blame and that he/she was right to tell.
- Take what the child or young person says seriously.
- Ensure the safety of the child or young person
  - If the child or young person needs immediate medical treatment, take the child or young person to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.
- Avoid leading the child or young person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- Re-assure the child or young person but do not make promises of confidentiality or outcome which might not be feasible in the light of subsequent developments.
- Parents and carers should be contacted only after advice from Social Services.

You should continue also to follow the WRFC Procedures outlined below

- Make a full record of what has been said, heard and/or seen as soon as possible.
- Report the concerns to the person in charge or designated person immediately, unless the concern is about the person in charge (see below).
- The person in charge should be clearly identified in every football setting e.g. a designated committee member, a qualified First Aider, a team Coach, a team Manager, or the club Child Welfare Officer. If the person in charge is not available, or the concern is about the person in charge, then report your concerns directly to the Social Services or the Police. These agencies will advise you whether a formal referral to Social Services is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- You should also inform The **WRFC Child Welfare Officer**: [childprotection@winnershrangers.com](mailto:childprotection@winnershrangers.com)
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location by the WRFC Child Protection Officer.

### **Process**



- Please remember that it can be more difficult for some children to disclose abuse than for others. Children from ethnic minorities may have regularly experienced racism which may lead them to believe 'white people', including those in authority roles, do not really care about their well-being. They may feel they have good reason to question whether your response will be any different.
- Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care or residence. The abuse may be the only
- attention/affection they have experienced. There may be communication difficulties and they will almost certainly have to overcome prejudices which block our willingness to believe they may be abused or to use their medical condition to explain away indicators which in an able bodied child would concern us.
- These groups of people need us to be extra vigilant and to give extra thought as to how we will respond, if necessary.

The WRFC will support anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child/young person.

Recording of information, suspicions or concerns (See Appendix 13).

Information passed to the Social Services Department or the Police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should contain the following information:

- The child's or young person's name, address and date of birth.
- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child's or young person's account, in their own words if possible, of what has happened and how any bruising or other injuries occurred.
- Any observations that have been made by you or to you.
- Any times, locations, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- Your knowledge of and relationship to the child or young person.
- Whenever possible, referrals to Social Services Departments should be confirmed in writing within 24 hours.
- Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.

## 1.2 Action to take if you become aware, through your own observations or through a third party, of possible abuse occurring within a football setting

If this happens, you should:

- Ensure the safety of the child or the young person (if present) – if the child or young person needs immediate medical treatment, take the child to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.

You should continue also to follow the WRFC Procedures outlined below.

- Make a full record of what has been said, heard and/or seen as soon as possible.
- Parents and carers should be contacted only after advice from Social Services.
- The person in charge should be clearly identified in every football setting.
- Report the concerns to the person in charge immediately, unless the concerns are about the person in charge (see below).
- The person in charge may seek advice from **The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000**, Social Services or the Police who will then follow local Area Child Protection Committee procedures. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- The person in charge must also inform The **WRFC Child Welfare Officer**
- If the person in charge is not directly available, or the concerns relate to the person in charge, refer your concerns directly to Social Services or the Police. These agencies will advise you whether a formal referral to Social Services is necessary and what further action you might need to take. If you

are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.

- You should also inform The **WRFC Child Welfare Officer**
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location by the WRFC Child Welfare Officer.

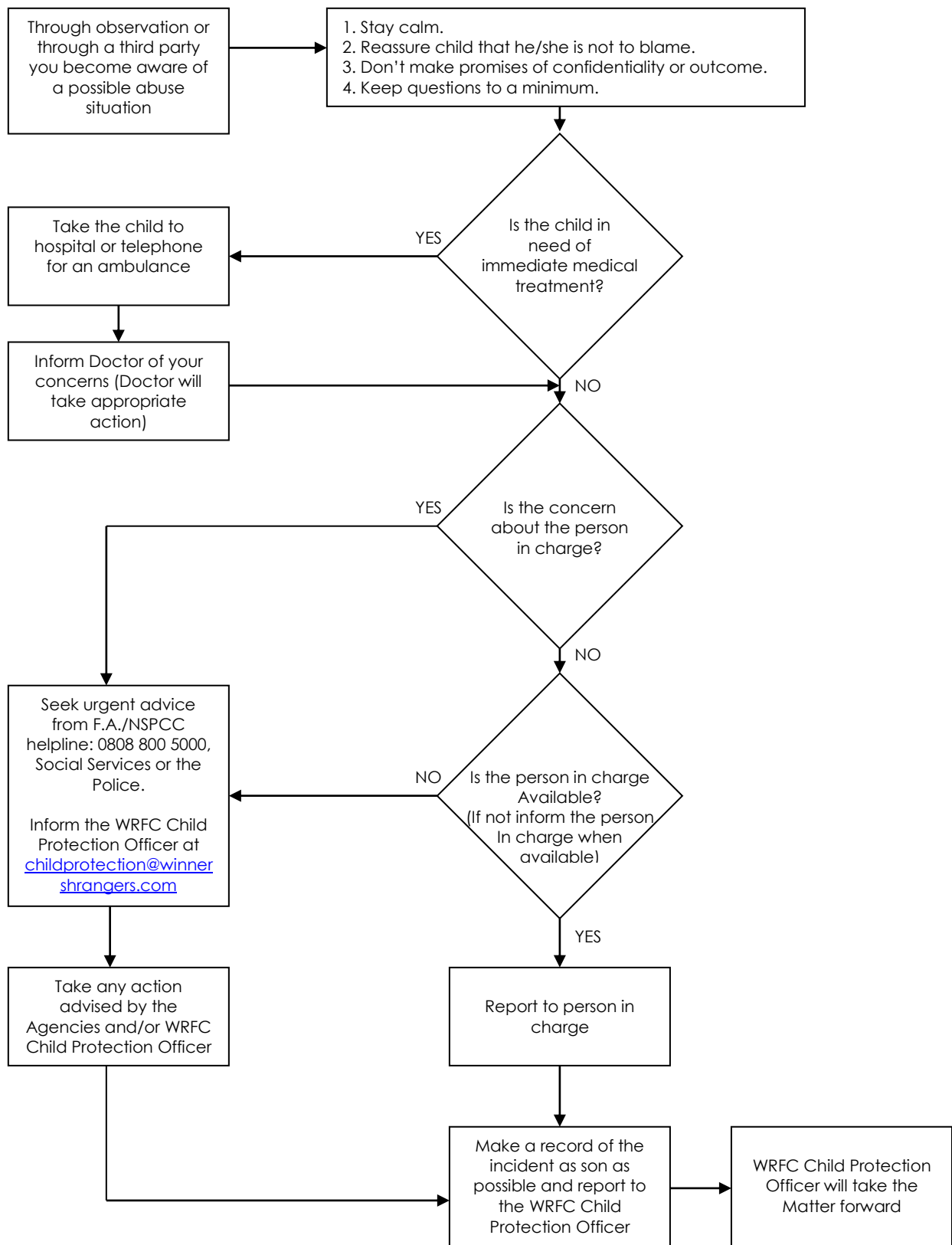
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- Any times, locations, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- Your knowledge of and relationship to the child or young person.
- Whenever possible, referrals to Social Services Departments should be confirmed in writing within 24 hours.
- Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.

Non-action is **not** an option in child protection

**Process**





## 2 Abuse in the home or other settings (outside football)

### 2.1 Action to take if a child or young person informs you directly that he/she is being abused at home or within some other setting

If this happens, you should:

- React calmly so as not to frighten the child or young person.
- Tell the child or young person he/she is not to blame and that he/she was right to tell.
- Take what the child or young person says seriously.
- Avoid leading the child or young person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- Re-assure the child or young person but do not make promises of confidentiality or outcome which might not be feasible in the light of subsequent developments.
- Parents and carers should be contacted only after advice from Social Services.
- Ensure the safety of the child or young person
  - If the child or young person needs immediate treatment, take the child or young person to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.

