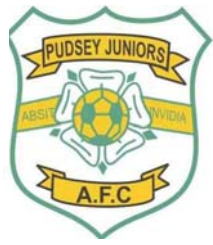


PUDSEY JUNIORS AFC



Child Protection Policy.

The Football Association/NSPCC Child Protection Helpline is **0808 800 5000**.

Background.

The FA Child Protection Procedures and Practices handbook places a very clear responsibility on Clubs to ensure that they safeguard and promote the welfare of all children.

The purpose of this policy is to inform all Managers/Assistant Managers about these responsibilities and to enable everyone to have clear understanding of how they are to be carried out.

The club follows the procedures contained within the FA Child Protection Procedures and Practices Handbook - a guide to procedure and practice for all FA Coaches / managers-

This club acknowledges that Managers are particularly well placed to notice outward signs of abuse, changes in behaviour, or failure to develop. We recognize the important role we have in early recognition of the signs and symptoms of abuse or neglect and appropriate referral procedures.

Child Protection Responsibilities accepted by Pudsey Juniors AFC

Kirsten Wilcock is the clubs designated Child Protection Officer with responsibility for child protection matters.

- The club will ensure that all Managers / Assistant Managers are the subjects of stringent risk assessments including checks via the Criminal Records Bureau.
- The club will provide Training and yearly refresher meetings for Managers / Assistant Managers through the - Train the teacher - Medium to ensure that skills and expertise are up to date.

The Child Protection Officer.

Key responsibilities of this role are.

- Ensure that the FA's Child Protection Procedures are followed within the club.
- Ensure that all Managers / Assistant Managers are aware of these procedures
- Ensure that appropriate training and support is provided.
- Decide whether to take further action about particular concerns.
- Report to the FA, Social Services and or Police where appropriate over suspected cases of Child abuse.
- Act as lead Countersignature for the Criminal Records Bureau.

- Ensure that all Managers / Assistant Managers and coaches are checked with the Criminal Records Bureau.
- Ensure that all codes of practice with regards to the Criminal Records Bureau are adhered to i.e. written Policies exist with regards to the employment paid or voluntary of ex offenders and the retention and disposal of disclosure information.

Club Procedures.

Introduction.

Any adult member of the club management could be approached by a child needing help or guidance. Likewise any Manager / Assistant Manager may be in a position to notice or be concerned about physical or sexual abuse or neglect.

If any Manager / Assistant Manager are concerned about a child they must inform the designated Child Protection Officer (Kirsten Wilcock) unless she is the cause for concern in which case, they will inform the club Chairman (Ron Downs).

The Manager/Assistant Manager must record information regarding concerns on the same day. The recording must be a clear, precise, factual account of the observations and must be signed and dated. The Child Protection Officer will decide whether concerns should be referred to the FA, Social Services or the Police.

Concerns will not be discussed with parents before the Child Protection Officer has assessed the situation and consulted the authorities.

When to be concerned.

Managers should take note if any of the following are observed.

- Any injury that is not typical of the bumps and scrapes normally associated with children's activities.
- The regular occurrence of unexplained injuries.
- Confused or conflicting explanations of how injuries were sustained.
- Significant changes in behaviour or attitude.
- Sexual behaviour which is unusually explicit or inappropriate to the Child's age.
- A recounting of an experience by a child in which they have been significantly harmed.

Dealing with disclosure.

The following points give guidance on how Managers / Assistant Managers should deal with disclosure made to them.

- Do not promise confidentiality.
- Explain who you will have to tell and why.
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely, limit questions and speak only to clarify.

- **Strictly avoid leading the child or adult who has made the approach by making suggestions or introducing your own ideas into what may have happened.**
- **Never ask leading questions such as " did he do x to you ". Instead use open questions like " Tell me what happened ".**
- **If it is an adult making the approach and it becomes obvious that they are making significant allegations concerning either abuse or neglect, you may feel it appropriate to re direct them to the club child protection officer. Unless she is the subject of the allegation.**
- **Be especially careful to distinguish between fact and opinion. Note any non-verbal communication/behaviour.**
- **Reassure the child but do not make a promise you cannot keep.**
- **Reassure the child that what has happened is not their fault.**
- **Stress that the child has done the right thing by telling you.**
- **Do not alter the child's account by condemning or criticising the suspected person.**
- **Record the disclosures on anything, time and date the record then notify the club CPO.**

BY FOLLOWING THE CORRECT PROCEDURES YOU ARE PROTECTING YOURSELF, THE CLUB AND OUR CHILDREN

If any member of the Management at any stage has concerns for their own safety, especially after having made a referral to the Club Child Protection Officer they should immediately bring this to the Clubs attention and the relevant authorities will be notified.

Kirsten Wilcock.
Child Protection Officer.

Ron Downs
Chairman.