



HUDDERSFIELD TOWN AFC CHILD PROTECTION POLICY

v8 May 2017, Review Date May 2018

Huddersfield Town Association Football Club (This incorporates the Academy and the Huddersfield Town Foundation, charity number 1146501 and will be referred to throughout the document as the “Club”) endorses and promotes Affiliated Football’s Safeguarding Policy and Procedures and endorses and adopts the principles of the Policy statement contained in that document alongside any additional guidance provided by the EFL

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FOREWORD AND POLICY INTRODUCTION – CLUB CHILD PROTECTION POLICY

Huddersfield Town Association Football Club (This incorporates the Academy and the Huddersfield Town Foundation, charity number 1146501 and will be referred to throughout the document as the “Club”) endorses and promotes Affiliated Football’s Safeguarding Policy and Procedures and endorses and adopts the principles of the Policy statement contained in that document alongside any additional guidance provided by the EFL.

Policy Statement

The Club believes that the general well-being and welfare of all children, young persons and adults at risk who are involved with the Club in any way, is of paramount importance. Therefore, the Club will provide a safe setting for any child or young person under the age of 18 or adult at risk. It encourages best practice in safeguarding children and adults at risk matters in a spirit of partnership and openness with all children, adults at risk, their families, and local agencies.

The Club will promote good outcomes in terms of health, development and educational achievement alongside football and sporting excellence. It will encourage everyone working for the Club to recognise the significance of ethnic and cultural diversity”.

Safeguarding is the responsibility of everyone who has contact with children, young people and vulnerable groups, we are dedicated to providing a positive environment, enjoyable experiences and to protect from harm. The Club safeguarding policy provides details of different types of abuse, guidance on identifying issues and procedures and support for use by staff and volunteers.

Mandatory legislation and best practice underpins the activities which are available at the Club and this policy will help to ensure that responses to activities and issues are consistent considering local authority guidance, law and individual needs across our community.

A child or young person is anyone who has not reached their 18th birthday.

A person is defined as an “adult at risk” if they are:

- 18 years or older
- In need of care and support (whether or not they get any) because of their age, disability, illness, mental health needs, drug or alcohol misuse and
- As a result of their care and support needs are unable to protect themselves from harm.

Julian Winter

Ann Hough

Dean Grice

Chief Executive Officer

Senior Safeguarding Manager

Head of Community

Signed.....

Signed.....

Signed.....

Date.....

Date.....

Date.....

Foundation Trustee

Print Name.....

Signed.....

Date.....

GLOSSARY

HTAFC – Huddersfield Town Association Football Club

HTF – Huddersfield Town Foundation – Charity Number 1146501

“The Club” – HTAFC, Academy, Huddersfield Town Foundation

Vulnerable groups defined below:

Child – In the UK the United Nations defines a child as an individual below the age of 18 years.

Vulnerable adult – is anyone over 18 who may have an additional vulnerability which may be a disability, mental health condition, drug or alcohol issues, learning difficulty (this list is not restricted and can be added to at any time). These Adults DO NOT need to be in receipt of Local Authority Care to be considered vulnerable. Situations may also cause an adult to be vulnerable whilst in our care; illness, injury etc.

Staff/volunteers – this refers to anyone attending activities or sessions whether paid or unpaid where children, young people and adults may attend.

Abuse – is a developing term which encompasses emotional, physical, sexual and neglect but also covers bullying, discrimination and financial.

Harm – covers harm which has or may have been caused and the risk of future harm, it refers to injury, ill treatment or abuse whether wilfully, neglectfully or accidentally which impacts on a health, development, social inclusion, education or participation.

Activity/session – this covers any matches, events, coaching or community activities for which The Club has responsibility for the care of attendees.

Attendees – this refers to anyone who attends an activity as either a participant or player at a match or activity, academy or community event.

Child Protection – this is a statutory system through Local Authority which has identified a child to be a risk of significant harm under one of the four categories of Child Protection abuse; sexual, physical, emotional or Neglect. This is to offer support to families in a measured way to prevent ongoing harm.

Parental Responsibility – is the person legally responsible for the child, as a club we will take appropriate steps to ensure that consent is attained effectively.

Duty of Care – The Club has both a legal and moral responsibility when providing care to those attending activities. This includes people being vigilant and reporting issues and concerns appropriately and these concerns are taken seriously and appropriate action taken.

Consent – is the agreement of a parent/legal guardian to allow someone under the age of 18 to take part in activities.

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The Adult's at Risk policy is available as a separate document on request

Relationship of the Adult's at Risk policy to the Club's Safeguarding Children Policy

The term "adult at risk" has been used in the Club's policy documents to replace "vulnerable adult". This is because the term "vulnerable adult" may wrongly imply that some of the fault for abuse lies with the adult abused. The term "adult at risk" is used as an exact replacement for "vulnerable adult" as used throughout existing government guidance to local authorities

- The definition of 'Vulnerable Adult/adult at risk is always open to interpretation and individuals may be at risk at sometimes and not others
- Adults have a right to self-determination. They may not wish to have others intervene to safeguard them.
- Adults may consent to sexual activities and the issue of consent may affect the reporting and management of allegations.
- Local authorities are organised differently to receive and manage referrals. There is not a uniform approach by the various Local Safeguarding Boards.

1. The key principles of the Club's Safeguarding Children Policy

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

The Club alongside affiliated football is committed to working in partnership with the Police, Social Care Departments, and Local Safeguarding Children's Boards (LSCB) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

1.1 Position of Trust

The Club recognise and share the view that affiliated football holds with the principle that there are some roles within sport where adults have responsibility for, authority and influence over young people and therefore have an ethical obligation to safeguard and protect young people from exploitation. Whilst legally young people aged 16 and 17 have reached the age of consent for sexual activity, any inappropriate sexual relations with young people aged 16 or 17 will be considered a breach of a 'Position of Trust' and will be referred to the appropriate football regulatory authorities and may also be referred to the statutory agencies.

We acknowledge that every child, young person or adult at risk who plays or participates in Club activities should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. (Physical, sexual or emotional harm, neglect or bullying).

The Club recognises that safeguarding is everyone's responsibility. For the avoidance of doubt, that it is the responsibility of every adult involved in the Club whether in a paid or voluntary capacity.

