



Silverstone Racers Football Club Club Welfare Manual

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Silverstone Racers FC

Child Protection Policy

Silverstone Racers Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care, and is committed to working to provide a safe environment for all members.

We subscribe to The Football Association's Safeguarding Children Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

The FA's child protection regulation is binding on everyone working at our club whether in a paid or voluntary capacity.

Four Key Principles

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

Every adult involved in our club has a part to play in safeguarding the welfare of our junior members by protecting them from physical, sexual or emotional harm and from neglect or bullying.

The Role of the Club Welfare Officer

Silverstone Racers FC has appointed a Club Welfare Officer (CWO) in line with The FA's role profile. Our CWO has completed the FA child protection and best practice workshop. The CWO is the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person.

He will liaise directly with Northamptonshire FA Child Protection Officer and will be familiar with the procedures for referring any concerns. His primary function is to play a proactive role in increasing an awareness of good practice amongst club members.

Our CWO is..

Mr. Paul Peers

Mob: 07730 003007

Email: cwo@silverstoneracers.co.uk

Promoting Good Practice

In order to promote best practice SRFC have adopted a number of policies adapted from models recommended by The FA.

These policies include ...

- How we recruit new volunteers
- Protecting young people from bullying
- The use of photography at our club
- Equal opportunities and avoiding discrimination
- Code of conduct for players
- Code of conduct for parents and spectators
- Code of conduct for coaches
- Code of conduct for team managers
- Procedures to promote health and safety
- Reporting concerns - Whistle Blowing
- Dealing with complaints - Disciplinary Policy

To be effective these policies must be more than just documents kept on file, we expect them to be applied consistently so that good practice becomes common practice throughout the club.

Further advice on Child Protection matters can be obtained from...

- Northamptonshire FA Child Protection Officer: jackie.bushell@northamptonshirefa.com
- The FA/NSPCC Child Protection 24-Hour Helpline 0808 800 5000
- www.TheFA.com/Goal

Silverstone Racers FC

Volunteer Recruitment Policy

SRFC recognises it's responsibility to safeguard the welfare of it's junior members by taking care in who it allows to take charge of young people at our club. When recruiting new volunteers we are obliged to take all reasonable steps to ensure unsuitable people are prevented from working with children and young people. In addition, our club's volunteer selection processes must be consistent and fair at all times.

We will therefore follow the guidelines laid down by The Football Association for the recruitment of new volunteers. When we are considering the appointment of a new member of staff, regardless of any friendship or relationship they may already have with existing members, we will adhere to the following procedure...

- The volunteer will be required to complete an enhanced CRB disclosure application form
- (CRB certificates supplied by organisations other than the FA CRB unit cannot be accepted)
- New volunteers will be asked to familiarise themselves with, and sign up to all club welfare policies
- The new volunteer will be provided with a clear description of their roles and responsibilities
- Initially new coaches will be mentored by a more experienced member of staff
- Arrangements will be made to enrol new coaches on any courses that will help them fulfil their role in the club

The above procedure will be reviewed as and when the "Safeguarding Vulnerable Groups Act (SVGA) 2006" becomes law. Under the provisions of this act it will become a criminal offence for anyone to be in a paid or unpaid role, working with children or vulnerable adults, if they have not completed an enhanced CRB disclosure and been accepted into football.

Silverstone Racers FC

Anti-Bullying Policy

Silverstone Racers FC will strive to create a safe and friendly environment for young people to learn and enjoy football. Bullying of any kind is unacceptable and will not be tolerated at our club. If bullying does occur, all club members and parents should be able to report it, and know that incidents will be dealt with promptly and effectively.

Nobody should suffer in silence as a result of bullying. We are a TELLING club: anyone who knows or suspects that bullying is happening is expected speak up by telling the club welfare officer or any committee member.

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 and physically
- Sending hurtful text messages
- Tormenting - hiding football boots etc, threatening gestures
- Physical - pushing, kicking, hitting or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal - name calling, sarcasm, spreading rumours, teasing.

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.

This club has a responsibility to respond promptly and effectively to incidents of bullying.

Be Alert to Signs of Bullying

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
- regularly 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

Or, 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.

When Bullying Occurs in Our Club

- 1 Incidents should be reported to the club welfare officer or to any member of the committee without delay
- 2 The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- 3 If appropriate the matter will be dealt with by the club committee following the procedure below
- 4 In serious cases, the incident will be referred to Northamptonshire FA Child Protection Officer for advice and possibly to the FA Case Management System. If necessary and appropriate, police will be consulted.
- 5 An attempt will be made to help the bully (bullies) change their behaviour

If mediation fails and the bullying is seen to continue, the club will initiate disciplinary action under the club constitution, which may result in temporary or permanent exclusion from the club.