You should continue also to follow the WRFC Procedures outlined below.

- Make a full record of what has been said, heard and/or seen as soon as possible.
- Report the concerns to the person in charge immediately.
- The person in charge should be clearly identified in every setting e.g. a designated committee member, a qualified First Aider, a team Coach, a team Manager, or the club Child Protection Officer. If you are aware that the allegation is about someone who is involved in football in any capacity, you should also inform The **WRFC Child Welfare Officer**
- The person in charge may seek advice from **The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000**, Social Services or the Police and these agencies will then follow local Area Child Protection Committee procedures.
- If the person in charge is not available seek urgent advice from **The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000**, Social Services or the Police. These agencies will advise you whether a formal referral to Social Services is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.
- Please remember that it can be more difficult for some children to disclose abuse than for others. Children from ethnic minorities may have regularly experienced racism which may lead them to believe 'white people', including those in authority roles, do not really care about their well-being. They may feel they have good reason to question whether your response will be any different.
- Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care or residence. The abuse may be the only
- attention/affection they have experienced. There may be communication difficulties and they will almost certainly have to overcome prejudices which block our willingness to believe they may be abused or to use their medical condition to explain away indicators which in an able bodied child would concern us.
- These groups of people need us to be extra vigilant and to give extra thought as to how we will respond, if necessary.

#### **Recording of information, suspicions or concerns**

Information passed to the Social Services Department or the Police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should contain the following information:

- The child's or young person's name, address and date of birth.
- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child's or young person's account, in their own words if possible, of what has happened and how

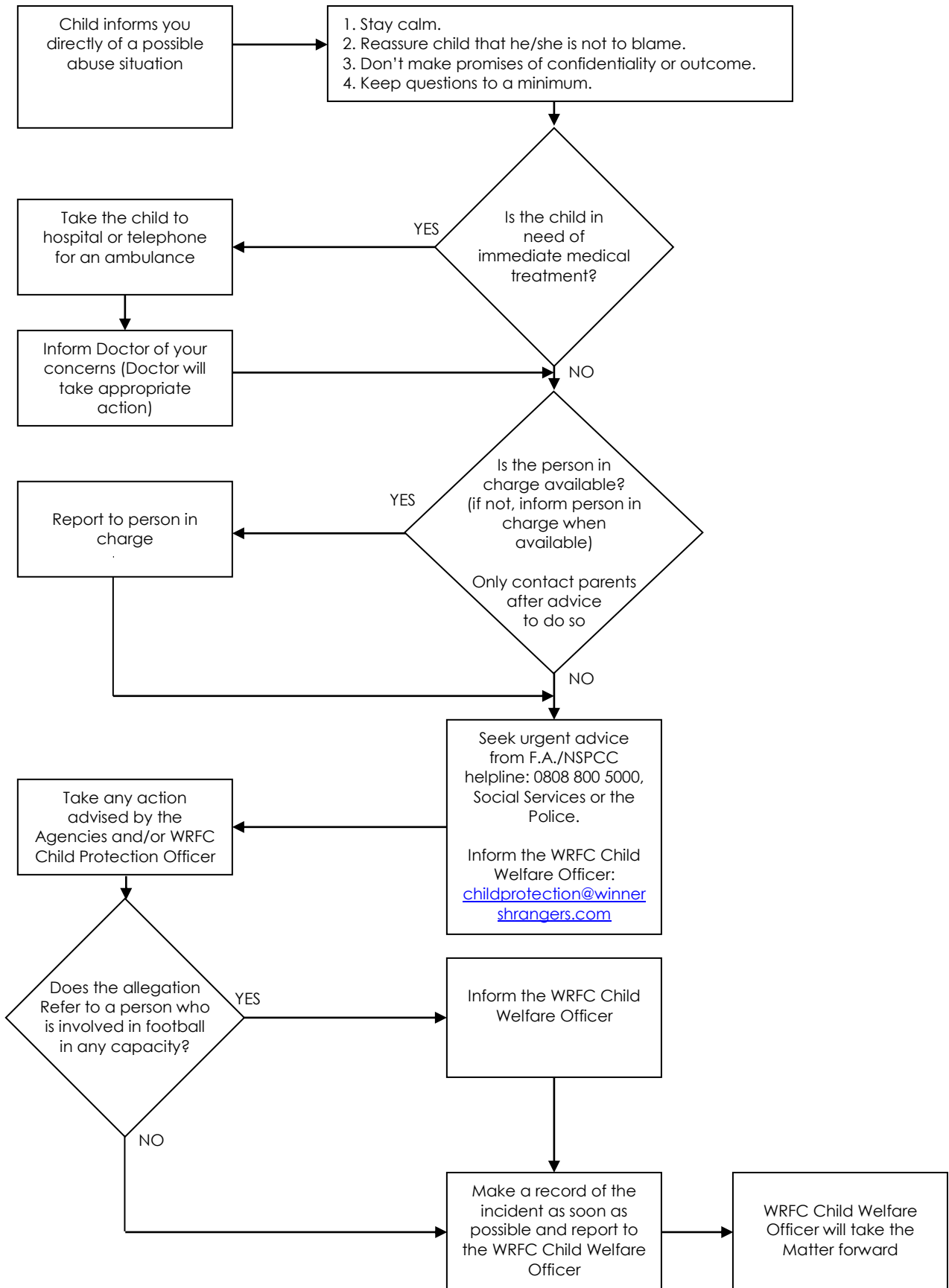
- any bruising or other injuries occurred and/or observations that have been made by you or to you.
- Any observations that have been made by you or to you.
- Any times, locations, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- Your knowledge of and relationship to the child or young person.

Whenever possible, referrals to Social Services Departments should be confirmed in writing within 24 hours.

Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.

Non-action is **not** an option in child protection

**Process**



## 2.2 Action to take if you become aware through your own observations or through a third party of possible abuse occurring at a child's or young person's home or in some other setting (outside football)

If this happens, you should:

- Ensure the safety of the child or young person (if present) – if the child or young person needs immediate treatment, take the child or young person to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.

You should continue also to follow the WRFC Procedures outlined below.

- Make a full record of what has been said, heard and/or seen as soon as possible.
- Parents and carers should be contacted only after advice from Social Services.
- Report the concerns to the person in charge immediately.
- The person in charge should be clearly identified in every setting e.g. a designated committee member, a qualified First Aider, a team Coach, a team Manager, or the club Child Protection Officer.
- If you are aware that the allegation is about someone who is involved in football in any capacity, you should also inform The **WRFC Child Welfare Officer**
- The person in charge may seek advice from **The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000**, Social Services or the Police and these agencies will then follow local Area Child Protection Committee procedures.
- If the person in charge is not available seek urgent advice from **The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000**, Social Services or the Police. These agencies will advise you whether a formal referral to Social Services is necessary and what further action you might need to take.

If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.

- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.

