



**Burton Albion Football Club**

Burton Albion Football Club

Child Protection Handbook



# Burton Albion Football Club

This document has been accepted by the Chairman and the Board of Directors of Burton Albion Football Club

Chairman of Burton Albion Football Club

Signature:.....

Date:.....

Mr. C.B. Robinson

Witness from the Board of Directors

Signature:.....

Date:.....



# Contents

	<b>Page Number</b>
<u>Club Statement</u>	4
<u>Child Protection Policy</u>	5
<u>Anti-Bullying Policy</u>	9
<u>Equality Policy</u>	13
<b>Codes of Conduct</b>	
<u>Code of Conduct (Football)</u>	15
<u>Code of Conduct (Coaches)</u>	17
<u>Code of Conduct (Players)</u>	19
<u>Code of Conduct (Team Officials)</u>	22
<u>Code of Conduct (Parents / Spectators)</u>	25
<u>Missing Persons Policy</u>	27
<u>Use of images</u>	29
<b>Forms to be completed by Players and Parents</b>	
<u>Agreement to the Child Protection Policy and Club Rules</u>	32
<u>Images Consent Form</u>	34
<u>Personal and Medical information sheet</u>	36
<u>Consent for Emergency Treatment</u>	40



## Burton Albion Football Club – Child Protection Handbook

### **Discipline and Sanctions**

<u>Discipline and Sanctions Statement</u>	42
<u>Complaint Procedure (involving Players or Parents)</u>	43
<u>Complaint Procedure (involving a Staff member)</u>	45
<u>Complaint Procedure (for the Club)</u>	47

### **Child Protection Policy for staff**

<u>Child Protection Policy (for Staff)</u>	50
<u>How to deal with Disclosure</u>	53
<u>Signs and indications of abuse</u>	55
<u>Mini Bus Risk Assessment Form</u>	61
<u>Recruitment and Selection Policy</u>	64
<u>Volunteers and New Staff reference Form</u>	67
<u>Child Protection and Poor Practice Referral &amp; Information Form</u>	69



## Burton Albion Football Club

# Club Statement

This document sets out the general policy for Burton Albion Football Club regarding the protection, from harm and abuse, of all children and young persons, who are registered with Burton Albion Football Club, including Burton Albion Community Trust whom are on trial with the club or who are engaged in any activity organised by the Football Club.

Burton Albion Football Club believes that the general well being, welfare and safety of all young persons involved in its football academy or engaged in Club activities is of the utmost importance. The Club will fulfil its responsibilities by ensuring best practice in Child Protection matters, carried out in a spirit of partnership and openness with the children and families and with the Children Services Office of Burton on Trent.

It does so, in the belief that, placing the welfare of children at the centre of its concerns, provide a solid foundation for the development of the young players and young adults of the future and for effective Child Protection Practice

Everyone who is associated with the Club (Management, Players, Staff and Spectators) all have a responsibility to look after the welfare of children involved with the Club. By entering the premises and part taking in Burton Albion Football Club activities (Games, coaching sessions and activity days) you will be agreeing with this document, the procedures and policies it holds.



## Burton Albion Football Club

# Child Protection Policy

Burton Albion Football Club adopts the policy of the Football League on Child Protection and the Child Protection Policy, Procedures and Practices of the Football Association.

1. Burton Albion 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.

A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

2. The key principles of The FA child protection policy are that:
  - 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



## Burton Albion Football Club – Child Protection Handbook

- Working in partnership with other organisations, children and young people and their parents or carers is essential.

We acknowledge that 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.

3. Burton Albion Football Club recognises that this is the responsibility of every adult involved in our club.

Burton Albion Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's child protection regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. We endorse and adopt The FA's child protection and best practice guidelines for recruiting volunteers and will:
  - Develop a role profile
  - Request identification documents
  - As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
  - Request and follow up with two references before appointing
  - Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Burton Albion Football Club members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Burton Albion Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to



prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. Burton Albion Football Club supports The FA's whistle blowing policy.

Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Manager on 0207 745 4771, by writing to:

The FA Case Manager at The Football Association,  
25 Soho Square,  
London  
W1D 4FA

or by going direct to the police, social services or the NSPCC.

Burton Albion Football Club encourages everyone to know about it and utilise it if necessary.

6. Burton Albion Football Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the child protection and best practice workshop. The post holder will be involved with designated person's training provided by The FA.

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. They will liaise directly with the CFA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO, a member of the committee or, in cases of serious bullying contact the CFA CPO.
8. Codes of conduct for players, parents or spectators, officials and coaches have been implemented by Burton Albion Football Club. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by





## Burton Albion Football Club – Child Protection Handbook

leagues or the CFA in more serious circumstances. All prospective members will be informed of these codes.

Further advice on child protection matters can be obtained from:

- The County Football Association's Child Protection Officer
- The Football Association/NSPCC Child Protection 24-Hour Helpline 0808 800 5000
- [www.TheFA.com/Goal](http://www.TheFA.com/Goal)
- The FA child protection team 0207 745 4649.



## Burton Albion Football Club

# Anti-Bullying Policy

## Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our Club. If bullying does occur, all 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 Club Welfare Officer or any management at the Club.

### 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 (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.



### 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 have a responsibility to respond promptly and effectively to issues of bullying.

### Objectives of this Policy

- All club members, coaches, officials and parents/carers should have an understanding of what bullying is
- All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- All players and parents/carers should know what the club policy is on bullying, and what they should do if bullying arises
- As a club we take bullying seriously. Players and parents/carers should be assured that they would be supported when bullying is reported
- Bullying will not be tolerated
- All club members, coaches, officials and parents/carers should have an appreciation of the signs and indicators of bullying.

### The Football Association Anti-Bullying Policy for Football Clubs Recommended Guidelines

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.

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.