2. Safeguarding Management

The Club has appointed a Senior Safeguarding Manager who has total responsibility for the safeguarding of children in the Club and a number of Child Protection Officers and Designated Safeguarding Officers who work within departments throughout the Club. These Officers have special responsibilities and are the focal point for safeguarding children/adults at risk in their nominated area. They are appointed in line with the Club's role profile and are required to complete The FA Safeguarding Children Workshop and Welfare Officers Workshops. The post holders will also be involved with Welfare Officer training provided by The FA, EFL and/or County FA. Post holders will require an enhanced DBS CRC with barred list check. (*See Appendix (vii)*)

The DSO or CPO is the first point of contact for all Club members regarding concerns about the welfare of any child, young person or adult at risk. The Child Protection Officer will liaise directly with the SSM and EFL Safeguarding Team and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst Club members.

3. Recruitment

The Club aims to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed in the Club's Equal Opportunities Policy. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are essential for the effective performance of the job and therefore justified on non-discriminatory grounds.

The Club has a *Recruitment Policy* for all staff and volunteers who are part of the children's (and adults at risk) workforce (available on request).

As part of the Club's recruitment and selection process, offers of work to positions which involve working with children (and adults at risk) are subject to satisfactory DBS Criminal Record Checks (CRC) with barred list check, if necessary and two satisfactory references.

All requests for CRC's are applied for online with GB Group and facilitate by a Disclosure Officer. All offers of work are subject to the outcome of the screening process and until such time as a satisfactory CRC certificate has been confirmed as clear, the member of staff will not be left unsupervised with children.

All employees, workers or volunteers in a position of trust are required to sign up to the Update Service and annual checks will be carried out by the Club.

Should an individual's CRC Disclosure reveal any convictions the Club will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with children. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out by the Disclosure Panel *Refer Appendix (viii)* in line with the process detailed in the *CRC Policy* (available on request).

3.1 New Appointments who already have a Disclosure Certificate

If a new member of staff has had a disclosure check with their previous employer, the original disclosure certificate must be shown to the Lead Disclosure Officer it must be dated within six

months of the employee's start date at the Club and it must be for a similar role of that which the person has been appointed. The Club will apply immediately for a CRC check through the GB Group and it is at the discretion of the Disclosure panel whether the employee can start work before receipt of the disclosure certificate.

3.2 Existing Staff

Priority is being given to those who come into contact with children, young people and adults at risk. All staff that have one to one contact with children and young people have received a CRC and for those undertaking regulated activity a barred list check.

All employees, workers or volunteers in a position of trust are required to sign up to the DBS Update Service and annual checks will be carried out by the Club.

Staff who are not signed to the update service are required to renew their check every three years. (Unless otherwise requested by the Club).

If any member of staff already in the Club's employment becomes involved with a protection agency (i.e. becomes the subject of an investigation) they must disclose that involvement as soon as it commences by immediately contacting the Lead Disclosure Officer or a member of the Disclosure Panel.

3.3 Temporary Staff, External Consultants and Partner Agencies

The Club will ensure that all temporary staff and external consultants sign a Self-Declaration form and will not have unsupervised access to children and young persons during their time with the Club.

The Club will at times work with partner agencies to provide activities, all providers will provide suitable DBS information and demonstrate their own safeguarding policies and procedures, which will be overseen by the Child Protection Officer

3.4 Staff Training

All staff working in direct contact with children shall be required to hold an "in date" FA Safeguarding Children Workshop Certificate.

Details of those satisfactory completing this course will be retained by the Club on the Single Central Record.

3.5 Good Practice Code of Conduct

All employees, workers, consultants, agency staff and volunteers working with children, young people or adults at risk should adhere to the following principles:

- Always work in an open environment. Avoid private or unobserved situations and encourage open communication with no secrets.
- Make the experience of the sporting activity fun and enjoyable, promote fairness, confront and deal with bullying.
- Treat all children, young people and adults at risk equally, with respect and dignity.
- Always put the welfare of the child or adult at risk first.
- Maintain a safe and appropriate distance with children, young people and adults at risk and avoid unnecessary physical contact.
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child, young person or adult at risk. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child, young person or adult at risk has consented.

- If groups have to be supervised in changing rooms always ensure activity leaders/coaches etc. work in pairs.
- Request written parental consent if Club officials are required to transport children and young people.
- Gain written parental consent for any significant travel arrangements e.g. overnight stays
- Activity leaders/coaches are qualified and a qualified first aider is in attendance.
- Ensure that at away events adults should not enter a child, young person or adult at risk's room or invite children, young people, or an adult at risk to their rooms.
- Be a good role model, this includes not smoking, drinking alcohol or use foul language in the Club of children, young people or adults at risk.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Secure written parental consent for the Club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any injury that occurs, along with details of any treatment given.
- All other good practice/common sense principles given the varying situations.

4. Health & Safety

The Club uses an external consultant for all Health & Safety matters, all activities are fully risk assessed.

The Club's SSM and Child Protection Officer (s) gives guidance to those whose roles involve working with children and young persons. Where a child or young person is involved, a risk assessment must take account of their particular vulnerabilities which will include the safeguarding of children. The risk assessment should set out what arrangements are in place for their care and supervision.

4.1 Data Protection

The Data Protection policy adopted by the Club is in line with current legislation. All full time and casual staff (paid or voluntary) sign a Club confidentiality and information sharing agreement.

The Club will adhere to all relevant legislation when collecting data during activities, we will ensure the data is only relevant data is stored and destroyed within appropriate timescales. When this is done in relation to children or vulnerable groups, we will endeavour to make every effort to obtain consent for its use, especially if the data is likely to be used in:

Publicising the details in relation to a competition win

The publication of the child's image on a public website

The use of the child's image or details in marketing material

(full policy available on request).

5. Club Procedures

5.1 Parental Consent

The Club will make every effort to obtain parental consent for all activities using a signed parental consent form. The Club will do everything it can to safeguard children and adults at risk in its care but recognise that in some circumstances, due to the nature of the work carried out, obtaining parental consent for activities is not always possible.

5.2 Use of Photography and Film Image

The Club wishes to avoid:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet;

- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child in order to avoid the situation where a child can be 'groomed';
- The identification and location of children in inappropriate circumstances.
The Club incorporates guidance from The FA and the CPSU.

5.2.1 Images taken by Club Officials.

Club officials who take images have been briefed by a Club Child Protection Officer or by a member of the Communications and Marketing Department, Match Day events or other department responsible for the activity being photographed or filmed.

