



Treharris Western Athletic Junior Football Club

Policies and Procedures

Third Version

May 2021

Complete Policies and Procedures developed with FAW 'Behind the Line', FAW 'Safer Return to Training', McDonalds Grassroots Football Guidelines and the NSPCC Child Protection in Sport Unit.

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CONTENTS

	Mission Statement	Page 4
	Code of Practice	Page 5
Section One	Safeguarding Policy	Page 7
Section Two	Equality Policy	Page 9
Section Three	Anti-Bullying Policy	Page 10
Section Four	Managing Challenging Behaviour	Page 12
Section Five	Physical Contact	Page 15
Section Six	Complaints Procedure	Page 16
Section Seven	Disciplinary Procedure	Page 17
Section Eight	Social Media Policy	Page 18
Section Nine	Use of Photography/ Filming	Page 20
Section Ten	Changing Room Guidelines	Page 22
Section Eleven	Using Your Own Car to Transport Players	Page 23
Section Twelve	Collection by Parents/ Guardians	Page 24
Section Thirteen	Undertaking Group Activities	Page 25
Section Fourteen	Coronavirus Training	Page 26
Section Fifteen	First Aid Guidelines	Page 28
Section Sixteen	Coronavirus First Aid Guidelines	Page 30
Section Seventeen	Incident Forms	Page 32
Section Eighteen	Conflict of Interest	Page 33
Appendix 1	Accident/ Injury Form	Page 34
Appendix 2	Incident Form	Page 35
Appendix 3	Challenging Behaviour Action Plan (Juniors)	Page 36
Appendix 4	Challenging Behaviour Action Plan (Minis)	Page 37
Appendix 5	Risk Assessment Form	Page 38

MISSION STATEMENT

The mission of the Club is to provide a safe and fun environment which exemplifies the values of the FAW 'More Than a Game Strategy'; excellence, family and respect. By providing a positive learning structure in which the coaching family work together to develop players who, regardless of their ability, strive to do their best for themselves and the team. TAWJFC is committed to producing players who display a positive attitude, respect for each other at all times and, above all, enjoy lifelong footballing camaraderie.

CODE OF PRACTICE

Treharris Athletic Western Junior Football Club (TAWJFC) acknowledges its responsibility to provide a safe environment for every child and young person entrusted to its care to participate in fun, structured football training and matches.

The Club subscribes to the following four principles as agreed by FAW 'Behind the Line' safeguarding guidance for grassroots football clubs:

- Rights
- Relationships
- Responsibilities (Personal Standards)
- Responsibilities (Professional Standards)

Rights

All children have the right to be accepted into TAWJFC regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.

It is the right of all children and young people to have their welfare prioritised above all other matters within the Club and for all aspects of coaching and administration to be structured to establish an enjoyable, safe environment which protects all from poor practice and abuse.

Relationships

The Club expects all Coaches and Committee Members to develop and maintain professional working relationships with each other, and provide fun friendly coaching relationships with all player members.

Responsibilities (Personal Standards)

The Club Committee and Coaching members respect and promote the rights, wishes and feelings of all player members in all aspects of the organisation of the Club.

All Coaches have a responsibility to ensure they maintain high standards of behaviour when conducting coaching sessions, attending matches and representing the Club at all times.

Coaches must be aware of the potential for the development of a relationship of trust between themselves and player members and the consequences inherent in the accidental or intentional abuse of that relationship.

All Coaches accept the moral responsibility for the duty of care of player members, and ensure that all members of the Club are protected from abuse, exploitation, harassment and harm at all times.

Responsibilities (Professional Standards)

The Club accepts its legal and moral duty to ensure that all volunteer Coaches and Committee members are recruited appropriately with full and comprehensive DBS checks.

The Club will ensure that all Policies agreed by the Club are abided by all members of the Committee and Coaching structure who will adopt best practice to safeguard and protect player members from abuse and themselves against false allegations.

All Club Committee and Coaching members will abide by the Code of Conduct and Safeguarding Policy and Procedures to maintain an effective, safe footballing system for all player members.

The Club will invoke the Disciplinary Procedure (Section Seven) for any Committee or Coaching member in breach of any guiding Club Policy or Procedure.