#### Procedures

1. Report bullying incidents to the club welfare officer or a member of the clubs committee or contact the County Football Association Child Protection Officer (CFA CPO)
2. In cases of serious bullying, the incidents will be referred to the CFA CPO for advice and possibly to the FA Case Management System
3. Parents/carers should be informed and will be asked to come in for a meeting to discuss the problem.
4. If necessary and appropriate, Police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

#### Recommended Club Action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below.

1. 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) should meet with the parents/carers and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account
3. The same three persons should 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 should again be taken and agreed The Football Association Anti-Bullying Policy for Football Clubs Recommended Guidelines
4. If bullying has in their view taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time



## Burton Albion Football Club – Child Protection Handbook

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. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

### In the Case of Adults Reported to be Bullying Anyone Within the Club

1. The CFA CPO should always be informed and will advise on action to be taken where appropriate
2. 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
3. More serious cases may be referred to the Police and/or Social Services.

### Prevention

- The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part
- All club members and parents will sign to accept the constitution upon joining the club
- The club welfare officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

This policy is based on guidance provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying.

KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via [www.kidscape.org.uk](http://www.kidscape.org.uk)



## Burton Albion Football Club

# Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Burton Albion Football Club is equally accessible to them all.

Burton Albion Football Club is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to, and should be enjoyed by anyone who wants to participate in it.

Burton Albion Football Club's commitment is to confront and eliminate 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.

Burton Albion Football Club, 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. It means that Burton Albion Football Club 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.

Burton Albion Football Club 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.



## Burton Albion Football Club – Child Protection Handbook

Burton Albion Football Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

We are 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 the club and within football.

Burton Albion Football Club 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.

Burton Albion Football Club 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.



## Burton Albion Football Club

# Code of Conduct

This code applies to all those involved in football under the auspices of The Football Association.

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner, or administrator, have a responsibility, above and beyond compliance with the law, to at according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association.

### Community

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

### Equality

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

### Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.





### Young People

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

### Propriety

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

### Trust and Respect

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

### Violence

Football rejects the use of violence of any nature by anyone involved in the game.

### Fairness

Football is committed to fairness in its dealings with all involved in the game.

### Integrity and Fair Play

Football is committed to the principle of playing to win consistent with Fair Play.



## Burton Albion Football Club

# Code of Conduct (Coaches)

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

Coaches are key to the establishment of ethics in football. Their concept of ethics is their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a "win-at-all-costs" attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is The FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches), which forms the benchmark for all involved in coaching:

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.



3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, 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.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches must 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
11. Coaches must consistently display high standards of behaviour and appearance.
12. Not to use or tolerate inappropriate language.



## Burton Albion Football Club

# Code of Conduct (Players)

Burton Albion Football Club has developed a player's code of conduct, which all players at the club must observe, no matter what level of the club they are playing at. Player will not only be representing Burton Albion Football Club but also, your family and friends.

Failure to comply with the code of conduct could result in disciplinary action

Fair Play and respect for all others in the game is fundamentally important.

This code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

### Obligations towards the game

A player should:

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship, and time wasting.



5. Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
6. Remove all jewellery when playing in training and matches
7. Not use inappropriate language.

#### Respect towards Team Officials and the Club

A player should:

1. Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
2. Assist team officials in transporting the equipment
3. Assist team officials in making sure the equipment is safe and ready to use
4. Show due respect towards the Team and Club Officials, opposition and match officials.
5. Listen attentively to the coach
6. Make sure the facilities and mini buses are kept clean and tidy after use
7. Be punctual at all times
8. Make sure you understand the travel arrangements, reporting 15 minutes before departure time.
9. Be of a smart appearance whilst representing Burton Albion Football Club, including no ear rings or hats
10. Take responsibility for your own personal hygiene after training and a match
11. Report all injuries immediately to the medical staff
12. Keep up to date with all routine dental and eye health check ups
13. Do not congregate in the office or reception area.



### Respect towards the Match Officials

A player should:

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions, which may mislead a Match Official.
3. Show due respect towards Match Officials.



## Burton Albion Football Club

# Code of Conduct (Team Officials)

Burton Albion Football Club has developed a code of conduct for all staff members and team officials at the club, which all staff members must comply with the code of conduct, no matter what level of the club they are playing at.

Failure to comply with the code of conduct could result in disciplinary action

Burton Albion Football Club wants all team and club officials to set a positive example for others, particularly young players and supporters.

This Code applies to all team / club officials (although some items may not apply to all officials).

### Obligations towards the Game

The team official should:

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop your own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.



5. Show due respect to Match Officials and others involved in the game.
6. Always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
7. Not use or tolerate inappropriate language.
8. Must adhere to all guidelines laid down by the Rules of The Football Association
9. Must not exert undue influence to obtain personal benefits or rewards
10. Must co-operate fully with other specialists, in the best interest of the players and staff

#### Obligations towards the Team

The team official should:

1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results by the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. Show due respect to the interests of players, coaches and other officials, at their own club/team and others.

#### Obligations towards the Supporters

The team official should:

1. Show due respect to the interests of supporters.





### Respect towards the Match Officials

A team official should:

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions, which may mislead a Match Official.
3. Show due respect towards Match Officials.



## Burton Albion Football Club

# Code of Conduct (Parents / Spectators)

Burton Albion Football has a strict Parents and Spectator policy, especially when young people are involved. Parents and spectators are free to watch any game that is held at Pirelli Stadium (admission fee may apply). However, please note that Parents and Spectators are not permitted to watch a Youth Alliance or any other competition game which is held at The National Football Association Centre unless a prior agreement is put in place.

Burton Albion Football Club wishes to ensure that parents / spectators within the club are always positive and encouraging towards all every player associated with the club.

Parents / Spectators have a great influence on children's enjoyment and success in football.

Burton Albion Football Club wants to ensure that parents / spectators within your club are always positive and encouraging towards all of the children not just their own.

Encourage parents / spectators to

- Applaud the opposition as well as you own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Respect the referee's decision.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.