Before taking images of children or young people parental consent is sought in writing, this could be at the start of the season or prior to the event. Parents, carers, guardians are responsible for informing the Club of any change of circumstances within the season which may affect consent. The Club will inform parents, carers, guardians of how the image will be used and they will not allow an image to be used for something other than that for which it was initially agreed.

- All children or young people featured in Club publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific child.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Children who are subject of a court order will not have their images published in any Club document.
- No images of children featured in Club publications will be accompanied by personal details such as their home address.
- Recordings of children for the purposes of legitimate coaching aids are only filmed by Club officials and are stored safely and securely at the Club's premises.
- Mobile cameras are not to be used in changing rooms.
- Any instances of inappropriate images in football should be reported to the Child Protection Officer.
- The Club does not put young player profiles with images and personal information on its website.
- The Club does not condone inappropriate unauthorised photographs to be taken with players, Club staff or at Club facilities and will actively take measures to prevent this; using signage, security and stewarding.
- The Club will report potentially unlawful materials on the internet to The Internet Watch Foundation. report@iwf.org.uk

5.2.2 Designated Club photographers

Will, where applicable, undertake a CRC/DBS check and attend a FA Safeguarding Children workshop and will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies from the Premier League. Club identification will be worn at all times.

5.2.3 Professional Photographers/Filming/Video Operators

Any professionals wishing to record the event should must be registered with the EFL and Club's Media Manager by producing their professional identification for the details to be

recorded. This request should take place at least 5 working days before the event. Professional photographers should wear identification at all times during the event.

5.2.4 Students or Amateur Photographers/Film/Video Operators

Any students or amateurs wishing to record the event should seek registration with the Club's Media Manager by producing their student or Club registration card and a letter from the Club/educational establishment outlining their motive for attending the event and planned use of the material. They should also complete the Club's registration form. A clear brief will be given to both professional and amateur photographers about what is considered appropriate in terms of content and behaviour, including a list of any areas where photographic and recording equipment is forbidden under all circumstances (e.g. changing rooms, toilet areas).

5.2.5 Videoing as a Coaching Aid

On occasions the Club may wish to video a game or training session using video equipment as a legitimate coaching aid. Young people and their parents/carers will be made aware that this is part of the coaching programme and their consent obtained, and that such films will be stored safely. Parents/carers and young people should be aware of the procedures to follow if they have concern about images being used inappropriately (i.e. inform Education Welfare Officer or Child Protection Officer).

5.2.6 Ground regulations

Attention is drawn to this excerpt from the ground regulations

24. *By entering the Ground, all persons are acknowledging that photographic images and/or video recordings (and/or stills taken from video recordings) may be taken of them and may also be used in televised coverage of the game or by the Club or any Football Authority for marketing or promotional purposes. Entry into the Ground is confirmation that all persons have consented to such use of their image. If these images should feature an individual prominently the Club will make reasonable efforts to gain the consent of that person before publishing such images, however, if this is not possible, then entry into the Ground shall be deemed consent unless the Club is notified in writing to the contrary.*

25. *Further to paragraph 24, if such person is under 18 years of age, the parent, guardian, or responsible adult who is accompanying them into the Ground shall be deemed to have provided consent on their behalf.*

5.3 Trips, Tours, Tournaments, Events & Activities

The club follows the guidance issued by the EFL with regard to Trips, Tours and Tournaments and uses the documentation and processes recommended in line with this guidance. Including consent forms and risk assessment/management processes. *Separate documentation available.*

EFL Residential Activities work with Children & Young People 2016-17 v3

5.4 Transport

The Club has developed a transport policy in line with the Guidance issued by EFL and uses the documentation and processes recommended in line with this guidance. Including consent forms and risk assessment/management processes. *Separate Transport Policy Document available*

5.5 Youth Loans, Trials & Work Experience (Academy Players)

Should an HTAFC Academy player or young professional, under the age of 18, join another Club on trial, work experience or a Premier League Youth Loan, the Academy will seek written parental consent. This will be additional parental consent sought prior to the start of every season. Consideration will also be given to the player's educational programme, travel and accommodation arrangements. If the new Club is not located within a reasonable travelling distance from the player's current address HTAFC will insist that, where possible, players are placed in host family accommodation during their time away from the Club and not in hotel accommodation unless their parents are accompanying them during their stay. HTAFC will request parental consent, full medical history and injury disclaimer prior to any trial or work experience for any player under 18 joining the Club. Should accommodation be required during a trial period a host family will be provided or if the player's parent/guardian is also travelling with the player, then a local hotel may be used as an alternative. *Separate Accommodation Policy Available* developed in line with EFL Guidance Document Accommodation Providers Guidance 2016-17 (v9 Jan 2017)

5.6 Procedure for U18 playing within the Development/First Team Squad (Academy Players)

One of the foremost aims of HTAFC is to develop Players to become part of the Development and Senior squads at the Club. HTAFC acknowledges its responsibility to safeguard the welfare of every Player who has been entrusted to its care and is committed to working to provide a safe environment for all.

The Club recognises that as Players progress through to the Development squads' specific guidance and consideration are to be given to areas off field and are needed to ensure that they are given equal opportunity to develop their footballing talent. Whilst Players under the age of 18 are taking part in activities relating to the Development squad and First Team, the Club will continue to ensure that they fulfil their obligation of duty of care towards the players and safeguard the welfare of children and young people by taking all reasonable steps to ensure they are protected from harm. *Separate policy available* developed in line with EFL Guidance Document & Toolkit, First Team Appearances U18 EFL Dec 2016

5.7 Procedure for First Registration and International Transfer of Minors

The club will follow the guidance issued by FIFA – Regulations on the Status and Transfer of players 2016

5.8 Looked after Children

The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing bodies and proprietors should ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe.

In order to fulfil this responsibility, the Club must ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.

The Child Protection Officer and Senior Safeguarding Manager should have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

5.9 Children who are not picked up on time

The Club has procedures in place for children whose parents do not collect them from an activity at a specified time. All parents/carers are made aware that their children should be met no later than 30 minutes after an activity has finished. Should the child not be collected within 15 minutes, coaching staff have emergency contact numbers and communication with the office to seek alternative numbers if necessary.

In the event that a child is not collected on time, a minimum of 2 activity staff will wait at the venue until the parent / carer arrives. Should the child not be picked up at all and the coaching staff would make every effort to contact the parents and make alternative arrangements with the consent of the parent or legal guardian. In the event that the parent/carers remains non-contactable then the staff will report to their Head of Department/Child Protection Officer who would contact Children's Services and the Police.