SECTION ONE

SAFEGUARDING POLICY

TAWJFC understands that it has a duty of care as well as a legal and moral responsibility to safeguard the welfare of every child who has been entrusted into our care.

We are committed to working to provide a safe environment and an enjoyable experience for all our members.

We acknowledge that all children have a right to protection and we must take into account the needs of those who may be particularly vulnerable.

A child is defined as a person under the age of 18 (The Children's Act 1989).

Key Principles

- A child's welfare is, and must always be, the paramount consideration.
- It is everyone's responsibility to ensure children's welfare is paramount at all times.
- All children, regardless of their age, ethnic origin, gender, race, religion, sexual orientation, ability or disability have a right to be protected from abuse.
- Football should be fun, safe and a positive experience for all children.
- All suspicions and allegations of abuse or poor practice will be taken seriously and responded to promptly and aptly.
- It is the responsibility of the Child Protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns.

These principles apply to junior football in Wales.

The Club understands that it has an important role to play in safeguarding the welfare of children by protecting them from all forms of abuse, including physical, sexual or emotional harm and neglect or bullying. In this role we will provide children and young people with appropriate safety and protection whilst in the care of the Club and follow the necessary policies and procedures and practices as instructed by the FAW.

A Safeguarding Officer has been appointed to assist with the following recruitment and education responsibilities:

- Full DBS and identification checks of all individuals working within the Club; if there are any concerns about the appropriateness of an individual currently involved in or seeking to become involved with the Club, guidance will be obtained from the FAW Safeguarding Team.
- Providing education and training which shall allow Coaches to make informed confident responses to specific Child Protection issues, as well as being aware of, and adhering to, good practice guidelines from the FAW.
- Ensuring all Coaches are aware of the potential for the development of a relationship of trust between themselves and player members and the consequences inherent in the accidental or intentional abuse of that relationship.

- The compliance of all Coaches with the Code of Conduct determined by the Club and dealing with any breaches through the Club Disciplinary Procedure.
- Implementing when necessary the Club's Anti-Bullying Policy.

The Club supports the FAW Whistleblowing Policy whereby any individual or young person with concerns about a colleague can report directly to the FAW Safeguarding Team.

Information on reporting any concerns regarding the welfare and safety of any child within the Club can be found on page 18.

SECTION TWO

EQUALITY POLICY

TAWJFC is committed to a policy of equal treatment of all members and requires all, whatever level of authority, to abide and adhere to this principle and the requirements of the Code of Practice issued by the Equality and Human Rights Commission.

All members are expected to abide by the requirements of the Equality Act 2010; specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, race, marital status, nationality, colour, ethnic origin, religion, sexual orientation or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on an individual requirements which are, in effect, more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others who are not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual by virtue of discrimination.
- Any other act, or omission of an act, which has the effect of disadvantaging one member against another, or others, purely on the any of the above grounds. In all the Club's recruitment, selection and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

The Club commits itself to the immediate investigation of any claims of discrimination on any of the above grounds and, where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

All concerns raised will be dealt with seriously and promptly, and any member found guilty will be subject to the Disciplinary Procedure and the offending member will be instructed to cease discriminatory practices forthwith, or asked to leave the Club.

The Club is committed to providing a safe and fun environment for all children wishing to become a member, including those with disabilities and will treat those members in exactly the same manner as other members. Where reasonable, practicable assistance will be given to members requiring access or support. Additional training will be given to those who request it.

SECTION THREE

ANTI-BULLYING POLICY

TAWJFC acknowledges that bullying can present itself in many different forms including, but not limited to:

- Physical: e.g. pushing, kicking, hitting, pinching etc.
- Verbal: e.g. name calling, spreading rumours, persistent teasing, sarcasm etc.
- Emotional: e.g. tormenting, ridiculing, humiliating
- Sexual: e.g. unwanted physical contact or abusive comments
- Racist: e.g. racial taunts, graffiti, gestures
- Homophobic: because of, or focussing on, the issue of sexuality
- Stealing: taking, or using, another's property without their consent
- Cyber bullying: posting derogatory comments or abusive comments, videos or images on Social networking sites

We also recognise that it is more likely children with a disability, from ethnic minorities, young people who are LGBT or those with Learning Disabilities will be vulnerable to this form of abuse.