Burton Albion Football Club does not tolerate abusive behaviour, whether physical, verbal or racial. Foul and Abusive language must never be used



We would like the players and spectators to respect club officials by

- Not entering the field of play, dressing rooms or treatment areas during or after games, unless requested to do so by a club official
- Informing medical staff of any medication required by players, or change of medication, in advance of the session or match. This applies to any drinks, foods, medicines or inhalers
- Not attempt to coach players. Coaching must be left to the coaches. Parents should avoid giving feedback to players unless they have discussed this with coaches as it can lead to player confusion and frustration
- Seeking permission before taking images (still or moving) of any player under the age of 16

Burton Albion has the right to remove any individual from the stadium or property, who do not comply with their code of conduct

Any complaints or concerns should be brought to the attention of staff as soon as possible.



## Burton Albion Football Club

# Missing Persons Policy

Coaches must be aware, at all times, for the players they have in their care during both training sessions and matches. The coach should ensure the safety of those in their charge by adopting the following procedures:-

For training sessions and home matches:

- Coaches should arrive 15 minutes before the time the players have been told to arrive
- If parents arrive early they should not leave the players on their own. Parents must wait until a member of staff and at least one other player arrives before they leave the venue. At the end of the session two members of staff should remain with the players until the parents arrive to collect the players. Under no circumstances must coaches leave a player alone to wait for a parent/ guardian who may be late.
- At each session coaches must take a register of the players who have arrived
- If parents are going to be late they must inform one of the coaches by mobile phone. Parents should also inform the coach if they are unable to collect their child and are sending someone else to collect the player.
- Players should be encouraged to go to the toilet before the training session or match so that they do not have to go during the activity. If a toilet visit is necessary during, players should go as pairs with one member of staff. The member of staff should stay just outside the changing rooms whilst waiting for the player



For away matches:-

- Members of staff must report 15 minutes before the players
- The member of staff in charge must carry a copy of the list of players travelling and know the total number of players in their charge
- One member of staff from each travelling team must count each member of the team on the coach.
- If stopping en route players should be instructed to remain in pairs and at least one member of staff should escort them
- Players should be given clear instructions about the length of the stop and the rules of the break
- If any player is not back on time it must be a member of staff who searches for that player and not another player.
- Before re-starting the journey each player must be counted back on to the coach and a final head count must be made to ensure that all players are safely on board
- After the match any player who is to return home with a parent/ guardian must notify their coach so he can amend his travel list
- Staff should ensure that players are counted back on to the coach before departure at the end of the game.
- Upon arrival back at the pick up point, at least two members of staff should remain with the players until the parents/guardian collects them
- Staff mobiles should be switched on during each journey

Missing players:

If a player goes missing at any time the following procedures should be followed:-

- A member of staff should look for the player
- If the problem is not resolved in a reasonable time a full time member of staff should be contacted
- The full time member of staff should then contact the parent
- If the player is not found after a reasonable length of time, staff and parents should inform the police
- If a full time member of staff is not available the coach who is responsible for the player will inform the parent directly



## Burton Albion Football Club

# Use of images (Still or Moving)

Burton Albion Football takes its guidance on the use of images from guidelines issued by the FA and Football League. All photographs are taken by Club officials who have been briefed by the Club's Safeguarding Officer responsible for the activity being photographed.

1. Before taking photographs of children and young people, parental consent is sought in writing at the start of the season or prior to the event. Parents/carers are responsible for informing the Club of any change of circumstances within the season which may affect consent.
2. Parents and carers will be informed of how the image will be used. The Club will not allow an image to be used for something other than that for which it was initially agreed.
3. All children and young people featured in Club publications will be appropriately dressed.
4. Where possible, the image will focus on the activity taking place and not a specific child / young person.
5. Where appropriate, images represent the broad range of youngsters participating safely in football.



6. Designated Club photographers will undertake a CRB check, attend a Safeguarding Children workshop and will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies from the Football League. Club Identification will be worn at all times.
7. Children and young people who are under a court order will not have their images published in any Club document.
8. No images of children and young persons featured in Club publications will be accompanied by personal details such as their school or home address.
9. Recordings of children and young people for the purposes of legitimate coaching aids are only filmed by Club officials and are stored safely and securely at the Pirelli Stadium.
10. Any instances of inappropriate images in football should be reported to a Safeguarding Officer.
11. The Club does not put young player profiles with images and personal information on its website, unless Parental/carer consent has been given before the publication has gone ahead.

Burton Albion Football Club recognises the need to ensure the welfare and safety of all players in football. As part of our commitment to ensure the safety of players we will not permit photographs, video or other images of players to be taken or used without the written consent of the parent/guardian and the player.

Burton Albion Football Club will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of Burton Albion Football Club.

If you as parents/guardians become aware that these images are being used inappropriately you should inform the Club Welfare Officer immediately.



Burton Albion Football Club – Child Protection Handbook



## Burton Albion Football Club

# Forms to be Completed by Players & Parents





## Burton Albion Football Club

# Agreement to the Child Protection Policy & Club Rules

The Club welcomes any one, without prejudice, intending to become part of the club who can uphold the Club's philosophies and who can be in agreement with the documents held in the Child Protection Policy.

Players are registered to Burton Albion for a period of two year (academy player) or for the length of their contract. Players must not play for any other FA affiliated team.

Approaches from other Clubs, Academy or School of Excellence teams should be reported to the Team Manager, and the Club Secretary.

All applications to be released from the Club must be made , in writing, through the Club Secretary.

Burton Albion Football Club operates in accordance with the FA Child Protection Guidelines. A copy of the policy will be held in the office at Pirelli Stadium and is available to all parents on request to the Club Welfare Officer or Club Secretary (Office hours only). Anyone found to be in breach of this policy will be disciplined and sanctioned accordingly to the clubs 'Disciplined and sanctioned policy' and will be reported to the appropriate authorities.

ALL people present at venues where Burton Albion Football Club are involved, are expected to treat facilities and venue with respect. Any damage caused, which are not as a direct result of supervised training/playing, will be the responsibility of the offender.

Equipment and kit belonging to the Club must be treated with the same respect. Any damage caused to equipment and kit being used, which is not as a result of normal wear and tear, will be the responsibility of the offender.