5.10 Ratio of Adults to Children

The Club adopts best practise regulations laid down by the FA and other National Governing Bodies in relation to the supervision of Adults to Children/adults at risk. Procedures are in place to fully risk assess the types of activity and participant ability to ensure appropriate ratio of staff/coaches to participants

5.11 Coaching/Activities in Schools

The Club is committed to using the power of football and other activities to encourage children and young people to enjoy the benefits of sport and healthy living and will frequently run coaching/activity sessions within local schools and education centres. It is the responsibility of the school to obtain parental consent and carry out the relevant risk assessments before an activity takes place and the Club will carry Public Liability Insurance. For After School Clubs, it will be the responsibility of the Club to gain parental consent and carry out the risk assessments of the site. The above information is set out in a service level agreement with the school or education provider which is signed prior to the event taking place.

5.12 Activities for Disabled Persons

The Club carries out all activities for disabled persons under the guidelines of the Disability Discrimination Act and in accordance with the HTAFC Equality Policy. *Separate policy available.*

5.13 Complaints Procedure

The Club will follow basic principles when dealing with complaints, further comprehensive details are available in the *Complaints Procedure Guidance document* available on request.

5.14 Restraint Procedure

Club Stewards are externally sourced, they only carry out physical intervention on a match day should it be absolutely necessary. It is always carried out by fully trained personnel who hold a SIA qualification as well as the Physical Intervention qualification.

If there is a doubt about the age of the person requiring to be restrained a Steward Supervisor would be called along with the police. Police are always present on site for every home fixture.

6. Guidelines in the event of a safeguarding concern

Reporting concerns about the welfare of a child, young person or adult at risk 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.**

6.1 Highlighting Concern

Although the Club is committed to doing the utmost to safeguard children from harm, there may be an occasion when concern is raised over the treatment of a child. 'Child abuse and neglect' are generic terms encompassing all ill treatment of children as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

6.2 Recognition – Signs of Abuse

There are five main forms of abuse identified as follows, should you have any concern that abuse is occurring you should contact the Child Protection Officer immediately.

6.3 Types of Abuse

6.3.1 Physical Abuse

Physical Abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

6.3.2 Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or young person to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and young people.

6.3.3 Neglect

The persistent failure to meet a child's or young person's basic physical and/or psychological needs, are likely to result in the serious impairment of the child's or young person health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

- Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child or young person from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers);
- or ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's or young person's basic emotional needs.

6.3.4 Emotional Abuse

Emotional Abuse is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on the child's or young person's emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child or young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children or young people. These may include interactions that are beyond a child's or young person developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.

6.3.5 Bullying

The Club define bullying as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.

The Club also recognises the concept of hazing. Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or emotional wellbeing of a child or young person. Hazing is not tolerated by the Club.

For more detailed information on the main forms of abuse refer to:

<http://www.thefa.com/football-rules-governance/safeguarding/introduction-to-safeguarding-children>

The information above has been taken from this source.

<http://www.thefa.com/football-rules-governance/safeguarding/dealing-with-concerns>

A separate Anti-Bullying Policy is available on request

6.4 Additional Safeguarding Issues

Staff are required to have an understanding of the following safeguarding issues as detailed in the Keep Children Safe In Education, Statutory Guidance for Schools and Colleges Document September 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

6.4.1 Female Genital Mutilation (FGM)

Female genital mutilation is a form of child abuse common to some African, Asian and Middle Eastern communities in the UK. This illegal and life-threatening initiation ritual can leave young

victims in agony and with physical and psychological problems that can continue into adulthood. Carried out in secret and often without anaesthetic it involves the partial or total removal of the external female genital organs.

The NSPCC Female Genital Mutilation (FGM) helpline offers specialist advice, information and support to anyone concerned that a child's welfare is at risk because of female genital

mutilation. If you are worried that a child may be at risk of FGM, you can contact the 24-hour helpline anonymously on **0800 028 3550** or email fgmhelp@nspcc.org.uk. If you wish to find out more about FGM then you can access the NSPCC's fact sheet via this link – www.nspcc.org.

6.4.2 Forced marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

The Forced Marriage Unit (FMU) operates a public helpline to provide advice and support to victims and those being pressurised into forced marriages. If you are worried that a child may be at risk of forced marriage, you can contact FMU via the helpline on **020 7008 0151** or email fmu@fco.gov.uk. For more information on forced marriages go to www.gov.uk/forced-marriage

6.4.3 Honour based violence

The term 'Honour Based Violence' (HBV) is the internationally recognised term describing cultural justifications for violence and abuse. It justifies the use of certain types of violence and abuse against women, men and children.

HBV cuts across all cultures, nationalities, faith groups and communities and transcends national and international boundaries. HBV is also a Domestic Abuse issue, a Child Abuse concern and a crime. If you are worried that a child may be at risk of HBV contact Children's Social Care for further advice and guidance or speak with the Club Child Protection Officer.

6.4.4 Supporting lesbian, gay, bisexual and transgender young people

Lesbian, gay, bisexual and transgender (LGB&T) young people come from all socio-economic backgrounds, religions, faiths, ethnicities and cultures. It is estimated that six per cent of the population is lesbian, gay or bisexual, so there's a good chance that in a group of 30 young people, at least two will be or will grow up to be lesbian, gay or bisexual.

LGB&T people remain largely invisible across sports this lack of visibility, as well as the misapprehensions about LGB&T people, contributes to an environment of homophobia and transphobia in sport.

Challenging homophobia and transphobia when they occur, and creating a football environment where everyone feels included is critical.

Every young person has the right to be treated with dignity and respect; this includes all young people who are openly lesbian, gay, bisexual or transgender or are thought to be. Much of this information has been taken from materials developed by Stonewall. For further information visit www.stonewall.org.uk, or to speak with someone call **0800 050 2020**

6.4.5 Children and young people who take on leadership roles

Coaches, club officials, players, parents/spectators in both adult and junior football often lose sight of the fact that an individual in a leadership role who is under 18 is still legally a child. As a consequence, young referees are open to experiencing abusive behaviour verbally, physically and emotionally. This behaviour is not acceptable in football everyone should be treated with respect.