The damage inflicted by bullying can cause considerable distress to children, to the extent that it affects their health and development, or at the extreme, causes them significant harm (including self-harm).

As part of TAWJFC's commitment to tackle the above behaviours, we will undertake the following:

- Ensure that bullying behaviour is not accepted or condoned.
- Require all Club members to be given information about, and adopt, this Policy.
- Encourage anyone who may be suffering from bullying to come forward and discuss their concerns.
- Listen and support those who are suspected to have suffered bullying.
- Take all matters of bullying seriously.
- Take appropriate action to investigate and respond to all alleged incidents of bullying, including online as well as offline behaviour.
- Create an open environment to reduce the available opportunities for bullying to take place.
- Ensure Coaches are given appropriate training and guidance on bullying in order to spot early warning signs and allow early intervention.
- Encourage children and other participants to feed into and develop this Policy.
- Recognise the importance of confidentiality.

We will take the necessary steps to ensure that each member, Coach or Committee member is encouraged to undertake the following principles:

- Respect the feelings and views of others.
- Acknowledge that everyone is different; individual qualities, contributions and progress should be embraced and valued.
- Report all suspected cases of bullying early to allow prompt and collective action to be taken.

A range of sanctions may be applied in response to unacceptable behaviour which should be made clear to Parents/ Guardians via Policy documents and communication from the Coaches.

Coaches must ensure that Parents/ Guardians understand the expectations on their children, and ask them to reinforce this ahead of training sessions and matches.

When a player's behaviour is becoming challenging and is felt to be disruptive to the safe running of training sessions or matches, an action plan should be developed with the Coach, player and Parent/ Guardian. This should be developed as part of a face to face meeting separate from training sessions and in the presence of the Club's Safeguarding Officer. The Plan should be agreed and signed by all parties and a review date set (see Appendix 3 and 4).

Managing Challenging Behaviour Options

Coaches, in responding to challenging behaviour, should always:

- Ensure that any action taken is proportionate
- Respond as soon as is practicable so the situation does not escalate
- Any action taken is explained fully to the Parent/ Guardian

In dealing with children who display challenging or negative behaviours, Coaches might consider the following options:

- Time out – from the activity or group work
- Reparation - the act or process of making amends
- Behavioural reinforcement – rewards for good behaviour, consequences for negative behaviour
- De-escalation of the situation – talking with the child and distracting them from challenging behaviour
- Use of individual contracts or agreements for the child's future or continued participation
- Sanctions or consequences e.g. missing a training session or match
- Seeking additional specialist support through working in partnership with other agencies
- Temporary or permanent exclusion
- Increased supervision by Coaches
- Behaviour Action Plan agreed

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such
- Refusal to speak or interact with the child
- Being deprived of food, water, access to changing rooms facilities or toilets or other essential facilities
- Verbal intimidation, ridicule or humiliation

Physical Intervention

Coaches should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention. The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to the property – applied for the shortest period of time.
- Used only after all other strategies have been exhausted.
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure. Parents should always be informed following an incident where a coach/ volunteer has had to physically intervene with their particular child.

Physical intervention must **not**:

- Involve contact with the buttocks, genitals or breasts
- Be used as a form of punishment
- Involve inflicting pain

See Section Five for further guidance on physical intervention.

Views of the Child

A timely de-brief for Coaches, the child and Parents/ Guardians/ carers should always take place in a calm environment following an incident where physical intervention has been used.

Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

SECTION FIVE

PHYSICAL CONTACT

Football requires a degree of physical contact between staff and children/ young people. Coaches may need to use it to instruct, encourage, protect or comfort.

Physical contact at the Club should always be intended to meet the child's needs and not the adults.

Coaches should only use physical contact to:

- Develop sports skills or techniques
- To treat an injury
- To prevent an injury
- To meet the requirements of the sport

Coaches must explain the reason for physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission. Contact should not involve touching genital areas, buttocks or breasts. Physical contact should not take place in secret or out of sight of others. All injuries should be fully recorded by Coaches on the Accident/ Injury Form (Appendix 1).

SECTION SIX

COMPLAINTS PROCEDURE

If a member of the public, player, coach or parent feels that they have suffered discrimination or that a Club rule, policy or Code of Conduct has been breached, the following is a guide of what should happen next.