Burton Albion Football Club – Child Protection Handbook

Failure to follow Team Rules, and abide by the Player Agreement, may result in appropriate discipline being taken (including reduced playing time). For severe and uncorrected problems, players could be asked to leave the team - although we hope this never happens.

Player's signature

.....

Date

.....

Parent's Signature

.....

Date

.....



## Burton Albion Football Club

# Image Consent Form

Burton Albion Football Club produce a range of print materials and online information, which can include photographic images (moving and still) of subjects, and use case studies which can include these images and personal data (such as full name), to enhance and illustrate its media applications.

For individuals under 18 years of age, parental/guardian consent is required in addition to the consent of the individual under 18. It is important to note that Burton Albion Football Club in relation to any image, will name a person under 18, but will only do so only where parental/guardian consent has been given.

This consent form covers any use of the images by Burton Albion Football Club for a 2 year period starting from the date you sign this form. At the end of that period all images made still be used appropriate to promote Club activities.

Data Protection Act 1998:

Burton Albion Football Club will not use the personal details or full name (first name and surname) of any individual in a photographic image, on video, on our websites or in any of our other printed material without consent.

Generally, images of persons under 18 will have an accompanying name in the text or a photocaption. If a name is used in the text we will not use a photograph of that person with the article, unless specific permission has been given. We will only use images of persons that are appropriate to the subject(s) they illustrate to reduce the risk of such images being



Burton Albion Football Club – Child Protection Handbook

misused. Images may be used in conjunction with other images to form a compilation image to illustrate a topic.

Name of Child

.....

Date of Birth

.....

I give permission for the taking and/or publication of images of my child by the Burton Albion Football Club photographer(s). I am also happy for the Burton Albion Football Club to interview my child and use their words.

I understand that my child's photo and words may be used in posters, videos, press, magazine, the internet and other publications to promote Burton Albion Football Club. I understand these will only be used by the Burton Albion Football Club /its corporate partners' and other organisations which support its work.

I confirm that my child is not subject to family, care or legal proceedings. We prefer to use real names, but if you do NOT want us to, please tick here

Signed

(Parent/Carer)

.....

Date:

.....



## Burton Albion Football Club

# Personal and Medical Information Sheet

### Part 1

#### Personal Information

Name: .....

Date of Birth: ..... Age on the 1<sup>st</sup> September: .....

Address of player: .....

.....

Post Code: ..... Home Telephone Number: .....

Mobile Telephone Number: .....

Work Telephone Number: .....



## Part 2

### Emergency Contact Details

Name of person: .....

Relationship to player: .....

Address (if different to above): .....

.....

Post Code: ..... Home Telephone Number: .....

Mobile Telephone Number: .....

Work Telephone Number: .....

## Part 3

### Doctors Contact Details

Name of Doctor: .....

Name of Surgery: .....

Address of player.....

.....

Post Code: ..... Telephone Number: .....



## Part 4

### Medical History

Have you ever been or are you currently affected by any of the following conditions

Hypertension	Yes	No	Prescription Medication	Yes	No
Respiratory disorder	Yes	No	Migraines	Yes	No
Heart Trouble	Yes	No	Any Broken Bones	Yes	No
Stroke	Yes	No	Any Surgery	Yes	No
Blood Disorder	Yes	No	Asthma	Yes	No
Glandular Fever	Yes	No	Hernia	Yes	No
Epilepsy or Seizures	Yes	No	Allergies	Yes	No
Diabetes	Yes	No	Neck or Back Pains	Yes	No
Joint Injury	Yes	No	Musculoskeletal Injury	Yes	No

If yes is indicated for any of the above conditions, please give details, dates, treatment and where appropriate medication and dosage:

Date	Details
.....	.....
.....	.....
.....	.....

Have you ever had an injury, which has stopped you from playing for a period of 2 or months?, if yes, please indicate below

Date	Details
.....	.....
.....	.....



## Part 5

### Privacy Statement

Details on this form are strictly confidential and used for the club and emergency purposes only.

I have completed this form to the best of my knowledge

Players Signature:

.....

Date:

.....

Parent/ Guardian Signature:

.....

Date:

.....





## Burton Albion Football Club

# Consent for Emergency Care and Treatment

In presenting my child for diagnosis and treatment

Name ..... (*Mother, Father or Legal Guardian*)  
for ..... ( *Name of child*) of ..... years of age,  
hereby voluntarily consent to the rendering of such care, including diagnostic procedures,  
surgical and medical treatment and blood transfusions, by authorised members of the  
hospital staff or their designees, as may in their professional judgment be necessary.

I hereby acknowledge that no guarantees have been made to me as to the effect of such  
examinations or treatment on my child's condition.

I have read this form and certify that I understand its contents.

We/I hereby give our (my) consent to Burton Albion Football Club, who will be caring for our  
(my) child ..... (Name of Child) to arrange for routine or  
emergency medical/dental care and treatment necessary to preserve the health of our (my)  
child.

I have informed Burton Albion Football Club of all medical conditions or treatments that he  
suffers from or requires to maintain health



Burton Albion Football Club – Child Protection Handbook

We/I acknowledge that we are (I am) responsible for all reasonable charges in connection with care and treatment rendered during my child's time at the club.

Signature:

..... (Mother, Father or Legal Guardian)

Date:

.....



## Burton Albion Football Club

# Discipline & Sanctions

Burton Albion Football Club recognises that children need to discover where the boundaries of acceptable behaviour lie and this can sometimes lead to a challenging situation.

Disapproval should be of the behaviour not the person. Unacceptable behaviour should be prevented through verbal reprimand. Burton Albion Football Club prohibit the use corporal punishment, including striking, slapping, pushing or nudging an individual.

The imposition of formal disciplinary measures, a sanction, should only be considered after other approaches have proved ineffective. The individual concerned will be first warned that a specific sanction will be imposed if the behaviour does not improve. If a sanction is subsequently necessary, it should be clear and appropriate to the misbehaviour. The individual and the individual's parents (if under the age of 18) will be informed why the sanction has been imposed.

