**The Northern Amateur Football League Limited**

Registered Office: 298 Upper Newtownards Road, Belfast, BT4 3EJ

Company Number: NI678738

**Safeguarding Children & Young People Policy**

This Safeguarding policy is based on guidelines and legislation outlined in the following documents:

* Code of Ethics and Good Practice for Children’s Sport, Sport Northern Ireland 2007.
* Children (NI) Order 1995.
* Our Duty to Care NI, DHSSPS 2012.
* Getting It Right, DHSSPS 2012.
* Co-operating to Safeguard Children DHSSPS 2003.
* Area Child Protection Committee – Regional Child Protection Policy 2005.
* Safeguarding Vulnerable Groups (NI) Order 2007.
* Protection of Freedoms Act 2012

**Safeguarding or Child Protection**

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as “**Doing everything possible to minimise the risk of harm to children and young people.”**

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

* Ensuring staff are properly checked when they are recruited;
* Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe; and
* Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

# **POLICY STATEMENT**

The **Northern Amateur Football League Limited** are committed to good practice which protects children[[1]](#footnote-1) from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this we will:

* Develop an awareness of the issues which may lead to children being harmed.
* Create an open environment by identifying a ‘Designated Safeguarding Children Officer (DSCO) to whom the children can turn to if they need to talk.
* Adopt child centred and democratic coaching styles.
* Adopt safeguarding guidelines through codes of conduct for members and all adults working at the club. Adult workers include coaches, parents and volunteers.
* Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision is provided to staff/volunteers.
* Ensure complaints, grievance and disciplinary procedures are included in our constitution.
* Share information about concerns with children and parents and others who need to know.
* Provide information as required to the Board or relevant Committee.
* Ensure good and safe working/playing practices.
* Be involved in training made available through the various agencies and strengthen links with these agencies.
* Keep Safeguarding policies under regular review (every three years minimum).
* Have procedures relating specifically to bullying, away trips, transport, use of photography and communication through texting or social media forums.
* Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities.

The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in the **Northern Amateur Football League Limited**, coaches, administrators, officials, parents and young people.

# EQUALITY STATEMENT

To address the vulnerability of children with a disability, coaches will seek guidance on working with children with a disability from external agencies, parents/guardians and the children themselves.

# CONFIDENTIALITY STATEMENT

We at the **Northern Amateur Football League Limited** will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

A full Safeguarding policy statement is displayed and available within club premises for all interested parties to read.

# AWARENESS OF THE ISSUES

Background knowledge in relation to child abuse, the general principles of safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for the **Northern Amateur Football League Limited** is the issue of Safeguarding of our young members. However, being cognisant of the indicators of abuse in respect of young members caused by others outside the club, are of an equal importance for the safety and wellbeing of that child.

**Co-operating to Safeguard Children 2003 formally recognises four types of abuse:**

**1. Physical Abuse**

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

**2. Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

**3. Sexual Abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**4. Neglect**

Neglect is the persistent failure to meet a child’s physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

In addition to these the **Northern Amateur Football League Limited** recognises that we have a responsibility to:

**“protect children from bullying and to have policies and procedures in places to do so”**

**Co-operating to Safeguard Children DHSSPS, 2003**

We should challenge bullying in any form i.e. physical or emotional. Physical bulling can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. This can be done face to face but equally young people can experience bullying through online activity or texting. Bullying is not an accepted behaviour towards anyone at the **Northern Amateur Football League Limited** be they child, coach, volunteer, official or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour.

INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

|  |  |
| --- | --- |
| **PHYSICAL INDICATORS** | **BEHAVIOURAL INDICATORS** |
| * Unexplained bruising in soft tissue areas
* Repeated injuries
* Black eyes
* Injuries to the mouth
* Torn or bloodstained clothing
* Burns or scalds
* Bites
* Fractures
* Marks from implements
* Inconsistent stories/excuses relating to injuries
 | * Unexplained changes in behaviour - becoming withdrawn or aggressive
* Difficulty in making friends
* Distrustful of adults or excessive attachment to adults
* Sudden drop in performance
* Changes in attendance pattern
* Inappropriate sexual awareness, behaviour or language
* Reluctance to remove clothing
 |

# RESPONDING TO DISCLOSURE OF ABUSE

 **Always**

* Record what has been said ASAP
* Remain sensitive and calm
* Reassure child that they
* are safe
* were right to tell
* are not to blame
* are being taken seriously
* Let child talk - do not interview
* Listen and hear, give the person time to say what they want
* Ensure the experience is as positive as it can be
* Explain that you must tell others to ensure action is taken to increase their safety, but will maintain confidentiality
* Tell child what will happen next
* Involve appropriate individuals immediately
* Stay calm

Reassure them that they have done the right thing in telling and that it will be dealt with appropriately

**Never**

* Question unless for clarification
* Make promises you cannot keep
* Rush into actions that may be inappropriate
* Make/pass a judgment on alleged abuser
* Take sole responsibility, consult the designated officer so you can begin to protect the child and gain support for yourself

# SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS/COACHES

* Volunteers, officials and coaches are carefully selected, trained and supervised. The office bearers must vouch for new volunteers’ potential involvement and their participation must be ratified by the unanimous approval of executive group.
* All new persons working with children or young people must complete an application form which includes a self-declaration section.
* Individuals must complete and sign the Access NI Disclosure Certificate Application Form which gives permission to enable ***the Irish Football Association***to administer an Access NI check.
* Declaration of past convictions or cases pending and agreement to have an Access NI check completed, is of course a pre-requisite to approval to work with young people.
* **ALL** volunteers/officials/coaches must agree to abide by the club's Safeguarding Policy.
* Any concerns or objections with regard to suitability of a coach should be submitted to the designated person. These matters will be raised with the Governing Body case management committee with appropriate action taken including a formal response in writing to the concerned party if required.

# TRAINING FOR VOLUNTEERS/OFFICIALS/COACHES

* Ensure approved coaching sessions have been scheduled.
* Education and training in the basics of Safeguarding will apply to all coaches, officials, volunteers, management working with the children or young members. The **Northern Amateur Football League Limited** is committed to continuous updating and review of our current safeguarding policy.
* Safeguarding training should include:
	+ Basic awareness of Safeguarding issues
	+ Safeguarding policies and procedures including our code of conduct
* Training will be carefully selected to ensure it is sufficient.
* Ensure all staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly and in line with changing legislation.

# CODES OF CONDUCT

A Code of Conduct let’s all our staff/officials/volunteers know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the code.

# GUIDELINES RELATING TO AWAY DAYS AND RESIDENTIALS

Trips may vary from short journeys or involve more complicated arrangements involving overnight stays. The **Northern Amateur Football League Limited** is committed to ensuring that we follow certain standards to ensure the safety of our members.

SUPPORT AND SUPERVISION

The **Northern Amateur Football League Limited** recognises that it is good practice to set up a system of support and supervision of staff/officials/volunteers. This will enable all to become more effective by identifying training needs, dealing quickly with difficulties and will contribute to safe activities for children. (

Good management will also create an atmosphere where volunteers feel valued, are listened to and where issues can be dealt with quickly by systems already in place. Therefore we will ensure;

* Volunteers should be made aware of how to access training.
* We will take time to induct volunteers on club/ sports policies and procedures.
* We will introduce a system for reviewing a volunteer’s role on an annual basis, perhaps as part of pre-season planning. This will help to ensure we get the best out of volunteers and will provide volunteers with the opportunity to progress to new roles that accommodate their own particular skills and aptitude.

# GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:

* Fill in two copies of the Accident Form.
* Make contact with parents/guardians.
* One copy of form to incident book/folder.
* Forward one copy to DSCO for record keeping/action required.
* Contact emergency services/GP if required.
* Record in detail all facts surrounding the accident, witnesses, etc.
* Sign off on any action required from senior management officer.

# GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS

* Record all incidents reported or observed on an Incident Form **.**
* Inform DSCO ASAP.
* One copy to designated person within 24 hours.
* Ensure confidentiality - only "need to know basis".
* Inform parents, unless to do so may put the child at further risk.
* The DSCO will be responsible for storing any report in a safe and secure environment and forwarding a copy on to statutory agencies if required.

# HEALTH AND SAFETY GUIDELINES

The **Northern Amateur Football League Limited** are committed to ensure the safety of all by completing a risk assessment for activities and endeavouring to provide first aid treatment for injury, accidents and cases of ill health.

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| --- |
| USEFUL NUMBERS |
| **NSPCC Helpline** | 0808 800 5000 |
| **PSNI Public Protection Unit** | 028 9065 0222 Ask for your local Public Protection Unit |
| **Childline** | Freephone 0800 1111 |
| **Sport Northern Ireland**  | 028 9038 1222 |
| **Child Protection in Sport Unit** | 0203 222 4246 |
| **Lifeline** | 0808 808 8000 |

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**DEALING WITH CONCERNS ABOUT A COLLEAGUE**

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that the organisation creates a culture that makes staff/volunteers willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, the organisation’s Safeguarding Procedures should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected abuser. Once the investigation is completed, the organisation must decide what action, if any, is necessary to prevent a similar situation arising again.

# INTERNAL CONCERNS REPORTING GUIDELINES

**Are you concerned about the behaviour**

**of a staff member/volunteer**

Is it serious poor practice / an alleged breach of the code of ethics and conduct (refer to Code of Conduct)

Could it also be child abuse?

**Yes**

The Club DSCOwill deal with it as a misconduct issue

**Report concerns to the Club DSCO** (Unless -see below) who must then ensure the safety of the child and other children. This person will then refer concerns to the HSCT (who may involve the police). This officer should also inform the governing body DSCO.

If concerns remain, refer to the appropriate individual senior to this person

**Disciplinary Committee Investigation**

**Possible Outcomes of Hearing:**

* No case to answer
* Warrants advice/warning as to future conduct/sanctions
* Further training and support needed
* Referral to Independent Safeguarding Authority barred list
* Suspension

**Appeals Committee**

If the allegation / concern raised relates to the Club’s DSCO, refer directly to the appropriate individual senior to this person who will facilitate referral of the concerns to social services who may involve the police.

In all cases ensure the appropriate governing body DSCO is contacted.

**Possible outcomes:**

* Police/HSCT enquiry -joint protocol interview
* Criminal proceedings
* Referral back to Disciplinary Committee
* Possible civil proceedings

**Yes**

**Yes**

If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Health and Social Care Trust (HSCT) Gateway Team direct (or the NSPCC on 0808 800 5000). At any stage during the process in the left hand column the issue can be refered externally either formally or informally for advice. Following the external (right column) outcome the matter may be refered back to the organisation’s Disciplinary Committee.

# EXTERNAL CONCERNS FLOW CHART

**When the concern is about possible abuse outside the club/organisation**

**Note HSCT – Health and Social Care Trust**

**Report to Designated Safeguarding Children Officer (DSCO)**

Decide if reasonable grounds for concerns (Refer to Code of Conduct for Guidance)

DSCO should ‘informally consult’ with HSCT – advice and guidance by phone

No case to answer

**Unclear**

**Clear**

**Proceed**

**Do not**

**Proceed**

Consider is the parent the alleged abuser?

Discuss with HSCT / police how parent/guardian will be informed

Tell Parent after advice from HSCT

**Yes**

**No**

Make a formal referral to HSCT / PSNI

Ensure the young person is appropriately supported while maintaining confidentiality

Inform the person who raised the concern that following advice there is no case to answer.

1. The terms children and young people will be used interchangeably through this policy to refer to anyone under 18 years of age. [↑](#footnote-ref-1)