



***Accrington Stanley Community Trust
(ASCT)***

***Safeguarding Children and Adults at Risk
Policy & Procedures***



Safeguarding Children and Adults at Risk Policy and Procedures

Contents	Page
Introduction	2
Safeguarding Children Policy Statement	3
Safeguarding Adults at Risk Summary	5
ASCT Designated Contact, Whistle Blowing Procedure & Procedure on Dealing with a Disclosure	8
Record Keeping, Useful Contact Numbers	13
Responding to Allegations, Internal Enquiries & Suspensions, Allegations of Previous Abuse	14
Advice & Support for Individuals receiving a Disclosure	17
Anti-Bullying Policy	18
Equality Policy	20
Image Policy	22
Accountability & Responsibility, Risk Assessment, Photo I.D. Policy	23
Complaints and Appeals Procedure	24
Confidentiality	25
Safer Recruitment	26
Recruitment of Ex-Offenders Policy	27
Power and Positions of Trust	28
Missing Child Policy	29
Late Collection of Children by Parents/carers	30
Transport Policy	31
Trips, Residentials and Tours Policy, Gifts, Rewards & Selection of Children	35
Infatuations	41
Social Media Policy	42
Children in Distress, Personal Care	44
Toilet Procedures & Supervision, Medical Treatment, Medics, Physiotherapists, First Aiders	45
Behaviour Management, Use of Control & Physical Intervention	46
The Issuing of Tickets to Children/Young People	48
Document Review Details Form	49
ASCT Safeguarding Children P & P Confirmation of Receipt	50
Appendix One – Code of Conducts & Stay Safe, Have Fun & Enjoy Football Handout	
Appendix Two – Additional Forms – Parental Consent, Accident/Incident Report Forms, Head Injury Report Form, Child Protection Report Form, Example Risk Assessment Form	



Introduction

***What is Child Abuse?**

Child abuse is a term used to describe what happens when a person, or group of people, harm a child or young person under the age of eighteen. Child abuse may mean that harm is actively done to the child, such as a beating or burning or is the result of a failure to protect the child from harm. The abuser is often an adult, but, may also be another young person and occasionally even a child. Both males and females do abuse. Usually the abuser has some sort of power over the child and often knows the child well. Abuse can happen anywhere – the family, any institution or group and in any activity where children are present.

There are five types of abuse – neglect, physical abuse, sexual abuse, emotional abuse and bullying. The risk and evidence is that bullying and direct abuse, or neglect, can happen in football.

***Types of Abuse Definition**

NEGLECT takes place if adults fail to meet a child or young person's basic physical needs e.g. for food, warmth and clothing, or emotional needs for attention and affection. It occurs if children or young people are left alone or inadequately supervised or where they are exposed to danger, injury or extreme weather conditions.

PHYSICAL ABUSE occurs if people physically hit, burn, poison, shake or in some way hurt or injure children and young people, or fail to prevent these injuries from happening.

SEXUAL ABUSE occurs if children or young people are used to meet another person's sexual needs. This includes any form of sexual behaviour with a child or young person (by an adult or another child or young person) the use of sexually explicit language and jokes, inappropriate touching and exposure to pornographic material. Sexually explicit images of children and young people are often referred to as child pornography. The making, adapting or viewing of sexually explicit images of children or young people is sexual abuse.

EMOTIONAL ABUSE includes frequent threatening taunting or sarcastic behaviour, along with holding affection or being extremely over-protective. It includes racist or sexist behaviour and demeaning initiation ceremonies. It can be inflicted by other children and young people as well as adults. Children and young people who are being abused or bullied in any way will also experience emotional abuse.

BULLYING although anyone can be the target of bullying, children and young people who are perceived as 'different' from the majority may be at greater risk of bullying. This includes children and young people from minority cultures or children and young people with disabilities. Victims are often shy and sensitive and perhaps anxious or insecure. Bullying can be defined as: physical (e.g. hitting, kicking, theft) verbal (e.g. constant teasing, sarcasm, racist or homophobic taunts, threats, gestures and name calling) emotional (e.g. tormenting, mobile text messaging, ridiculing, humiliating and ignoring) and sexual (e.g. unwanted physical contact or sexually abusive comments) Bullying can take place anywhere, but it is more likely to take place where there is inadequate supervision.

* FA Policy & Procedure Guidance 2006



Safeguarding Children Policy Statement

This policy is endorsed and reviewed by the board of trustees and CEO annually or upon new legislation or feedback. At ASCT we acknowledge that we have a responsibility to safeguard the welfare of every child and young person who has been entrusted to our care. A child or young person is anyone under the age of 18 engaged in any ASCT activity. Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. We are committed to working to provide a safe environment for all and we aim to achieve this through adherence to The Football League's 'Guidance to Member Clubs and to The Football Association's (FA) Safeguarding Children Policy and Procedure guidelines that have been adopted by the club/trust.

The Key Principles of this Policy are:

- 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 concerns and allegations of abuse will be taken seriously and responded to appropriately.
- Working in partnership with other organisations, e.g. Police and Children's Social Care, children and young people and their parents/carers is essential.

ASCT recognises that this is the responsibility of every adult involved in our Club/Trust. All at ASCT have a clear and strong commitment to safeguarding and promoting wellbeing, including the board of Trustees.

It is noted and accepted that The Football Associations Child Protection Regulation (See the FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a club official, football coach, supervisors on club tours, a member of the medical staff or a match official or a volunteer.

The purpose of the policy is to:

- Provide children and young people with a safe environment whilst in the care of ASCT staff /volunteers.
- Promote best practice at all times.
- Ensure all staff/volunteers are aware of how to make informed and confident responses to specific safeguarding children issues.
- Ensure all staff/volunteers are alert to signs of behavioural change/abuse and that all suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.
- Increase awareness of Respect within the club/trust.
- Work in partnership with other organisations, parents/carers to safeguard and promote the welfare of children and young people.
- Ensure all parents are made aware of ASCT Safeguarding Children Policy and the fact that cases may be referred to the external Statutory Agencies or to The FA if necessary.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Adopting the FA Responsible Recruitment guidelines for recruiting staff and volunteers.
- Sharing information about safeguarding children and best practice with children, parents/carers, staff and volunteers.
- Sharing information about concerns with agencies that need to know and involving parents and children accordingly.
- Providing effective management for staff and volunteers through supervision, support and training

Staff should also refer to the Health and Safety Policy which covers safe working practices (ethics).

ASCT have full discussions with partners to establish safeguarding policies whilst using external venues for our activities. If it is found that our partner's policies are not fit for purpose, ASCT reserves the right to impose this policy.

We are committed to reviewing our Policy and Procedures annually or within six weeks of the outcome of any serious incident.

References:

ASCT adhere to all current safeguarding legislation from national organisations which include;

- Disclosure and Barring Service (DBS)
- Children England - www.childrenengland.org.uk



- NSPCC
- NSPCC Child Protection in Sport Unit
- Save The Children.
- Child Exploitation Online & Protection Centre (CEOP)
- Working together to Safeguard Children 2015

Signed on behalf of Accrington Stanley Community Trust.

Martin Fearon

Chief Executive Officer

CPO/SSM

Accrington Stanley Community Trust

David Keeley

Chair of Trustees

DSO

Accrington Stanley Community Trust



Safeguarding Adults at Risk Summary

ASCT recognises that the welfare of adults at risk is paramount and that they have equal rights of protection.

ASCT will:

- Treat all adults at risk with respect and celebrate their achievements
- Carefully recruit and select all staff whether paid or unpaid
- Respond to concerns and allegations appropriately
- Be guided by, where applicable, the recommendations of the SAFE toolkit

When there are concerns about the welfare of any adult at risk all responsible adults in the organisation are expected to share those concerns with the DSO.

The legal definition of the term "adult at risk" refers to any person aged 18 years and over who:

- Has needs for care and support and
 - a) is experiencing, or is at risk of, abuse and neglect and
 - b) As a result of those care needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

This could include people with mental health issues, physical, sensory or learning disabilities, medical conditions, dementia, brain injury, those who are elderly and frail and also those who are family carers.

Safeguarding concerns arise when an adult who has care and support needs and is, or is at risk of, being abused or neglected and unable to protect them self against the abuse or neglect or risk of it because of those needs.

Care and Support Statutory Guidance Issued under the Care Act 2014

Government guidance is clear that all organisations working with adults at risk, families, parents and carers have responsibilities. It is important to remember that adults at risk can also abuse and that such incidents fall into the remit of this policy.

The Care Act 2014 has six key principles which should inform the way in which all of the workforce should work with adults. They are:

1. Empowerment
2. Prevention
3. Proportionality
4. Protection
5. Partnership
6. Accountability

Recognising Abuse

The Care and Support Statutory Guidance Issued under the Care Act 2014 outlines how abuse may take many forms and how individual circumstances should be considered. Exploitation is a particular theme in the following list of abuse:

- Physical
- Domestic violence, including "honour" based violence
- Sexual
- Psychological
- Financial or material abuse
- Modern slavery
- Discriminatory
- Organisational
- Neglect and acts of omission
- Self-neglect

Mental Capacity



ASCT fully recognises and upholds the 5 key principles of the Mental Capacity Act 2005 in all aspects of its work by:

- Presuming each adult at risk has capacity
- Supporting individuals to make their own decisions
- Recognising the right for individuals to make their own decisions, even if they may seem eccentric
- Making sure what ASCT does for adults at risk (without capacity) is in their best interests
- Making sure that anything ASCT does is the least restrictive action for the individual

Treating Adults with Respect

ASCT endeavours to treat all adults at risk with respect, regardless of ability or culture.

Disclosures

A disclosure may be communicated verbally or through behaviour by an adult at risk, or another adult in the organisation and it is important for everyone to remember the following:

If you are concerned about an adult at risk it is important that this information is communicated to the DSO or deputy for safeguarding.

You may become aware of suspected or likely abuse by:

- Your own observations and concerns
- Being told by another person that they have concerns about an adult at risk
- The adult at risk tells you
- The abuser tells you

Also remember that you may not always be working directly with the adult at risk but become concerned because of difficulties experienced by other adults, e.g.

- Domestic Violence incidents
- Mental Health issues
- Substance and Alcohol Abuse Incidents

Remember:

- Do not delay
- Do not investigate
- Seek advice from the DSO or deputy for safeguarding
- Make careful recording of anything you observe or are told

Responding to Concerns

ASCT ensures and emphasises that everyone in the organisation understands and knows how to share any concerns immediately with the DSO/CPO. This is done by staff training/information in staff areas/staff handbook/induction information. Everyone including the DSO/CPO will deal with concerns using the following:

IF

You are worried that a vulnerable adult has been abused because:

- You have seen something
- A vulnerable adult says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a member of staff
- There has been an anonymous allegation
- An adult has disclosed they are abusing a vulnerable adult
- A vulnerable adult has disclosed they were abused in the past

THEN

Make a careful record of what you observe or are told

Talk to the Designated Safeguarding Officer (DSO) for your organisation within 24 hours.

Use your organisation's adult safeguarding policy to identify who this is if you do not already know



THE DSO

Should refer the concern to Social Care Services and/or the police (in an emergency) and follow up in writing within 24 hours (if the allegations are against a person with a "duty of care" the Adult Safeguarding Manager/Board will co-ordinate the next procedural steps)

Remember:

Consultation should not delay a referral. In an emergency dial 999

Record Keeping

All records will be kept securely. Only the DSO and/or those with authority to do so will have access and records will only be kept as long as necessary.

Normally these records will be passed to social care services when there is a concern and the DSO deems it appropriate to do so. All records will be written by the person with the concern within 24 hours, on headed paper and will be factual and non-judgmental.

It is helpful to record any known details of the adult at risk(s) involved e.g. name, address, date of birth etc.

Signed on behalf of Accrington Stanley Community Trust.

Martin Fearon

Chief Executive Officer
CPO/SSM

Accrington Stanley Community Trust

David Keeley

Chair of Trustees
DSO

Accrington Stanley Community Trust



Accrington Stanley Community Trust Designated Contact

At ASCT the designated contact for all staff members regarding concerns about the welfare of any child or young person is the Child Protection Officer and Senior Safeguarding Manager (CPO/SSM), **Martin Fearon**. In his absence ASCT Designated Safeguarding Officer (DSO), **David Keeley** will take over his role. The CPO will be familiar with the procedure for reporting any concerns and once contacted will ensure that any concern is dealt with appropriately. It should be noted that confidentiality cannot always be guaranteed if the concern is serious and requires disclosure to the police or children's services.

Contact Details;

ASCT Designated Safeguarding Officer (DSO)

Name: David Keeley

Contact details: 01254 397938

ASCT Child Protection Officer (CPO/SSM)

Name: Martin Fearon

Contact details: 07940 845204 – martin.fearon@stanleytrust.co.uk

The CPO/SSM will:

- Be responsible for coordinating Safeguarding Children procedures within ASCT.
- Develop effective working relationships with The Football League, The FA, Children's Services, the LSCB, the Police and External Football Agencies and liaise with any such agency as required.
- Make a decision as to where any allegations are referred.
- Ensure that appropriate support is provided for those involved.
- Ensure that the Trust's DSO is kept fully informed, appropriately.
- Ensure that accurate records relating to individual children are kept in a secure place and marked 'strictly confidential'.
- Provide guidance to parents/carers, children and young people and all staff/volunteers.

The DSO is responsible for:

- Monitoring and recording concerns
- Making referrals to social care services without delay
- Liaison with other agencies
- Arranging training for all staff

Their role is also to oversee and ensure that the ASCT adult safeguarding policy is fully implemented. These details will be made available to all responsible adults, adults at risk and parents/carers by training, staff handbook, information in staff areas and induction information. This includes ensuring they and all staff receive adult safeguarding training as appropriate. The CPO should be available to support or cover for the DSO. They will also handle any complaints or allegations against the DSO if appropriate.

The CPO/SSM and/or the DSO will report all Safeguarding matters to the board of trustees at each meeting. This will be documented in the minutes.

Accrington Stanley Community Trust Whistle Blowing Policy

Legislation

We will follow the Public Interest Disclosure Act 1998.

Aim

The aim of this policy is to provide a process through which people who work at Accrington Stanley Community Trust are able to raise a whistleblowing concern, safe in the knowledge that doing so will not lead to reprisals, victimisation or detrimental treatment (e.g. denial of promotion, facilities or training which the member of staff would have otherwise been offered), provided that such a concern is based on an honest and reasonable suspicion.

What is whistleblowing?

Whistleblowing is a term used when someone within Accrington Stanley Community Trust raises a concern about a possible:

- Fraud;
 - Crime;
 - Danger;
 - Breach of any laws, regulations or our policies or procedures;
- Or

- Other serious risk that threatens clients, colleagues, the public, the environment or Accrington Stanley Community Trust's reputation.



Eligibility

This policy will apply to all members of staff.

This policy will not apply to:

- Possible frauds, crimes, dangers, breaches of any laws or regulations or other serious risks committed by people who do not work for Accrington Stanley Community Trust's i.e. clients and other third parties
- Personal grievances regarding an individual's terms and conditions, complaints, bullying, harassment or disciplinary matters.

What should I do if I have a whistleblowing concern?

If you have a whistleblowing concern, write this down immediately. Make a note of all relevant details, such as what was said, either on the phone or during other conversations, the date, the time and the names of those involved.

Accrington Stanley Community Trust welcomes the opportunity to address whistleblowing concerns as early as possible – you should not attempt to investigate your concerns yourself. We hope that you feel that you can raise such concerns promptly with your line manager for whom you work. However, we appreciate that doing so is not always easy; if you have a concern and would like some confidential advice on whether and how to raise this please contact the Community manager or the board of trustees.

It may not be appropriate for a whistleblowing concern to be raised with your director or line manager (e.g. if that director or manager is the object of the concern). In these circumstances, you should discuss the concern with one of the following:

- The person to whom the individual reports
- And or the Chairman.

When you report your concerns, arrange to hand over your notes and any evidence you have gathered to the person to whom you make the report.

You must not do any of the following:

- contact the suspected perpetrator in an effort to determine facts or demand restitution;
- discuss the case facts, suspicions, or allegations with anyone outside Accrington Stanley Community Trust (including the press);
- discuss the case with anyone within Accrington Stanley Community Trust other than the people listed above; nor
- Attempt to conduct investigations or interviews personally or question anyone unless asked to do so by one of the people listed above.

Will I be able to raise my concern in confidence?

