



Child Protection Guidance for Managers, Coaches and Assistants

Contains

- Categories of child abuse.
- Young stars Bullying Policy.
- Child Abuse Code of conduct for Managers, Assistants and Coaches.
- Code of conduct for treatment and changing rooms.
- Indications that a child may be being abused.
- Action to take if a child or young person informs you directly that he / she is concerned about someone's behaviour towards them.
- Action to take if you become aware through your own observations or through a third party, of possible abuse occurring within a football setting.
- Action to take if a child or young person informs you directly that he / she is being abused at home or within some other setting outside football.
- Actions to take if you become aware, through your own observations or through a third party, of possible abuse occurring at a child's or young persons home or in some other setting outside football.
- Systems of support for Managers, Coaches and Assistants.

CATEGORIES OF CHILD ABUSE

1. PHYSICAL ABUSE

- I. Situations where adults physically hurt or injure young people by means of hitting, shaking, squeezing, biting or burning.
- II. The giving of alcohol, cigarettes, drugs or poisons to young persons.
- III. Attempting to suffocate or drown young persons.
- IV. The use of excessive or inappropriate training.
- V. Ignoring a young persons basic physical needs, such as food and warm clothing.
- VI. Leaving a child unsupervised repeatedly or for long periods of time.

2. SEXUAL ABUSE

1. Full sexual intercourse, masturbation, oral sex, fondling or anal intercourse.
 2. The showing of pornographic material in the form of magazines, books, photographs or videos to young persons.
 3. The taking of inappropriate photographs of the young persons.
 4. Inappropriate touching or physical contact during training exercises or during treatment of injuries.
3. EMOTIONAL ABUSE
- I. Situations where there is a persistent lack of love, affection or attention shown to a young person.
 - II. Situations of overprotection of young persons, denying them the right to socialise.
 - III. Young persons who are frequently shouted at or taunted.
 - IV. Consistent criticism or undue pressure to perform to high expectations. To expect standards above what can be reasonably attained by the individual.
4. BULLYING
- I. Taking many forms, physically it can be hitting, kicking, biting or even theft. Any act of violence towards an individual is deemed to be bullying. It can also be any form of unwanted physical contact.
 - II. It can be verbal by racist remarks, homophobic remarks, threats or teasing. It can also be spreading rumours, graffiti or gestures.
 - III. It can be emotional by excluding an individual or isolating by encouraging others to exclude an individual.

BULLYING POLICY

This football Club recognises the right for all young persons to enjoy developing their footballing ability and socialising with others free from any form of bullying as laid out in The Football Associations Child Protection Procedures and Practices Handbook. The club takes seriously any occurrence defined as bullying whether it be by players, parents or officials and will investigate, counsel, support or sanction any individuals involved within the club.

All people representing the club will conduct themselves within the guidelines given to Managers, Assistants and Coaches. The guidelines given to players and the guidelines given to parents. Failure to do so may result in sanctions laid down within this document, with a right of appeal within the constitution of the club.

Managers, Assistants and Coaches.

1. Will always set an example of encouragement rather than blame in all football situations. They will not use racist language at any time.
2. Will not over extend any young person physically by setting drills which are obviously beyond the physical capability of any individual.

3. Will not encourage any young person to do anything not within the spirit of the game.
4. Will endeavour not to be alone with any young person without other young persons, parents or other officials present.
5. Will intervene if they observe any behaviour deemed to be 'bullying' mentioned in the previous section under categories of child abuse. They will request that the specific behaviour stops, in a polite manner. They may offer a more desirable example of behaviour.
6. Managers have the right to ask a young person to take a break to calm down. To exclude a young person from any activity for 5 minutes if their behaviour is outside the guidelines issued to players, providing that they remain on the touchline (within the control of the Manager). The person will have the unacceptable behaviour pointed out to them.
7. If bullying behaviour occurs more than once with young persons under our supervision, the Manager will bring this to the attention of the parents concerned.
8. Managers will talk to bullies and victims separately when investigating any occurrence reported to them.
9. Managers will make written records of any bullying occurrence and maintain those records. They will record the date, setting, account of what happened, who was involved and what actions occurred afterwards. If the bullying is of a serious or persistent nature, the nominated Child Protection person must be informed. Any written occurrence must be brought to the next full committee meeting.
10. Managers will continue to monitor victims following an occurrence to ensure support and well being of the individual concerned and their parents. If necessary a follow up meeting will take place.
11. Managers will report any occurrence to the Club Child Protection nominated person, and at the monthly committee meeting. Any sanctions imposed will be discussed and issued at the meeting. The executive members of the committee will not sit on this panel to maintain impartiality in the case of appeal.
12. Sanctions approved by the club are ~
 - To ask for an apology to the victim.
 - To ask for financial compensation for damage to property of the club or the victim.
 - To issue a one match ban of the player.
 - To place the player on a one month good behaviour probationary period.
 - Reviewed at the following monthly meeting.
 - To exclude from the club.