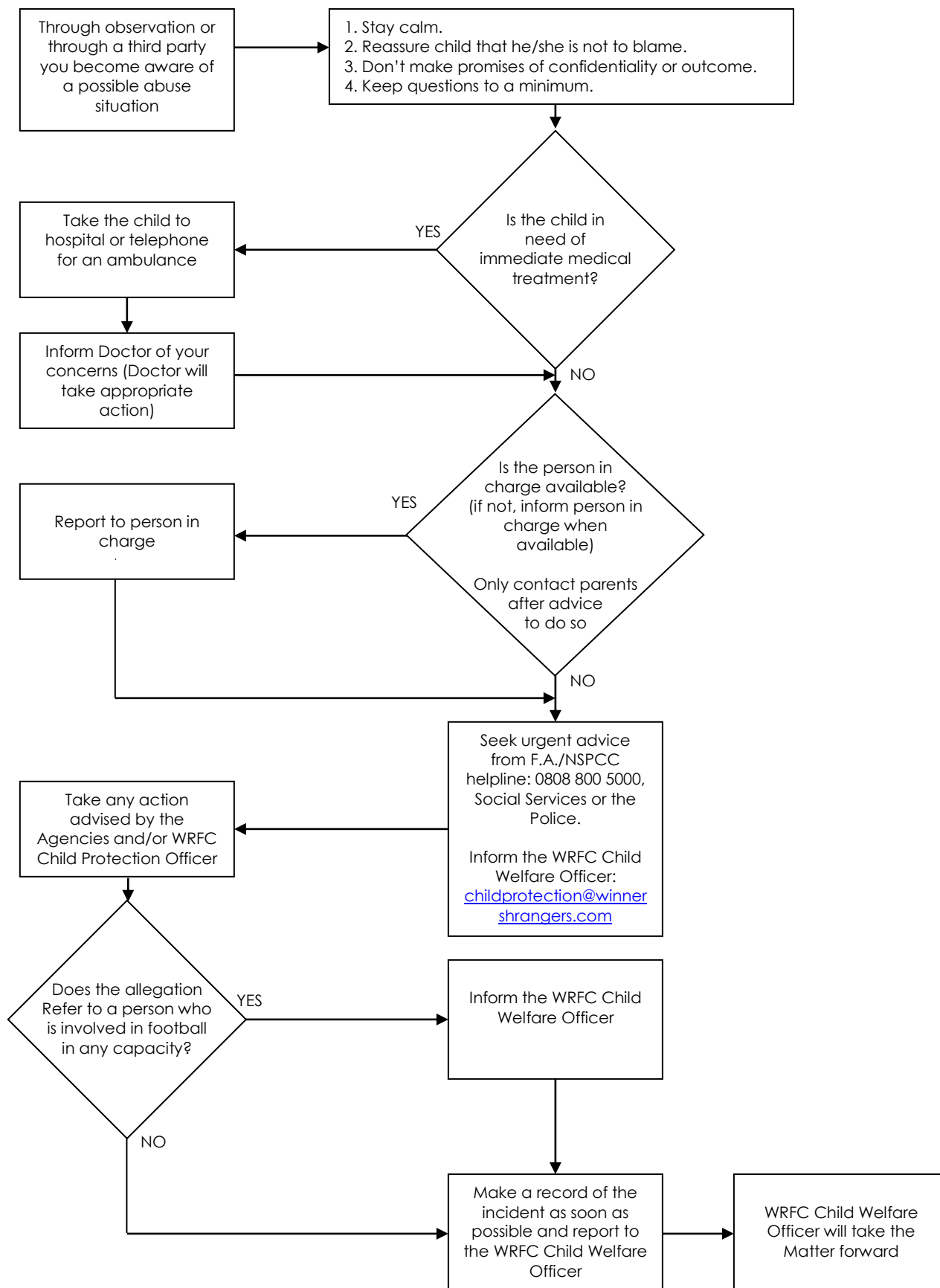
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- Any observations that have been made by you or to you.
- Any times, locations, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- Your knowledge of and relationship to the child or young person.
- Whenever possible, referrals to Social Services Departments should be confirmed in writing within 24 hours.
- Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.

Non-action is **not** an option in child protection

**Process**



### 3 Guidance for Child Protection Officers and designated persons

#### 3.1 Guidance for Managers, Coaches and Assistants (Volunteers)

The person in charge should seek immediate advice to determine whether the issue is poor practice or possible child abuse. Advice should be sought from **The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000**, Social Services, the Police or the **WRFC Child Welfare Officer**.

Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.

Following guidance that the issue is a poor practice issue then the person in charge should:

- Follow club procedures for a first report of poor practice (see Appendix 13).
- Report to the **WRFC Child Welfare Officer** who will document the case (Appendix 13) and refer to the County F.A. Child Protection Officer for cases where there is a continuation of previously reported poor practice or subsequent further poor practice issues.

Following guidance that the issue is an abuse issue then the person in charge should:

- Report the case to the **WRFC Child Welfare Officer** who will document the case (Appendix 13) and refer the case to the County F.A. Child Protection.

#### 3.2 Guidance for the Club Child Protection Officer

On receipt of information about a possible abuse case, check that guidance has been sought from **The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000**, Social Services, the Police, confirming that this is a possible abuse case.

- Contact Social Services immediately to make a child abuse referral.
- Parents and carers should be contacted only after advice from Social Services.
- Inform The Social Services in writing using the standard form provided in Appendix 13.
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.

**The WRFC Child Welfare Officer will:**

- Decide whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries (see Appendix 1 for the Winnersh Rangers Football Club Regulation on Child Protection).
- Call an extra-ordinary WRFC Committee meeting to discuss the case confidentially.
- Assess all individual cases under the appropriate misconduct and disciplinary procedures, irrespective of the findings of the Social Services or Police inquiries.
- Decide whether a member of staff or volunteer can be reinstated and how this can be handled sensitively.
- Give support to the County Child Protection Officers in all aspects, particularly the need to obtain appropriate support for affected children and young people, parents/carers and members of staff.

*\*Decisions about reinstatement may be difficult. The WRFC Committee, advised by the Police and Local Authorities and/or the NSPCC and/or Social Services, will 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 children and young people should always remain paramount.*

#### 3.3 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 a volunteer who is still currently working with children or young people). Where such an

allegation is made, you should inform the **WRFC Child Welfare Officer**. The WRFC Committee will, following appropriate consultation, take appropriate action. This is because other children or young people, either within football or outside it, may be at risk from this person. This position is reinforced by U.K. legislation and guidance.

## 4 Bullying

### 4.1 Anti-Bullying Policy

Bullying is not always easy to define, can take many forms and is usually repeated over a period of time. The three main types are: physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They all will include:

- Deliberate hostility and aggression towards a victim.
- A victim who is weaker and less powerful than the bully or bullies.
- An outcome which is always painful and distressing for the victim.

Bullying behaviour may also include:

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

#### Objectives of this Policy

- All volunteers, players and parents should have an understanding of what bullying is.
- All volunteers, players and parents should know what the school policy is on bullying, and follow it when bullying is reported.
- All players and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a football club we take bullying seriously. players and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

#### Signs and Symptoms

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:

- is frightened of attending training sessions or matches
- changes their usual routine
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work or sporting activities
- comes home with clothes torn or possessions damaged
- has possessions go "missing"
- asks for money or starts stealing money (to pay bully)
- has monies continually "lost"
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

#### Procedures

1. Report bullying incidents to person in charge (Volunteer or WRFC Child Protection Officer).
2. In cases of serious bullying, the incidents will be recorded by the WRFC Child Protection Officer.
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.

### **Outcomes**

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered.
3. If possible, the bully and victim will be reconciled.
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

### **Prevention**

The Winnersh Rangers Football Club has a Code of Conduct for volunteers, players, parents and spectators that describes acceptable behaviour within the football club (Appendix 5). The Child Protection Policy and Handbook give guidelines on how to treat child abuse cases such as bullying.