If you raise a whistleblowing concern in good faith, your name will not be revealed without your consent, unless required by law.

What should I do if someone in my team reports a whistleblowing concern to me?

If a member of your team reports to you a whistleblowing concern, you should do the following:

- listen to the concerns of your staff and treat every report you receive seriously and sensitively;
- make sure that all staff concerns are given a fair hearing. You should also reassure staff that they will not suffer because they have told you of their suspicions;
- get as much information as possible from the reporting member of staff, including any notes and any evidence they have that may support the allegation. Do not interfere with any evidence and make sure it is kept in a safe place;
- do not try to carry out an investigation yourself. This may damage any internal or criminal enquiry; and
- report the matter immediately to the person to whom the individual reports, or a director, as appropriate.

What happens once I have raised a whistleblowing concern?

If you raise a whistleblowing concern you will be notified of the intended timetable for an investigation. The person with whom the concern is raised will instigate the investigation, which will be conducted by the relevant function (i.e. the management of the department to which the concern relates). The investigator will report back to that person, who will then decide if there is a case to answer and what procedure to follow. This may include involving an external authority (e.g. the Police) for further investigation. Alternatively, it may be decided that the matter would be more appropriately handled under another of Accrington Stanley Community Trust procedures such as the Equality and Diversity policy, Disciplinary and Performance Management or Grievance policies.

The person against whom a whistleblowing concern is raised will be told of it at an early stage and of the evidence supporting it, and they will be allowed to respond.

You should not attempt to contact the person against whom you have raised a whistleblowing concern nor discuss your concern with anyone other than the people involved in the investigation.

If you have raised a whistleblowing concern you will be informed of the action that is to be taken. An official written record will be kept of each stage of the process which will be signed and dated by the person investigating the concern once the investigation has been completed.

If the investigation concludes that a whistleblowing concern is false and has been raised in bad faith, disciplinary action may be taken against the person raising the concern in accordance with our Disciplinary policy and the protection set out below will not be available.



What happens if I feel victimised by my colleagues for having raised a whistleblowing concern?

Accrington Stanley Community Trust will not tolerate reprisals, victimisation or detrimental treatment of someone who has raised a whistleblowing concern. Where it is determined that you have suffered such treatment as a result of having raised a concern, a further investigation may take place and disciplinary action may be taken against the perpetrator in accordance with our Disciplinary and/or Performance Management policy.

If you are worried about the welfare of any child involved in any activity at ASCT please inform the Child Protection Officer. ASCT is committed to creating a safe environment for children and achieving high standards of best practice. Unless ASCT is informed of any concern we cannot do something about it. Any adult or young person involved with ASCT who has concerns about a child or colleague can "whistle blow" by contacting the Child Protection Officer, Martin Fearon on 07940 845204, email martin.fearon@stanleytrust.co.uk. Or by contacting The FA Safeguarding Team by phone on 0844 980 8200 Ex. 4787, or by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ or alternatively by going direct to the Police, Children's Services or the NSPCC.

ASCT encourages everyone to know about this policy and utilise it if necessary.

Accrington Stanley Community Trust Procedures on Dealing with a Disclosure

It is the responsibility of all staff/volunteers working at ASCT to report any behaviour by someone involved in football, or any other person, that raises concerns or any worries about a child to the CPO.

PLEASE REMEMBER, IT IS NOT YOUR RESPONSIBILITY TO DECIDE WHETHER ABUSE IS TAKING PLACE, BUT IT IS YOUR RESPONSIBILITY TO SHARE ANY CONCERNS YOU HAVE.

If you are concerned about the behaviour of someone involved in football towards a child:

- Stay calm,
- If the child/young person is present, reassure them they are not to blame
- Take what they say seriously
- Don't promise to keep confidentiality or promise a possible outcome
- Keep questions to a minimum and only use them to clarify what you have been told
- Make a full written record of what was said, seen and heard as soon as you can. (If possible by using ASCT Child Protection Incident Report Form)

If the concern is one of poor practice refer the concern to the CPO who will either:

- Follow ASCT procedures for a first report of poor practice
- Seek advice from the Football League Child Protection Advisor (FLCPA).

REMEMBER - you can contact the NSPCC 24 hour Helpline on 0808 800 5000 or Deaf users text phone 0800 056 0566, at any time, for immediate advice and guidance.

If your concern is more serious and or you feel the child is at risk – possible child abuse:

- Immediately contact the CPO, and follow their guidance, they will inform as necessary either: The Police, Children's Social Care, the FLCPA, FA Case Management, LADO, The EFL Safeguarding Officer. NB. If the concern involves the CPO then contact the Trust's DSO or the FLCPA immediately for advice or the NSPCC Helpline and follow their guidance.
- If you have been unable to contact your CPO or DSO or the FLCPA immediately either contact: the Police, Children's Social Care, FA Case Management LADO, The EFL Safeguarding Officer or the NSPCC 24 hour Helpline, follow their advice and then inform the CPO/DSO/FLCPA of your actions ASAP.
- If the child needs immediate medical treatment then telephone for an ambulance or take the young person to hospital. You need to inform the parents you are doing this. * If the parents are allegedly involved in the abuse, only inform them that you are taking the child to hospital. Do not share any other information. Inform the doctor of your concerns in relation to child protection issues (the doctor will take the appropriate action). Inform the CPO/DSO/FLCPA of the action you have taken and they will inform FA Case Management.

If you become aware of a Poor Practice and/or a Possible Abuse situation outside of a football setting involving a child or young person who participates in football activities:

- If the child or young person informs you directly ensure you follow the guidance as above.
- If your concerns are via a third person or through observation, report your concerns directly to the CPO. NB. If the concern involves the CPO then contact the Trust's DSO or the FLCPA immediately.

The ASCT CPO, DSO or the FLCPA will either:



- Seek advice from Children's Social Care, LADO, The EFL Safeguarding Officer and/or Police or NSPCC Helpline (0800 800 5000)
- Take action as advised by these agencies, including advice on contacting parents.
- Make a factual record of events including any action taken as directed by Children's Social Care or the Police and share this information as necessary with FA Case Management.

If you are unable to contact the CPO, DSO or the FLCPA then refer your concerns directly to Children's Social Care, the Police or the NSPCC 24 hours Helpline

Take action as advised by these agencies, including advice on contacting parents. Make a factual record of events, including any action taken as directed and forward to ASCT CPO who will make a decision and inform The FA Case Management or The EFL Safeguarding Officer as appropriate. Indicate clearly whether or not the allegation refers to someone involved in football in any capacity. If the CPO is involved in the allegation then this information must go via David Keeley the DSO and the FLCPA will be informed.

NB. You should make a record of the incident as soon as possible, notes made after the incident may be written on any paper available, then the information can be transferred to an FA Referral Form(s) which are available from The CPO or each Head of Dept. The CPO can assist you with this if required.

NCS Reporting Process

NCS Trust 24-hour major incident response service

The NCS Trust has retained a specialist incident management consultancy called Pharos Response to help ensure RDPs and LDPs have immediate access to major incident help and support. As a result, the existing emergency number is now diverted directly to Pharos' incident handlers who can provide immediate emergency containment advice. They will also notify all relevant parties at NCS Trust on your behalf, allowing delivery partners to focus on looking after the young people involved.

What is the service and how does it work?

An emergency response service to support you in the event of a **Level 1 (major)** or **Level 2 (medium with potential for media interest)** incident. Just call the existing NCS Trust emergency number: **07971 668 488** when needed.

In the event of a Level 3 incident, continue to update your Provider Manager and the NCS Trust Crisis Comm's team (crisis@ncstrust.co.uk) by sending a completed Q&A report (within one week of the event). If there is any risk of negative activity on social media, the incident should be reported at the time.

Pharos' team of experienced incident handlers will answer on the Trust's behalf. Pharos knows and understands the NCS system and will provide immediate support and advice. Pharos will also log the details of the incident and inform the emergency contacts at the NCS Trust and the RDP.

This number is not just for reporting purposes; this call will trigger direct support to your organisation and, if required, could activate highly specialist assistance in a range of services including, Health & Safety, ~~PR, Social Media~~, Trauma Counselling and even rapid additional resource to the scene of the incident to support the delivery team.

In the event of a major incident, Pharos Response can provide the following services:

- Experienced incident handlers and operational specialists who can provide ~~on-going~~ practical health & safety and incident containment advice and support when you need it
- Experienced crisis PR & communications specialists who can provide immediate initial advice prior to the NCS Trust crisis press team being engaged
- Trauma counsellors available at very short notice to provide face to face or telephone support and clinical interventions
- Fast deployment team with varying specialities who can quickly be on site to provide field support if needed
- Travel doctor available to provide second opinions on medical advice
- High volume call handling facility for press, customers or concerned family as required.

Costs of accessing the service

The NCS Trust covers Pharos' retainer fees for being on-call and this includes 1 hour of call handling or intervention time for every 1,500 RDP participants. Should the RDP need to use additional hours of intervention services beyond this allocated time, there will be a charge of £75 per hour (£95/hour for trauma counselling) paid by the RDP. RDPs will be notified by Pharos if they are about to reach their allocated time before they start incurring costs.

When to call the emergency number (next page)

	Level 1 (Major)	Level 2 (Medium)	Level 3 (Minor)
Immediate report	LDP(or RDP) calls 07971 668 488 ASAP but within 30 mins of incident	LDP(or RDP) calls 07971 668 488 ASAP but ideally within 30 mins of incident	LDP emails RDP within 7 days
Secondary report	Pharos notifies by phone and email in the following order: 1. NCS Trust - on-call SLT 2. RDP on call SLT 3. NCS Trust Communications	Pharos notifies by phone and email in the following order: 1. RDP on call SLT 2. NCS Trust Communications	RDP logs and updates NCS Trust Provider Manager, and crisis@ncstrust.co.uk on a monthly basis
Example incidents But judge each incident individually	<ul style="list-style-type: none"> • Fatality / suicide • Abduction • Serious participant injury • Sexual assault • Participant complaints with media interest or high social media impact • Provider collapse • Data breach: loss records • Internal fraud 	<ul style="list-style-type: none"> • Participant/ participants lost during activity • Bullying with media interest or social media impact • Drugs or alcohol abuse with intention to sell / distribute, media interest or social media impact • Natural disaster (e.g. long-term flooding) • Weapon • Self-harm • Data breach: hacking • Provider fraud 	<ul style="list-style-type: none"> • Natural disaster (e.g. bad weather) • Bullying • Drugs or alcohol abuse (quantity of substance found i.e. personal use vs. intention to sell / distribute will affect categorisation of level) • _____ Minor participant injury • _____ • _____ Participant/ parent complaints

- If you are unsure of what category an incident is, always classify as the higher level. It can be downgraded later
- Speed is paramount in the successful handling of an incident, which is why LDPs are asked to call the above number directly
- Please provide Pharos with the information included on the NCS Incident Report Q&A document

Further information

If you would like more information on this, please contact your Provider Manager or carolebreen@ncstrust.co.uk.

All staff receive safeguarding policy training on their induction to work by the CPO and/or DSO.



Record Keeping

ASCT acknowledges that accurate record keeping is essential as there may be legal proceedings at a later date. Detailed records should be kept in line with the Data Protection Act 1998 and should include the following:

- Child's name, age (date of birth), home address, telephone number
- The nature of the allegation, including dates, times, any other relevant factors and information
- Only record the facts. Making a clear distinction between fact, opinion or hearsay
- Describe any visible bruising or injuries, also any noticeable behavioural changes
- Details of any witnesses to the incidents
- The child's account of what happened if it can be given
- Record details of anyone else who has been consulted. i.e. Children's Services member of staff or Police Officer to whom concerns were passed
- If child did not report the incident, who did report incident, has the child been spoken to and what was said?
- Details of the alleged to be, the abuser

Useful Contact Numbers:

Martin Fearon, Accrington Stanley Community Trust, Child Protection Officer (CPO)

T: 07940 845204 E: martin.fearon@stanleytrust.co.uk

David Keeley, Accrington Stanley Community Trust, Designated Safeguarding Officer (DSO)

T. 01254 387938

Ann Hussey Football League Child Protection Advisor (FLCPA)

T: 07795 62837 (Mobile) 01772 325811 (Office Hours)E: ahussey@football-league.co.uk

The FA's Case Management Team

T. 0207 745 4787 E: case.management@thefa.com

Children's Social Care:

Emergency Duty Team (Out of hours) T.0845 606 1212

NSPCC Free 24 hour Helpline T. 0800 800 5000

Deaf User Text phone T. 0800 056 0566

Lancashire FA Welfare Officer (FA CWO)

T: 01772 624000 E: neil.yates@lancashirefa.com

The Football League

T. 0844 463 1888E: enquiries@football-league.co.uk

Child Protection in Sport Unit T: 0116 234 7278/7280



Responding to Allegations

It is not the responsibility of anyone employed by ASCT, in a paid or unpaid capacity, to decide whether or not the alleged harm or abuse has taken place. However, it is their responsibility to act on any concerns through contact with the appropriate authorities.

ASCT will ensure that all staff/volunteers are fully supported and protect anyone, who in good faith, reports his/her concerns that a colleague is, or may be, harming or abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation (internal and external):

- A criminal investigation.
- A safeguarding investigation.
- A disciplinary or misconduct investigation.

The results of the Police and safeguarding investigation may well influence the disciplinary investigation, and/or any future action, but not necessarily.

ACTION IF THERE ARE CONCERNS

The following action should be taken if there are concerns:

POOR PRACTICE

- If, following consideration, the allegation is clearly about unacceptable behaviour; the DSO will deal with it as a misconduct issue in line with the Company Disciplinary Procedures.
- If the allegation is about unacceptable behaviour by the CPO or DSO, or if the matter has been handled inadequately and the complainant is not satisfied with the outcome, it should be reported to the Board of Trustees who will discuss with appropriate management and decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

SUSPECTED ABUSE

- Any suspicion that a child has been harmed or abused by either a member of staff or volunteer should be reported to the CPO or appropriate DSO, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The CPO will refer the allegation to the Social Services Department who may involve the Police, or alternatively go directly to the Police if out of hours.
- Contact with the parents or carers of the child will be discussed with the appropriate authorities, and a decision will be made about which is the right organisation to make contact with the parents or carers of the child in order to inform them of any disclosure.

This will be done as soon as practicable after discussion with the appropriate authorities.

- The CPO or DSO should also notify the Board of Trustees and the FA/Premier League/English Football League Trust Safeguarding Advisor. The Media Department will also be informed, in line with the Football Media Protocol, in order that they can deal with any media enquiries.
- If the CPO is the subject of the suspicion/allegations, the report must be made to the Board of Trustees who will refer the allegations to Social Services.

Internal Enquiries and Suspension

ASCT DSO will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and children's services enquiries. Suspension is a neutral act which does not imply guilt or blame and will only be for as long as is necessary.

Irrespective of the findings of the children's services or police inquiries, ASCT's Disciplinary Procedure (See ASCT Staff Handbook) will be used to assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, ASCT's Disciplinary procedure will be used to reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

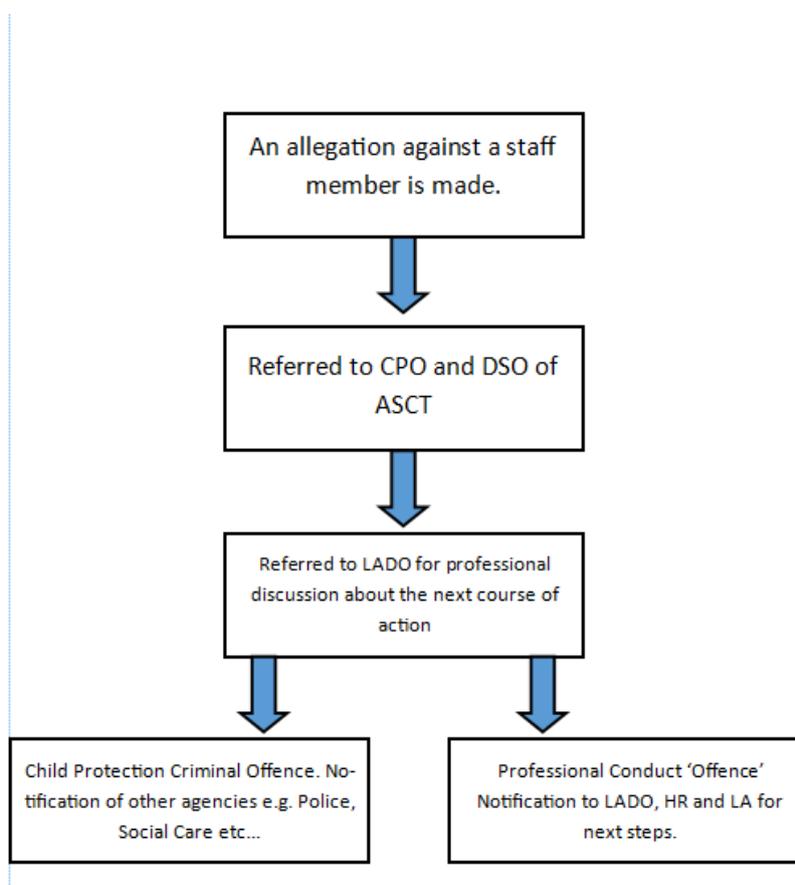
If any person working or volunteering for ASCT is suspended as a result of a concern or internal investigation in respect of their role with children, young people or vulnerable adults then the Club/Trust will notify the FLCPA and the FA Case management team as soon as the suspension is confirmed.