Staff and volunteers must make themselves aware of the sanctions operated by the Football Club.



## Burton Albion Football Club

# Complaint Procedure (Involving Players, Parents & Spectators)

At Burton Albion Football Club, we aim to do things well. One of the ways in which we can achieve this is by listening to and responding to the views of the players, spectators and of the parents (if under the age of 18).

If you are not happy with anything that happens and it is to do with the development of young people or about the football activities offered by the club, please inform Club Welfare Officer as soon as possible.

### How to make a complaint

You can make a complaint about any area of the clubs work. Talk to Managing Director, Welfare officer or the coach about your concerns. Try to be clear about the problems and as calm as you can be about the situation.

If you are not happy with the explanation you receive or feel you cannot talk about it, make your complaint in writing to the Welfare officer at Burton Albion Football Club. Try to be as clear as possible in your letter about the problems and say how you feel it should be dealt with.

Your report should include:

1. Details of what, when, and where the occurrence took place.
2. Any witness statement and names.



## Burton Albion Football Club – Child Protection Handbook

3. Names of any others who have been treated in a similar way.
4. Details of any former complaints made about the incident, date, when and to who made.
5. A preference for a solution to the incident.

### What we will do

We will deal with your complaint as quickly as we can. We will aim to send a full reply within 2 weeks of receiving your letters. If we are unable to do so, for example because we are carrying out an investigation, we will tell you when you can expect a full reply

If we have done something wrong or made a mistake we will apologise. We will tell you what went wrong and how we are putting it right.

### If you want to take the matter further

The County Football association monitor the Work of Burton Albion Football Club. If you are not satisfied with our response to your complaint, or feel that you can not mention it to us, you can contact the County welfare officer. They will look into the matter and reply to you.

Also you should be aware of the following local and national child help lines numbers in case you ever feel a need for them.

Childline – 0800 1111

The FA / NSPCC hotline - 0808 800 5000

If the nature of the complaint requires it, the club's management will sit for a hearing, seeking advice from the county FA and the League

The Club, FA and league have the power to:

1. Warn as to future conduct
2. Suspend the individual
3. Remove the individual from their current position



## Burton Albion Football Club

# Complaint Procedure (Involving a Staff Member)

Burton Albion Football Club takes all complaints seriously, especially where a staff member maybe involved.

The Complaints Procedure involving staffs members is as follows

1. Any player, young person or parent (if the child is under that age of 18) who wishes to make a complaint about a member of staff will be expected to follow the Complaints Procedure (involving players or parents). Under most circumstances this should be follow an attempt to resolve the problem with the member of staff concerned.
2. This will involve discussing the problems with the designed person in the club who is in charge with dealing the complaint
3. In most instances, the designated person will then discuss the nature of the complaint with the member of staff concerned.

Please note, in a case of a serious child abuse allegation, however, this may only happen after the case has been discussed with and referred to the local children services department or the FA Child Protection Department.



Burton Albion Football Club – Child Protection Handbook

4. If discussion with the person making the complaint and with the staff member, can not be resolved, they will be advised of their right to refer the matter formally to the welfare officer.
5. The member of staff involved will be kept informed at each step of the procedure
6. If the complaint reaches the stages of being referred to the league, the staff member will be advised to seek support from their professional association and, if relevant seek legal advice.
7. If the club or league feel that it is appropriate, a member of staff may be suspended, pending a full investigation
8. Following an investigation the member of staff will be informed for any decision taken, as soon as possible



## Burton Albion Football Club

# Complaint Procedure (For the Club)

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct has been broken they should follow the procedures below.

1. They should report the matter to the welfare officer, another member of the management or any authority agency (Police, NSPCC, Childline, Children services).

The report should include:

- I. Details of what, when, and where the occurrence took place
  - II. Any witness statement and names
  - III. Names of any others who have been treated in a similar way
  - IV. Details of any former complaints made about the incident, date, when and to whom made
  - V. A preference for a solution to the incident.
2. The Club's Management will sit for any hearings that are requested.
  3. The Club's Management will have the power to:
    - I. Warn as to future conduct
    - II. Suspend the individual for a period of time from all Burton Albion Football Club games (First team, Reserve and Youth team) home or away games.





- III. Remove the individual from their position within the club (if they hold one) and prohibited from all Burton Albion Football Club games (First team, Reserve and Youth team) home or away games.

Burton Albion Football Club has the right to use any of these sanctions, with immediate effect, whilst an investigation is concluded.

If the complaint is with regard to the Club's Management Committee, the individual has the right to report the discrimination direct to the relevant County Football Association. As the governing body of the game, The FA is responsible for setting standards and values to apply throughout the game at every level.

Football belongs to, and should be enjoyed by everyone equally. Our commitment is to promoting equality of access and opportunity – by recognising that inequalities exist and taking practical steps to address them.

The FA is committed to eliminating discrimination and harassment. This includes whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability.

The ethics and sports equity policy should be at the heart of your club's activities.

#### 4. Appeals

To ensure that the Football Club maintain a fair, balanced and reasonable position in all disciplinary matters we have concluded that any disciplinary penalty imposed will be open to an appeal hearing.

The appeal must be made in writing to the Chief Executive within fourteen days of the date of the penalty letter being received. The Chief Executive will notify the Club's Management of the request and the Chief Executive will notify the person making the appeal of the time, date & venue for the hearing. The hearing must be heard by the Appeals Panel. The Appeals Panel will be made up of people not part of the original Disciplinary Panel.

The conclusions reached by the Appeals Panel are final and binding and will be notified to all, including the Disciplinary Panel within seven days of the hearing



## 5. Suspension

At any stage the Club may, by written notice, suspend a Spectator, Member or Club Official for a specific period, during which time any investigation may be undertaken. Where a Club member or Official is suspended they will not be entitled to access either The Clubs premises or that of its clients, use any Club equipment or property, participate in matches or training without prior consent of The Club. Where a Spectator is involved, they will not be entitled to access either the Clubs premises or any games associated with Burton Albion Football Club (Home or Away).