Non-action is **not** an option in child protection



## APPENDIX 1

### THE WINNERSH RANGERS FOOTBALL CLUB REGULATION

#### CHILD PROTECTION

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 WRFC 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 WRFC Child Welfare Officer 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 WRFC 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 WRFC shall give consideration, inter alia, to the following factors:-
  - 4.1. whether a child is 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 WRFC 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 Winnersh Rangers Football Club or any Offence is decided or brought to an end.
6. Where an order is imposed on an individual under Regulation 3 above, the WRFC shall bring and conclude any proceedings under the Rules of the Winnersh Rangers Football Club 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 Winnersh Rangers Football Club and the WRFC shall have the power to order the suspension of the person from all or any specific football for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
8. For the purposes of these Regulations, the WRFC shall act through its Committee or sub-committee thereof.
9. Notification in writing of an order referred to above shall be given to the person concerned as soon as reasonably practicable.

## APPENDIX 2

### WHAT IS CHILD ABUSE?

Child abuse is a term used to describe ways in which children or young people are harmed, usually by adults and increasingly by peers. Often these are people they know and trust. It refers to the damage done to a child's or young person's physical, mental or emotional health.

Children or young people can be abused within or outside their family, at school and within the football environment. Abusive situations arise when adults or peers misuse their power over children or young people.

#### There are five main forms of abuse:

**Physical abuse** includes situations where adults:

- Physically hurt or injure children or young people (e.g. by hitting, shaking, squeezing, biting or burning).
- Give children or young people alcohol, cigarettes, inappropriate drugs or poison.
- Attempt to suffocate or drown children or young people.
- The use of excessive and inappropriate training methods.

In the football environment, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's or young person's immature and growing body, (e.g. overtraining) and also when coaches encourage children/young people to take performance enhancing drugs or alcohol.

**Neglect** includes situations in which:

- A child's or young person's basic physical needs (e.g. for food, warm clothing) are not met.
- Children or young people are consistently left alone and unsupervised.

In the football environment, neglect might also occur if a coach, a manager, or assistant fails to ensure children or young people are safe, or exposes them to undue extremes of weather or risk of injury, e.g. through unsafe equipment or environment.

**Sexual abuse** includes situations in which adults/peers use children or young people to meet their own sexual needs through:

- Full sexual intercourse, masturbation, oral sex, fondling or anal intercourse.
- Showing them pornographic books, photographs or videos or taking photographs for pornographic purposes.

In the football environment, sexual abuse might also occur when inappropriate physical contact takes place e.g. through inappropriate supporting, treatment or touching of children or young people.

**Emotional abuse** includes situations in which:

- There is a persistent lack of love, affection or attention shown to a child or young person.
- Children or young people are overprotected preventing them from socialising.
- Children or young people are frequently shouted at or taunted.

In the football environment, emotional abuse might also include situations where parents or coaches subject children or young people to constant criticism, bullying or unrealistic pressure to perform to high expectations or to attain standards they are clearly not able to reach.

**Bullying** is not always easy to define, can take many forms and is usually repeated over a period of time. The three main types are: physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They all will include:

- Deliberate hostility and aggression towards a victim.
- A victim who is weaker and less powerful than the bully or bullies.
- An outcome which is always painful and distressing for the victim.

Bullying behaviour may also include:

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

Emotional and verbal bullying is more common in football than physical violence; it can also be difficult to cope with or prove.

Within our club, the single most important factor in the prevention of bullying is to have a clear policy to which all volunteers are committed. Therefore, the WRFC have developed an Anti-Bullying Policy to which club members, volunteers, players and parents all subscribe.

### **What can we do about bullying?**

Our Anti-Bullying Policy ensures that everybody within the club clearly understands that bullying *will not be tolerated* and what the implications are if bullying continues.

Every volunteer, parent and club member must be prepared to:

- Take the problem seriously.
- Investigate the incident.
- Talk to bullies and victims, separately.

Decide on appropriate action, such as:

- Obtain apology from bully/ies to victim.
- Inform parents of the bully/ies.
- Insist on the return of items "borrowed" or stolen.
- Insist bullies compensate victim.
- Provide support for coach of victim.
- Encourage/support bully to change his/her behaviour.
- Impose sanctions against bully/ies e.g. bullies will be excluded.
- Inform all members of the club about incident and action taken.
- Keep a written record of incident and action taken (see Appendix 13).

Every effort must be made to ensure bullying is eradicated within football. It is important as bullying can result in children or young people becoming vulnerable and isolated. These particular children or young people could then become an easy target for adult abusers.

## APPENDIX 3

### RECOGNITION OF ABUSE

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may be occurring or has already taken place. Whether in a paid or voluntary capacity, most people working with children or young people are not experts at such recognition. Any concern about the welfare of a child or young person should be reported as outlined in these Procedures.

#### Indications that a child or young person may be being abused include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- Any injury for which the explanation seems inconsistent.
- The child or young person describing what appears to be an abusive act involving him/her.
- Someone else – a child or adult, expressing concern about the welfare of another child or young person.
- Unexplained changes in behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper.
- Sexual awareness inappropriate for age.
- Engaging in sexually explicit behaviour in games.
- Being mistrustful of adults, particularly those with whom a close relationship would normally be expected.
- Having difficulty in making friends.
- Being prevented from socialising with other children or young people.
- Variations in eating patterns including overeating or loss of appetite.
- Loss of weight for no apparent reason.
- Becoming increasingly dirty or unkempt.

It must be recognised that the above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. All children or young people will suffer cuts, bruising and grazes from time to time, and their behaviour may sometimes give cause for concern. There may well be reasons for these factors other than abuse. If, however, you are concerned about the welfare of a child or young person **YOU MUST ACT!** Do not assume that somebody else will.

## APPENDIX 4

### EXTRACT ON PROTECTING DISABLED YOUNG PEOPLE AND VULNERABLE ADULTS

The Football Association and the English Federation of Disability Sport have recently launched the Ability Counts Project which aims to improve opportunities for disabled footballers to regularly train and play in competitions. We must be aware that some disabled young people and adults may be more vulnerable to abuse for a number of reasons (see below). It must be remembered that all adults and children, regardless of impairment, may be vulnerable at certain times in their lives but for disabled people, this vulnerability will be more frequent and they could therefore be at a higher risk and more open to abuse.

Historically, some disabled people have been encouraged to comply with other people's wishes, for example, in residential homes and hospitals; this has made them easily forced, bribed and manipulated.

Limited life experiences and social contacts may mean that many disabled sports people have not had the same opportunities to acquire the social skills that non-disabled peers have had to assess the behaviour and attitudes of other people. This could also lead to them being unable to understand what is appropriate or inappropriate adult or peer behaviour.

Individuals with dependency and support needs may have found that it is easier to be pleasing and compliant than challenge those caring for them because of the consequences. Any challenge or complaint could lead to more abusive practice or retribution.

Continuing dependency on others may make some people feel powerless.

Lack of education regarding personal, sexual and social skills and lack of information about individual rights, together with feelings of isolation and rejection, may make some disabled people more vulnerable. This includes those sports people with a sensory impairment who have not had the opportunity to learn appropriate and inappropriate touching or guiding. A physical impairment may prevent individuals from defending themselves by being able to physically move away from a situation.

Communication difficulties may make it hard to complain or be understood. This could be that the individual is unable to speak to tell anyone or does not have the vocabulary to describe what has happened to them.

Individuals requiring intimate care could be in a more vulnerable situation, especially if they have to rely on a number of different carers to support their needs.

The general thought that no-one would abuse a disabled person, for whatever reason, has meant that procedures for reporting abuse have not been in place as it has been felt that they are not necessary.

There may be misuse of treatments, for example, inappropriate use of medication or carers not being properly instructed or adhering to a care plan.