6.4.6 Child Sexual Exploitation

The NSPCC define Child Sexual Exploitation (CSE) "as a type of sexual abuse in which children are sexually exploited for money, power or status". Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation

can also happen to young people in gangs. It can be very difficult to identify, warning signs can easily be mistaken for 'normal' teenage behaviour. Affiliated Football recognises that any sexual abuse of children or young people is exploitation. Any concerns relating to CSE should be referred to the statutory agencies. Further information on CSE can be found on www.nspcc.org

6.5.1 Responding to a report or suspicion

Where possible the Designated Safeguarding Officer or Child Protection Officer should be contacted as early as possible, however it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse:

Do

If the child is hurt or ill - seek medical attention if necessary – call the Police 999 and ask their advice if you are unsure - or Local Authority Designated Officer – if the child is immediately at risk of significant harm.

You may also contact the NSPCC Helpline 0800 800 5000

- treat any allegations extremely seriously and act at all times towards the child to show you believe what they are saying - **LISTEN**
- tell the child they are right to tell you
- reassure them that they are not to blame
- be honest about your own position, who you have to tell and why
- tell the child what you are doing and when, and keep them up to date with what is happening
- take further action – you may be the only person in a position to prevent future abuse
- **3R's Respond, Record, Refer** (Report on to the appropriate person)
- write down everything said and what was done as soon as you can - Use the child's words – not your own opinion or what you think they said
- inform parents/carers unless there is suspicion of their involvement

Don't

- make promises you cannot keep
- interrogate the child or ask leading questions – it is not your job to carry out an investigation/interview – this will be up to the police and local authority professional staff, who have experience and are trained specifically to sensitively manage the disclosure – ask the most basic questions and then let the child talk, you LISTEN and ensure that you do not jeopardise any potential criminal investigations
- cast doubt on what the child has told you, don't interrupt or change the subject
- say anything that makes the child feel responsible for the abuse
- promise to keep secrets or keep the information confidential

INACTION IS NOT AN OPTION – Safeguarding is Everyone's responsibility

Make sure you tell the Child Protection Officer immediately, they will know how to follow this up and where to go for further advice.

6.5.1 Contact Details: **Club**

Senior Safeguarding Manager: Ann Hough 07712 839999

Ann.hough@hta.fc.com

Child Protection Officer (Club/Academy): Karen Crosland 07891 552085

Karen.crosland@htafc.com

Child Protection Officer ([Foundation](#)) – [To be appointed \(Head of Education\)](#)

Designated Safeguarding Officer (Foundation): Rob Day 07908073565

Rob.Day@htafcfoundation.com

6.5.2: Contact Details: External

Police: 999 (in an emergency)

Kirklees MASH (Multi Agency Safeguarding Hub) – 01484 456848

Referrals to MASH@kirklees.gcsx.gov.uk

Kirklees Emergency Duty Service 01484 414933 (outside office hours)

Further information

<http://www.kirkleessafeguardingchildren.co.uk/mash-multi-agency-safeguarding-hub.html>

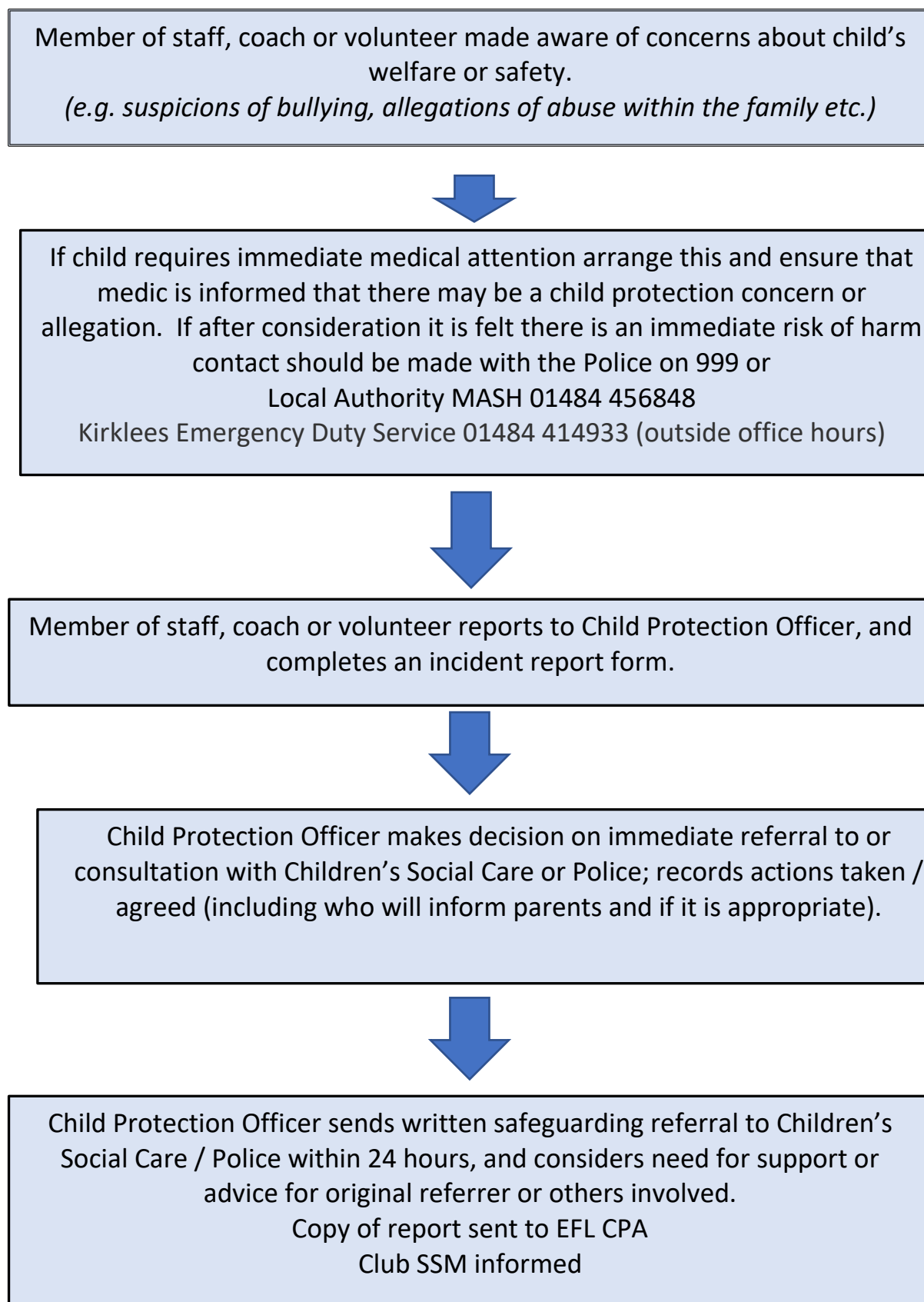
Kirklees Local Authority Designated Officer: Lynn Wilson 07875 297860, 01484 221000

lynne.wilson@kirklees.gov.uk

All referrals to be sent to kirklees.lado@kirklees.gcsx.gov.uk

Contact details for other Local Authorities are available from the Club Child Protection Officer or by searching the internet safeguarding + name of local authority.