Submitting a Complaint/ Concern

All concerns or complaints should be submitted to the Safeguarding Officer in the first instance. If however the complaint relates to a technical aspect, then submit directly to the appropriate age group Coach.

If the concern or complaint cannot be resolved locally by the Safeguarding Officer, then the complainant must put the concern/ complaint in writing for submission to the Club Secretary or Chair.

What should be in the Complaint/ Concern?

Written reports of the matter should include the following:

- What, when and where it took place
- Any witnesses and their names
- Names of others who may have been treated similarly
- If any other formal complaints have been made – detail when, where and to whom the complaint was made
- A preference for a solution to the matter

What Will Happen Next?

The report will be considered at a hearing of the elected Committee (Chair, Club Secretary, Treasurer and Club Safeguarding Officer). The Committee will then appoint an Investigating Officer and panel. During such time, it may be necessary to suspend any individual(s) under suspicion as a result of the concern/ complaint.

Depending on the outcome of the investigation, the Club will invoke the Disciplinary Policy (see Section Seven Disciplinary Policy) and utilise the powers of the Committee at their disposal.

If a complaint relates directly to a member of the Club Committee, then there is the right to report directly to the Area Football Association.

The Area Football Association may also decide that a punishment is required following a report from a referee/ participant.

SECTION SEVEN

DISCIPLINARY PROCEDURE

Following a formal complaint or concern being raised with the Club and full investigation by the Committee appointed panel and subsequent hearing, the Club will invoke its disciplinary powers.

Measures available to the Club for consideration as outcome for the individual appropriate to the severity and nature of the concern/ complaint, are:

- Verbal warning
- Written warning
- Order to undertake further training/ attend FAW courses
- Exclusion from training sessions
- Removal for remainder of the Season
- Refusal to re-register with the Club for future seasons

Rights of Appeal

Any individual(s) subject to the Disciplinary Procedures has the right to appeal. All requests for appeal should be made with 7 days of the Disciplinary Panel and be addressed directly to the Club Chair or Secretary.

An Appeal Hearing will be convened within 7 days of the request for an Appeal being submitted.

SECTION EIGHT

SOCIAL MEDIA POLICY

The Club understands that Social Media is used regularly by Coaches to keep in contact with parents and communicate with other members of the Committee.

All Coaches must remember that they are in a position of trust and responsibility and the following advisory is intended to minimise the risk of individuals being exposed to improper behaviour or improper allegations:

- Remember to act responsibly and respectfully when communicating, whether via email, website or mobile phone.
- Be mindful. It is inappropriate for adult coaches to communicate on a one to one basis with players under the age of 18 (this refers to emails, social networking sites, instant messaging and text messaging). Communication between adults and children should take place within clear and explicit professional boundaries.
- If using the above communication methods, all Coaches should (where possible) copy to a third party. For example, a Parent/ Guardian or the Club safeguarding Officer.
- It is advisable to send group messages rather than a single message.

Ensure that all messages only refer to specific club-related matters e.g. fixtures, team selection, cancellations. Do not respond to unrelated messages or engage in banter.

As an individual in a position of trust, you should not have any players under the age of 18 as “friends” on social networking sites. Instead encourage them to “follow/ like” the Club page.

Be wary that if you become their “friend” you will be able to see details of their private/ social, love lives and photos or videos of their socialising activities. This could put you in a vulnerable position.

If a child/ young person in your Club requests to become your “friend”, you should decline if any of the following apply:

- You are in a position of responsibility in respect of that child/ young person
- You hold a position of trust and responsibility in the Club
- Your contact with the child/ young person is through the Club and the Parent/ Guardian of the child/ young person does not give their consent to such contact

Before you post anything online, take a moment to consider what you are about to post and who is able to view it (this includes your personal page).

Publishing photographs or videos on a social networking site is subject to the Club’s Filming and Photography Policy. Do not place pictures or videos of individuals under the age of 18 online without the permission of the Parent/ Guardian. The Club’s Safeguarding Officer will inform Coaches if there is any child within their age group whose parent has declined permission for their child’s image to be uploaded onto Social Media. Should this arise, all

Coaches must advise parents that uploading photographs to Social Media is not permitted of training and matches. Any parent that does not comply will be contacted by a member of the Club's elected Committee.

