

CASTLE JUNIORS FOOTBALL CLUB



Safeguarding Policy - Version 4

1.0 Introduction

- 1.1 This policy is based on relevant guidelines and legislation including the Children (NI) Order 1995, the Protection of Children and Vulnerable Adults (NI) Order 2003 and Irish FA published guidance.
- 1.2 Safeguarding may be defined as **“doing everything possible to minimise the risk of harm to children, young people and adults in need of protection”**.
- 1.3 Safeguarding is about being proactive and putting measures in place in advance of any contact with children and adults in need of protection, to ensure that they are going to be kept safe. This includes: ensuring staff are properly checked when they are recruited; creating guidelines for people who come into contact with children and adults in need of protection as part of their role to ensure they know what they need to do to keep them safe; creating guidelines for planning an event or activity with children and adults in need of protection; and putting measures in place to minimise the risk of safeguarding issues occurring.

2.0 Policy Statement

- 2.1 The welfare of children, young people and adults in need of protection is paramount to the Club. We endeavour to provide an environment which values and protects all children, young people and adults in need of protection.
- 2.2 It is the Club's policy and commitment to promote good practice and ensure that young people and adults in need of protection have a positive experience of the Club. We implement safeguarding procedures to protect children, young people and adults in need of protection involved in our activities from inappropriate behaviour and all types of abuse.
- 2.3 We endeavour to safeguard children, young people and adults in need of protection by following the standards set out by the Irish Football Association. To achieve this we will:
 1. Develop an awareness of the issues which may lead to vulnerable people being harmed
 2. Create an open environment by identifying a 'Designated Person', supported by deputies, to whom vulnerable individuals can turn if they need to talk and communicate their contact details to all members at least annually

3. Adopt Safeguarding guidelines through Codes of Conduct for members and all volunteers working at the club which clearly outline their rights and responsibilities with regard to safeguarding
4. Ensure careful recruitment, selection and management procedures. These procedures will ensure that regular support and supervision is provided to staff/volunteers
5. Ensure complaints, grievance and disciplinary procedures are included in our suite of Club policies
6. Share information about concerns regarding safeguarding with parents/guardians and others who need to know
7. Ensure good and safe working/playing practices
8. Be involved in training made available through the various agencies and strengthen links with those agencies
9. Keep our Safeguarding policy under regular review
10. Have procedures relating to bullying, away trips and transport, and use of photography/social media. The guidelines for away trips and transport are appended to this policy
11. Ensure that no children, young people and adults in need of protection are left unsupervised at the end of any club activity
12. Ensure that event-specific consent forms are completed for any activities which are not covered by the general consent given on the annual registration form and which involve trips organised by the club.
13. Comply with IFA guidance on these matters, including on coach to player ratios.

2.4 The Children (Northern Ireland) Order (1995) and the Protection of Children and Vulnerable Adults (NI) Order 2003 are based on a clear and consistent set of principles designed with the common aim of promoting the welfare of vulnerable people. Children and adults in need of protection have the right to be safe. All coaches/volunteers must ensure that this fundamental principle takes precedence over all other considerations. This policy applies to all those involved in Castle Juniors Football Club: coaches, administrators, officials, volunteers, parents and players.

3.0 Confidentiality Statement

- 3.1 The Club will not promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the vulnerable person paramount, and to the relevant persons or agencies.
- 3.2 Considerations of confidentiality will not be allowed to override the rights of vulnerable people to be protected from harm.

4.0 Awareness of the Issues

- 4.1 Background knowledge in relation to abuse, the general principles of safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for the Club is the issue of safeguarding of our playing members within the operation of the Club. However, being cognisant of the indicators of abuse in respect of playing members caused by others outside the Club is of an equal importance for their safety and well being.
- 4.2 The Club recognises that it occupies a position of trust and safety in the lives of many of our players. As a result, the Club is also aware that it may find itself in a unique position to either notice signs of abuse or to be in receipt of first disclosures from a victim of abuse.
- 4.3 Our officials, coaches and volunteers are all trained to recognise five types of abuse as outlined by "Cooperating to Safeguard Children and Young People" and "Adult Safeguarding: Prevention & Protection in Partnership" as follows:

Physical abuse - occurs when a person deliberately hurts a child or young person or gives a child or young person access to alcohol, drugs or other dangerous substances

Emotional abuse - occurs when a person persistently shouts, taunts or threatens a child or young person. They may also convey to them that they are worthless or inadequate

Neglect - occurs when a person persistently fails to provide a child or young person with basic needs such as food, water and clothing. The child or young person may also be left unsupervised and not cared for

Sexual abuse - occurs when a person takes advantage of a child or young person to gratify their own sexual needs

Exploitation - occurs when a person manipulates or abuses their power and control over a child or young person for their own personal gain.