How The Club Will Deal with an Incident

If the club decides it is appropriate for them to deal with the situation in-house, they will follow the procedure outlined below.

- 1 If appropriate an attempt will be made at reconciliation by getting the parties together. It may be that a genuine apology solves the problem
- 2 If this fails or is not appropriate a small panel (made up from chairman, club welfare officer, secretary, committee members) will offer to meet with the parents/carers and child alleging bullying to get details of the allegation. Minutes will be taken for clarity, which should be agreed by all as a true account
- 3 The same three persons will ask to meet with the alleged bully and parents/carers and put the incident raised to them to answer and give their view of the allegation. Minutes will again be taken and agreed
- 4 If bullying has in their view taken place, the individual will be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. A reconciliation meeting between parties may or may not be appropriate at this time
- 5 In some cases the parent/carers of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate
- 6 The club committee will monitor the situation for a given period to ensure the bullying is not being repeated
- 7 All coaches involved with both individuals should be made aware of the concerns and outcome

In the Case of an Adult Reported to be Bullying Anyone Within the Club

- ❖ Northamptonshire FA CPO will be informed and will advise on action to be taken
- ❖ It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Child Protection and Best Practice awareness training may be recommended
- ❖ More serious cases may be referred to the Police and/or Social Services.

Preventing Bullying

Staff and junior members are made aware of acceptable standards of conduct through the club recruitment process and signing-on procedures. Under the specific leadership of the Club Welfare Officer it is the responsibility of all club members, staff, parents and junior members, to uphold those standards and to be quick to take appropriate action to deal with problems when they occur.

Silverstone Racers FC

The Use of Photography in Football

There has been much talk about whether it's safe to take pictures of under 18s playing sport. The FA would like to assure parents, carers, coaches, spectators, players and local media that they encourage the taking of appropriate images of children in football. In line with this position, SRFC support a common sense approach to the question of taking pictures of club members and activities.

Potential risks

The FA has developed this guidance to help avoid the following:

- a The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often referred to as pornography sites)
- b The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed'
- c The identification and locating of children in inappropriate circumstances which include:
 - .i where a child has been removed from his/her family for their own safety;
 - .ii where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases;
 - .iii in situations where a child may be a witness in criminal proceedings; or
 - .iv other child protection concerns

The Legal Position

- It's not an offence to take appropriate photographs in a public place even if asked not to do so
- No one has the right to decide who can and cannot take images on public land
- If you have serious concerns about a possible child protection issue relating to the recording of images then call the police, this action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk
- The land or facility owner can decide whether or not photography and/or videoing at football activities will be permitted when carried out on private land. However you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave

Commissioning Photographers and the Local Media

When we commission professional photographers or invite the press to cover a club activity it is important that both parties are clear about each other's expectations. The key is to plan ahead and communicate early on, with reference to the following...

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Clearly establish who will hold the recorded images and what they intend to do with them
- Issue the professional photographer with identification, which must be worn at all times

Inform participants and parents or carers prior to the event that a photographer will be in attendance and ensure we have established that no under 18s will be compromised due to child protection concerns if their image is taken.

Some Common Sense Guidelines

The majority of images taken are appropriate and taken in good faith. If we take the following simple measures we can help to ensure the safety of children in football.

Do...

- ensure that all parents, carers and members are made aware of The FA's guidance on taking images when they join the club
- through the annual use of consent forms, get parental consent to use a player's image if it is to be used in the public domain e.g. club website or newspaper article. This is essential in relation to point 3 below
- protect any child in our club who is under care proceedings by ensuring that their image is not placed in the public domain
- select pictures that focus on the activity rather than the individual
- ensure all those featured are appropriately dressed (a minimum of shirt and shorts)
- 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
- report any instances of inappropriate images in football to The FA Case Manager or the Internet Watch Foundation www.iwf.org.uk

Don't...

- publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used
- use player profiles with pictures and detailed personal information on websites
- use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture
- allow images to be recorded in changing rooms, showers or toilets - this includes the use of mobile phones that record images.
- use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue)

In Summary

There is nothing intrinsically wrong with celebrating football with the use of appropriate images. Silverstone will not assume that anybody using a camera has wrong intentions. We will however make sensible use of the guidelines provided by The FA as outlined above.

Silverstone Racers FC

Anti-Discrimination & Equal Opportunities

Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or disability

Silverstone Racers FC is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Equality of opportunity at SRFC means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or disability

This includes:

- The advertisement for volunteers
- The selection of candidates for volunteers
- Provision of training courses
- External coaching and education activities and awards
- Football development activities
- Selection for teams
- Appointments to honorary positions

Silverstone Racers FC will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Silverstone is committed to the development of the programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within the club and in the wider context, within football as a whole.