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 about a member of staff who is still currently working with children).

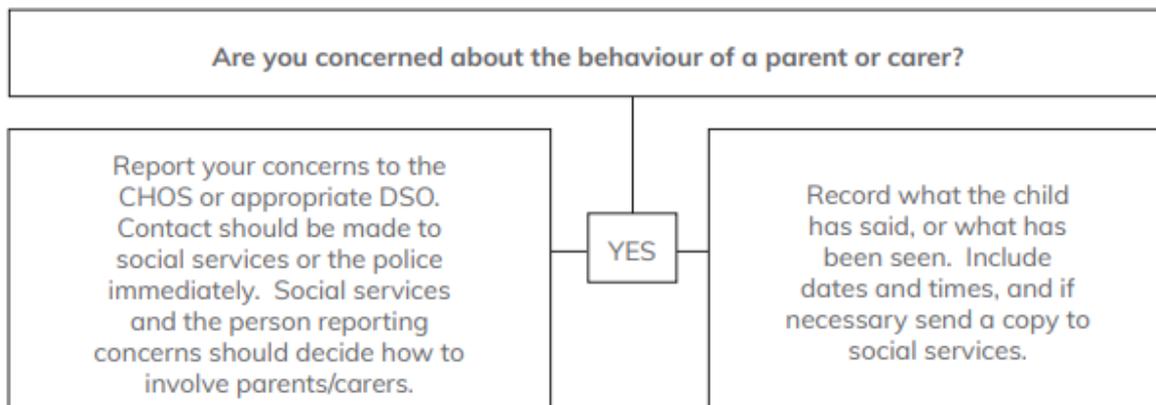
Where such an allegation is made, club staff and volunteers should follow the procedures as detailed in this policy document and report the matter to the Children's Services or the Police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has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

Allegation against Member of Staff - Flow Chart



Concerns of Abuse or Incidents – Flow Chart

This guide is designed to take the most appropriate action in relation to concerns;



Remember:

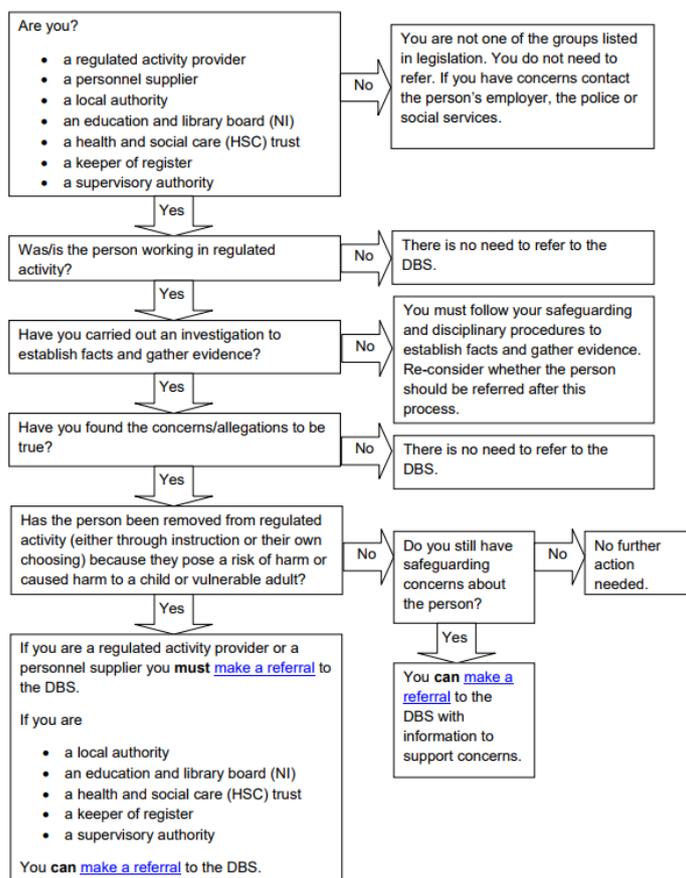
- Maintain confidentiality on a need to know basis only.
- Ensure the CPO or appropriate DSO follows up with Social Services.

The CPO should also report the incident to the DSO who should ascertain whether or not the person(s) involved in the incident play a role within Accrington Stanley Community Trust and act accordingly.

If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct or the NSPCC on 0808 800 5000 or Childline on 0800 1111.

DBS Referrals - Flow Chart

ASCT acknowledge that This flowchart will decide if ASCT need to make a referral to the Disclosure and Barring Service (DBS). This is the responsibility of the CPO and/or DSO. All referrals will remain confidential and only discussed on a need to know basis.





Advice and Support for Individuals receiving a Disclosure

It is never easy to respond to a child or young person who tells you that they are being abused. You may well be feeling upset and worried yourself. If you have personally received a disclosure you may wish to speak with someone confidentially to help you to deal with what you have heard. You may also feel the need to be reassured that the issues are being dealt with in the best possible way with the interests of the child or young person being paramount. Confidentiality is paramount therefore when seeking support or guidance from a recommended source as detailed below you will be expected to keep the personal details (names of individuals concerned) confidential. The following contact details provide a variety of potential support mechanisms for you to approach.

Careline

Cardinal Heenan Centre
326 High Rd
Ilford
IG1 1QP

Tel 020 8514 1177 www.ukselfhelp.info/careline

Confidential crisis telephone counselling service for children, young people and adults. Face to face service for adults.

FSU

207 Old Marylebone Road
London
NW1 5QP

Tel 020 7402 5175/fax 020 7724 1829 www.fsu.org.uk

Counselling, welfare, legal advice. Offices in all areas of UK

Parentline Plus

Unit 520
Highgate Studios
53-57 Highgate Road
London
NW5 1TL

Tel 020 7284 5500 www.parentlineplus.org.uk

Helpline 0808 2222 2222

Support for all families/stepfamilies

The NSPCC Helpline: (Tel: 0808 800 5000)

24 hour and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

Calls are free from Landlines and some Mobile Networks. Details of call charging and billing are made available on the website.

NSPCC British Sign Language (BSL) Helpline for deaf or hard of hearing callers: (Tel: ISDN Videophone: 0208 463 1148)

Webcam: nspcc.signvideo.tv

Text: 0800 056 0566

The NSPCC sign service is available Monday to Friday 9am-5pm. It is offered only in the English Language.

The Samaritans
The Upper Mill
Kingston Road
Ewell

KT 17 2AF

Helpline (local call rate) 08457 90 90 90 www.samaritans.org.uk

Admin tel 020 8394 8300/Fax 020 8394 8301 Nationwide, non-religious, non-political 24 hour confidential support



Anti-Bullying Policy

Statement of Intent

ASCT is committed to providing a caring, friendly and safe environment for everyone so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our trust/club. If bullying does occur, all trust/club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* club. This means that *anyone* who knows that bullying is happening is expected to tell the Child Protection Officer.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding (emotionally & physically) tormenting (e.g. hiding football Boots/shin guards, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet ,such as email & internet chat room misuse
Mobile threats by text messaging & calls
Misuse of associated technology , i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

ASCT has a responsibility to respond promptly and effectively to issues of bullying.

The purpose of the policy is to:

- Ensure all ASCT members, coaches, officials, volunteers and parents/carers have an understanding of what bullying is and should have an appreciation of the signs and indicators of bullying.
- Ensure all ASCT members, officials, volunteers and coaching staff know what the trust policy is on bullying, and follow it when bullying is reported.
- Ensure all players and parents know what ASCT policy is on bullying, and what they should do if bullying arises.
- Ensure that bullying is taken seriously at ASCT and to assure players and parents/carers 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 they should investigate if a child:

- Says he or she is being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn, anxious, or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or training equipment damaged
- Has possessions go "missing"
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases, if a child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away



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

Procedures on dealing with bullying

- Take all signs of bullying very seriously,
- Encourage all children to speak and share their concerns
- If a child tells you: reassure the child that you can be trusted and will help them, although you cannot promise not to tell anyone else.
- Keep records of what is said (what happened, by whom, when).
- Report bullying incidents to the Child Protection Officer or to the Trust's DSO or direct to the Football League Child Protection Adviser if you are unable to contact the clubs designated person's immediately. (Inform the CPO ASAP of the action you have taken).

Action taken may be:

- In cases of serious bullying, the incidents will be referred to the Football League Child Protection Adviser for advice and possibly to the FA Case Management System.
- Parents/carers will be informed and will be asked to come in for a meeting to discuss the problem.
- If necessary and appropriate, the Police will be consulted.
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly. An attempt will be made to help the bully (bullies) to change their behaviour.
- In some cases, if deemed appropriate, the trust may attempt reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
- If mediation fails and the bullying is seen to continue the trust will initiate an investigation and possible disciplinary action.
- In some cases the parent/carers of the bully or bullied player can be asked to attend sessions, if they are able to do so and if appropriate. The trust will monitor the situation for a given period to ensure the bullying is not being repeated.
- All coaches involved with both individuals should be made aware of the concerns and outcomes of the process.

In the case of adults reported to be bullying anyone within the club under 18

- The CPO or the DSO should always be informed or report direct to the Football League Child Protection Adviser if you are unable to contact the trusts designated person's immediately. (Inform the CPO ASAP of the action you have taken). They will advise on action to be taken where appropriate. This may include initiating an investigation and possible disciplinary action.
- It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach The FA's Safeguarding Children Workshop may be recommended.
- More serious cases may be referred to the Police and/or Social Services.

This policy is based on guidance provided by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300/ www.kidscape.org.uk

Other useful sites

www.bullying.co.uk

This website is designed for children and parents who are faced with dealing with bullying giving practical advice and guidance.

www.childline.org.uk

Children's charity with national 24 hour telephone help line founded on 1985. Offers children the opportunity to talk in confidence.

www.get.to/kidsincrisis

An online resource for children and teenagers who are having difficult life problems and do not know where to turn to for help.



Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Accrington Stanley Community Trust is equally accessible to them all. Accrington Stanley Community Trust is responsible for setting standards and values to apply throughout football at every level. Football belongs to, and should be enjoyed by anyone who wants to participate in it. Accrington Stanley Community Trust's commitment is to confront and challenge discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Board of Directors of Accrington Stanley Community Trust, The Director of Strategy and Planning is responsible for the implementation of this policy and will report on this policy to Board of Directors, in addition to this the Board will be made aware of Equality matters as an agenda point at all Board Meetings.

Accrington Stanley Community Trust, in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. Accrington Stanley Community Trust will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Accrington Stanley Community Trust will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. Accrington Stanley Community Trust will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Accrington Stanley Community Trust is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation - Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts.

Training:

Accrington Stanley Community Trust recognises the importance of developing staff to meet the needs of a diverse range of customers and to contribute fully to our business plan. Accrington Stanley Community Trust is committed to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within football. All staff receive safeguarding training by the DSO and CPO as part of their induction.

Relations with Outside Organisations and Contractors:

Accrington Stanley Community Trust promotes its Equality Statement in its dealings with Key Partners, Stakeholders and other organisations. In this way Accrington Stanley Community Trust can demonstrate that the greatest impact on eradicating discrimination and the creation of real Equality of opportunity for all will be made through the determination and actions of Accrington Stanley Community Trust.

Monitoring and Evaluation:

This policy will continue to be monitored and evaluated to ensure that it is kept relevant and up to date. Key information on important aspects of employment and service delivery will continue to be collated and analysed to obtain a detailed understanding of how policies and practices are working towards creating equality of opportunity. Particular attention will be given to the level to which a service provides for all customer groups. In order to establish this, Accrington Stanley Community Trust will continue to monitor; use of services, participation, staffing, and community engagement. Action will be taken to deal with any disparities that are identified.

Complaints:

Accrington Stanley Community Trust commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate. Please refer to Accrington Stanley Community Trust complaints policy and guidance notes / procedures.

DEFINITION OF EQUALITY TERMINOLOGY

Direct Discrimination:

When a person or group is treated less favourably directly because of a personal characteristic, such as race, gender, disability, religion, age or sexual orientation. Direct discrimination is unlawful.

Indirect Discrimination:

Where a criterion, policy, procedure, practice or condition that applies equally to everyone has the effect of disadvantaging people from a particular group and cannot be justified. Indirect discrimination is unlawful.

Institutional Discrimination:

Is where, for example, an organisations processes, procedures, attitudes, behaviours or organisational structures, through unwitting prejudice, ignorance, thoughtlessness and stereotyping, amount to less favourable treatment. Institutional discrimination is unlawful.



Harassment:

Is unwanted conduct that violates a person's dignity or created an intimidating, hostile, degrading, humiliating or offensive environment having regard to all the circumstances and the perception of the victim; harassment can include behaviour that is offensive, frightening, or in any way distressing. It may be intentional bullying which is obvious or violent, but it can also be unintentional or subtle or insidious. It may involve behaviour that may not be intended to be malicious but nevertheless is upsetting. It may be about the individual's personal identity or it may be about the identity of those with whom the individual associates. It may not be targeted at an individual(s) but consist of a general culture. Harassment is unlawful.

Victimisation:

Is when an individual is treated detrimentally because they have made a complaint or intend to make a complaint about discrimination or harassment or have given evidence or intend to give evidence relating to a complaint about discrimination or harassment. Victimisation is unlawful. If victimisation happens or if organisations fail to take reasonable steps to prevent it from happening, they may be liable and may be ordered to pay compensation.

BOARD TERM OF REFERENCE FOR EQUALITY

Personnel responsible for implementation of policies

The Board of Director's for Accrington Stanley Community Trust has overall responsibility for the effective operation of the organisation's Equality Policy, and for ensuring compliance with the relevant statutory framework prohibiting Discrimination.

The Board of Director's has delegated day-to-day responsibility for the operating the policy and ensuring its maintenance and review to the Community Manager.

Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policy and promote the aims and objectives of the organisation, Accrington Stanley Community Trust, with regards to Equal Opportunities.



Image Policy - Celebrating Football through Photography and Video

There has been much talk about who is allowed to take pictures of children (under 18s) playing sport and in particular what parents/carers are permitted to do. ASCT would like to assure parents, carers, coaches, volunteers, spectators, players and local media that we encourage the taking of appropriate images of children in football.

Policy Aim

To ensure that any images taken of any child or young person (Under 18) are appropriate and taken in good faith.

ASCT will:

- Abide by the Football Association guidance on taking images and will ensure all parents, carers and members and volunteers are aware what this constitutes.
- Obtain parents/carer's consent to use a player's image if it is to be used in the public domain e.g. club, trust website or newspaper article.
- Ensure that any player who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. Parents/carers must identify if this applies to children/young people in their care and advise the trust accordingly when completing the consent form.
- Ensure images focus on the activity rather than the individual.
- Ensure all players featured in any images are appropriately dressed (a minimum of vest or shirt and shorts)
- Where appropriate aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.

ASCT will not:

Publish photographs with the full name(s) of the individual(s) featured unless we have written consent to do so and we have informed the parents as to how the image will be used.

Use player profiles with pictures and detailed personal information on websites without the written permission of parents/carers.

Use an image for something other than that which it was initially agreed.

Allow images of children/young people to be recorded in changing rooms, showers or toilets – this includes the use of mobile phones that record images.