## Burton Albion Football Club

# Burton Albion Football Club Child Protection Policy for Staff

Burton Albion Football Club adopts the policy of the Football League on Child Protection and the Child Protection Policy, Procedures and Practices of the Football Association

The Following measures are in place and must be strictly adhered to by all staff and volunteers:

1. The Protection of the child must be the first priority of all staff and volunteers
2. All staff and volunteers will receive a copy of this policy and must be familiar with its contents. They must be aware of child abuse issues and the need to make appropriate referrals to the Welfare Officer
3. Training on child protection policy and practices will be given to all staff and volunteers through the FA Child Protections Workshops
4. Any suspicion of child abuse of any kind (neglect, physical, sexual, emotional or bullying) must be reported to the Welfare Officer



## Burton Albion Football Club – Child Protection Handbook

5. The Welfare Officer will report to the Club Management on the child protection issues and will liaise directly on a case by case basis, with children services and the F.A. Child Protection team.
6. All Staff and Volunteers must be clearly aware that there are formal Child Protection Procedures to be followed. They must be aware that everyone has a duty 'to report to the children services, if staff have concerns that any child attending Burton Albion Football Club may be subject to any form of ill treatment, neglect or abuse
7. All staff and volunteers are to be aware that full local authority guidance on child protection issues is kept by the Welfare Officer, and is free to be seen by anyone on request.
8. Guidance for staff and volunteers on how to 'deal with disclosure' is on the following page. The F.A. practices and procedures advice is available from the Welfare officer
9. All staff and volunteers must sign the register of staff and volunteers, consent to criminal Record Bureau checks and any third party checks requested. All appointments of staff and volunteers will only be confirmed following screening of application forms, interview, references and wetting checks
10. All staff and volunteers should ensure that players have direct access to the Welfare Officer and that all complaints are acknowledged and logged. The member of staff should ensure that they keep a full written record of any such incidents and pass on a copy of this to the welfare officers
11. If complaints are made against a member of staff the procedures are listed within this booklet (page 18)

### Guidance to staff on Child Protection Issues

- Experience confirms the importance of apparently small matters needing to be taken seriously, listed to and addressed. A recurring pattern of minor complaints could indicate deep-seated problems that need to be addressed
- All staff should take complaints seriously and report them to the Welfare Officer and ensure that young person also have direct access to the welfare officer



## Burton Albion Football Club

# How to Deal with Disclosure

If a child starts to disclose, the response should be as follows:-

As the disclosure starts remember:

- Any questions you ask should be open ended and not directed
- You should make it clear that young persons does not need to say any more but that you will need to talk to someone else (welfare officers)
- Reassure and support

If a full disclosure is made to you:-

- Listen to what is being said
- Accept what is being said (children rarely lie about abuse)
- Alleviate any guilt – it's not your fault, you are not the one responsible, you are not alone
- Do not guarantee anything to the young person. – you must not promise to keep anything between you and the child to yourselves but instead you should say you only do what will, in the long term, be in their best's interest and if they tell you anymore you may have to go and talk to someone about it.
- Don't say 'it will be alright'
- Avoid
  - Leading questions
  - Criticising
  - Projecting yourself onto the child
  - Putting words into the child's mouth



## Burton Albion Football Club – Child Protection Handbook

What to do next:

- Record the conversation (date, time, place, what has been said, what is seen, behaviour, drawing etc)
- Refer the disclosure straight away to the Welfare Officer



## Burton Albion Football Club

# Signs and Indications of Abuse

What is 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 18. Child abuse may mean that harm is actively done to the child or young person, such as beating or burning, or it may refer to neglect where the carers fail to protect the child or young person from harm. The abuser is often an adult, but may also be another young person and occasionally even a child. Usually the abuser has some sort of power over the child or young person, and often knows them well. Abuse can happen anywhere, e.g. in the family, any institution or group and in any activity where children or young people are present. There is a risk that direct abuse, or neglect, can happen in football.

The FA defines abuse into five categories. These are:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying.



## Neglect

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 such as 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.

In football, neglect could occur if children or young people do not have proper supervision, clothing or are allowed or encouraged to play whilst injured. It could occur if a child or young person's particular health needs are disregarded before, during, or after a game.

## Physical abuse

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. In football, physical abuse could happen where training methods are inappropriate for the developmental age of the child or young person, where they are allowed to play with an injury or where inappropriate drugs or alcohol are offered or accepted. It would clearly happen if a child or young person is hit or physically restrained or manhandled by those supervising the game or training session.

## Sexual abuse

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. Sexual abuse can occur in football.

For example, where there is inappropriate touching, or where sexually-explicit jokes occur between adults and children or young people or if indecent images are taken or adapted and placed on child pornography sites.

## Emotional 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





## Burton Albion Football Club – Child Protection Handbook

as well as by adults. Children and young people who are being abused or bullied in any way will also experience emotional abuse.

In football, coaches or parents emotionally abuse children and young people if they constantly criticise, abuse their power, or impose unrealistic pressure to perform to a high standard. It may also occur if a club allows members to deride people with disabilities or from minority cultures and use derogatory language about them.

### 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: hitting, kicking and theft
- Verbal: name calling, constant teasing, sarcasm, racist or homophobic taunts, threats and gestures
- Emotional: tormenting, mobile text messaging, ridiculing, humiliating and ignoring
- Sexual: unwanted physical contact or sexually abusive comments.

Bullying can take place anywhere, but is more likely to take place where there is inadequate supervision. In football it is more likely to take place in the changing rooms, or on the way to and from the football pitch - but can also take place at a training session or in a competition.

Football’s competitive nature can create and even support an environment for the bully if individuals and clubs are unaware. The bully in football can be a parent who pushes too hard, a coach or manager who has a win-at-all costs philosophy; a child or young person intimidating another; or an official who places unfair pressure on a child or young person.

The victim is often weaker and less powerful and the outcome is always painful and distressing.

In an NSPCC survey of young people (2000), bullying was reported to be the most common source of distress and anxiety.