Coaches must ensure that the correct privacy settings are in place on any Social networking accounts and remain mindful that all posts can be seen by family and friends.

Coaches are asked not to post or discuss defamatory comments or opinions about other Coaches, volunteers, players, Clubs, parents, officials and referees or FAW members. To do so would be a breach of the FAW Rules and Regulations and may lead to disciplinary action being taken and damage to the reputation of the individual or club.

All Coaches must remember that the position held within the Club is one of a role model even outside of the Club's setting.

Reporting Concerns

If a player discloses a message, email or image that is inappropriate for a child to have, you must inform the Club's Safeguarding Officer.

If a child or young person is concerned or feels uncomfortable with anything they've encountered online, they should be advised to speak to their Parent/ Guardian or an adult they can trust, for example the Club's Safeguarding Officer.

Reports about suspicious behaviour towards children and young people in an online environment should be made to the Child Exploitation and Online Protection Centre at www.ceop.uk

SECTION NINE

USE OF PHOTOGRAPHY/ FILMING

The Club understands and empathises that Parents/ Guardians may wish to celebrate their child's achievements on the field of play by capturing images or videos to this effect, and that footage can be a useful training tool for organisations.

However, the welfare of the children must always be of paramount importance and as such, appropriate and proportionate safeguards must be in place.

There are inherent risks in publishing personal information about children in that it can lead to being able to identify the child and their location, or it is possible that images may be subject to inappropriate use.

It is important to remember that it is not an offence for anyone to take a photograph or film on public, even if they are asked not to. If training/ matches take place on private land it is up to the land or facility owner whether they will permit photography or filming to take place.

The Club recommends that the following general steps are in place at training sessions and matches to ensure the safety of all children:

- Ensure consent for the child to be photographed/ filmed is obtained from both the Parent/ Guardian and the child concerned by using the Club issued consent form.
- Where possible, do not include the name of the child in an image/ video, and surnames should certainly not be used nor should additional detailed information about the child.
- Ensure that children are appropriately dressed and that they are wearing suitable safety kit such as shin pads.
- If a child within the Club is subject to care proceedings, it is imperative that all Coaches advise the Safeguarding Officer immediately and ensure that images of the child are not put into public domain.
- Only allow images to be taken on the field of play. Photographing/ filming should not take place in changing rooms, toilets or showers.
- If an individual who is filming or photographing presents a concern of a serious or immediate nature, please report the issue to the local Police Force, the FAW Safeguarding Team and the Safeguarding Officer.
- Coaches, if made aware of any child subject to safeguarding procedures, must ensure that Parents/ Guardians do not take photographs or film whilst protecting the identity of the child in question.
- Parents/ Guardians should seek permission from the Coach before taking any photographs and be mindful of posts made on Social Media.

Parents must at all times comply with the Photography/ Filming guidelines provided in the Player Welcome Pack.

Professional Photographers Guidelines

There may be occasion when the Club engage a professional photographer to record training sessions or matches. All photographers engaged will be subject to the Club protocol and must adhere to safeguarding measures put in place.

Coaches and other Club officials must ensure that:

- Photographers are not left unsupervised with children or permitted to take part in a one on one session with a child.
- Parents are made aware that a photographer will in attendance and provided with guidance on what the images will be used for.
- Parents/ Guardians are advised on the retention of the images.
- Photographers are provided with the appropriate accreditation from the Club before undertaking any duties.

If there are concerns of inappropriate behaviour, they should be reported to the Club's Safeguarding Officer in the first instance.

SECTION TEN

CHANGING ROOM GUIDELINES

There may be times when changing facilities are made available to players.

The following should be regarded as best practice guidance:

- Parents do not have an automatic right of entry to the changing room.
- Two DBS approved Coaches should supervise the changing rooms; in cases of older teenagers where supervision is not required, a Coach should be present in the vicinity to ensure the situation is monitored.
- Players should not feel pressurised to use changing facilities and instead should be encouraged to change at home.
- Adult staff should not change or shower at the same time at the same facilities as the young players.
- If there are no facilities available, Coaches must notify parents that alternative arrangements should be made such as additional clothing.
- For mixed gender teams, separate facilities should be made available. If they are not available then genders should change at alternate times and should be supervised by DBS checked Club members of the same sex.
- Volunteers should not offer to do tasks of a personal nature which a young person could do for themselves unless requested to do so by a parent/ guardian.
- Children with disabilities who use the Club should be involved in any decisions regarding their changing needs made with their carer. Coaches must ensure that the child is able to give consent to any assistance required.
- Mobile phones, cameras/ filming equipment must be prohibited from Changing Facilities at all times.
- If the child plays for an adult team the Club must notify the parent/ guardian and have their consent for the child to change at the same time.
- If the Club is using Local Authority/ privately owned facilities, Coaches must ensure that they themselves, all players and parents comply with all policies and procedures in place.