Filming as a coaching aid

If videoing is to be used as a legitimate coaching aid ASCT will inform all parents, carers and players that this will be part of the coaching programme. This will not be put into practice unless we have written consent from the relevant parents/carer's to do so. All such videos will be stored securely.

Commissioning professional photographers and the local media

Should ASCT commission professional photographers or invite the press to cover a football activity, we will:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Inform them of the Trust's commitment to safeguarding children and young people.
- Establish who will hold the recorded images and what they intend to do with them e.g. place on a website for sale, distribute thumb nails to the club? to co-ordinate sales.
- Issue the professional photographer with identification which must be worn at all times.
- Inform parents or carers prior to the event that a professional photographer will be in attendance and ensure we have established no under 18s will be compromised due to safeguarding concerns if their image is taken.

If there is a concern

Pass your concern on to ASCT Child Protection Officer who will report any instances of inappropriate images in football to The FA Case Manager. Email. Case.management@thefa.com Telephone 0207 745 4787

Or to The Internet Watch Foundation Email report@iwf.org.uk Telephone 01223 237700
Fax the Hotline: 01223 235921 Website www.iwf.org.uk



Accountability and Responsibility

All Heads of Department are requested to read these policy and procedures and best practice guidance and disseminate them as appropriate and apply the relevant parts of these policy and procedures and guidance to suit all programmes and activities in their department where children, young people or vulnerable adults are involved.

Head of Departments should regularly remind members of staff and volunteers in their department who work with children, young people and & vulnerable adults of these policy and procedures and best practice guidance to ensure they are adhered to effectively.

Accountability and responsibility for the adoption and implementation of these policies and procedures and best practice guidance will rest with the heads of departments and their senior staff.

In dealing with suspicions and allegations, the trained members of staff and volunteers will follow clear procedures as laid out in the Trust policy and procedures.

Risk Assessment

All members of staff and volunteers who intend to work with children, young people or vulnerable adults should ensure that they understand the implications of this policy and code of practice before commencing any programme, event, visit or other activity.

A designated member of staff should complete a risk assessment before any new or changed programme, event, visit or any other activity involving children, young people or vulnerable adult.

The risk assessment is not only a way to mitigate or remove any potential risks but it may also be a prompt to consider alternative working practices.

The risk assessment should:

- Incorporate the standard health and safety risk assessment.
- Identify the nature, length and frequency of the contact.
- Consider children, young people and adults who are particularly at risk.
- Consider whether any children, young people or vulnerable adults have allergies, are on medication or have any disabilities (physical or mental) or behavioural difficulties.
- Identify any potential areas for harm and detail actions to prevent harm occurring, which might include consideration of alternative working practices.
-

Photo I.D Card Policy

Security has become increasingly important in recent years, affecting children and young people, parents/carers and members of staff alike. ASCT acknowledges the need to ensure a safer and more secure environment for all when working with children, young people or vulnerable adults.

Therefore, ASCT requires all such members of staff whether full time, part time or casual, to be issued with a photographic identification badge, which they must wear, clearly displayed, at all times whilst on ASCT premises or whilst carrying out activities on behalf of ASCT, unless there are Health & Safety issues in doing so, in which case, the badge should still be carried at all times.



Complaints and Appeals Procedure

Complaints

Accrington Stanley Community Trust is committed to providing a professional and high-quality service to all our customers and we actively welcome feedback both positive and negative. We believe that this helps us to deliver an improved and more effective service to the customer. Similarly, we would like to hear from any of our customers that may have any suggestions on how we can improve our service.

Should you wish to make a complaint about the service Accrington Stanley Community Trust has provided this must be in a written format only and addressed to; FAO Marketing and Communications Administrator.

By post:

FAO Marketing and Communications Administrator, Accrington Stanley Community Trust, Oswaldtwistle Mills Business and Conference Centre, Clifton Mill, Pickup Street, Oswaldtwistle, Lancashire, BB5 0EY.

By email:

Info@stanleytrust.co.uk

Accrington Stanley Community Trust will endeavour to respond within seven working days of receipt. If it is not possible to provide a full response to the issue raised within the time frame, an acknowledgement will be sent and a detailed reply will follow within 14 working days of the original communication.

Should you feel unsatisfied with the response you have received please contact Accrington Stanley Community Trust's Chief Executive Officer, Martin Fearon, on martin.fearon@stanleytrust.co.uk or at the address below. The Chief Executive will conduct a further review of the complaint and respond accordingly.

Martin Fearon, Chief Executive Officer, Accrington Stanley Community Trust, Oswaldtwistle Mills Business and Conference Centre, Clifton Mill, Pickup Street, Oswaldtwistle, Lancashire, BB5 0EY.

Should you feel dissatisfied once you have contacted both the Marketing and Communications Administrator and Chief Executive Officer please do not hesitate to get in touch with the Charity Commission who will look into your complaint independently.

Accrington Stanley Community Trust is committed to ensuring the safety and wellbeing of all vulnerable groups who attend our premises or are in our care; this includes children, young people and adults at risk. Should your complaint be of serious nature, or you wish to report an incident of serious nature, please contact our Head of Safeguarding, David Keeley, via email on info@stanleytrust.co.uk

Accrington Stanley Community Trust recognises the importance of staff having a means of appeal against any formal action including disciplinary action, formal performance management action, dismissal or decision taken following the outcome of a grievance. This policy applies to all members of staff.

Appeals Procedure

You will be advised of who you should appeal when you are informed about the outcome decision regarding your grievance, disciplinary hearing, formal performance management meeting or dismissal. Appeals should be made in writing within five working days of the decision stating fully the reasons for your appeal.

Arrangements will normally be made to hear your appeal within five working days of receiving your appeal letter. However, Accrington Stanley Community Trust reserves the right to extend this time period if the Appeal is complex and/or requires further investigation. You will be invited to attend an appeal hearing and you have the right to be accompanied at this meeting by a work colleague or trade union representative. Your companion may act as a witness and take notes of the proceedings. In addition, they may put forward your case, confer with you, sum up the case and respond to any views expressed during the meeting and may ask questions. Your companion may not answer questions on your behalf.

The appeal will normally be heard by an appropriate independent manager who may be accompanied by a member of Board of Directors, who has not been previously involved in the decision. The outcome of the appeal is final and the decision will be confirmed to you in writing.



Confidentiality

Designated members of staff and Trustees may have access to confidential information about children in order to undertake their responsibilities. In some circumstances, designated members of staff and Trustees may be given highly sensitive or private information. Designated members of staff and Trustees should never use confidential or personal information about a child or his/her family for their own or others advantage (including that of their partners, friends, relatives or other organisations).

Information must never be used to intimidate, humiliate or embarrass children.

Confidential information about a child should never be used casually in conversation, or shared with any person other than a need to know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously. There are some circumstances in which a member of staff or volunteer may be expected to share information about a child, for example; when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities.

If a designated member of staff and Trustees is in any doubt about whether to share information or keep it confidential, they should seek guidance from the Child Protection Officer. Any media or legal enquiries should be referred to the Club Secretary or, in their absence, to their deputy.

The storing and processing of personal information about children is governed by the Data Protection Act 1998. Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

This means that members of staff and volunteers:

- Are expected to treat information they receive about children in a discreet and confidential manner.
- Need to know the name of the CPO and any other Safeguarding Officers at the Trust, Club.
- Should seek advice from the CPO if they are in any doubt about sharing information they hold or which has been requested of them.
- Need to be cautious when passing information to others about a child.
- Need to know the procedures for handling allegations against staff/volunteers and to whom any concerns or allegations should be reported.



Safer Recruitment

ASCT is guided by SAFE guidelines for recruiting all staff, paid or unpaid.

ASCT always takes up a minimum of two written references and insists that any appointment, where staff have direct and/or unsupervised access to adults at risk, will only be confirmed subject to a satisfactory Disclosure & Barring (DBS) check and a check against the Barred Adults List, where eligible.

At interview ASCT has sound procedures and recording to ensure it is satisfied, and can evidence that the applicant is appropriate and suitable. There is a full section in the staff handbook covering this area.

ASCT recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

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

- Staff/volunteers who will work with children will complete an ASCT application form.
- This application form will collect information about an applicant's past and self-disclosure (relevant to the role) about any criminal record or involvement with the Police or family courts.
- Consent will be obtained from an applicant to seek information/or an application from the Disclosure Barring Service (DBS).
- Two confidential references will be taken up in writing. No open references will be accepted unless confirmed through telephone contact. Any gaps in employment will be explored.
- Evidence of identity will always be required including eligibility to work in the UK (valid passport or driving licence with photo).
- ASCT will check with The FA to ensure the person is not suspended from football by The FA.
- Information received may prevent an offer of employment being made or a volunteer being used by ASCT. The individual will be notified of the decision in writing.
- It is ASCT policy that a DBS must be processed and the Disclosure issued before employment can commence.
- A DBS must be in date and be no older than 3 years.
- It is ASCT policy that a DBS applicant must sign up to the DBS Ongoing Update Service.



Recruitment of Ex-Offenders Policy

- as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Accrington Stanley Community Trust complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- Accrington Stanley Community Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Accrington Stanley Community Trust can only ask an individual to provide details of convictions and cautions that Accrington Stanley Community Trust are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- Accrington Stanley Community Trust can only ask an individual about convictions and cautions that are not protected
- Accrington Stanley Community Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- Accrington Stanley Community Trust has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- Accrington Stanley Community Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- Accrington Stanley Community Trust select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- Accrington Stanley Community Trust ensures that all those in [Organisation Name] who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Accrington Stanley Community Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, [Organisation Name] ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- Accrington Stanley Community Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- Accrington Stanley Community Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.



Power and Positions of Trust

As a result of their knowledge, position, and/or the authority invested in their role, all adults working with children within the Trust are in positions of trust in relation to the young people in their care. A relationship of trust can be described as one in which one party is in a position of power and influence over the other by virtue of their work or the nature of their activity. It is vital for all those in such positions of trust to understand the power this can give them over those for whom they are responsible for, and the responsibility they must exercise as a consequence.

A relationship between a member of staff or volunteer and a child cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people. All members of staff and volunteers have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Staff and volunteers should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident giving cause for concern.

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity (Sexual Offences Act 2003).

This means that adults **should not**:

- Use their position to gain access to information for their own or others' advantage.
- Use their power to intimidate, threaten, coerce or undermine children or young people.
- Use their status and standing to form or promote relationships, which are of a sexual nature, or which may become so.

All staff and volunteers should clearly understand the need to maintain appropriate boundaries in their dealings with young people.

Intimate or sexual relationships; inappropriate messaging either by e-mail; social networking; text or telephone between staff, volunteers and Academy players (Under 18)/ASCT participants; will be regarded as a grave breach of trust and will result in disciplinary action which could include dismissal for gross misconduct if a successful prosecution for a criminal offence and may be a criminal offence.



Missing Child Policy

ASCT members of staff/volunteers should ensure the safety of all the players they have in their care, at all times and will attempt to minimise the opportunity of children going missing by ensuring they are always properly supervised by members of staff/volunteers.

To help prevent a child going missing the following procedures should be followed:

At Training Sessions, Holiday Courses & Matches

- All coaches should arrive at training sessions, holiday courses and matches at least 15 minutes before the time players have been told to arrive.
- Parents should be advised that if they arrive early they should not leave their child alone. Parents must wait for at least two members of staff to arrive before they leave the venue.
- At each session, course, match, coaches must take a register of the players who have arrived.
- Each coach will have an individual record of each player; this will include personal details (i.e. any medical conditions, emergency contact numbers etc).
- Staff mobiles should be switched on at all time, but not used for personal use, unless it's in an emergency.

For away matches/trips

- The member of staff in charge should carry a copy of the list of players traveling and their individual records and ensure the players are counted onto the coach.
- If stopping on route players should be instructed to remain in pairs and be escorted by members of staff. Players should be given clear details about the length of the stop and the rules of the break.
- If players are not back on time it must be a staff member who searches for them and not a player.
- Before restarting the journey all players should be counted back onto the coach.
- At the end of the match all players should be counted back onto the coach before departure

The following procedures are to be followed in the case of a child being reported missing.

If a coach receives a report that a child in their care has gone missing they should:

- Immediately stop the session and check their register to confirm that a child is missing.
- If a child is missing the coach should report the matter to the Community Manager immediately.
- The Manager will instruct all coaches to stop their sessions and ensure that all children remain in their groups supervised by one of their coaches.
- The remainder of the coaches under the guidance of the Manager will start an organized search of the surrounding area.
- If, after a reasonable search has taken place (maximum 15 minutes), the child still remains unfound, the child's parent(s) will be contacted by the Manager. The parent(s) will be asked to provide any likely places that the child may have gone to. Those places will be checked by the Manager and one other member of staff. The parent(s) will be asked to attend.
- Once all the likely places have been checked consideration, in consultation with the child's parent(s) will be given to informing the Police.
- A full report of the circumstances will be submitted by the Manager for the attention of the Child Protection Officer.
- If at the first report of the child going missing the Manager suspects that a criminal offence may have taken place he will immediately inform the Police.

Match Day situations

The coach in charge of the respective age group will, on the report of a child being missing, follow the above guidelines. However, in the absence of the Senior Community Manager or the Academy Manager, the coach will assume their responsibilities. He will ensure that the Manager and Child Protection Officer are informed as soon as possible.



Late Collection of Children by Parents/Carers

To help alleviate problems associated with the late collection of children, when a child/young person joins ASCT at any level, or takes part in any ASCT holiday or after school activity, at the time of registration all parents will be:

- Informed that it is not the staff's or volunteers responsibility to transport children home on behalf of parents who have been delayed.
- Provided with a staff contact number and instructions to phone if there is any likelihood of late collection or if they are unable to collect their child and are sending someone else (named) to collect the player on their behalf.
- Asked to provide (if possible) two alternative emergency contacts names and telephone numbers (including their relationship to the child) for staff to use when they are not available on their usual numbers.
- Advised that all children should be picked up no later than 30 minutes after the session/match or activity has finished.

Late Collection of Children by Parents/Carers procedure:

In the event of a parent / carer failing to collect a child at the end of a session/match/activity at the specified time, a minimum of two members of staff and /or responsible adults will wait with the child/young person at the venue, until the parent / carer arrives. Whilst waiting the coach will attempt to contact the parent / carer using the emergency contact numbers. If all attempts fail the coach should then contact their Manger or the Clubs CPO for further guidance.

A member of Staff should:

- Never send the child home with another person without permission from a parent or carer.
- Never ask a child to wait in a vehicle or sport facility with you alone.
- Never spend time alone with children away from others.
- Never leave the child alone or unsupervised



Transport Policy

ASCT are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. At ASCT the transportation of children will normally be the responsibility of parents, or authorised coach or mini bus drivers.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Staff/volunteers should also be aware and adhere to the use of car seats for younger children. Staff/volunteers transporting children in a vehicle which requires a specialist licence and/or insurance, for example PCV or LGV should ensure that they have appropriate licence and insurance to drive such a vehicle.

If commercial coaches are used to transport children, it is the responsibility of the accompanying staff members/volunteers to ensure that seat belts are worn at all times and that appropriate behaviour is maintained.

There may be occasions where the child requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be reported to the CPO and the parents/carers and a record kept of the situation and its outcome.

In a case of a parent being ill over a long period of time and unable to leave or collect a child, written parental consent authorising arrangements for the transport of the child must be given to the club prior to these being authorised. Any rota systems used by parents for the transportation of their children should likewise be approved by the club.

To maintain best practice principles, at all times, all staff/volunteers should:

- Ensure that they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive.
- Be aware that the safety and welfare of the child is their responsibility until they are safely passed over to their parent/carer.
- Record any details of the journey.
- Ensure that their behaviour and that of the children is appropriate at all times.
- Ensure that all arrangements cover vehicle, passenger and driver safety including appropriate licence and insurance.
- Ensure that emergency arrangements of lifts are recorded and justified.

Use of Staff Vehicles

There may be occasions when staff are expected or asked to transport apprentices/players U18 as part of their duties. Staff should ensure that the vehicle is roadworthy, appropriately insured for any other intended use, that the maximum capacity is not exceeded and that they adhere to all other legal requirements.*It should be noted that declaring 'business use' on insurance policies may not be sufficient, and that details of the occupation held and the intended use must also be provided. To ensure that the duty of care both to apprentices and to staff are being met the risks associated with the travel journey must be assessed and appropriate control measures put in place to reduce risk. This must be recorded using a risk assessment.