The general thought that disabled people are not abused may make it difficult for them to be believed if they report an incident.

Intrusion into body space for physical and medical care can lead to disabled people never developing ownership of their own bodies.

Some individuals may be unable to recognise or understand abusive situations and behaviour by others, both potential and actual.

Some disabilities may mean that an adult's emotional and development age is less than their chronological age.

The stress that some parents and carers experience from looking after a disabled person may lead to abuse. Parents especially are often seen as *pillars of strength* and *wonderfully caring* when they are, in fact, struggling to manage.

Some visually impaired sports people may not be able to read the facial expressions or body language of other people around them. They may also not be aware that another person or a number of people is/are near them.

There may be occasions when a visually impaired sports person would need to ask a stranger for help; this could potentially be an opportunity for the sports person to be abused.

*Extract from Protecting Disabled Children and Adults in Sport and Recreation, The Guide by Disability Sport England 1999, (developed from Protecting Children and published by sports coach UK).*

**This publication was provided by the The Football Association is grateful to Disability Sport England and the author Annie Kerr for permission to reproduce this publication.**

## APPENDIX 5

### THE WINNERSH RANGERS FOOTBALL CLUB CODE OF CONDUCT

#### **Mangers, Coaches and Assistants (Volunteer)**

1. Volunteers must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Volunteers must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Volunteers must adhere to all guidelines laid down by the Rules of the Winnersh Rangers Football Club.
4. Volunteers must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Volunteers must not exert undue influence to obtain personal benefit or reward.
6. Volunteers must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Volunteers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Volunteers should, at the outset, clarify with the player (and, where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their Manager, Coach and Assistant.
9. Volunteers must co-operate fully with the WRFC (e.g. other volunteers and committee members) in the best interests of the player.
10. Volunteers must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Volunteers must consistently display high standards of behaviour and appearance.

#### **Parents and Spectators**

1. Never force a child to play football; they have to enjoy it.
2. Praise effort and performance more than results.
3. Praise good behaviour quickly to show adults value it.
4. Applaud good play by either team.
5. Do not argue with the officials; they are volunteers!
6. Do not coach from the sidelines or shout at a player that makes a mistake.
7. Stay off the pitch during matches.
8. Show the players you enjoy watching the game no matter what the result.
9. Respect other players by giving the club good notice if you are unable to attend a game.

#### **Players**

1. Play football because you enjoy it, not to please others.
2. Learn the rules and play by them.
3. Accept the referee's decision; don't argue with the officials.
4. Shake hands with the opposition at the end of every game, no matter what the result.
5. Always encourage team mates.
6. Always be on time for the match with clean boots and kit.
7. Always arrive on time for training and matches.
8. Listen to the coach/manager who is there for you!
9. Help pack up the equipment after training and the match.
10. Always try your best.

Any breach of any provision(s) of this Code of Conduct by a Volunteer, Parent, Spectator or Player shall constitute a breach of the Rules of the Winnersh Rangers Football Club and shall be dealt with under the procedures as set out in the Rules of the Winnersh Rangers Football Club.

## APPENDIX 6

### RECOMMENDATIONS FOR PERSONS INVOLVED WITH THE TREATMENT OF CHILDREN AND YOUNG PEOPLE IN FOOTBALL

The following procedures should be adopted. The following is a set of guidelines for any person involved with the administering of first aid to children in football as a guide to best practice.

1. It is recommended that no child or young person should be treated in any way in a situation where the child or young person is on his/her own in a treatment room with the door closed.
2. It is strongly recommended that all treatment procedures should be "open" i.e. the door remains open, parents/guardians are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents or guardian of the child or young person should be invited to attend.
3. It is recommended that if treating an area of the body which is potentially embarrassing to a child or young person (i.e. the groin) a suitable consenting adult acting as a chaperone should be present.
4. It is important to maintain medical confidentiality and patient dignity at all times.
5. It is recommended that all treatment procedures are explained fully to the child or young person and **verbal consent** is given before they are carried out.



## **APPENDIX 7**

### **CHILD PROTECTION POLICY STATEMENT FOR MATCH OFFICIALS**

Club Referees have an obligation towards the game to support the introduction and implementation of The Winnersh Rangers Football Club Child Protection Policy.

Referees must respect the rights, dignity and worth of every person, player and non-player alike, treating everyone equally within the context of the game. In particular, to be aware of the special needs of young people, their wellbeing, including difficulties or possible abuse experienced from within the game or from other sources.

The referee has a duty to ensure that every child and young person involved in the game of football is able to participate in an enjoyable and safe environment and be protected from abuse.

## APPENDIX 8

The following procedures should be adopted.

### PROCEDURES FOR PROMOTING GOOD PRACTICE

All children and young people have a right to be safe and to be treated with dignity and respect. False allegations of abuse are rare but the following basic guidelines will help safeguard children, young people, staff, volunteers and the organisation concerned.

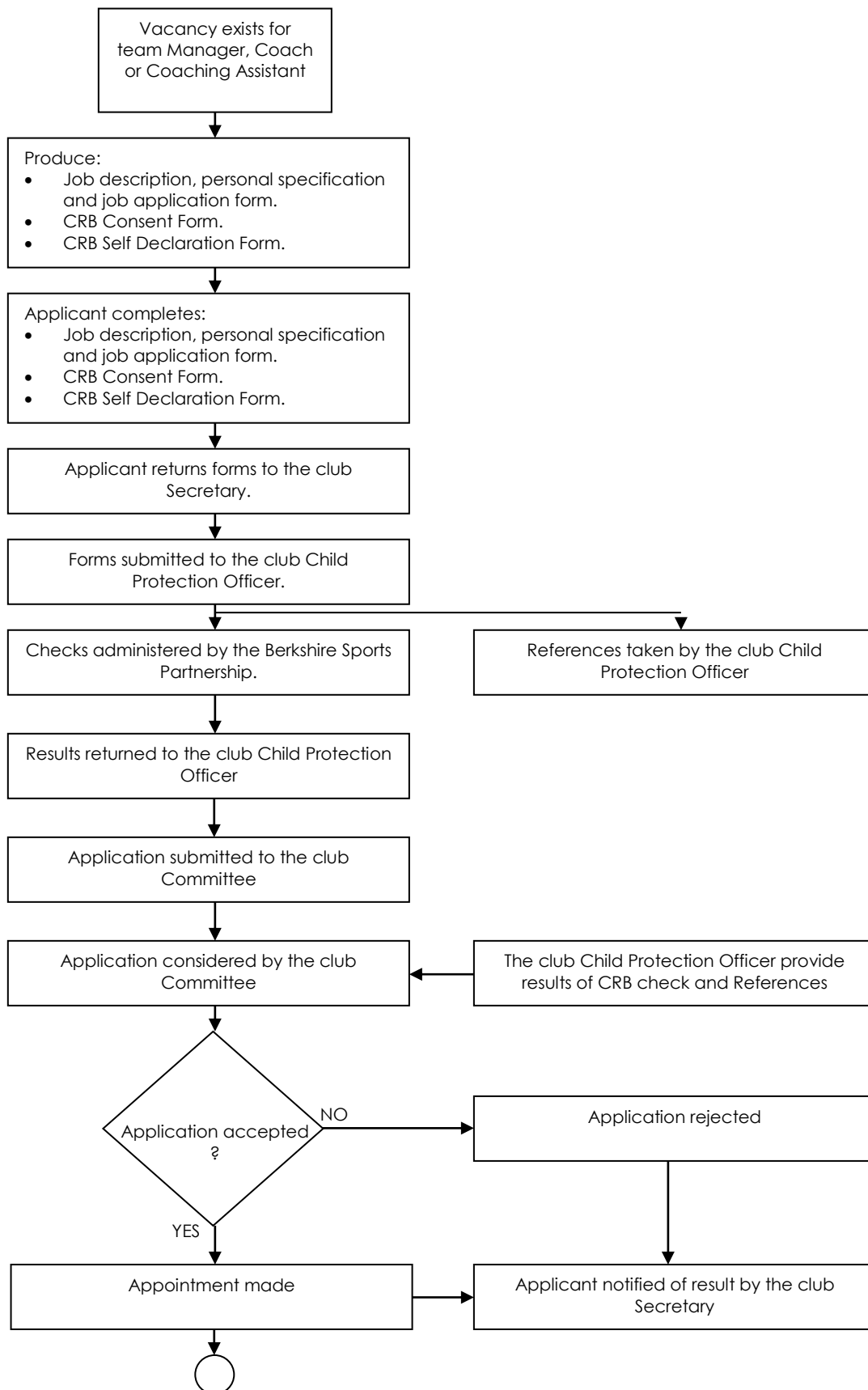
#### Recruitment and Selection of Staff/Volunteers