SECTION ELEVEN USING YOUR OWN CAR TO TRANSPORT PLAYERS

Transporting children to and from their sports activities can present challenges for the Club and we often could not operate without the goodwill of member parents ensuring that children are returned home or transported to events in a private car. Where this a private arrangement between parents, as opposed to the Club, the **parents** and not the Club are responsible for the Child's safety.

The Club encourages Coaches not transport to children alone in their car in order to ensure that neither Coach nor child is placed in a position of vulnerability. Best practice should be adopted by all Coaches by following these guidelines issued by the NSPCC:

- Parents should be informed of who is transporting their child and why, with an estimate of how long the journey will take.
- A person other than the planned driver should talk to the child in question to ensure they are comfortable with the arrangements.
- All Coaches should ensure they have sufficient insurance to carry others.
- Coaches should try to ensure they have more than one child in the car.
- When transporting children home after a match or training session, Coaches should alternate who is last to be dropped off. Ideally two children should be dropped off at an agreed venue such as a family home.
- The driver should have a point of contact and mobile phone should they break down.
- Ensure that children are aware of their rights and know that they have someone to report any concerns they may have. Coaches should ensure that there is a culture of safety within the Club so that the child is more comfortable to report concerns.
- Follow the Club guidelines for late collections.
- Ensure that all children are wearing seatbelts.
- Ensure that parents are happy for their child who is under 12 or 135cms to be transported without the stipulated appropriate car safety seat or booster (this is permissible for short journeys only).

SECTION TWELVE COLLECTION BY PARENTS/ GUARDIANS

Under 6's, 7's and 8's

Parents/ Guardians need to arrive in a timely manner to training sessions/ matches and stay with their child for the duration of the session.

Under 9's, 10's, 11's, 12's

Parents/ Guardians need to arrive in a timely manner to training sessions and stay with their child for the duration of the session, unless agreed with the Coach prior to the Session that the child may be left alone and collected when the session has completed.

Under 13's, 14's and 15's

Young players may attend training sessions/ matches alone in a timely manner. Coaches must clarify with Parents/ Guardians that the child has been given permission to attend and leave on their own.

Coaches must ensure that they have a contact number for the child's parent/ guardian in the event of an emergency and be aware that all parents/ Guardians have provided their consent for emergency treatment to be administered in their absence, should the need arise.

Late Collection

The Club and Coaches must ensure that Parents are aware that it is not the Club's responsibility to transport children home on behalf of Parents who have been delayed. All Coaches should provide a contact number to Parents/ Guardians so that they may contact to inform Coaches that they are going to be late picking up their child. Parents should also provide Coaches with an alternative contact number for staff to use when they are not available on their usual number.

In cases of late collection Coaches should:

- Attempt to contact the child's Parent/ Guardian on the provided contact number
- Use the provided alternative contact number if necessary
- Wait with the child/ young person at the facility with other Coaches or parents present if possible
- Remind Parents/ Guardians of the late collection policy

Coaches should **not**:

- Take the child home or to any other location
- Send the child home with another person or parent without the permission from the Parent/ Guardian
- Ask the child to wait in a vehicle or facility on a one on one basis

SECTION THIRTEEN

UNDERTAKING GROUP ACTIVITIES

The Club recognises that from time to time, Coaches may wish to organise either team building events or sponsored activities, and understands the benefits to player members of participation in such events. Any event outside of normal Club activity must be planned carefully and risk assessed where necessary.

Risk assessments must focus attention on real risks and not risks that are trivial. The Risk Assessment Form (Appendix 5) has been designed to ensure that risks are managed proportionately so that lower risk activities can be organised quickly and easily and higher risk activities are properly planned and assessed.