Staff/Volunteers Must Not Offer lifts to apprentices/players U18 outside of normal working hours/duty unless this has been agreed with ASCT and parents or carers have consented.

If the Trust decide that staff will be required, as part of their policy development, to use their own vehicles during working hours and/or for transporting apprentices or players U18 then the Trust should:

- Ensure that appropriate policies and procedures are in place to safeguard apprentices/players and staff.
- Include this requirement within the job descriptions and/or any role specifications for staff.
- Ensure a Driver Registration Form and Transport Consent Forms have been completed and returned
- Ensure all staff who use their personal vehicle as part of their duties:
 - Have appropriate vehicle insurance,
 - Have the appropriate driving licence and are not subject to any driving restrictions as a result of health problems or driving convictions.
 - That the vehicle used is roadworthy and meets all legal requirements for use on the road.
 - That the vehicle is fitted with seat-belts appropriate to the size and type of vehicle and number of passengers to be carried.
- Provide training for staff and apprentices and information for parents on the Trust's Transport Policy.

Hiring In a Minibus

Occasionally the Trust may hire in or contract a minibus or coach company. When selecting a coach or travel company to transport apprentices or any children at the club.

To maintain best practice principles at all time the Trust should seek confirmation of the following.

Standards for Minibus or Coach Hire:

- Ensure that the company is a reputable transport provider.
- Ensure that any contracts made with the provider outline the club's commitment to safeguarding.



- The Trust may wish to take up references from other customers to establish the credentials and reliability of the company.

Request the company to provide confirmation that they have:

- Appropriate public liability insurance.
- Qualified experienced drivers with the correct driving licence for the size and category of vehicle being driven.
- That any drivers have DBS clearance, if appropriate, for their role with children.
- Request the company provide information on any vehicles which will be used, that they are:
 - Appropriately insured, roadworthy and are regularly maintained.
 - Fitted with seat-belts appropriate to the size and type of vehicle and passengers to be carried.
 - Use only age appropriate videos during travel (if video access is available).
 - Trusts may, on occasions, be able to access their local authority or partner schools' minibus. Trusts should still seek confirmation from the partner that the above checks are in place. In addition Trusts should ask any partner agency for a copy of their minibus policies and procedures.

Trust owned Minibus

The Trust Minibus must only be driven by those who have the appropriate class on their driving licence.

To maintain best practice principles at all time the trust should ensure;

- They develop a **driver registration form** which records all driver vehicle details for those staff/volunteers that drive on behalf of the trust.
- They develop a **check list for monitoring diver information** and managing the communication of the transport policy to staff/volunteers.
- They develop a code of conduct regarding the expectations of behaviour during any journey for both staff, volunteers and apprentices/players U18.
- That all drivers have the appropriate class of driving licence for any vehicle they drive.
- That all drivers and vehicles are appropriately insured.
- The vehicle is roadworthy.
- That the vehicle meets all legal requirements for use on the road in the manner intended.
- That transport arrangements are confirmed and appropriate in respect of travel times.
- That staff/volunteers that do drive players U18 as part of their role are required to notify ASCT CEO of impending disqualification or conviction.
- They inform drivers that regular checks of their driving licence will be required.
- They decide upon the age at which trust drivers will be allowed to transport apprentices/players U18 e.g. Minibus Drivers must be over 21 years or 25 years old with a number of years (2-5 years) driving experience.
- That any driver over 70 years old provides the trust with details of an annual assessment.
- That drivers are informed of the need to report to the trust details of any medical conditions which may affect their driving.
- That annual consent forms (consideration may be given to the consent form being for the period of the U18 player registration) identify regular transport practices and ensure additional consent forms are completed for any specific or unusual journey's e.g. annual pre-season tour.
- That apprentices/players U18 understand their personal responsibilities.
- That drivers are accompanied by another adult when transporting young people as this may significantly reduce the risk of distraction, accident, injury or allegation of misconduct or abuse.
- Only drivers with suitable prior experience should tow trailers. Trailers should not be towed when carrying children and young people as passengers. Further guidance on towing trailers is available at <http://www.minibustrainingandsafety.co.uk/minibustowing.htm>
- Staff/volunteers understands that they must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving.
- That records of every journey made, including start and end destinations, mileage covered, times of journey and driver details are recorded for each journey to enable the trust to properly answer requests, if required, under section 172 of the Road Traffic Act (request for details of driver following offence e.g. speeding offence. http://www.motorlawyers.co.uk/offences/failing_to_identify_driver.htm

Best practice for trusts using a person to drive the minibus on a regular basis would be to provide access to the DVLA "D1 minibus" assessment training. Details of DI Assessment centres are available at <http://www.minibustrainingandsafety.co.uk/d1minibustraining.htm>

Transportation Arrangements Assessing Risk

The risks associated with transport and travel must be assessed and a risk assessment form completed to ensure that control measures are put in place to minimise risk to the lowest level possible.

To maintain best practice principles at all time the trust should ensure;

- The ASCT CEO or designated person should identify potential risks and complete a risk assessment for the journey. A Transport Risk Assessment Form.
- Staff/volunteers understand that circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.
- Apprentices/players U18 should not be left in a vehicle unattended.
- Drivers should be informed it is their responsibility to ensure that all passengers are wearing seat belts during a journey.
- The content of the risk assessment should be shared with those involved in travel, to ensure that everybody understands the risks and control measures including children U18.
- A mobile phone should be available for use in an emergency and the name of the trust emergency contact should be communicated to those involved in the journey.

Apprentices Travelling in their Own Vehicles

Many apprentices will pass their driving test at some point during their ASE programme. Most will then be keen to drive and may have access to either their parents' cars or decide to purchase a car for themselves. Clubs should be aware of the increased risks associated with young drivers and a wealth of statistics and resources are available at: <http://www.rospa.com/roadsafety/youngdriversatwork/> the site provides information and Activity Guides for young drivers. Although primarily aimed at young people driving company vehicles it still provides prompts and information which clubs' and apprentices may find interesting for educating young drivers.

To maintain best practice principles the club should ensure that apprentices and their parents understand that:

- If using their own vehicle during the working day travelling to and from training, college or the ground apprentices may need 'business use' on their insurance. They should also inform their insurers of their profession to ensure that any other intended use is included on their vehicle insurance.
- They may make private arrangements for carrying passengers as they would in the course of the normal leisure activities, however; Apprentices and parents should seek additional advice from their vehicle insurers to ensure they have appropriate insurance cover to meet their personal circumstances including the intended use if they choose to provide lifts for other football apprentices.

The Club should not:

- Ask apprentices to provide transport for peers or staff during their working hours.

Information for apprentices - The New Driver:

Many newly qualified drivers lack experience on the road and need to continue to develop their skills. The statistics suggest that as many as one new driver in five has some kind of collision in their first year of driving. The 'Safety Code for New Drivers' can be found at;

http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069873 the site provides advice to help new drivers through the first twelve months after passing the driving test.

A few key issues the club may wish to help new young drivers to consider are:-

- Avoid driving between midnight and 6 am unless it's really necessary. Many of the worst collisions happen at night.
- If driving with passengers, the driver is responsible for their safety. Don't get distracted or be encouraged to take risks. Drivers should concentrate in order to get to their destination safely. Do not allow more passenger than your vehicle is suited for (check the number of seat belts).
- Make sure everyone in the car is wearing a seat belt throughout the journey.
- Adhere to the legal requirements in respect of the use of mobile phones.
- Never show off or try to compete with other drivers, particularly if they are driving badly.
- Don't drive if they have consumed any alcohol or taken drugs. Even over-the-counter medicines can affect the ability to drive safely - read the label to see if they may affect driving.
- Keep the speed down - many serious collisions happen because the driver loses control, particularly on bends.
- Take regular breaks on long journeys and be aware of the dangers associated with tiredness when driving.
- Most new drivers have no experience of driving high-powered or sporty cars, unless they have learnt to drive in such a vehicle. Encourage them to get plenty of experience driving on their own before driving a more powerful car.



- Driving while uninsured is an offence.
- That there are a number of types of insurance cover available. Apprentices and their parent(s)/legal guardian(s) should be advised to seek guidance from their own motor insurance provider to ensure they have the correct cover to meet their child's driving needs. Consideration should be given to 'business use cover, and also to specific cover for their role in professional football. If the apprentice is driving during working hours as part of their apprenticeship programme, thought should be given to their role in transporting 'trainee footballers'.

REMEMBER that under the New Drivers Act a licence can be revoked if a driver receives six penalty points on their licence within two years of passing their first driving test. They would then need to pass both the theory and practical tests again to get back a full licence. New drivers may consider taking further training such as 'Pass Plus', which may also save them money on insurance premiums, as well as helping to reduce the risk of being involved in a collision. The 'Pass Plus scheme is designed by the Driving Standards Agency and its aim is to help new drivers to become better drivers.

Anyone involved in an accident:-

- That causes damage or injury to any other person, vehicle, animal or property, the driver must give both their own and the vehicle owner's name and address, along with the registration number of the vehicle, to anyone having reasonable grounds for requiring them.
- Provide details of their insurance provider to any person involved in the accident.
- If there is damage to another motor vehicle they should ask the driver for all of the details identified above.

If the driver does not give their details at the scene then they must report the accident to the police as soon as possible or at least within 24 hours.

If involved in an accident with an uninsured motorist

- Report any accident with an uninsured driver to the police.
- It is advised that any accident should also be reported to their insurer.

Mobile Phones

Since February 2007 it is an offence for Motorists to use a hand-held mobile phone whilst driving. This may result in a fixed penalty fine and the award of three penalty points on a licence. In the event of an accident mobile phone records will be examined to ascertain whether the driver was engaged on a call at the time of the accident.

Independent Travel and Personal Safety

The Club should ensure apprentices/players U18 are alert to personal safety issues when travelling to and from the workplace or travelling during working hours. Advice to U18s may include:

- Plan ahead, make sure you know where you are going and how to get there.
- Check public transport times to avoid long periods of waiting.
- If using taxis book in advance when possible. Use only registered taxi providers. Only 'hail' black-cabs on the streets.
- When walking, stick to busy well-lit streets.
- Avoid danger spots like quiet or badly lit alleyways, subways or isolated car parks.
- Try to keep to public areas. Try not to keep all your valuables in one place.
- Stay alert and keep your mind on your surroundings – remember if you are wearing headphones or chatting on a mobile phone, you will not hear 'trouble' approaching.
- If you think you are being followed, trust your instincts and take action. As confidently and carefully as you can, cross the road turning to look and see who is behind you. If you are still being followed, keep moving. Make for a busy area and tell people what is happening.
- Try to keep both hands free and don't walk with your hands in your pockets.
- If you are in accommodation provided or arranged by the club ensure you are aware of the guidance to clubs on selecting accommodation providers, the information in that document provides some simple safety hints you should be aware of in and around your 'digs'.



Trips, Residentials and Tours Policy

Planning Visits

It is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them.

The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. We have a risk assessment that is part of the planning process and conducted before any activities take place.

The group leader/trip organiser should take the following factors into consideration:

- The type of visit/activity and the level at which it is being undertaken.
- The location, routes and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratios of staff to participants.
- The group members' fitness, competence and temperament and the suitability of the activity.
- The special educational or medical needs of participants.
- The quality and suitability of available equipment.
- Seasonal conditions.
- Emergency procedures.
- How to cope when a participant becomes unable or unwilling to continue.
- The need to monitor the risks throughout the visit

Other considerations which should form part of the planning stage include:

- Communication arrangements.
- Supervision ratios.
- Contingency measures for enforced change of plan or late return.
- Information to parents.
- Preparing participants.
- Emergency arrangements.
- Arrangements for sending participants home early.

Financial Planning

The group leader should ensure that parents have early written information about the cost of the trip. Parents should be given enough time to prepare financially for the trip. The Charity Manager should ensure that banking arrangements are in place to separate the trip's receipts from other funds if necessary.

First Aid

On any trip the group leader should have a good working knowledge of first aid and ensure that an adequate first aid box is taken. It is sensible for at least one of the members of staff to be a fully-trained first aider.

The minimum first-aid provision for a visit is:

- A suitably stocked first-aid box.
- A person appointed to be in charge of first-aid arrangements.

Other considerations when considering first-aid should include:

- The numbers in the group and the nature of the activity.

Supervision – Responsibilities

Staff must understand their roles and responsibilities at all times. In particular, all staff should be aware of any participants who may require closer supervision.

Residential Trips

A risk assessment will be carried out prior to the trip and adequate provision made, depending on the individual needs of the participants and the primary concern of the statement.

Preparing Participants

Participants who are involved in a trip's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to participants is an important part of preparing for a trip. Participants should clearly understand what is expected of them and what the trip will entail. Participants must understand what standard of behaviour is expected of them and why rules must be followed.

Participation

The member of staff in charge should ensure that the participants are capable of undertaking the proposed activity. They should not be coerced into activities of which they have a genuine fear.

Participants whose behaviour is such that the member of staff in charge is concerned for their safety, or for that of others, should be withdrawn from the activity. The member of staff in charge should consider whether such participants should be sent home early. Parents and participants should be told in advance of the visit about the procedures for dealing with misbehaviour, how a participant will be returned home safely and who will meet the cost.

Information to Participants

The member of staff in charge should decide how information is provided, but ensure that participants understand key safety information.



Participants should understand:

- The aims and objectives of the visit/activity.
- Background information about the place to be visited.
- How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.
- The standard of behaviour is expected from participants.
- Appropriate and inappropriate personal and social conduct.
- Who is responsible for the group.
- What to do if approached by anyone from outside the group.
- Rendezvous procedures.
- What to do if separated from the group.

Emergency Procedures.

For all residential visits all group members should carry the address and telephone number of the accommodation in case an individual becomes separated.

- Participants should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.
- If at any time there is a change in the planned schedule new activities should be assessed and participants provided with the appropriate information.

Transport and Participants

Participants using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for transport in a safe place.
- Do not rush towards the transport when it arrives.
- Wear your seatbelt and stay seated whilst travelling on transport.
- Never tamper with any of the vehicle's equipment or driving controls.
- Bags must not block aisles or cause obstructions.
- Never attempt to get on or off the moving transport.
- Never lean out of or throw things from the window of the transport.
- Never kneel or stand on seats.
- Never disturb or distract the driver.
- If you feel unwell, tell a teacher or supervisor.

Participants with Special Educational and Medical Needs

Every effort should be made to include participants with special educational or medical needs. Special attention should be given to appropriate supervision ratios, and additional safety measures may need to be addressed at the planning stage. The following factors should be taken into consideration:

- Is the participant capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the participant to participate at a suitable level?
- Will additional/different resources be necessary?
- Will additional supervision be necessary?

The member of staff in charge should discuss the visit with the parents of SEN participants to ensure that suitable arrangements have been put in place to ensure their safety.

Participants with Medical Needs

All members of staff supervising visits should be aware of a participants medical needs and any medical emergency procedures. If the participant's safety cannot be guaranteed, it may be appropriate to ask the parent to accompany a particular child.

Parents should be asked to supply:

- Details of medical conditions.
- Emergency contact numbers.
- The child's GP's name, address and phone number.
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
- Parental permission if the pupil needs to administer their own medication or agreement for a teacher to administer.
- Information on any allergies/phobias.
- Information on any dietary requirements.
- Information on any toileting difficulties.
- Parental home and daytime phone numbers and address
- Special transport needs for pupils who require help with mobility.

Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres, etc.

All members of staff supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the participant. Extra help should be requested if necessary.

If staff are concerned about whether they can provide for a participants safety or the safety of other participants on a trip because of a medical condition, they should seek general medical advice from the participant's parents.

Communicating with Parents

Before residential visits, or when participants are to engage in adventure activities, parents should be supplied with written details of the proposed visit.



The following information on matters that might affect participants health and safety should be given to parents:

- Dates of the visit.
- Visit's objectives.
- Times of departure and return – parents must have agreed to meet their child on return.
- Modes of travel, including the name of travel company.
- Size of the group and the level of supervision.
- Details of accommodation, with supervisory arrangements on site.
- Details of provision for special educational or medical needs.
- Procedures for pupils who become ill.
- Names of leader, of other staff and of other accompanying adults.
- Details of the activities planned.
- Standards of behaviour expected (this information may take the form of a code of conduct which parents should sign).
- What participants should not take on the visit or bring back.
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover.
- Clothing and equipment to be taken.
- Money to be taken.
 - Details on the cost of the visit.