Reporting Safeguarding Concerns



6.6 Recording & Reporting Allegations or Suspicions Including Allegations Against Staff.

- The Child Protection Officer will ask for a written factual statement from the person making the report. If the report involves an allegation about another member of staff, that person will also be asked to write a brief report.
- The Club will ensure that any child (or adult at risk) concerned is immediately removed from any possible risk of harm.
- Investigations into possible abuse will require careful management.
- The Senior Safeguarding Manager should seek the advice of the Local Authority Safeguarding Children Board/LADO the Police, or in cases of low level poor practice The Football Association Safeguarding Children & Vulnerable Adults Case Management Team (before setting up an internal inquiry) and take their advice on informing the child or young person's parents. (see additional flow chart Appendix (i))

In any case of suspected abuse, as soon as the Local Authority Designated Officer has been informed, The Club must provide a report to the EFL's Child Protection Advisor.

Referral forms are available from the Child Protection Officer. (see Appendix (ii))

The SSM will also provide a verbal report to the board with due respect to confidentiality.

Management of Allegations against Staff and Volunteers Policy is available on request

6.7 Whistle Blowing

The Club does not tolerate poor or unsafe practice and welcomes notification of concerns in order that actions can be taken to safeguard the children and adult at risk to whom we offer courses and activities.

The Club acknowledges that 'Whistle-Blowing' is a difficult issue for people for many reasons, and that it has often been the case that people have been reluctant to share concerns about a colleague for fear of the repercussions for themselves or the colleague. All people must hold in mind that safeguarding children and adults at risk is their statutory duty and that being willing to share a concern with the Safeguarding Officer is an important part of that duty.

The Club believes that it is not the responsibility of children and adult at risk to raise concerns about the poor or unsafe practice of professionals. All adults working for the Club have a responsibility to raise concerns about the practice of colleagues where necessary, in the knowledge that their concerns will be dealt with in a sensitive, appropriate and timely manner. This may result in a colleague being given guidance and training to support their practice or it may result in the Child Protection Officer/Senior Safeguarding Manager seeking advice from the appropriate agency about how to proceed.

The Club will seek to keep information confidential to protect the whistle-blower and those who may be criticised during any investigation. Information will be shared with any and all who are deemed appropriate when it has been fully collated and examined. The Club accepts that whistle-blowing may cause distress to a person and will therefore ensure that impartial support will be made available to them.

Any person who has a concern about the way The Club carries out its work should raise this with the Child Protection Officer. If a person feels unable to raise their concern openly then they should know that they have the right, free from discrimination, to speak to the Senior Safeguarding Manager, a trustee or a member of the board.

Any allegations must be taken seriously and properly investigated. Immediate action must be taken where required by the named Designated Safeguarding Officer or Child Protection Officer.

If there is information that a child or adult at risk is vulnerable or at risk, The Club will follow the guidelines laid down in this child protection policy and the managing allegations against staff and volunteers as appropriate.

If an allegation is made against the Child Protection Officer it should be reported to the Senior Safeguarding Manager.

If a person believes that no action has been taken in response to their allegation or concern, it is the duty of the individual to contact the appropriate agency to report their concern. The Club supports The FA's whistle blowing policy.

Any adult or young person with concerns about a colleague 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, social services, or the NSPCC.

FA NSPCC 24hr helpline on 0808 800 5000

FA NSPCC helpline for calls in relation to historical concerns in football can be contacted via 0800 023 2642.

The Club encourages everyone to know about the FA's Whistle Blowing Policy and to utilise if necessary.

INACTION IS NOT AN OPTION – Safeguarding is Everyone's responsibility

6.8 Confidentiality

There is always tension and caution around issues of confidentiality. The advice for all staff at the Club is that no guarantee of confidentiality can be given to a child young person or adult at risk (although this does not necessarily mean that the parents/carer of the young person/adult at risk have to be told).

You cannot promise to keep their disclosure a secret or that you will not have to speak to someone else about the issue – reassure them that it will be on a 'need to know' basis and that their dignity and privacy will be respected at all times.

A child, young person or adult at risk should never be pressured to give information or show physical marks unless they do so willingly. **If they choose to show markings, two members of staff should be present.**

There are actions which staff must, and are obliged to take once they are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need to know basis and nobody should have any reservations about referring a safeguarding children or adult at risk issue to the Designated Safeguarding Officer, Child Protection Officer or Senior Safeguarding Manager. The key issue is that the welfare of the child or adult at risk is protected.

6.9 Safeguarding Code of Conduct

Everyone plays a role in safeguarding the welfare and development of children and young people. As an individual responsible for children, young people or adults at risk taking part in a Club activity you have a duty to:

- **Ensure that the safety and welfare of all participants is your first priority** and ensure that any planning, preparation, delivery or review reflects this duty and all actions are in the best interests of those in your care.
- **Treat children, young people and adults at risk with respect**, regardless of their gender, ethnic or social background, language, religious or other beliefs, disability, sexual orientation or other status and encourage them to treat others the same way. Always consider the age, maturity, understanding and emotional condition of participants when working with them.
- **Listen carefully to children, young people and adults at risk** about their needs, wishes, ideas and concerns and take them seriously.
- **Reward effort as well as performance**
- **Only use physical contact with participants where absolutely necessary.** If contact is necessary, (e.g. for the purposes of coaching or first aid), then explain to the individual what the contact is for, and change your approach if he or she appears uncomfortable and conduct this in an open and transparent way.
- **Establish clear codes of conduct for participants and apply disciplinary policies equally and fairly** in respect of poor behaviour. Physical punishment or discipline or use of aggressive physical force of any kind towards any participant in your care is prohibited.
- **Always use language or behaviour towards participants and others that is appropriate** and do not use language or behaviour that is or could be considered harassment, abuse, sexually provocative or demeaning. You are a role model to both participants and other members of the workforce, your appearance, attitude, behaviour and language has a direct effect on your role.
- **Not supervise or care for others whilst under the influence of alcohol or illegal drugs** or any medication that may impair your ability to ensure an individual's welfare.
- **Not appear to favour one individual or show interest in one individual more than another.**
- **Wherever possible, ensure that more than one member of the workforce is present** when working in the proximity of children or other vulnerable people. It is inappropriate to spend excessive time alone with those children or adults at risk who you supervise or care for or to take them to your home.
- **Always maintain professional boundaries in person and online.** Do not engage in physical 'horseplay' with any participants and where possible avoid personal involvement in the activity you are responsible for. Be careful when engaging participants in 'banter' as this can easily be misunderstood. Recognise the danger to self and others when online.
- **Not engage in any form of sexual activity with or involving a child or adult at risk in your care.** Such activity is prohibited regardless of the legal age of consent, and is considered a breach of this Policy.
- **Report any concerns you have over a person in your care or the actions of a member of the workforce.** If you witness or are told about any incident or issue that may put a vulnerable person at risk or harm, or may breach this policy, you have a duty to report it to the appropriate person (and only share the information with those who need to know). This may be your line manager, designated safeguarding officer or Child Protection Officer.

6.10 Codes of Conduct – Various

There are roles and activities which carry their own specific Code of Conduct and should be used in conjunction with the Safeguarding General Code of Conduct. All staff must ensure that they receive, read and comply with the Code of Conduct for the activity they are engaged in prior to commencing that role or activity. *See Appendices (ix & x)*

7. Counter-Terrorism and Security Act 2015 – Prevent Duty of Care

The Prevent Strategy identifies a statutory duty for some agencies including schools, colleges and education providers to support the Government's Anti-Terrorist agenda. The Club recognises it's responsibility to support our partner schools and colleges in working with them to assisting them in meeting this duty under the Prevent Strategy.

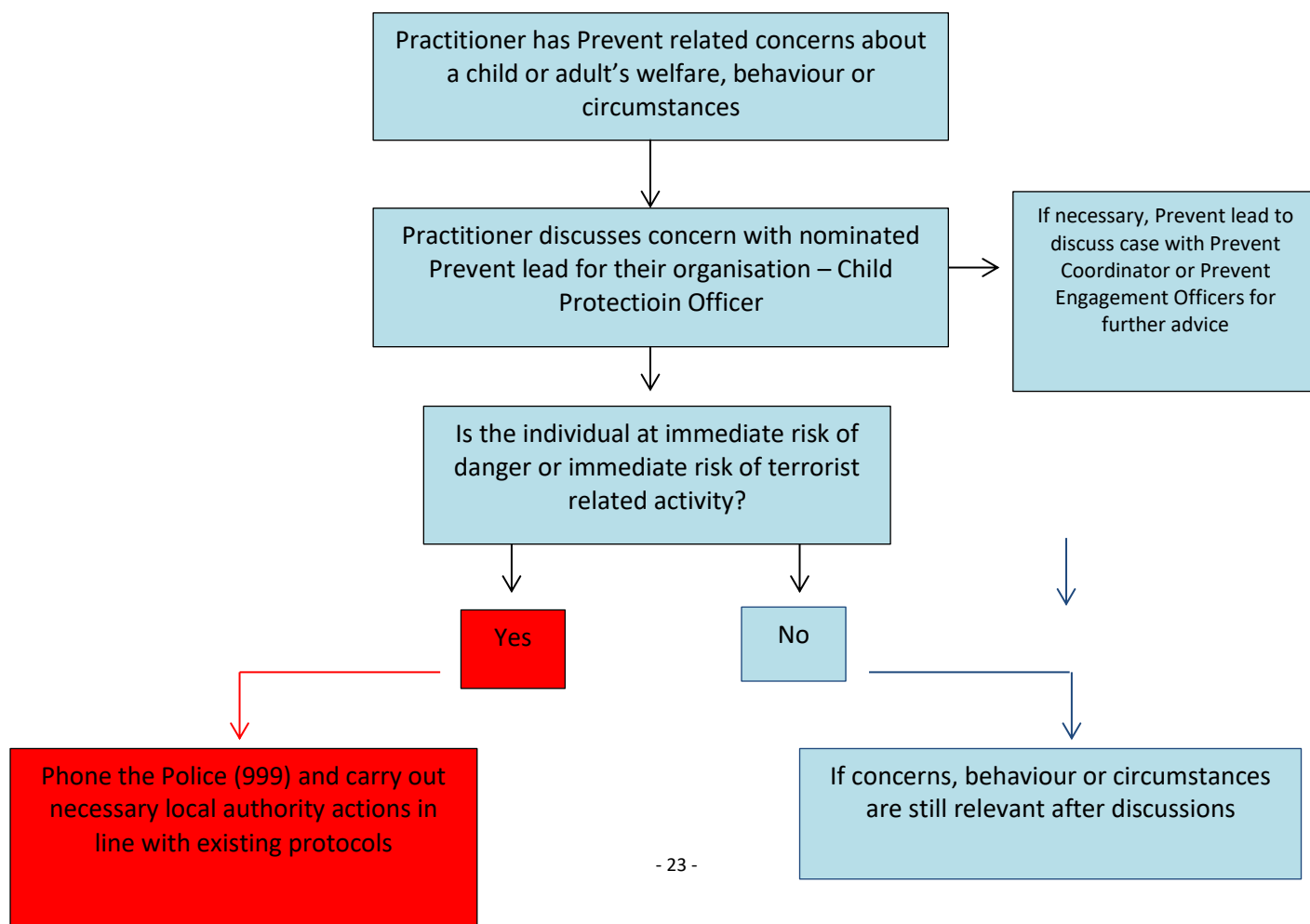
The Prevent Duty is not about preventing participants from having political and religious views and concerns but about supporting young people to use those concerns or act on them in non-extremist ways. As a Club, we will be addressing our responsibilities under the strategy in commitment to keeping children and vulnerable adults safe.

The Club will work with partner schools to address the risk factors for participants in producing a procedure for referral to the local Channel Panel if any young person is identified as being a risk of radicalisation.

The Club will, if required, work with schools and the Channel Panel to support any young person identified.