### Signs and indicators

Children and young people are reluctant to tell someone when they are being abused, so it is essential that every adult is aware of the possible signals that a child and young person’s



## Burton Albion Football Club – Child Protection Handbook

welfare or safety is being threatened. However, there is rarely a clear sign and you may often have to piece together various snippets of information and rely on your instinct that something does not seem quite right.

You may have one piece of information that, when added to that of others, forms a clear picture of abuse. This is often compared to fitting pieces of a jigsaw together. Only when you have a few pieces can you start to see the true picture.

Remember, it is not your job to decide whether or not a child or young person is being abused - however it is your responsibility to share your concerns.

The table on the next page shows some possible physical and behaviour signs of abuse. Some are very explicit and specific to the type of abuse, others are much more general. However, you need to be careful as any one of these signs might have another very plausible explanation, such as a death in the family, loss of a pet, an absent family member or problems at school. However you should remember to raise your concerns if there is a combination of unexplained changes over a period of time.

Never allow a child or young person's disability or cultural difference to explain away concerns. This is not a judgement for you to make.



Burton Albion Football Club – Child Protection Handbook

Category of abuse	Physical signs	Behavioural signs
Physical abuse	Unexplained and unusual bruising, finger, strap and bite marks, injuries, cigarette burns, fractures, scalds, missing teeth. Injuries that a child with limited mobility would find it difficult to get.	Fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, cowering, bullying or abuse of others.
Neglect	Constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and or inhalers.	Always being tired, late, absent, few friends, regularly left alone, seeks adult company or withdraws from people, stealing, no money, parent or carer not attending or interested.
Sexual abuse	Genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STDs, thrush, anal pain on passing motions.	Apparent fear of someone, nightmares, running away, age inappropriate sexually explicit knowledge or behaviour, bedwetting, eating problems, substance abuse, unexplained money or gifts, inappropriate masturbation, sexual approaches to others, sexual games with toys.
Bullying	Weight change, unexplained injuries and bruising, stomach and head aches, incontinence, disturbed sleep, hair pulled out.	Difficulty making friends, anxiety over school/football, truancy, withdrawn, depressed, anger, moodiness, suicide attempts, reduced performance, money or possessions reported as 'lost', stealing from the family, distress and anxiety on reading e-mails or texts.



Burton Albion Football Club – Child Protection Handbook

Emotional abuse	Weight change, lack of growth/development, unexplained speech disorders, self harm, clothing inappropriate for child's age, gender or culture.	Unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.
-----------------	--	--



## Burton Albion Football Club

# Mini Bus Risk Assessment

MANDATORY (NOT TO BE ALTERED)	REQUIREMENTS	Events / Circumstances that could increase risk	Other appropriate risk assessments to consider
<ul style="list-style-type: none"> <li>Supervisory ratio's of (Adults : Players).</li> <li>Parental consent to be obtained for this activity.</li> </ul>		<ul style="list-style-type: none"> <li>Attendance of other parties of children</li> <li>Large numbers of people at the site</li> </ul>	
Group Leader:		Group leaders Number:	Other staff:

Hazard observed	Who may be harmed ?	Risk rating before controls Consequence x Likelihood=	Control Measures	Risk rating after controls Consequence x Likelihood=	Control measures by: Initial
Injury as a result of road traffic accident	Pupils, staff and other adult helpers	<u>Unacceptable</u>	<ul style="list-style-type: none"> <li>Use of reputable coach operator.</li> <li>Ensure drivers do not exceed specified driving rest periods.</li> <li>All group members to sit forward facing and wearing seatbelts at all times except to go to the toilet – one at a time or to supervise the pupils.</li> <li>Members of staff to be positioned adjacent to emergency exit of coach (and minibus where appropriate).</li> <li>Pupils are not to sit on the seat behind driver or to speak to or distract the driver in any way.</li> <li>Driver not to use mobile phone whilst vehicle in motion.</li> </ul>	<u>Moderate</u>	



Burton Albion Football Club – Child Protection Handbook

Falls from moving vehicles	Pupils, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> <li>• Strict supervision at all times</li> <li>• Pupils to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped.</li> <li>• Members of staff to be positioned adjacent to emergency exit of coach (and minibus where appropriate).</li> <li>• Pupils should be broken down into smaller groups for embarkation / disembarkation.</li> <li>• If disembarking on the road (especially if abroad), pupils should lead off coach in single file with adults at the front and rear of group. This should be done in small groups rather than one long stream.</li> <li>• Staff to be seated at varied locations throughout coach to ensure effective supervision.</li> <li>• Where travel is on a UK coach / minibus abroad, clear safety instructions to be given to pupils / staff by group leader prior to disembarkation relating to opposite flow of traffic.</li> <li>• Pupils to disembark in small groups rather than one long stream</li> </ul>	Moderate	
Falls in moving vehicle	Pupils, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> <li>• Group members to stay seated with seatbelts fastened whilst vehicle is moving, except to go to the toilet or to supervise the pupils on the bus.</li> <li>• Walk down the coach / vehicle holding seat tops at a slow pace.</li> </ul>	Acceptable	
Hazard observed	Who may be harmed ?	Risk rating before controls Consequence x Likelihood=	Control Measures	Risk rating after controls Consequence x Likelihood=	Control measures by: Initial
Struck by moving vehicles	Pupils, staff and other adult helps	Substantial	<ul style="list-style-type: none"> <li>• Strict supervision at all times.</li> <li>• Pupils to be appropriately supervised across any car parks / roads with stopping points chosen to minimise the need to cross car parks and / or roads.</li> <li>• Pupils to be made aware of safe collection points.</li> <li>• Pupils to disembark in small groups rather than one long stream</li> </ul>	Acceptable	
Lost / abduction	Pupils	Substantial	<ul style="list-style-type: none"> <li>• Ensure the bus driver is aware of route to be taken before setting off.</li> <li>• During rest breaks Pupils to be given clearly defined areas in which to stay.</li> <li>• Pupils to be in groups never on their own (minimum of three).</li> <li>• Pupils should go to the toilet supervised by an adult.</li> <li>• Staff to be positioned where they can see toilet entrances and to avoid possible abduction / absconsion. Head counts to be taken prior to escorting pupils back to the transport and again when seated on the coach,</li> <li>• Staff to patrol areas pupils are in, especially if not under</li> </ul>	Moderate	