Parental Consent

Staff members or group leaders should seek consent for:

- All visits involving participants under the age of 18.

Adventure Activities.

If parents withhold consent absolutely, the participant should not be taken on the visit.

A parental consent form should be completed for each participant in the group.

Some general issues to consider include:

- Allergies/phobias the participant may have.
 - Any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any recent illnesses suffered by the pupil.
 - Whether the participant suffers from travel sickness.
 - Whether the participant has any night time tendencies such as sleepwalking.
 - Any other information which the parent thinks should be known.
 - Parental home and daytime phone numbers and addresses.
- An alternative contact, with their phone number and address.

Medical Consent

This should form part of the parental consent form. Parents should be asked to agree to the participant receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, staff members may decide to withdraw the participant from the visit – given the additional responsibility this would entail for the group leader.

Staff members should consider whether consent should be obtained before participants can be carried in a staff's private vehicle.

Early Return

The group leader should tell parents if they will be expected to fund the early return of a participant whose conduct gives cause for concern on a visit. A written agreement may be necessary.

Participant's Contact with Parents

Parents will have a number to ring for information in the event of an incident during the visit or late arrival home. Parents should have destination details.

Planning Transport

The group leader must give careful thought to planning transport. The main factors to consider include:

- Passenger safety.
- Type of journey – local or will it include long distance driving, i.e. motorways.
- Traffic conditions.
- Weather.
- Journey time and distance.
- Stopping points on long journeys for toilet and refreshments.
- Supervision.

Seat Belts

All minibuses and coaches which carry groups of 3 or more children aged between 3 and 15 years inclusive, must be fitted with a seat belt for each child.

Supervision on Transport

The group leader is responsible for the party at all times, including maintaining good discipline.

All group members should be made aware of the position of the emergency door and first-aid and anti-fire equipment on transport.

Factors that the group leader should consider when planning supervision on transport include:

- Safety when crossing roads – pupils need to know how to observe the safety rules set out in the Highway Code and the Green Cross Code.
- The group leader should make clear to pupils how much or little freedom they have to ‘roam’. Appropriate supervision and discipline should be maintained at all times.
- Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods.
- Head counts, by the group leader or another delegated teacher, should always be carried out when the group is getting off or onto transport.
- Responsibility for checking that seat belts are worn.
- Travel sickness tablets should only be administered to a pupil with previous authorisation from the parents.

Hiring Coaches and Buses

The group leader is responsible for ensuring that coaches and buses are hired from a reputable company.

Operators must have the appropriate public service vehicle (PSV) operator’s licence. When booking transport, the group leader should ensure that seat belts are available for pupils.

If any of the group uses a wheelchair, the group leader should ensure that transport used has appropriate access and securing facilities.

Private Cars

Staff members and others who drive participants in their own car must ensure their passengers’ safety and that they have appropriate licence and insurance cover for carrying the participants.

Volunteers should be carefully vetted before they are permitted to drive participants in their car. The driver is responsible for making sure that participants have a seat belt and use it at all times.

Staff members who wish to use parents or volunteers to help transport participants in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their car. Parents’ agreement should be sought (on a consent form) for their children to be carried in other parents’ cars. It is advisable that parents driving participants are not put in a position where they are alone with a participant. The group leader should arrange a central dropping point for all participants rather than individual home drops.

Insurance

The group leader must ensure, well before the group departs, that adequate insurance agreements are in place.

Cancellations

Some parents may cancel their child’s place in the visit. The group leader should forward any cancellations to the insurer/operator as soon as possible, in writing, if a replacement is not available. Delay in notification may incur cancellation charges.

Types of Visit

When planning to use adventure activity facilities offered by a commercial company, the group leader should follow the policy of the WELB and check:

- Whether the provider is legally required to hold a licence for the activities it offers and, if so,
- That the provider actually holds a licence.
- It is illegal for a provider of licensable status to offer a licensable activity without a valid licence.

A licensed provider does not necessarily have to hold a licence for all its activities. However the following activities – where undertaken by young people under 18 years unaccompanied by a parent – need a licence: climbing, trekking (skiing, cycling, horse riding, walking, sledging or skating) and water sports including sailing, canoeing and rafting.

Coastal Visits

Group leaders and other staff should be aware that many of the incidents affecting participants have occurred by or in the sea.

Farm Visits

Farms can be dangerous so farm visits should be carefully planned. The merits of an exploratory visit should be considered. Further advice is contained on the DFES website.

Residential Visits

A good rule of thumb is 1 staff for every 10/12 participants. Issues to be considered include:

- The group should ideally have adjoining rooms, with staff quarters next to the participants – the leader should obtain a floor plan of the room reserved for the group’s use in advance.
- There must be separate male and female sleeping/bathroom facilities for participants and adults.
- The immediate accommodation area should be exclusively for the group’s use.
- Ensure there is appropriate and safe heating and ventilation.
- Ensure that the whole group are aware of the lay-out of accommodation, its fire precautions/exits, its regulations and routine and that everyone can identify key personnel.
- Security arrangements should be in force to stop unauthorised visits.
- The manager/owner of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable for work with young people.
- Locks on doors should work in the group’s rooms but appropriate access should be available to staff at all times.

- There should be drying facilities.
- There should be adequate space for storing clothes, luggage, etc.
- Adequate lighting – it is advisable to bring a torch.
- There should be provision for participants with special needs and those who fall sick.
- Windows should be secure and electrical connections safe.
- Where possible, participants should not be lodged in ground floor rooms.
- The fire alarm must be audible throughout the accommodation.
- There should be recreational accommodation/facilities for the group.

After arrival at any accommodation it is advisable to carry out a fire drill as soon as possible.

Emergency Procedures

Staff in charge of participants during a visit have a duty of care to make sure that the participants are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take life saving action in an extreme situation.

Emergency procedures are an essential part of planning a trip.

If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.

Inform the emergency services and everyone who needs to know of the incident.

Who Will Take Charge in an Emergency?

The group leader would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator.

Pre-arranged Home Contact

The main responsibility is to link the group with the parents, and to provide assistance as necessary.

All those involved in the trip, including staff, participants and parents, should be informed of who will take charge in an emergency and what they are expected to do in an emergency.

Emergency Procedures Framework during the Visit

If an emergency occurs on a visit, the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
 - Ensure that all the group are safe and looked after.
 - Establish the names of any casualties and get immediate medical attention for them.
 - Ensure that all group members who need to know, are aware of the incident and that all group members are following the emergency procedures.
 - Ensure that a member of staff accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
 - Notify the police if necessary.
 - Inform the charity safeguarding officer.
 - Details of the incident to be passed on to the safeguarding officer should include: nature, date and time of incident, location of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom).
 - Notify insurers, especially if medical assistance is required.
- Notify the tour operator.*

- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
 - Complete an accident report form as soon as possible.
 - No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families.
- No one in the group should discuss legal liability with other parties.

The main factors for the group leader to consider include:

- Ensuring that the group leader is in control of the emergency, and establishing if any assistance is required from the home base.
- Contacting parents. Parents should be kept as well informed as possible at all stages of the emergency.
- Liaison with media contact if necessary.

The reporting of the incident using appropriate forms, if necessary.

Media Contact

The Charity manager and/or trustees will be the designated people to deal with media enquiries. The media contact should liaise with the group leader and, where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to the Charity Manager and trustees. The name of any casualty should not be given to the media.

After a Serious Incident

It is not always possible to assess whether uninjured group members have been traumatised or whether participants or staff have been affected. In this situation it is sometimes found helpful to contact local community support services and to seek professional advice.



Gifts, Rewards and Selection of Children

ASCT Staff and volunteers should take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

ASCT recognises that there are occasions when children, parents /carers wish to pass small tokens of appreciation to members of staff or volunteers, for example at Christmas or as a "thank you", and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value as this may be misinterpreted by other parents. Similarly, it is inadvisable for staff or volunteers to give personal gifts to children or young people. This could be misinterpreted as a gesture either to bribe, or to single out the young person. It might also be perceived that a "favour" of some kind is expected in return. Any reward given to a child or young person should be agreed practice within the trust and not based on favouritism.

To maintain best practice principles, at all times, all staff should:

- Ensure that gifts received or given in situations which may be misconstrued are declared
- Generally only give gifts to an individual young person as part of an agreed reward system
- Where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally
- Ensure that all selection processes are fair and that, where practicable, these are undertaken and agreed by more than one member of staff.



Infatuations

All staff and volunteers must be aware that occasionally children may develop an infatuation with a member of staff/volunteer who works with them. Such situations should be responded to sensitively to maintain the dignity and safety of all concerned. Staff and volunteers should remain aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff, and should therefore ensure that their own behaviour is above reproach.

A member of staff/volunteer who becomes aware that a child or young person may be infatuated with him/her or with a work colleague, should discuss this at the earliest opportunity with the CPO so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

To maintain best practice principles, at all times, all staff should:

- Report and record any incidents or indications (verbal, written or physical) that suggest a child may be infatuated with a member of staff/volunteer to the Club CPO.
- Always acknowledge and maintain professional boundaries.



Social Media Policy

Overview

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a public-facing organisation, Accrington Stanley Community Trust (ASCT) recognises the benefits of social media as an important tool of engagement, to communicate with and market promotions to our customers and followers.

It is important that the reputation of ASCT, as well as its affiliated sponsors and partners, is not tarnished in any way by anyone using social media tools inappropriately, particularly in relation to any content that directly references ASCT.

When someone clearly identifies their association with ASCT, or can easily be associated with ASCT through their employment, in this type of open forum, they are expected to behave and express themselves appropriately and in a manner that is consistent with the terms of your employment contract.

The purpose of this social media policy is to provide some guiding principles for employees of ASCT to follow when using social media. This policy does not apply to the personal use of social media platforms by ASCT staff where no reference is made to ASCT or any associated partners, sponsors or projects.

Scope

This policy applies to all employees of ASCT, casual, part-time and full-time.

This policy covers all forms of social media. Social media includes, but is not limited to, activities such as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Twitter, etc).
- Content sharing including using sites such as Flickr (photo sharing) and YouTube (video sharing).
- Commenting on blogs for personal or business reasons.
- Leaving product or service reviews on retailer sites or customer review sites.
- Taking part in online votes and polls.
- Taking part in conversations on public and private web forums (message boards).
- Editing a Wikipedia page.

The intent of this policy is to include anything posted online where information is shared that might affect employees, sponsors, partners, customers, or supporters of ASCT as an organisation and the reputation of both Accrington Stanley Football Club (ASFC), the Football League Trust (FLT) or the Football Association (FA) and the competitions associated therewith.

Guiding Principles

The web is not anonymous. ASCT staff should assume that everything they write online, especially in open forums, can be traced back to them.

Due to the unique nature of ASCT as a business, the boundaries between personal and professional profiles and any associated opinions and comments can often be blurred. As such, it is essential that ASCT staff clearly acknowledge this ambiguity when posting anything online and consider at all times their connection to ASCT and, as such, their role as a representative of the club.

When using the internet for professional or personal pursuits, all ASCT staff must respect the brands of ASCT, our partners, sponsors, the associations to which we are members, such as the Football League and the Football Association, as well as other staff, following the guidelines in place to ensure that the intellectual property of both ASCT and our affiliated associations is not compromised and the organisation is not brought into disrepute.

Usage

For all ASCT staff using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content – this also applies to the use of illustrations or nicknames.
- Must not comment on, or publish information that is confidential in any way.
- Must not bring ASCT or ASFC and any affiliated governing bodies into disrepute.
- Must not be directly linked with any ASCT participants aged 18 or below from a personal social networking account.
- Must not otherwise be in breach of the ASCT Safeguarding Children and Vulnerable Adults Policy.

For ASCT staff using social media, such use must not interfere with work commitments.

Official ASCT Blogs, Social Pages & Online Forums

When creating a new website, social networking page or forum that is in any way or can in any way be judged to be associated with ASCT, care should be taken to ensure the appropriate person is given permission to create the page or forum.

Similarly, appropriate permissions must be obtained for the use of logos or images. Images of children may not be replicated on any site without the permission of the child's parents and/or guardian.

For official ASCT blogs, social pages and online forums:

- Posts must not contain, nor link to, pornographic or indecent content.
- Some hosted sites may sell the right to advertise on their sites through "pop up" content, which may be of a questionable nature. This type of hosted site should not be used for online forum or social pages as the nature of "pop up" content cannot be controlled..
- ASCT employees must not use official ASCT pages to promote personal projects.



- All materials published or used must respect the copyright of third parties.

The ASCT Safeguarding Officer will monitor all communication by employees on official ASCT Blogs, Social Pages & Online Forums.

Staff Guidance

When using social media such as internet sites, text message or other forms of digital communication staff must abide to the following policies to protect themselves and ASCT participants.

Employees whether full time or Part time must not:

- Use text or emails for personal conversations, sending pictures, jokes or other items of a personal nature or engage in any 'banter' or comments with or about children.
- Use internet or web based mobile phones or other form of communications to send personal messages of a non-football nature to a child or young person.
- Respond to emails or texts from young people other than those directly related to ASCT matters.
- Use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone.
- Accept as a friend, participants or any person employed or volunteering at the club who is U18 on social networking sites.
- Share your own personal social networking sites with children or young people involved at ASCT or ask them to be your 'friend'.
- Make contact with children or young people known through football outside of the football context on social networking sites.
- Post personal comments in relation to the management or operation of ASCT, ASCT officials, Match officials, children, parent/guardian or opposition teams or any family members of those groups.
- Delete any inappropriate text or email messages sent to you as they may form part of any subsequent investigation.

Breach of Policy

ASCT will continually monitor online activity in relation to the organisation and the sport. Detected breaches of this policy should be reported to ASCT.

If detected, a breach of this policy may result in disciplinary action from ASCT under the ASCT disciplinary procedures. A breach of this policy may also amount to breaches of other ASCT documents and policies. Disciplinary action may involve a verbal or written warning or, in serious cases, termination of employment or engagement with ASCT.



Children in Distress

For all staff/volunteers working with children, there will be occasions when a distressed child needs comfort and reassurance, and this may involve physical contact.

Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parents etc. Adults should use their professional judgment to comfort or reassure a child in an age-appropriate way, whilst maintaining clear professional boundaries.

To maintain best practice principles, at all times, all staff should:

- Consider the way in which they offer comfort and reassurance to a distressed child and do it in an age appropriate way.
- Be circumspect in offering reassurance in one to one situations, but always record such actions in these circumstances.
- Never touch a child in a way which may be considered indecent or inappropriate.
- Record or report situations which may give rise to concern from either party.
- Not assume that all children seek physical comfort if they are distressed.

Personal Care

Children are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing/showering or undertaking any form of personal care. There are occasions where there will need to be an appropriate level of supervision in order to safeguard children and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

All staff/volunteers needs to be vigilant about their own behaviour and be mindful of the needs of the children with whom they work.

To maintain best practice principles, at all times, all staff should:

- Avoid any physical contact when children are in a state of undress.
- Avoid any visually intrusive behaviour.
- Where there are changing rooms, announce their intention of entering.

Staff should:

- Never work alone in a dressing room, always have another adult present.
- Not change in the same place as children.
- Not shower with children.
- Not assist with any personal task which a child can undertake by themselves.



Toilet Procedures and Supervision

Children should be encouraged to use the toilet before or during natural breaks in the course. This may mean building into the programme a toilet break. A group toilet break will be necessary for any child unable to wait for a natural toilet break.

Young people must seek permission from a member of staff/volunteer to leave a session in order to go to the toilet. In younger children a member of staff/volunteer will ensure children are accompanied to the toilet area, the toilets checked to ensure they are safe. The children will then enter; the adult will wait outside until all the children are ready to return to the coaching area.

Children should not be allowed to leave the practice area alone or unsupervised.

Medical Treatment. Medics, Physiotherapist and First Aiders

People fulfilling medical roles in football play an important part in the safeguarding and well-being of young players. The health, safety, welfare and moral education of young people is the priority for medics and all those involved and this comes ahead of the achievement or reputation of the club, school, coach or parent. All medical staff will be suitably trained to a standard accepted and recognised by the Football Club/Trust and The Football Association, should have completed the FA Safeguarding Children Workshop and hold the appropriate enhanced FA DBS Disclosure.