Anyone may have the potential to abuse children or young people in some way and it is reasonable to expect that club officials will take all reasonable steps to ensure unsuitable people are prevented from working with children and young people. It is essential the same procedure is used for all volunteers.

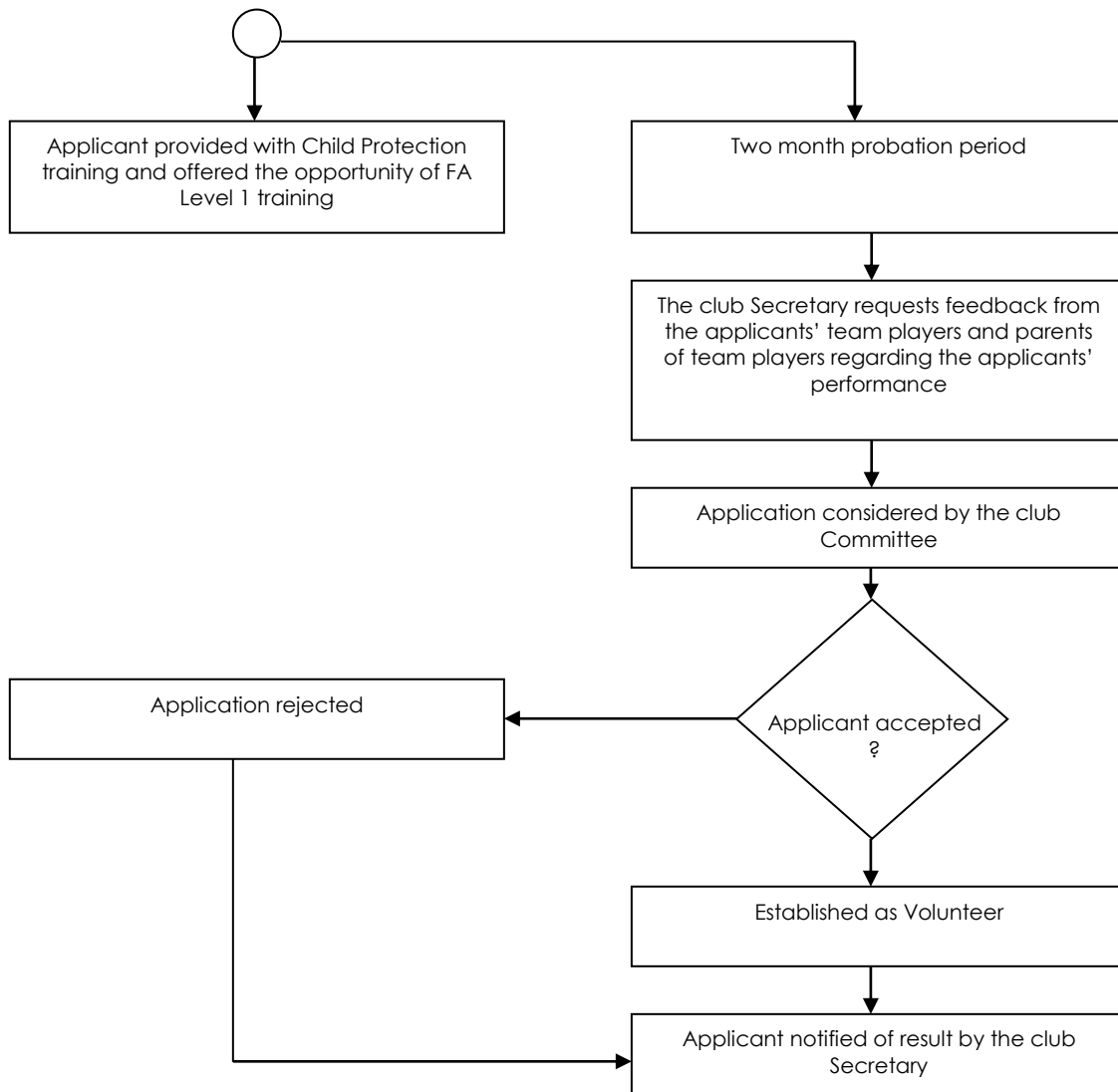
When undertaking pre-selection checks, the following should be included:

- **Application Forms** All volunteers/staff seeking to work within football should complete an application form which has been designed to elicit the necessary information (sample form in Appendix 11).
- Successful candidates should then be asked to complete a **Personal Disclosure Form** (Appendix 10).
- **References** One reference will be taken, this can be from a current or previous member of the club, member of a previous club or someone who can vouch for the applicants suitability for working with children or young people (Appendix 12).

### Recruitment, Selection and Development of Volunteers Process



**Recruitment and Selection of Volunteers Process (continued)**



## APPENDIX 9

### GENERAL GUIDELINES IN THE CARE OF CHILDREN AND YOUNG PEOPLE

It is possible to reduce situations in which abuse can occur and help to protect staff/volunteers by promoting good practice. The following are more specific examples of care which should be taken when working within a sports context:

- Always be public and open when working with children or young people. Avoid situations where a teacher/coach and individual child or young person is completely unobserved.
- Always treat players in an open environment or, if treatment is required within a closed area, ensure parents/carers are aware of this. (Appendix 6 – Recommendations for Persons Involved with the treatment of children and young people in football).
- Where appropriate, parents/carers should take on the responsibility for their children or young people in the changing rooms. If groups have to be supervised in the changing rooms, always ensure volunteers work in pairs.
- Where there are mixed teams away from home, they should always be accompanied by a male and female volunteer.
- When working with children or young players of the opposite sex, volunteers must agree with parents/carers when, or if, it is appropriate to enter the changing area. It may be prudent to set a time, for example, 10 minutes before a game, when the volunteer could enter the room accompanied by parents/carers, at least one of which must be of the opposite sex.

Everyone should also be aware that as a general rule it **does not make sense** to:

- Spend excessive amounts of time alone with a child/young person.
- Take children or young people alone on car journeys, however short.
- Take children or young people to your home where they will be alone with you.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge at the club (Chairman, Secretary, Child Protection Officer) and/or the child's/young person's parents.

Adults should never:

- Allow or engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child or young person, even in fun.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or young people they can do for themselves.
- Invite or allow children or young people to stay with you at your home unsupervised.

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children or young people, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and prior consent of parents/carers and the children or young people involved. There is a need to be responsive to a child's or young person's reactions – if a child or young person is fully dependent upon 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 or lifting or assisting a child/young person to carry out particular activities.