N.B. Players parents have the right of appeal to the executive members of the committee at a specially arranged meeting

CHILD ABUSE CODE OF CONDUCT FOR MANAGERS, COACHES AND ASSISTANTS

Always be public and open when working with children or young people. Avoid situations where yourself and any young individual are completely unobserved. Ensure for example that if you assign anyone to individually go through goalkeeping drills in a one on one situation, that this is done alongside others.

- Do not spend excessive amounts of time alone with any young person.
- Do not take children or young persons alone in your car. If possible ensure that drivers are certified child protection card carriers. If not ensure that more than one child and more than one adult convey children to away matches. The only exception can be a parent transporting their own child alone.
- Do not take children or young persons to your home where they would be alone with you. Neither should you invite them there.
- Do not allow or engage in rough, physical or sexually provocative games, including horseplay.
- Do not share a bedroom with a child or young person if part of a tour or trip.
- Do not allow or engage in any form of inappropriate touching.
- Do not allow children to use inappropriate language unchallenged.
- Do not make sexually suggestive comments to a child or young person even in fun.
- Do not allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon. If in any doubt report to the club Club Welfare Officer.
- Do not do for children things of a personal nature that they are capable of doing for themselves.
- As a general rule, if in any doubt about something seek parental approval.

If a child does behave in a way that is outside the players behaviour code or in a way that causes you concern, report it to their parent.

CODE OF CONDUCT FOR TREATMENT AND CHANGING ROOMS

- Always treat players in an open environment, or if treatment is required in a closed area seek parental approval, request their presence and always leave the door open.
- Always preserve the dignity of the person being treated and remember to observe patient confidentiality.
- Always explain any treatment clearly before you begin.
- Only allow treatment from qualified first aid or injury experts. Always seek verbal consent before carrying out any treatment from the individual and/or the parent.
- Where possible, parents should take the responsibility for their children in the changing rooms. If this is not possible always work in pairs.
- Where there are mixed teams away from home, they should be accompanied by a male and female coach.

- When working with children or young people of the opposite sex, coaches must agree with parents / carers when, or if, it is appropriate to enter the changing area. It may be prudent to set a time for example 10 minutes before a game when the coach could enter a room accompanied by a parent/carer at least one of which should be the opposite sex.

INDICATIONS THAT A CHILD MIGHT BE BEING ABUSED.

Indications that a young person may be being abused include ~

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

SUPPORT SYSTEMS FOR MANAGERS, COACHES & ASSISTANTS

It is important that all people involved with helping the children associated with Young Stars Football First are aware of their responsibilities when acting on behalf of the club.

Firstly that all our Managers, Coaches and Assistants are certified child protection card holders and registered with the club. That all of these people have a copy of this entire document. That we ensure that they always have their guidance available in case of an occurrence, and that we have quantified that they understand their responsibilities by verbal questioning from the nominated club child welfare officer, and that they have signed their own declaration on the club register.

Secondly, all new Managers, Coaches or Assistants attend the induction presentation so they are afforded the same advice, guidance and certification prior to being allowed to supervise children or young persons without a qualified club person present. That we also inform parents/carers of their responsibilities and that of the children during our supervision.

The guidance given in this document on child protection will hopefully be something that we never have to refer to, but even though we might not like to deal with it, we must be aware that 'non action is not an option'. Therefore we should also be aware of any support we can expect from the club or the F.A. if we do have to deal with a child abuse situation.

All parents and children will have received copies of their responsibilities in written form and within that should be stated acceptable and non-acceptable behaviours. If behaviour strays from acceptable deal with it in a calm manner and if sufficiently serious you should inform the Child Welfare Officer and the secretary of the club. Providing that club procedures have been followed sanctions will be discussed at committee meetings and moral and emotional support will be given. The club carries an insurance indemnity for anyone acting on its behalf to cover any legal proceedings. The F.A also carry the same cover for anyone who acts in child abuse cases providing that the procedures they recommend have been followed, and that as specified they have been duly informed and all actions are documented. This cover exists for anyone who believes at the time that they are acting in the child's best interest even if allegations are subsequently unfounded.

The club nominated person will always give guidance and support and if necessary act on behalf of the club with any authorities involved. It is important that any occurrences are reported to the club nominated person and that he retains a copy of any reports you write following an occurrence.

The F.A also offer support and guidance through the West Riding nominated person (see the top of the page of this document for details).

In addition, and in partnership with the NSPCC, The Football Association opened *The F.A./NSPCC Child Protection Helpline, 0808 800 5000*. This is a 24 hour telephone line for children and adults to ask for advice or report child protection issues on a confidential and, if required, anonymous basis. The FA is launching a new Report Racism Freephone line. This is targeted at all levels of the game, particularly grassroots football. Football has made great efforts to remove racism and, in the professional game, the work of Kick it Out and Show Racism the Red Card has produced noted improvements. As well as supporting these and other initiatives, The FA promotes anti-racist messages at England matches. Although it is thought racist incidents occur at grassroots level matches, very few are reported.

The message is simple: racial abuse is unacceptable, illegal and will be acted upon. Incidents should be reported to The FA's new Report Racism line.
Freephone: 0800 085 0508 or e-mail: FootballforAll@TheFA.com