Best practice is:

- Ensure you have completed medical/emergency aid consent forms and emergency contact numbers.
- Avoid being on a one to one basis in the treatment/dressing room unless another appropriate adult is present i.e. parent/carer or a member of staff.
- Explain to the child what you are doing during an assessment. Fully explain all treatment procedures and gain verbal consent to carry them out.
- **Only assess, advise and treat injuries to the level of your ability/qualification and record all injuries and treatment given.**
- Carry and only use medical items that you have been trained to use.
- Wear gloves to prevent cross infection and dispose of any contaminated items appropriately and ensure any area contaminated by blood, vomit or other body fluids/substances is cleaned appropriately.
- Always ensure parents/carers are informed of all injuries and illnesses and the appropriate accident/illness report forms are completed.
- Ensure all medical records are clear, accurate and stored securely. All medical information concerning children should remain confidential.
- Always maintain a professional approach, respect privacy, dignity and confidentiality.
- Confirm your own personal immunisation status, e.g. tetanus immunisation.

In circumstances where children need medication regularly a health care plan should be established to ensure the safety and protection of the children and the adults who are working with them. Depending upon the age and understanding of the child, they should be encouraged to self-administer medication or treatment including; for example any ointment or the use of inhalers.



Behaviour Management

All children have a right to be treated with respect and dignity. Corporal punishment is unlawful. Where children display difficult or challenging behaviour, adults must use strategies appropriate to the circumstances and situation. Physical intervention can only be justified when it matches the criteria outlined in Club /Trust Policy. Staff/volunteers should not use any form of degrading treatment to punish a child. Criticism should always be constructive. The use of ridicule, sarcasm, demeaning or insensitive comments towards children is not acceptable in any situation. Nicknames may seem harmless, but they often cause offence and distress. Any sanctions or rewards used should be part of a behaviour management policy which is widely publicised and regularly reviewed.

To maintain best practice principles, at all times, all staff should:

- Never use force as a form of punishment. Try to defuse situations before they escalate.
- Inform parents of any behaviour management techniques used.
- Always adhere to Club/Trust Policy and Guidelines.
- Be aware of factors which may impact upon a child's behaviour e.g. bullying, abuse and where necessary take appropriate action.

Use of Control and Physical Intervention

There are circumstances in which staff/volunteers working with children displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical intervention. This is a very complex area.

The use of physical intervention should, wherever possible, be avoided. However, there are occasions when the use of physical intervention is appropriate in order to control or prevent a potentially dangerous or harmful situation i.e. an offence being committed, self-harming or injury to others. When it is used it must be done in such a way that maintains the safety and dignity of all concerned. The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause. The minimum necessary force should be used and the techniques deployed should be those with which the adults involved are familiar and able to use safely.

Reasonable Physical restraint may include:

- Physically interposing between children
- Blocking a child's path
- Holding
- Leading a child by the hand or arm
- Shepherding a child by placing a hand in the centre of his/her back

In using any form of physical restraint, the member of staff/volunteer involved should speak calmly to reassure the young person, repeatedly telling them that the need for this restraint would be no longer be necessary if the young person applies self-control.

When the nature of a child's aggressive behaviour is such that the above interventions are not sufficient to ensure the safety of the child, or other children, any force used should be the minimum required for the minimum period necessary to restrain the child.

However, the following actions would be deemed as unreasonable and unsafe and must NEVER be used

- Any hold that restricts a person's breathing, e.g. where a young person's arms are held tightly across their chest or a seated restraint with the young person's chest pushed forward towards their knees
- Exerting excessive pressure on any part of a child's body
- Forcing a child's arm up his back
- Sitting on a child
- Lifting a child off the floor in order to intimidate.



In all cases where physical intervention is employed the incident and subsequent actions should be documented and reported to the CPO and parents/carers should be informed.

In all cases of physical contact with children, it might ultimately be for the court to decide whether an adult acted reasonably. The consequences of an error of judgment in administering physical contact or restraint could be serious.

To maintain best practice principles, at all times, all staff should:

- Always seek to defuse situations
- Always use minimum force for the shortest period necessary
- Record and report to the CPO, as soon as possible after the event, any incident where physical intervention has been used.



The Issuing of Tickets to Children/Young People

As per the ASCT Customer Charter, - Appendix 2:

Tickets are issued subject to the rules and regulations of FIFA, UEFA, The Football Association, The FA Premier League and The Football League in respect of the relevant competition and Southend United Football Club Ground Regulations which are displayed around the ground, copies of which are available upon request.

In relation to children and young people the following conditions apply:

All children of 13 years of age and under must be accompanied by a responsible adult.

The maximum ratio allowable of adult to junior tickets is 1:4.

This document has been created by Martin Fearon and has been compiled by using:

The Football Associations Safeguarding Children Policy & Procedures

The Child Protection in Sport Unit (NSPCC/CPSU) guidelines

Lancashire LSCB Safeguarding Children's Board Policies and Protocols

The Children's Act 1989

The Protection of Children's Act 1999

The Children's Act 2004 The Premier League Guidance for Safe Working Practice



Document Review Details:

Last reviewed on 16/07/2018 by David Keeley (DSO) and Martin Fearon (CPO)

Previous review dates;

15/11/2017 by David Keeley (DSO) and Martin Fearon (CPO)

22/05/2017 by David Keeley (DSO)



Accrington Stanley Community Trust

SAFEGUARDING CHILDREN POLICY AND PROCEDURES CONFIRMATION OF RECEIPT

I confirm that I have received, read and understood Accrington Stanley Community Trust Safeguarding Children Policy & Procedures. I am aware of what constitutes child abuse, the indicators of child abuse, and my role and responsibility in reporting concerns, poor practice and allegations. I know what to do and who to contact in such situations.

I know that Accrington Stanley Community Trust designated person for safeguarding children is the Child Protection Officer, Martin Fearon and in his absence the Trust's Designated Safeguarding Officer; David Keeley, will take over his role.

I agree to abide by Accrington Stanley Community Trust Policy and Procedures.

NAME _____

POSITION _____

DEPARTMENT _____

SIGNATURE _____ DATE _____

HEAD OF DEPARTMENT OR CPO

SIGNATURE _____ DATE _____

When completed and signed this form must be returned to ASCT and a copy held on file.



Appendix One
Accrington Stanley Community Trust
Code of Conducts

Code of Conduct for:

Participants

Parents, Carers, Spectators

Coaches

ASCT Staff

Stewards

Medical Personnel

Transport Forms



Accrington Stanley Community Trust

Code of Conduct for Participants

Accrington Stanley Community Trust acknowledges that all participants have a responsibility to promote respect and behave within the spirit of all activities. Enjoyment is the most fundamental part of the activity. But not winning at any cost - Fair Play and Respect for all others in the game is fundamentally important.

It is important that everyone acts appropriately when playing football and as a participant you have a big part to play.

Accrington Stanley Community Trust requires all participants to abide by this Code of Conduct at all times:

I will:

- Always take part in the activity and be respectful to others.
- Play fairly - I won't cheat, complain or abuse other participants or staff.
- Never be rude to other participants or members of staff
- Do what the member of staff tells me.
- Be respectful throughout the entire activity from start to finish.
- Listen to the member of staff and respect what he/she say's.
- Talk to someone I trust, for example my parents or the Trust's Child Protection Officer if I am unhappy about anything at the activity.
- Adhere to the rules set by the member of staff taking place
- Arrive on time for all activities.
- Display and promote high standards of behavior.
- Wear the correct clothing for the session, as instructed by the member of staff.
- Bring the correct equipment and clean footwear to activities and wear the kit appropriately.
- Never leave litter in the mini bus or coach.



Code of Conduct for Participants

I have read and fully understood Accrington Stanley Community Trust's Code of Conduct for Young Players and understand that breaches of the Code may result in action being taken by the Trust, Club the County F.A. or by the F.A.

Print Name.....

Signature.....Date.....

Address.....

.....Postcode.....

School (if necessary).....



Stay Safe, Have Fun – Enjoy Football

If you take part in football you have the right to have fun and stay safe. Your coach/team manager is there to help you learn safely and enjoy football.

This means respecting you as a person and as a player and;

- Being a good role model – leading by example
- Not speaking to you in a way that makes you feel uncomfortable
- Not bullying you to make you do things
- Treating you as an individual
- Thinking about you and your team mates and not just about winning or scoring goals
- Making sure the pitch/playing area and equipment are safe for you to use
- Having the right qualifications to coach or referee
- Making football/refereeing fun!

If your coach/team manager needs to have physical contact to correct a technique or your positioning, they need to explain this to you and check you are ok with this. If you are not comfortable with physical contact you have the right to say no.

Remember enjoy your football – don't let anyone else spoil it.

Getting Help and Advice

If you are worried about the way a coach, team manager, or anyone else involved in football is behaving towards you there are people you can talk to. Are you comfortable talking to your parents, coach/team Manager or the club child protection officer or someone else? Talk to someone that you trust.

Perhaps you would prefer to use one of the websites that offer advice. Some you can email your concern to and they will email you back with advice specifically for you. It's easy to get information simply click on the web address and find out more.

Bullying Online
www.bullying.co.uk

ChildLine
www.childline.org.uk or telephone – 08001111

CEOP
www.thinkknow.co.uk – staying safe online

Kidscape
www.kidscape.org.uk

Kidszone
www.nspcc.org.uk/kidszone or text phone - 0800 056 0566

Kids-in-crisis
www.get.to/kids-in-crisis

NSPCC
www.There4me.com and www.worriedneed2talk.org.uk (aimed at 12 – 16 year olds)

Stop it now!
www.stopitnow.org.uk or telephone – 0808 1000 900

Remember you can also call The NSPCC 24 hour Helpline for free on 0808 800 5000



Code of Conduct for Parents / Carers / Spectators

Accrington Stanley Community Trust acknowledges that parents / carers / spectators have a great influence on children's enjoyment and success in football; therefore we want to ensure that all parents / carers/ spectators are always positive and encouraging towards all children playing football not just their own.

Accrington Stanley Community Trust requires all parents / carers / spectators to observe this Code of Conduct at all times

I will:

- Remain outside the field of play and within the designated spectator area during training sessions and at matches.
- Avoid coaching the players during the game. Let the coaches do their job and not confuse the players by telling them what to do.
- Always respect the match official's decisions.
- Encourage the players to respect the opposition and match officials.
- Never criticize a player for making a mistake – mistakes are part of learning.
- Never engage in, or tolerate, offensive, insulting or abusive language or behavior.
- Applaud effort and good play as well as success.
- Not enter the field of play, dressing rooms or treatment areas during or after games, unless requested to do so by a club official.
- Inform the medical staff of any medication required by players, or change of medication, in advance of the training session or match. This applies to any drinks, foods, medicines or inhalers.
- Encourage my child to read the 'Players Code of Conduct' and adhere to it.
- Adhere to Club/Trust Policy that if transport is provided for the players to away venues then all players return on the coach provided to the designated pick up point.
- Allow an extra 15 minutes after training for players to shower and change before picking them up to go home.
- Contact the coach outside of training/match times, should I wish to discuss my child's progress, to arrange a mutually convenient time to meet. Although, any complaints or concerns should be brought to the attention of full time staff as soon as possible.
- Seek permission before taking images (still or moving) of any player under the age of 16.
- Follow any signs or instructions on match days, at both home and away venues.
- Provide positive support to my child at all times, win lose or draw.

Accrington Stanley Community Trust will not tolerate any abusive behavior, whether physical, verbal or racial. Foul and abusive language must never be used.



Code of Conduct for Parents / Carers/ Spectators

I have read and fully understood Accrington Stanley Community Trust's Code of Conduct for Parents / Carers / Spectators and understand that breaches of the Code may result in action being taken by the Trust, Club, The County F.A. or by the F.A.

Print Name.....

Signature.....Date.....

Address.....

.....Postcode.....

Child's Name.....

Team.....



Code of Conduct for Coaches

Accrington Stanley Community Trust acknowledges that coaches are key to the establishment of good ethics in football. Their concept of ethics and their attitude directly affects the behavior of players under their supervision; therefore, coaches are expected to pay particular care to the moral aspect of their conduct.

Accrington Stanley Community Trust requires all coaches to abide by this Code of Conduct at all times

I will:

- Respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Place the well-being and safety of each player above all other considerations, including the development of performance.
- Adhere to all guidelines laid down by the club/trust and the rules of The Football Association.
- Develop an appropriate working relationship with each player based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide players to accept responsibility for their own behavior and performance.
- Ensure that the activities I direct or advocate are appropriate for the age, maturity, experience and ability of players.
- 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 coach.
- Co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- Always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behavior contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- Consistently display high standards of behavior and appearance and never engage in, or tolerate, any form of bullying or any offensive, insulting or abusive language or behavior.
- Ensure the safety of all children by; completing risk assessments, following the guidelines for effective registration procedures, using careful supervision and by proper pre-planning of coaching sessions.
- Always respect the match official's decision and never engage in public criticism of said officials.
- Ensure all players are adhering to 'the Player's Code of Conduct' at all times.
- Always be a positive role model (disciplined/committed/punctual/professional) and promote the objectives of; Accrington Stanley Community Trust, and the Academy, at all times.
- Report any concerns, possible abuse or allegations to the CPO, in line with the Clubs/Trusts Policy and Procedures and maintain confidentiality about sensitive information.
- Wear the kit and equipment issued to me by ASCT when representing the club/trust and ensure such kit and equipment is only used for ASCT purposes.
- As a Licensed F.A. Coach, I will maintain my CPD by attending any relevant training when required to do so and by ensuring all my relevant/required certificates, qualifications are in date and valid.



Code of Conduct for Coaches

I have read and fully understood Accrington Stanley Community Trust's Code of Conduct for Coaches and understand that breaches of the Code may result in action being taken by the Trust, Club, the County F.A. or by the F.A.

Print Name.....

Signature.....Date.....

Address.....

.....Postcode.....

Position.....

Department.....



Code of Conduct for ASCT Staff

Accrington Stanley Community Trust acknowledges that their Staff are key to the establishment of good ethics in the organisation. Their concept of ethics and their attitude directly affects the behavior of participants under their supervision; therefore, members of staff are expected to pay particular care to the moral aspect of their conduct.

Accrington Stanley Community Trust requires all staff to abide by this Code of Conduct at all times

I will:

- Respect the rights, dignity and worth of each and every person and treat each equally within the context of the activity.
- Place the well-being and safety of each participant above all other considerations, including the development of performance.
- Adhere to all guidelines laid down by the club/trust and the rules of The Football Association.
- Develop an appropriate working relationship with each participant based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide participant to accept responsibility for their own behavior and performance.
- Ensure that the activities I direct or advocate are appropriate for the age, maturity, experience and ability of participant.
- At the outset, clarify with the participant (and, where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from a member of ASCT staff.
- Co-operate fully with other specialists (e.g. other coaches, officials, teachers, doctors, physiotherapists) in the best interests of the participant.
- Always promote the positive aspects of the activity (e.g. fair play) and never condone violations of the Laws of the Game, behavior contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- Consistently display high standards of behavior and appearance and never engage in, or tolerate, any form of bullying or any offensive, insulting or abusive language or behavior.
- Ensure the safety of all children/adults by; completing risk assessments, following the guidelines for effective registration procedures, using careful supervision and by proper pre-planning of activities.
- Ensure all participants are adhering to all relevant safeguarding procedures and codes of conduct at all times.
- Always be a positive role model (disciplined/committed/punctual/professional) and promote the objectives of; Accrington Stanley Community Trust at all times.
- Report any concerns, possible abuse or allegations to the CPO, in line with the Clubs/Trusts Policy and Procedures and maintain confidentiality about sensitive information.
- Wear the kit and equipment issued to me by ASCT when representing the club/trust and ensure such kit and equipment is only used for ASCT purposes.
- Maintain my CPD by attending any relevant training when required to do so and by ensuring all my relevant/required certificates, qualifications are in date and valid.



Code of Conduct for Coaches

I have read and fully understood Accrington Stanley Community Trust's Code of Conduct for Coaches and understand that breaches of the Code may result in action being taken by the Trust, Club, the County F.A. or by the F.A.

Print Name.....

Signature.....Date.....

Address.....

.....Postcode.....

Position.....

Department.....



Code of Conduct for Medical Personnel

Medics, First Aiders and Physiotherapists

Staff members fulfilling medical roles in football play a fundamental part in safeguarding the well-being of young players. Their knowledge and attitude towards this practical responsibility directly affects the health, fitness and self-esteem of young players. The health, safety, welfare and moral education of young people are the priority for all involved and this comes ahead of the achievement or reputation of the trust, club, coach or parent/carer. All staff should be aware of their level of ability and the extent and limitations of their role/qualifications in applying basic care and hygiene tasks for minor abrasions and recognise where an injury requires more experienced intervention. All staff must take precautions to prevent cross infection.