If you accidentally hurt a child or young person, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or carers should be informed of the incident.



## APPENDIX 10

### THE WINNERSH RANGERS FOOTBALL CLUB PERSONAL DISCLOSURE FORM

You have a right of access to information held on you and other rights under the Data Protection Act 1998.

#### Part A

Title:

First Name:

Surname:

Any previous names by which you may have been known (including first names, surnames and maiden names)

Address:

Post Code:

Telephone Daytime  Evening

E-Mail Address

Date of Birth  Gender M  F   
*Please tick as appropriate*

#### Previous Club(s) Information

Club Name:  Team Name:

Date from:  Date to:

Reason for moving on:

**I confirm that I have seen identification documents relating to this person e.g. passport, driving licence.**

Signature of Club Secretary or other designated officer:

Print Name:



**Part B**

**Self Declaration (for completion by the individual named in Part A)**

Have you ever been convicted of any criminal offences? (excluding motoring offences)

YES  NO

If YES, please supply details of any criminal convictions:

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

Are you a person who has been investigated by any Social Services department as being an actual or potential risk to children or young people?

YES  NO

If YES, please supply details:

Have you had an F.A. disciplinary sanction relating to child abuse?

YES  NO

If YES, please supply details:

**IMPORTANT**

*I understand that the Winnersh Rangers Football Club and Berkshire Sports Partnership holds relevant information in accordance with data protection in relation to Child Protection matters. I hereby consent to The Berkshire Sports Partnership undertaking police and/or Social Services checks against me. I understand that the information contained on this form, the results of police and Social Services checks and information supplied by third parties, will be included on The F.A. Child Protection List, may be notified to my club and may be supplied by The Football Association to other persons or organisations who have an interest in child protection issues.*

Signed by the above named individual:

Date:

This form should be returned **DIRECT** to the club Child Welfare Officer at: [childprotection@winnershrangers.com](mailto:childprotection@winnershrangers.com)



**APPENDIX 11**

**VOLUNTEER APPLICATION FORM**

Position Applied for: (Manager, Coach, Assistant Coach)

Team Name:  Age Group: under -

Title:

First Name:

Surname:

Any previous names by which you may have been known (including first names, surnames and maiden names)

Address:

Post Code:

Telephone Daytime  Evening

Mobile

E-Mail Address

Date of Birth

Gender M  F   
*Please tick as appropriate*

**Previous Club(s) Information**

Club Name:  Team Name:

Date from:  Date to:

Reason for moving on:





### Relevant Experience

Previous experience of working with young children in a voluntary or professional capacity:

Relevant Qualifications:

Are you a Member of The F.A. Coaches Association?

YES  NO

If Yes – Membership No:

### References

Name and Address of one person who knows you well (but is not related to you) who has knowledge of your working with children whom we can contact for a reference:

Name:

Address:

Tel Number:

Name:

Address:

Tel Number:

Print Name:

Signed:

Date:

*In order for your application to be considered the club requires that you also complete the Personal Disclosure Form. As an F.A. Charter Mark status football club and as stated in the club Child Protection Handbook; all volunteers are checked by the Criminal Records Bureau.*

**APPENDIX 12**

**VOLUNTEER REFERENCE FORM**

<volunteer name> has expressed an interest in becoming a volunteer for Winnersh Rangers Football Club and has given your name as a referee. This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are obviously anxious to know whether you would have any reason at all to be concerned about the applicant being in contact with children or young people.

Would you consider the above named person poses any risk to the welfare of children or young people?

YES  NO  (If answered Yes, we will contact you in confidence)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he/she is offered the position in question. We would appreciate your being extremely candid, open and honest in your evaluation of this person.

(1) How long have you known this person?

(2) In what capacity?

(3) Please comment on this person's suitability to work with children

(4) How would you describe their personality?

(5) Please rate this person on the following (please tick \_ one box for each statement):

	POOR	GOOD	EXCELLENT
Responsibility -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Motivation -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can Motivate Others -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthy -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaching / Administration Ability -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(6) Is there anything else you feel we should know about this person?

Signed:

Print Name:

Date:

**APPENDIX 13**

**THE FOOTBALL ASSOCIATION CHILD PROTECTION REFERRAL FORM**

*(to be completed by the Club Child Protection Officer)*

Your Name:

Your Position:

Your knowledge of and relationship to the child/young person:

Child's/young person's/vulnerable adult's name:

Child's/young person's/vulnerable adult's address:

Child's/young person's/vulnerable adult's date of birth:

Date(s), time(s) and location(s) of any incident(s):

Nature of the concern/allegation:

Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's emotional state etc):

*NB Make a clear distinction between what is fact, opinion or hearsay*  
Exactly what the child/young people/vulnerable adult said and what you said (Remember, do not lead the child or young person – record actual details. Continue on separate sheet if necessary)

**Actions taken so far:**  
External agencies contacted (date and time):

Agency	Date	Time

**Police**

YES  NO  If Yes, which:

Name and contact number:

Details of advice received:

**Social Services**

Name and contact number:

Details of advice received:

**Other** (e.g. NSPCC)

YES  NO  If Yes, which:

Name and contact number:

Details of advice received:

Signed:

Print Name:

Date:

as within 24

Remember to maintain confidentiality on a need to know basis – only share it if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

If this incident involves a person who is involved in football in any capacity then a copy of this form must be sent to The Winnersh Rangers Child Welfare Officer.

*This Referral Form is to be completed by the Winnersh Rangers Child Protection Officer as, when and if incidents occur. The form identifies the essential information that needs to be recorded if an incident occurs (i.e. there is a disclosure from a young player, or an allegation is made) and should be kept by the Winnersh Rangers Child Welfare Officer.*

*On receiving an allegation or disclosure, the Winnersh Rangers Child Welfare Officer should complete the form with the key witnesses involved.*

*If Social Services are involved, then a copy of the form should be sent to the case officer at social services, following a telephone report.*



## APPENDIX 15

### SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES & DISCLOSURE INFORMATION

#### THE BERSKSHIRE SPORTS PARTNERSHIP

##### 1. Background

All individuals or organisations using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must comply fully with the CRB Code of Practice. Amongst other things, this obliges the Berkshire Sports Partnership to have a written policy on the correct handling and safekeeping of Disclosure information. It also obliges the Berkshire Sports Partnership to ensure that a body or individual, on whose behalf we are countersigning Disclosure applications, has such a written policy and, if necessary, to provide a model for that body or individual to use or adapt for this purpose.

Adherence to this policy will ensure compliance with the CRB Code of Practice in this respect.

##### 2. Policy Statement

###### General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Winnersh Rangers Football Club complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This is the written policy on these matters, which is available to those who wish to see it on request.

###### Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

###### Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. the Berkshire Sports Partnership maintain a record of all those to whom Disclosures or Disclosure information has been revealed and the Berkshire Sports Partnership recognise that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

###### Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

###### Retention

Once a recruitment (or other relevant) decision has been made, the Berkshire Sports Partnership do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, the Berkshire Sports Partnership will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

###### Disposal

Once the retention period has elapsed, the Berkshire Sports Partnership will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). the Berkshire Sports Partnership will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, the Berkshire Sports Partnership may keep a

record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken. The Winnersh Rangers Football Club will also retain a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.



## **APPENDIX 16**

### **WINNERSH RANGERS FOOTBALL CLUB CHILD WELFARE OFFICER JOB DESCRIPTION**

As the club Child Welfare Officer you will support and adhere to the club Child Protection Policy, Procedure and Practice. You will represent the club in all matters concerning the protection and welfare of children and young people associated with the football club.

You must have obtained Enhanced Criminal Record Bureau clearance.