Silverstone Racers FC

Code of Conduct for Players

Fair Play and respect for others is vitally important for all players at our club

The players are the most important part of Silverstone Racers Football Club. We want to help you to enjoy your football and do your best to win games - but not win at any cost. Victory is only worthwhile if we abide by the Laws of the Game and show respect to others.

At all times members of Silverstone Racers FC should

- Refrain from all types of bullying.
- Make very effort to improve your skill and fitness.
- Cooperate with, and show due respect for, coaches and managers.
- Take good care of club equipment.
- Avoid using bad language during football activities.

When representing the club in competition

- Make every effort consistent with Fair Play and The Laws of the Game to help his/her own team to win
- Avoid gamesmanship and time-wasting.
- Accept success and failure, victory and defeat with dignity.
- Treat opponents with due respect regardless of the result of the game.
- Show due respect towards match officials and accept their decisions without protest.
- Avoid any attempt to mislead match officials.
- Show due respect towards team officials of the opposition.

Silverstone Racers FC

Code of Conduct for Parents & Spectators

Always aim to be positive and encouraging towards all children involved in football

Adult spectators, and parents in particular, have a great influence on children's success in football. That influence should always be used positively through encouragement and praise. Coaching from the touch-line and criticism will often lead to players losing confidence and withdrawing from the game.

Remember they are playing for their own benefit NOT ours

Your positive encouragement will contribute to

- Children's enjoyment of football
- Their sense of personal achievement
- Their self-esteem
- How well they are able to improve their skills and techniques
- Their attitude towards opponents, managers and officials

We encourage parents / spectators to

- Always be positive and encouraging towards all of the children, not just their own
- Applaud the opposition as well as our own teams
- Avoid coaching the child during the game
- Not shout and scream in a way that may intimidate children in the opposing team
- Respect the referee's decisions without protest
- Give attention to each of the children involved in football not just the most talented
- Encourage your child to cooperate with coaches and team managers
- Set a good example by not smoking in the presence of junior players

Silverstone Racers FC

Code of Conduct for Coaching Staff

The health, safety and welfare of young people will remain our first priority

Silverstone Racers Football Club commit to upholding the high standards of ethical behaviour for coaches as set out in the F.A. Coaches Association code of conduct below.

Coaches must ...

- respect the rights, dignity and worth of 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 football's governing bodies.
- develop an appropriate working relationship with each player based on mutual trust and respect.
- not exert undue influence to obtain personal benefit or reward.
- encourage and guide players to accept responsibility for their own behaviour and performance.
- ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- at the outset, clarify with the players (and where appropriate, parent) 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, behaviour 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 behaviour and appearance.
- not use or tolerate inappropriate language.

What does this mean in practice?

All of the above is easy if we get our priorities straight. If we are coaching young people for the right reasons we will get it right most of the time. Of course there are a variety of right reasons but all of them involve putting the interests of young people ahead of our own. Bad practice is usually a result of adults who are coaching for the wrong reasons, or who mean well but lack knowledge, or both. Being part of a coaching team is important. Coaches get better when they are learning from each other and importantly, when they are accountable to others. While the Club Welfare Officer has first responsibility we should all feel free to give positive feedback to each other when things are done well and speak up if we have concerns about others actions.

Silverstone Racers FC

Code of Conduct for Team Managers

Team managers must be committed to setting a positive example for players and supporters

Maintaining a balance between a proper desire to win, and the need to exhibit a high standard of ethical behaviour, presents a challenge to team managers. They must be guided by obligations towards the game, their team, officials and supporters.

In addition to the code of conduct for coaches, team managers should ...

- set a positive example for others, particularly young players and supporters
- make every effort to develop the sporting, technical and tactical abilities of his/her team, and to obtain the best results by the team, using all permitted means
- resist all illegal or unsporting influences
- avoid all forms of gamesmanship
- promote ethical principles
- set a good example by not smoking in the presence of junior players
- show due respect to the interests of players, coaches and other officials, at their own club/team and others
- avoid words or actions which may mislead a match official
- accept decisions of match officials without protest

What does this mean in practice?

In summary, doing our best to help our players to win is a perfectly legitimate objective, if our players do not try to win what is the point in turning up for a fixture? However, it is NOT "Win at all costs". If our players work hard, enjoy their experience and learn from it, then it has been a success. Remember they are playing for their benefit not ours.