Accrington Stanley Community Trust requires all Medical Personnel to observe this Code of Conduct at all times

- **Only treat and advise on injuries to the level of your qualification/ability. Any doubts or concerns surrounding an injury should be referred to someone with the appropriate level of expertise. Always ensure the necessary precautions are taken to prevent cross infection.**
- Always maintain a professional approach in your interaction with young players and always act and be seen to act in the child/young person's best interest.
- Prior to medical treatment being carried out on a child or young person, you must ensure that a completed signed medical consent form, in addition to consent for emergency medical treatment, where necessary, has been received and that you are aware of the content therein. These forms should hold information on any medical conditions that may need medication to be administered or may need emergency action to be taken. E.g. Asthma, Allergies, Diabetes.
- No child or young person should be treated, in any way, in a situation where the child or young person is on his or her own in a treatment room with the door closed. Ask a parent/carer or another appropriate adult to be present.
- Use the SALTAPS routine when assessing an injured player and explain what you are doing and why you are doing it. It is recommended that all treatment procedures are fully explained to the child or young person and verbal consent is given before they are carried out.
- Patient dignity must be maintained at all times. Consider requesting that a suitable consenting adult is available to act as a chaperone when treating an area of the body which is potentially embarrassing.
- Only disclose a player's injury or fitness level on a need to know basis with the relevant person, i.e. coach.
- Medical records should be clear and accurate and contain details of any administration of first aid or medication. They should be securely stored. All such medical records **MUST** be signed and remain confidential.
- Medical personnel must co-operate fully with other specialists, i.e. doctors, in the best interest of the player.
- The welfare of the player takes priority; do not exert undue influence on injured players to perform or play when clearly unfit or before they are ready to do so.
- **DO NOT** allow a player to continue to play after a head injury. (They should not return to playing football until they are advised it is OK to do so by their G.P and the Trust has received a letter from their GP confirming this)
- In instances of head injuries, medical personnel must ensure that a head injury card/form has been completed and that procedures the club/trust has in place are followed.
- Ensure that the parent/carer is made aware of any injury, particularly to the head and neck.
- At training and matches ensure you are wearing the correct kit for the expected weather conditions.
- Ensure your medical bag has the appropriate contents in it for a child/youth team.

Good practice Guidelines

Treating an injured player will require physical contact – this is perfectly acceptable and necessary to administer first aid effectively and this remains the same whether it is a male or female adult administering first aid or physiotherapy to male or female players.

Where children need medication regularly a health care plan should be established to ensure the safety and protection of the children and the adults who are working with them. Depending upon the age and understanding of the child, they should be encouraged to self-administer medication or treatment including; for example any ointment or the use of inhalers.



Code of Conduct for Medical Personnel

I have read and fully understood Accrington Stanley Community Trust Code of Conduct for Medical Personnel and understand that breaches of the Code may result in action being taken by the Trust, Club, the County F.A. or by the F.A.

Print Name.....

Signature.....Date.....

Address.....

.....Postcode.....

Position.....

Department.....



Appendix Two
Accrington Stanley Community Trust
Additional Forms

Image Consent Form

Parental Consent Form

Accident/Incident Report Form

Head Injury Report Form

Driver Registration Form (Transporting Apprentices)

Checklist – Monitoring Driver Information (Re; Apprentices)

Transport Consent Form

Child Protection Report Form



Accrington Stanley Community Trust

Images Consent Form

In order for your child to take part in Accrington Stanley Community Trust activities it is essential that you complete and return this form to the Office Administrator, supplying relevant information and your consent as parent / guardian.

I agree to consent to allow photograph(s) / video recording of my child / children whilst participating as a player with ASCT.

Photographs and video images will be taken by the football club/trust or the sponsor designated representative at any ASCT activities.

I understand that the images may be used in media or publicity materials and celebration publications produced.

CONTACT DETAILS (Please print clearly)

NAME

ADDRESS

POST CODE

TEL CONTACT

MOBILE

During the course of ASCT activities, activities may be recorded through photographs and video film. These may be reproduced for promotional or publicity purposes.

I understand that these images may be safely stored or archived digitally or manually and may be publicised in a variety of media forms including websites and managed social network sites.

I agree that such images may be used in media or publicity materials and celebration publications produced by Southend United Community & Educational Trust, Southend United Football Club; The Football League, League Football Education or the Football League Trust or other sponsorship partners.

I **agree** that Accrington Stanley Community Trust may use any image(s) as outlined above. Parent / guardian (please circle to specify)

I provide consent for such image(s) to be used at any time for promotional or publicity purposes.

Relationship to child (You must be the official parent or guardian of the child).



Please print your name in full

SIGNEDParent / Guardian DATEDD/MM/YY

Only sign this section if you **do not** wish images to be used as described.

Relationship to child (You must be the official parent or guardian of the child).

I do not consent to images of my child being used by the Trust/ Club.

SIGNEDParent / Guardian DATEDD/MM/YY



Accrington Stanley Community Trust

Parental Consent Form

In order for your child to take part in Accrington Stanley Community Trust activities it is essential that you complete and return this form to the Office Administrator, supplying relevant information and your consent as parent / guardian.

- By consenting to your children taking part in ASCT activities you are stating that your child is in good health and that he / she is not participating contrary to medical advice.
- In the unlikely event of an accident occurring, you are providing permission for a designated representative of ASCT to authorise emergency medical treatment, including the use of anaesthetic if deemed necessary.
- A separate page is attached for the use of photographs/digital images
- Parents are advised to ensure that their children are dressed appropriately for different weather conditions.
- ASCT will assume responsibility for the welfare of children U18 once they've arrived and have registered at the appointed designated meeting place. For ASCT activities this will be the appointed meeting place and time. Parents and guardians should be aware that they need to make individual travel arrangements for their child to attend ASCT activities and once they have (been) signed out, for their return journey home. It is the responsibility of the parent/guardian to ensure that, if their child is travelling independently, that they are aware of this and support their child's independent travel both to and from the appointed designated meeting place.
If any parent has any concerns, for specific requests, on this issue they should contact the Child Protection Officer for advice and support.

Child's Name Date of Birth Age

Name of Parent/Guardian: Relationship to Child:.....

Address:Post Code

Emergency contact telephone No.: Mobile No

Please provide a second emergency contact name and telephone number:

Name Relationship to child

Tel. No.: Mobile No.....

Please note: It is crucial we are able to contact one of these two numbers in the event of an emergency.

If your child has any medical conditions that may need to be taken into account, please give details below. The following information will assist the club in caring for your child.

Special Dietary Needs:

Does your child suffer from: Asthma Hay Fever Diabetes Epilepsy Nut Allergy



Any other allergies (e.g. Penicillin/nuts/anaesthetic)

Please add any other relevant information:

Will your child carry any required medication with them during the match if necessary YES / NO

Please specify exactly e.g. inhaler _____

I consent to my child taking part in Accrington Stanley Community Trust activities

Relationship to child (You must be the official parent or guardian of the child)

Please print your name in full

SIGNED**Parent / Guardian** **DATE****DD/MM/YY**



Accrington Stanley Community Trust

Accident/Incident Report Form

Date _____ Time of Accident _____

Where did accident occur _____

Injured Person's Name _____ DOB _____

Full address _____

_____ post code _____

Give details of how accident occurred. _____

Give details of the action taken including any First Aid treatment and the name/s of the First Aider/s

Was any of the following contacted?

Parent/Carer Yes/No Ambulance Yes/No

Police Yes/No Other Yes/No

If yes to any of the above please give details _____

What happened to the injured person following the accident? _____

All the above facts are a true and accurate record of the incident/accident

I have given a completed Head Injury Report Card to a parent/guardian/relative/carer (delete if not applicable)

Name (print) _____ Sign _____ Date _____

Parent/Carer informed Yes/No

Parent/Carer/Witness Name (print) _____ Sign _____

Contact Details _____



Accrington Stanley Community Trust Head Injury Report Form

Please Read Carefully

Name:	IMPORTANT WARNING: He/ she should be taken to a hospital or a doctor immediately if the following occurs: <ul style="list-style-type: none">• Vomiting• Headache develops or increases• Becomes restless, irritable• Becomes dizzy, drowsy or cannot be roused• Has a 'fit' (convulsion)• Anything else unusual occurs FOR THE REST OF TODAY HE/SHE SHOULD: <ul style="list-style-type: none">• Rest quietly• Not consume alcohol• Not drive a vehicle
Address:	
Tel:	
Time of Head Injury:	
Date:	
EMERGENCY TELEPHONE NUMBERS:	
Hospital:	
Ambulance:	
Club Doctor:	
Club Practitioner (GP):	

I have given a completed Head Injury Card to a parent/ guardian/relative/carer

Title: (Doctor/physiotherapist/First-Aider etc.)

Name: (BLOCK CAPITALS)

Date:



Accrington Stanley Community Trust

Driver Registration Form

NAME OF CLUB: Accrington Stanley Community Trust

To the CEO of Accrington Stanley Community Trust

Name of driver _____

Address _____

Postcode _____

Vehicle Make _____ Model _____ Reg. No _____

- I hereby confirm that I am willing to use my own vehicle for transporting young people where this is necessary and approved by the CEO.
- I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover.
- I confirm that I have a valid driving licence.
- I confirm that I am not currently banned from driving
- I confirm that I have read the trust/club transport policy for the safe transport of apprentices.
- I accept that I will provide original documents for viewing and supply copies of all driving relevant documentation with this Registration Form: e.g. registration document, MOT certificate, driving licence, insurance certificate.

Signature _____ Date _____

Print Name _____ Role at trust _____

Approved by Name & Title _____ Date _____



Accrington Stanley Community Trust

Check List – Monitoring Driver Information

It is recommended that in all cases, employees / volunteers should only transport apprentices after reading the trust/club transport policy and confirming they have completed the Driver Registration Form (Appendix 1) this check list pro-forma should then be completed by a senior member of ASCT or apprentice programme to ensure the driver and manager are aware of all requirements.

Name of Driver _____ Role at club _____

Vehicle to be used: - Make _____ Model _____ Reg. No. _____

Reason for requirement of staff transport _____

Requirement	Response	Checked by (name)	Date
1. Has the driver confirmed they have no criminal convictions which would disqualify them from driving?	Yes / No		
2. Has the driver completed the Volunteer Driver form?	Yes / No		
3. Has the driver been issued with a copy of the transport policy and signed for receipt?	Yes / No		
4. Has the drivers legal documents been checked? Driving Licence; MOT; Insurance Certificate (including confirmation of business use and a declaration that business use includes transporting trainee footballers if that is expected of the role.	Driving Licence Yes / No MOT Cert. Yes / No Insurance Cert Yes / No Business Use Yes / No Transporting Trainee Footballers Yes / No		
5. Will there be an additional adult escort on the journey?	Yes / No		
6. Has a parental consent form been completed and submitted to ASCT CEO?	Yes / No (To be retained by ASCT)		
7. Have measures have been put in place to safeguard the driver and apprentice? Has a risk assessment form been completed	Yes / No Have control measures been checked by designated person?		



Signed (Driver) _____ **Print Name**_____

Role: _____ **Date**_____

Signed (Manager) _____ **Print Name**_____

Role: _____ **Date**_____



Accrington Stanley Community Trust

Transport Consent Form

This consent form should be completed by the parent or legal guardian of any child U18 years who will be transported by Accrington Stanley Community Trust arranged transport.

In order that your child may participate in the activities organised by ASCT it is essential that you complete and return this form to the office administrator, supplying relevant information and your consent as parent / or legal guardian.

- By consenting to this I am stating that my child is in good health and that they are not being transported contrary to medical advice.
- In the unlikely event of an accident occurring, I give my permission for a designated representative of Accrington Stanley Community Trust to authorise emergency medical treatment, including the use of anaesthetic if deemed necessary.

Child's name Date of birth

Name of parent/guardian: Relationship to child:

Address:

Town.....Post Code.....

Emergency contact telephone no.: Mobile Tel:

Please provide a second emergency contact name and telephone number:

Name Relationship to childTel.no:

Please note: It is essential that we are able to contact one of these two numbers in the event of an emergency.

If your child has any medical conditions that may need to be taken into account, please give details below. The following information will assist the club staff in caring for your child.

Special dietary needs:Does your child suffer from travel sickness? Yes / No



Does your child suffer from: Asthma Hayfever Diabetes Epilepsy Nut Allergy

Any other allergies (e.g. penicillin/nuts/anaesthetic).....

Please add any other relevant information:.....

Will your child carry any required medication with them during any travel journey? YES / NO

if so please specify

I consent to my child using organised Accrington Stanley Community Trust transport during the period of their activity with Accrington Stanley Community Trust.

Signature: Date:

Please write your name in full Relationship to player.....

ASCT should ensure that a copy of this consent form is left with the emergency contact for the Trust who is not travelling on the journey.



Accrington Stanley Community Trust

Child Protection Incident Report Form

1. Please indicate what you are reporting:

- I have concerns that abuse may be occurring (complete sections 2 and 3)
- I was involved in an incident with a child (complete sections 2 and 4)
- I was a witness to an incident with a child (complete sections 2 and 4)
- I have received an allegation of abuse (complete sections 2 and 5)
- A child has told me that they are being abused (complete sections 2 and 5)



4. Incident with a child

Please indicate which of the following has occurred:

- I accidentally hurt a child.
- A child misinterpreted or misunderstood something I have done.
- I have had to use reasonable physical restraint.
- I was witness to one of the above (please indicate which one)

Please provide further information, including any action taken so far and the reasons for doing so.

5. Allegation/Disclosure of abuse:

Allegation received from: _____

Allegation received on: _____

Name of person about whom allegation has been made:

Please use space below to record the details of the allegation or disclosure you received. This should be a factual account of the information you have received only. Do not include assumptions or opinions of others. Make sure you record details of dates and times and any other potentially useful information. If the disclosure has come from a child who is claiming they are being abused, the conversation should be recorded in their words. If there are any injuries to the child, describe the injuries but do not remove clothing to inspect a child. Do not attempt to investigate the matter yourself. Also record any action you have taken.

Name _____

After completion this form should be returned to the Club Child Protection Officer

Example Risk Assessment Form



Name and Email of Coordinator:			Ref:														
Activity:		<p><u>Risk Rating</u></p> <p>A risk rating can be calculated using the following equation-</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> $\text{Risk Rating} = \text{Probable Frequency} \times \text{Severity}$ </div> <p><u>Probable Frequency Severity</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Improbable Occurrence</td> <td style="width: 50%;">1. Trivial Injury</td> </tr> <tr> <td>2. Possible Occurrence</td> <td>2. Minor Injury</td> </tr> <tr> <td>3. Occasional Occurrence Person</td> <td>3. Major Injury To One Person</td> </tr> <tr> <td>4. Frequent Occurrence Several People</td> <td>4. Major Injury To Several People</td> </tr> <tr> <td>5. Regular Occurrence</td> <td>5. Death Of One Person</td> </tr> <tr> <td>6. Common Occurrence</td> <td>6. Multiple Deaths</td> </tr> </table> <p>*Priority for action is determined by the risk rating. *The higher the number the more urgent the action. *The aim of any action is to reduce the risk.</p>				1. Improbable Occurrence	1. Trivial Injury	2. Possible Occurrence	2. Minor Injury	3. Occasional Occurrence Person	3. Major Injury To One Person	4. Frequent Occurrence Several People	4. Major Injury To Several People	5. Regular Occurrence	5. Death Of One Person	6. Common Occurrence	6. Multiple Deaths
1. Improbable Occurrence	1. Trivial Injury																
2. Possible Occurrence	2. Minor Injury																
3. Occasional Occurrence Person	3. Major Injury To One Person																
4. Frequent Occurrence Several People	4. Major Injury To Several People																
5. Regular Occurrence	5. Death Of One Person																
6. Common Occurrence	6. Multiple Deaths																
Location:																	
Date of Assessment:																	
Assessor																	
Other Related Documents: Risk Assessments Venue health and safety appraisal and risk assessment information. Where applicable attached.																	
No.	Area / Activity	Hazards	Significant identified Risk	Control Measure	Risk Rating (with control measure)												