The responsibilities of the Winnersh Rangers Football Club Child Protection Officer are:

- Collect and administer all CRB disclosure details.
- Ensure that to the best of their ability all children and young people associated with the football club are protected against possible child abuse.
- Ensure that all club members are aware of the club child protection policy and that you are the club representative for matters concerning child abuse.
- Adhere to the County FA, The FA and Berkshire Sports Partnership rules and guidelines for club Child Protection and Welfare Officers.
- Bring all matters concerning child abuse within the club to the club Committee.
- Ensure that all new recruits complete the relevant job application and criminal disclosure forms as required by the club Child Protection Policy, Procedures and Practice guidelines.
- Provide support to club volunteers in matters concerning child protection and welfare.
- Ensure that all cases concerning child abuse are correctly documented and followed up as detailed in the club Child Protection Policy, Procedures and Practice guidelines.

## **APPENDIX 17**

### **WINERSH RANGERS FOOTBALL CLUB MANAGER, COACH, VOLUNTEER JOB DESCRIPTION**

As a volunteer with the club you will abide by the club constitution, code of conduct and child protection policy ensuring that the children or young people under your care enjoy football in a safe environment.

The club requires that all new Managers obtain Criminal Record Bureau clearance and attend training on child protection and emergency first aid.

The requires that all team volunteers (Coaches and Assistants) complete the volunteer application process & are accepted by the club Committee and obtain Criminal Record Bureau clearance.

#### **The responsibilities of a team Manager are:**

- Ensure that training and match environments are safe for children or young people.
- An emergency first aider is always in attendance during training and matches.
- If managing a team of the opposite sex, the manager must ensure that a parent or assistant of the same gender as the children or young people is in attendance during training sessions and matches.
- Selects the team of players for matches.
- Reports all cases of child abuse to the club Child Welfare Officer.
- Actively supports the prevention of possible child abuse.
- Attends the club AGM.
- Arranges/administers all matches played by the team.
- Ensures that all players, parents, coaches, spectators and assistants are aware of and adhere to the club constitution, code of conduct and child protection policy, procedures and practice guidelines.
- Ensures that all team coaches and assistants are accepted by the club Committee as per instructions detailed in the child protection policy and procedures handbook.
- Abide by the club constitution, code of conduct and child protection policy ensuring that the children or young people under your care enjoy football in a safe environment.

#### **The responsibilities of a team Coach are:**

- Support the team Manager in matters concerning the prevention and reporting of child abuse cases.
- Ensure that training and match environments are safe for children or young people.
- Reports all cases of child abuse to the team Manager and club Child Welfare Officer.
- Abide by the club constitution, code of conduct and child protection policy ensuring that the children or young people under your care enjoy football in a safe environment.

#### **The responsibilities of a team Assistant are:**

- Support the team Manager in matters concerning the prevention and reporting of child abuse cases.
- Ensure that training and match environments are safe for children or young people.
- Reports all cases of child abuse to the team Manager and club Child Welfare Officer.
- Abide by the club constitution, code of conduct and child protection policy ensuring that the children or young people under your care enjoy football in a safe environment.

## APPENDIX 18

### WINNERSH RANGERS FOOTBALL CLUB GREIVANCE PROCEDURE

Winnersh Rangers prides itself on providing a fun and fair environment for children to learn about and play football. The club's philosophy is that children should learn how to compete to win fairly and skilfully within the laws of the game.

To this end the club has a code of conduct, which it expects parents, spectators and players to adhere to.

The Manager's of individual teams are charged with running, selecting and coaching those teams and communicating with the parents of team members. They are also charged with ensuring that all training and playing activities are carried out within the code of conduct.

However the club recognises that there may be occasions when parents feel there are problems or concerns over a particular issue. For such cases this grievance procedure has been established.

Note: This procedure is primarily intended for parents who feel they have a grievance. However Managers may use the same procedure.

#### Stage 1

Any grievance should initially be dealt with between the parent and manager or manager and committee. At this stage it is expected that the matter should be raised promptly and dealt with informally between the two parties and a resolution be agreed without the need of other third parties to be involved. In all instances the Winnersh Rangers club policies and procedures should be referenced for guidance and direction.

#### Stage

2

If the party with the grievance is unsatisfied with the proposed resolution, then the matter will need to be dealt with more formally by putting the grievance in writing (email is sufficient) and this should be addressed to the manager or committee member copied to the Club secretary. This should detail the nature of the grievance and, where necessary and if applicable, dates, witnesses etc relating to the matter.

The manager or committee member should then respond in writing again detailing their response (again this must be copied to the club secretary). A response should be made within 7 days of the initial correspondence.

#### Stage 3

If the matter is still unresolved, then the matter should be escalated to the Club Secretary and Chairman for resolution.

They will arrange to meet both parties independently (and any named third parties or witnesses if applicable). This will happen within 2 weeks of the escalation. The meetings will be minuted.

Any final decision on the matter will be at the jurisdiction of the Club Chairman and Secretary (in conjunction with the full committee). In all instances, the Club's policies and procedures will be the basis of the decision making process and/or the appropriate league policies or procedures or FA rules and regulations.

The outcome of the meeting will be advised to the parent and manager in writing.

The decision of the committee is the last step in the procedure.

#### Exceptions

1. This procedure only applies to problems or concerns arising directly from the club's activities i.e. playing matches or training. Problems or concerns, which arise outside of these times, will only be considered if the committee believes there are exceptional circumstances.
2. Allegations of racial, physical or sexual abuse should be raised immediately with the club secretary in writing.

# Winnersh Rangers F.C.

## Membership Form <season>

Name of child .....

Date of birth .....

Playing for which age group and team .....

Address.....

.....

Tel no (Home)..... Mobile.....

E-Mail Address .....

School .....

Name of parents/guardians.....

Name/Address of doctor .....

.....

Name of other emergency contact (other than parent/guardian) and relationship.....

Tel no. of emergency contact .....

I understand that as parent/guardian of my child I am responsible for the supervision and safety of my child whilst he/she is playing and/or training for Winnersh Rangers FC.

Signed (parent/guardian).....

**THE FOOTBALL ASSOCIATION/NSPCC  
CHILD PROTECTION HELPLINE**

**0808 800 5000**

**FOR DEAF USERS TEXTPHONE**

**0800 056 0566**

**24 HRS FREE CONFIDENTIAL**

**WINNERSH RANGERS CHILD PROTECTION  
OFFICER**

**0118 9543414**

**07768 400788**

**Berkshire Sports Partnership**

2 – 4 Darwin Close  
Reading  
RG2 0TB  
01189 399006  
www.berkshiresport.com

Child Protection Officer (Active Sports)  
01189 390644

**Thames Valley Police**

Reading, Wokingham and West Berkshire  
(8am - 4pm) 01189 953 6338  
Out of hours 0118 536 6000  
Bracknell, Windsor & Maidenhead and  
Slough  
(8am – 4pm) 01753 835 485  
Out of hours 01753 506 000  
Emergency 999

**Local Authority  
Sports Development**

Bracknell Forest Borough Council  
01344 354108

Reading Borough Council  
01189 390128

Wokingham Borough Council  
01189 746254

**Childline UK**

Freephone 0800 1111

**Social Services (Mon – Fri 9am – 5pm)**

Bracknell Forest	01344 351582
Reading	01189 553600
Wokingham	01189 746800

**Child Protection in Sport Unit**

0116 234 7200  
www.sportprotects.org.uk

**Criminal Records Bureau**

0870 90 90 822  
www.disclosure.gov.uk

**The National Society for the Prevention of  
Cruelty to Children (NSPCC)**

Freephone Help-Line  
0808 800 5000