5.0 Bullying

- 5.1 Although bullying is not formally recognised as a type of abuse under the Children (NI) Order, the Club considers it to be a form of abuse which must be taken seriously and responded to. The Club recognises that we have a responsibility to ***“protect vulnerable people from bullying and to have policies and procedures in places to do so”***. Bullying is the repeated use of power by one or more persons intentionally to harm, hurt or adversely affect the rights and needs of another or others.
- 5.2 Club members should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a

social group.

- 5.3 The Club recognises that bullying can, to a growing extent, take place on-line and is alert to this possibility. Bullying is not an acceptable behaviour towards anyone at the Club be they child, player, coach, volunteer or parent. Anyone found to be bullying others will be dealt with seriously, both in regards to the behaviour exhibited and the reasons for the behaviour, in line with the Club's Complaints and Discipline Policy.
- 5.4 The position of the Club in respect of bullying can be found in our Equality and Anti-Discrimination Policy and is described in terms of discrimination, harassment and/or victimisation.

6.0 Designated Person & Volunteers

- 6.1 The Designated person within Castle Juniors Football Club is the Club Safeguarding Officer. The Club also has a team of Deputy Safeguarding Officers. The Designated Person is the person to whom safeguarding concerns will be addressed in the first instance. If the concern is about the Designated Person then one of the Deputy Safeguarding Officers should be informed instead.
- 6.2 The recruitment, selection and training of our volunteers is something that the Club takes extremely seriously as all have a fundamental part to play in the adherence of the Club to our Safeguarding principles. The Club's position on volunteers can be found in our Volunteering Policy.
- 6.3 All of our volunteers will receive appropriate and recognised Safeguarding training with the necessary refresher training (presently every three years in accordance with IFA requirements, with a face to face training course at least every nine years).
- 6.4 The Club operates Codes of Conduct for our players, parents and volunteers and joining the Club in any capacity requires strict adherence to this Code. Any breaches of this Code may require instigation of the Club's disciplinary procedures as outlined in our Complaints and Discipline Policy.

Signed:

Trevor Reid

Iain Greenway

**TREVOR REID
CHAIRPERSON**

**IAIN GREENWAY
TREASURER**

Date: 4 April 2022

Version	Date	Changes
1	February 2016	
2	January 2018	Minor changes to maintain consistency with other policies
3	June 2019	Addition of transport and trip away guidelines; other minor changes
4	April 2022	Revisions to align with updated IFA material; addition of explicit statement in section 2 regarding the end of sessions

GUIDELINES FOR TRANSPORTING CHILDREN AND YOUNG PEOPLE

The Club recognises that the majority of adults involved in football activities have a genuine desire to contribute to the development of children and young people, but that others may use it as a means of gaining access to children and young people for inappropriate reasons.

The issue of transporting children and young people has become a sensitive issue for adults engaging in regulated activity, as it has the potential to place both parties in a vulnerable situation.

The Club also recognises that adults who engage in regulated activity are vulnerable to false accusations made by children and young people, though these are rare. Adherence to the guidelines outlined below will reduce the risk of children and young people being harmed and will protect volunteers from potentially false accusations.

The club does not endorse the transport of players by volunteers, seeing this as something that is more appropriately organised between parents. However, if a situation arises where a volunteer transports children and young people in a vehicle, there are a number of safety measures that must be adhered to in order to minimise risks:

- Only volunteers who are in possession of a valid Access NI Enhanced Disclosure vetting check are permitted to transport children and young people during regulated club activity
- Parents/ guardians should be clear as to who will be transporting their child, the reasons why, and how long the journey will take; and be agreeable to this
- The team coach/ administrator should talk to the child or young person about the transport arrangements, to ensure that they are comfortable with the plans
- The driver must ensure that s/he has the necessary insurance and driving licence to transport persons for these purposes
- The driver should attempt to transport more than one child or young person in the car at all times
- When collecting children and young people, volunteers should attempt to travel in pairs, or with more than one child or young person in the car. Where possible, a volunteer should never be left alone with a child or young person in the car. If this is not logistically possible, the volunteer should ensure that the child or young person sits in the back seat, on the opposite side to the driver's seat
- The person who leaves children or young people home should be alternated; this reduces the risk of any one individual always being alone with the same child or young person
- The driver should have point of contact and mobile phone in case they break down or encounter any other issues en route
- The Club should ensure that children and young people involved in Club activities are aware of their rights, and understand that there are trusted adults in the Club to whom they can express any concerns that they may have
- Children and young people should wear seatbelts at all times