Burton Albion Football Club – Child Protection Handbook

			direct supervision.		
Sickness / medical conditions	Pupils, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> <li>Sick bags / buckets and appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, children who are prone to travel sickness should avoid sitting near the wheels of the bus and should sit towards to the front. They should make themselves known to staff members.</li> <li>If medication for travel sickness is taken prior to journey, ensure teachers are aware of this.</li> <li>Be aware of any allergies / medical conditions that children suffer from before visit and ensure that proper precautions are taken.</li> </ul>	Acceptable	
Vehicle Breakdown	Pupils, staff and other adult helps	Substantial	<ul style="list-style-type: none"> <li>Group Leader to assess risks and decide on course of action dependent on weather, communications, position of breakdown, age of pupils.</li> <li>If possible, choose a safe place to stop and get group out of vehicle if appropriate to weather, age, behaviour of pupils. Put hazard light on and call 999 if on roadside and cannot disembark.</li> <li>Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained.</li> <li>Before setting off, ensure there is enough fuel in the bus for the whole journey.</li> <li>Ensure group has means of summoning assistance in case of breakdown.</li> <li>If vehicle to be exited follow controls as per being stuck by moving vehicles</li> </ul>	Acceptable	



## Burton Albion Football Club

# Recruitment and Selection Policy for Volunteers and New Staff

Burton Albion Football Club is committed to recruiting the best person for each role. No potential employee shall receive less favourable treatment or consideration during recruitment and selection on the grounds of race, colour, religious belief, nationality, ethnic origin, sexual orientation, gender, age, disability or marital status or will be disadvantaged by any that cannot be justified as necessary for business reasons.

### PRINCIPLES

The following principles will apply whenever recruitment or selection for positions takes place:

1. Individuals will be screened against the role requirements as laid out in role descriptions and person specifications.
2. Any qualifications or requirements applied to a role that have or may have the effect of inhibiting applications from certain groups of the population will only be used in the recruitment process if they can be justified in terms of the job to be done.





Burton Albion Football Club – Child Protection Handbook

3. Overseas qualifications e.g. coaching or umpiring will be compared with UK equivalents.
4. Information on ethnic origin, sex, disability, nationality and age will be collected in order to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
5. Where necessary, written records of interviews, reasons for decisions made at each stage of the process are confidential and should be stored and disposed of.
6. Interviews will assess individuals against role-related criteria only i.e. those which relate to the requirements of the role.
7. Where disabled candidates enter a recruitment process the process will take into account such adjustments to working arrangements to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
8. All reasonable steps will be taken to ensure unsuitable people are prevented from working in the Club, especially with young people and disabled or vulnerable adults.
9. Any successful applicant for a role involving regular and significant contact with children aged under 18 or vulnerable adults, including, umpiring, coaching, supervising or being in sole charge must agree to, and any subsequent offer of role(s) subject to an Football Association Enhanced Disclosure from the Criminal Records Bureau (CRB) within 8 weeks of their appointment.

*Where ongoing and/or significant contact is required with young people or vulnerable adults, the following positions require a CRB check*

- Coaches/assistant coaches
  - Team Managers
  - Umpires/officials
  - Welfare Officers
  - Physiotherapists/fitness trainers/other support staff such as Doctors
  - Administrators
  - Anyone assisting or supporting.
10. CRB disclosures must be conducted through The Football Associations who have contracted with The Media Group to complete this process.



Burton Albion Football Club – Child Protection Handbook

11. The Football Association have jurisdiction to deal with any matter arising from any disclosure that contains relevant information.
12. For those positions where a disclosure is required, all adverts and recruitment briefs will contain a statement that a CRB check will be requested in the event of the individual being offered the position.
13. Any disclosure information will be considered in line with the Company's *Recruitment of Ex-Offenders Policy and Procedure* subject to the Company's overriding obligations to protect the children and vulnerable adults in its charge.
14. The Football Assassinations and Burton Albion Football Club reserves the right to withdraw deployment, suspend deployment or dismiss any person from Football



## Burton Albion Football Club

# Reference Form

..... has expressed an interest in being a volunteer and has given your name as a referee. This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are obviously anxious to know whether you would have any reason at all to be concerned about the applicant being in contact with children or young people.

Would you consider the above named person poses any risk to the welfare of children or young people?

Yes ..... No .....

(If answered yes, we will contact you in confidence)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of a candidate’s suitability for a post, If he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

- 1. How long have you known this person?

.....

- 2. In what capacity?

.....

- 3. Please comment on this person’s suitability to work with children



Burton Albion Football Club – Child Protection Handbook

.....  
.....  
.....

4. How would you describe their personality?

.....  
.....  
.....

5. Please rate this person on the following (please tick one box for each statement):

	Poor	Good	Excellent
Responsibility			
Maturity			
Self Motivation			
Can Motivate Others			
Trustworthy			
Reliability			
Coaching/ Administration Ability			

6. Is there anything else you feel we should know about this person?

.....  
.....  
.....

Print Name: ..... Signed: .....

Date: ..... Position: .....

Organisation: ..... Telephone No: .....

Adapted from "Our Duty of Care" published by Child Care N.I. (1992)



Burton Albion Football Club – Child Protection Handbook



**Burton Albion Football Club**

# Example of a Child Protection and Poor Practice Referral & Information Form

**Burton Albion Football Club**

Pirelli Stadium, Princess Way, Burton on Trent, Staffordshire DE13 0AR

Tel: 01283 565938 Fax: 01283 523199 Email: [bafc@burtonalbionfc.co.uk](mailto:bafc@burtonalbionfc.co.uk) [www.burtonalbionfc.co.uk](http://www.burtonalbionfc.co.uk)