Pressure is the number one reason why young people give up football. We have all seen players heads going down in response to over-bearing managers. Don't ever be that manager! Matches are part of their football education and learning involves making mistakes. Look for things to praise. Try to limit your directions to players off the ball, allow the player with the ball to make their own decisions, it's how they learn.

As a team manager we need to set the tone for players, parents and assistants. If one of our spectators is being critical or coaching from the touchline we must be brave enough to deal with it quickly and tactfully. We want vocal parents but it is our responsibility to make sure it is all positive. Any coaching that does need to be done during the game should come from the manager. If we value effort before results and keep delivering effective training sessions, the results will follow.

Silverstone Racers FC

Health and Safety

Caring for the safety and welfare of our junior members is our most important consideration. Returning players to their parents and carers healthy and, whenever possible, happy is ultimately more important than success in competition or any other objective. By following a few common sense routines and checks we will be taking reasonable measures to look after the young people in our care.

Checklist

- ✓ Do you know who the qualified first aider is for your match or training session?
- ✓ Do you have access to a first aid kit?
- ✓ Do you have a current contact list with medical alerts?
- ✓ Do you have easy access to a telephone

Check the Equipment

- ✓ Take a look over the playing surface checking for hazards (glass, metal, dog dirt etc)
- ✓ Are the goal posts secure? It's your responsibility even if you are not first to use the pitch
- ✓ Check that all the equipment you are going to use is in reasonable condition and does not pose a danger

Check the Players

- ✓ Ask if there are any injuries or illness you should know about
- ✓ Make sure nobody is chewing gum (choking hazard)
- ✓ Has all jewellery been removed?
- ✓ Players should be wearing shin-pads unless in unopposed practices

Additional Precautions

- ✓ Avoid obvious mismatches of players in terms of size and strength in opposed practices and games
- ✓ Supervise players departure from the venue
- ✓ Fill in an incident report in all cases of injury - see "Downloads" page

These checks are not just for passing course assessments they should become our routine practice.

Silverstone Racers FC

Reporting Concerns

Maintaining a positive and safe environment at our club is not just the responsibility of the committee. Every player, parent, carer and member of staff has a role to play in maintaining high standards.

When incidents occur that cause you concern it is important that you know how you can have these dealt with.

- In the first instance please feel free to speak to your/your child's team manager or to any other member of staff. It may be that they are in the best position to deal with everyday questions and concerns
- You may speak to any member of the committee who will deal with it personally, if appropriate, or will bring it to the attention of the rest of the committee
- You may choose to put your concern or complaint in writing and address it to the club committee. We promise to give you a specific response as soon as possible
- Our club welfare officer, Paul Peers, has responsibility to deal with more serious matters. Parents may choose to contact him directly using the contact details on the "Contact Us" page or by addressing an email to - cwo@silverstoneracers.co.uk
- If you have a concern about the behaviour of members of an opposition club please do NOT take matters into your own hands, speak with your team manager who will inform the club secretary. Our clubs response will be coordinated by the committee not by any individual parent or team manager

Whistle Blowing

Whistle-blowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

SRFC respect the rights of any club member to go outside the club to raise serious concerns directly with a relevant authority.

Any adult or young person with concerns about a colleague can "blow the whistle" by..

- Contacting Northamptonshire FA Welfare Officer: jackie.bushell@northamptonshirefa.com
- Contacting The FA Case Management Team on 0207 745 4590
- Going directly the Police or Social Services

Silverstone Racers FC

Club Discipline

Every member of the club has signed up to one or more codes of conduct and is expected to maintain a high standard of behaviour. However codes of conduct can only be effective if there is a disciplinary process to support them. It is essential that the club is seen to be fair and consistent in dealing with misconduct.

The club committee will appoint a disciplinary committee to deal with serious breaches of codes of conduct as and when they arise. The disciplinary committee will have a number of options available to it depending on the seriousness of the actual case it is considering.

Possible sanctions include...

- Verbal warning
- Written warning
- Exclusion from specified number of matches
- Exclusion from specified number of training sessions
- Removal from team for remainder of current season
- Refusal to register with team for future season

Whenever appropriate the committee will seek to show restraint and impose lighter sanctions initially with the option of adding additional sanctions or increasing the duration of a penalty.

Any player or parent who is unhappy with the decision of a disciplinary committee has the right to appeal in writing to the club committee within 14 days. The decision of the appeal committee will be final

Ultimately, of course, our club is required to follow the rules and regulations of the leagues to which we are affiliated as well as to County Association and FA rules.

Silverstone Racers FC would like to thank Lowick Youth FC for the original club welfare document used as a guide to help in the development of this manual.

Visit Lowick Youth Football Club at
www.lowickyfc.com