The Club will follow the referral pathway of the relevant Local Authority, by means of example below are the details for the Clubs Local Authority – Kirklees

7.1 Kirklees Prevent referral pathway



7.2 Prevent contact details

Prevent Coordinator Kirklees Council

Lee Hamilton

Lee.hamilton@kirklees.gov.uk

01484 221 000

07528 988 798

Prevent Engagement Officers, West Yorkshire Police

PC David Cockcroft

David.cockcroft@westyorkshire.pnn.police.uk

07515 200 472

PC Donna McDougal

Donna.mcdougal@westyorkshire.pnn.police.uk

01484 436 794

07595 011 780

PC Tim Hayes

Timothy.hayes@westyorkshire.pnn.police.uk

07921 882 690

PC Mo Aziz

Mohammed.aziz@westyorkshire.pnn.police.uk

07595 007 119

Prevent answerphone

01924 431 154

<http://www.preventforfeandtraining.org.uk/>

8. Further advice on safeguarding matters can be obtained from:

8.1 Internal

Senior Safeguarding Manager: Ann Hough 07712 839999

Ann.hough@htafc.com

Child Protection Officer (Club/Academy): Karen Crosland 07891 552085

Karen.crosland@htafc.com

Designated Safeguarding Officer (Foundation): Rob Day 07908073565

Rob.Day@htafcfoundation.com

Child Protection Officer (Foundation): To be appointed

8.2 External -Local

Local Authority Designated Officer (Kirklees): Lynn Wilson 07875 297860, 01484 221000

lynne.wilson@kirklees.gov.uk

All referrals to be sent to kirklees.lado@kirklees.gcsx.gov.uk

Kirklees MASH (Multi Agency Safeguarding Hub) – 01484 456848
MASH@kirklees.gcsx.gov.uk

Kirklees Emergency Duty Service 01484 414933 (outside office hours)

<http://www.kirkleessafeguardingchildren.co.uk/mash-multi-agency-safeguarding-hub.html>

You may also address concerns to the Local Authority Designated Office (LADO) in your area by accessing their contact details through the local authority website for your area.

8.3 External - National

English Football League

Child Protection Advisor Ann Hussey

M: 07795 628 379

T: 01772 325 811

Ann.hussey@efl.com

Safeguarding Officer (Trusts/Foundation) Clare Taylor

M: 07964 905652

T: 01772 325 811

Clare.taylor@efl.com

EFL Office on 01772 325800

FA Case Investigations Unit

0844 980 8200 (extension 4787)

NSPCC Child Protection Helpline

0808 800 5000.

Reporting of non-recent sexual abuse in football

NSPCC helpline 24 hours a day

0800 023 2642.

The FA's safeguarding team

safeguarding@thefa.com

T:0800 169 1863

Ext: 4809

Police: 101 or 999 (in an emergency)

9 Additional Government guidance can be obtained via the following web links

Child Sexual Exploitation (CSE)

<https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

Bullying including cyberbullying

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Domestic violence

<https://www.gov.uk/domestic-violence-and-abuse>

Drugs

<https://www.gov.uk/government/publications/drugs-advice-for-schools>

Fabricated or induced illness

<https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced>

Faith abuse

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

Female Genital Mutilation (FGM)

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

Forced marriage

<https://www.gov.uk/forced-marriage>

Gangs and youth violence

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/226293/Advice to Schools and Colleges on Gangs.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/226293/Advice_to_Schools_and_Colleges_on_Gangs.pdf)

Violence against women and girls (VAWG)

<https://www.gov.uk/government/policies/ending-violence-against-women-and-girls-in-the-uk>

Radicalisation

<https://www.gov.uk/government/publications/channel-guidance>

Sexting

<http://ceop.police.uk/>

Teenage relationship abuse

<https://www.gov.uk/government/collections/this-is-abuse-campaign>

Trafficking

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

10 Appendices

Appendix (i)	Flow Chart – General
Appendix (ii)	Flow Chart- Advice
Appendix (iii)	Flow Chart Managing Allegations against Staff
Appendix (iv)	Affiliated Football Referral Form – Pro Club
Appendix (v)	Multi Agency Referral Form
Appendix (vi)	Internal Incident Form
Appendix (vii)	Club Safeguarding Structure
Appendix (viii)	Disclosure Panel

Appendix (ix)	Code of Conduct for Staff, Volunteers and Trustees
Appendix (x)	Code of Conduct for Academy Staff
Appendix (xi)	Role guidance for Child Protection Officers/DSO's

11 Linked Documents

Staff Handbook
 Adults at Risk Policy
 Recruitment Policy
 Recruitment and Retention of Ex-Offenders
 CRC Policy
 Health & Safety Policy
 Management of Allegation against Staff & Volunteers Policy
 Use and Publication of Images
 Anti-Bullying Policy
 Complaints Procedure & Guidance
 FIFA the status and regulation of players
 Social Media Policy *Update*
 Trips Tours & Tournaments *Update*
 Transport Policy *Update*
 HTAFC Senior Appearances U18
 SSM Job Description
 Head of Education Job Description
 CPO Job Responsibilities/role guidance

12 References

The following Guidance, frameworks and documents have been used as references in the writing of this policy.

EFL Safeguarding Children and Young People: Guidance to Member Clubs and Trusts 2017
 Affiliated Football Policy & Procedures
 Standards for Safeguarding and Protecting Children in Sport – NSPCC Child Protection in Sport Unit (CPSU)
 FIFA International Regulations on the Status and Transfer of Players 2016 (In particular Annex 2 - First Registration and International Transfer of Minors)
 Guidance from Kirklees Safeguarding Children Board
 Working Together to Safeguard Children (2015)
 The Children Act (1989 and 2004)
 What to do if you're worried a child is being abused: Advice for Practitioners (2015)
 Safeguarding Vulnerable Groups Act (2006)
 Protection of Freedoms Act (POFA) (2012)
 Keeping Children Safe in Education (KCSIE) (2016)
 Female Genital Mutilation Act (2013)
 Sexual Offences Act (2003)
 UN Convention on the Rights of The Child (1989)
 The Equality Act (2010)
 Data Protection Act (1998)
 EFL Residential Activities work with Children & Young People 2016-17 v3
 EFL Guidance Six Steps for Developing a Club Transport Policy
 EFL Accommodation Providers Guidance 2016-17 (v9 Jan 2017)
 EFL Guidance Document & Toolkit, First Team Appearances U18 EFL Dec 2016