- No one should smoke in the car if children are being transported
- Booster seats should be used or provided when appropriate

Late collections from training sessions and trips can present volunteers with particular difficulties. The lead adult should have contact numbers of parents/ guardians and, if possible, be provided with an alternative contact number should this situation arise. Volunteers should never leave before all children and young people have been collected. The Club is within its rights to review any child or young person's continued participation in Club activities should their parents or guardians persistently fail to collect their child on time. Volunteers have a responsibility to inform parents or guardians about the consequences of late collection.

The Club recognises that, on occasions, unforeseen circumstances arise, affecting timely pick-ups. Parents and guardians should have a contact number for the relevant volunteer, to inform them of emergencies and possible late collections.

GUIDELINES FOR AWAY TRIPS

The Club recognises that away trips, particularly where they involve an overnight stay, need careful planning. Even what may appear as the most straight forward of trips will require some level of planning and coordination; as well as additional care, support and supervision so that it will be a safe and enjoyable experience for everyone involved. The guidelines below outline a number of issues that Club volunteers must take into account when going on away trips with children and young people.

In preparation for an away trip (that is, a trip where the Club provides organised transport to an event or which involves an overnight stay), the Club organisers must:

- Share details of the proposed trip, including the proposed budget and means of funding the costs, with the Club Management Committee for approval prior to any monies being paid and any monies being taken from players/ parents
- Once the budget is approved, ensure completion of the Confirmation Form for the trip by all parents/ players. This sets out the costs, timeline for payments, and consequences if anyone drops out of the trip prior to its commencement
- Prior to the trip, ensure completion of a Consent Form for the trip by all parents/ players. This includes information on departure and return times/ locations, things to be taken, emergency contact details, and medical information
- Ensure that appropriate insurance cover is in place, via the Club's insurers, if the trip is outside Northern Ireland
- Ensure that the Club volunteers leading the trip have an up to date Access NI Enhanced Disclosure vetting check in place, and that sufficient volunteers are attending the trip to cover all eventualities, including first aid requirements

The Club will only stand over a trip, and insurance cover for it, if all of the above steps are followed. As set out in the Club's Data Protection and Document Retention Policy, the Confirmation and Consent forms are to be retained for one month after the end of the trip, and then securely disposed of, unless any investigations around the trip are ongoing.

On the trip, the following guidelines apply for volunteers (as well as the Volunteer Code of Conduct continuing to apply in full):

- Do not leave children and young people unsupervised at any stage during the course of the trip
- Ensure that children and young people are presented with an opportunity to voice any concerns that arise during the course of the trip
- Be punctual, and arrive at all departing venues well in advance of children and young people so that they are not left standing alone
- Ensure that children and young people stay in groups while in the departure area so that no child or young person is left alone
- Consider and determine how to address any particular risks regarding the accommodation/ facilities on arrival

- Ensure, where possible, that everyone is located within the same section of the accommodation
- Ensure that children and young people are designated 'age-appropriate' and single gender rooms, and that each child or young person is designated an individual bed. Volunteers must never share a room/ bath/ shower with a child or young person
- Volunteers should organise a rota to ensure that players are safely in their rooms at night. No volunteer should enter a player's bedroom unless it is deemed necessary and unless they are accompanied by another volunteer
- Familiarise the group with the emergency exits in the event of a fire, and ensure agreement of a group meeting point
- Ensure that children and young people cannot gain access to adult television channels or bar facilities in their designated bedrooms
- Avoid spending time alone with a child or young person, and ensure that medical staff are accompanied by a volunteer when treating players
- Should a child or young person have to remain in the accommodation during the activity due to injury or illness, try to ensure that two volunteers remain behind to look after their welfare
- In the event that a child or young person falls ill, or is seriously injured, and has to remain behind after the activity, ideally two volunteers should remain with the child or young person. Volunteers have a duty of care to ensure that the child or young person returns safely to their home address
- If volunteers and players sightsee or partake in recreational activities, this should be in groups. Volunteers should consider and determine how to address any particular risks which may arise. Mobile phone contact between groups should be in place during such activities. Volunteers should remain vigilant around the group to ensure that no one wanders off alone; and arrange a meeting point should this occur