Even the most carefully planned event cannot eliminate completely the risk of accidents or mistakes happening, however it is important the Coaches do not interpret this as meaning that events cannot take place or that even the most trivial risks must be eliminated.

The Club expects Coaches to deal with risks responsibly and sensibly, and take any proportionate steps necessary before the event. In the rare cases when things go wrong during a trip or event, Coaches must complete an Accident/ Injury Form (Appendix 1) or Incident Form (Appendix 2) as necessary and immediately advise the Club's Safeguarding Officer.

The following guidelines must be undertaken for any event:

- Undertake a risk assessment of the planned event.
- Sensible precautions must be put in place.
- Contingency plan developed and agreement between organising Coaches of when it should be applied during the event e.g. an alternative route in the event of inclement weather.
- Clear guidelines about the event communicated to all parents and players.
- Precautions explained fully to parents and players so they understand why the precautions are in place.
- Advice and knowledge from others with specialist or local knowledge is heeded by Coaches during the event e.g. other mountain walkers if climbing Pen-Y-Fan.

A number of generic risk assessments and advice sheets have been completed for events which are regular occurrences of Teams within the Club. This includes:

- Sponsored Walks
- Duck Races
- Extreme Weather Conditions
- Sponsored Bike/ Scooter Rides
- Sponsored Runs

Further advice and guidance can be found in Appendix 5 of this document.

SECTION FOURTEEN

CORONAVIRUS TRAINING

The status of the Covid-19 pandemic is a changing and evolving situation. These guidelines will always be in line with, and guided by, Football Associate Wales and Welsh Government and Public Health Wales policy. Training can only take place in line with FAW Safer Return to Training protocols.

Summary

- From May 17th 2021 the number of adults permitted to gather for organised activity will increase to 50 and as a result parents/ guardians can now stay and watch training and matches.
- Any footballing activity taking place indoors can have a maximum of 20 under 18's
- Half a pitch size matches can have a maximum of 1 group of 35
- Full pitch size can have a maximum of 2 groups of 35
- Ages 6-12 should follow small sided football regulations
- Ages 13- 16 should have a maximum of 20 players per squad
- Each team can have a maximum of 3 volunteers

Full and updated information can be found on the FAW website –'Safer Return to Football'.

SECTION FIFTEEN

FIRST AID GUIDELINES

All Coaches are responsible for ensuring they have a First Aid kit with them at both training sessions and matches.

The kit will be provided by the Club and should include:

- Protective gloves
- Resuscitator face masks
- Crepe bandages
- Triangular bandages
- Sterile dressings (pads and bandages) various sizes
- Gauze swabs
- Individual antiseptic wipes
- Ice packs
- Plasters (various sizes)
- Cotton wool - roll and swabs
- Spray bottle with clean water

Heat sprays, cold sprays, Vaseline, scissors and over the counter medication such as paracetamol and Aspirins are not included as part of the standard First Aid Kit provided by the Club. Any inclusions by a Coach is done so at the risk of the individual Coach and not the Club. Any Coach administering heat/ cold sprays should do so following the instructions on the packaging and with the express permission of the Parent/ Guardian. The Club accepts no responsibility for an adverse event as a result of such actions.

If a player requires medication such as asthma pumps, Coaches are requested to discuss this fully with parents beforehand. It is advisable that any such medication remains with and is administered by the Parent/ Guardian.

Other Tips

- When using an ice pack on an injury always wrap it in a clean cloth or towel before application
- Encourage players to bring their own water bottles
- Discourage fizzy drinks, tea, coffee and alcohol before, during and directly after activity
- Never give salt tablets or similar items in hot weather
- Ensure access to a phone and have appropriate numbers available
- If in doubt use 999 for an ambulance
- Advise players not to chew gum during physical activity to avoid choking problems

The Sponge and Bucket

Despite regular depiction in films and TV of the sponge and bucket man, ready to run on the pitch to administer magic powers on an injured player, the Club prohibits the use of sponge and bucket for use on an injury. The sponge is likely to cause an infection and is not part of modern day First Aid practices.

First Aid Certificates

All Coaches are required by the Club to be up to date in First Aid practices and hold a current Certificate, usually valid for 3 years. Contact the Club's Safeguarding in advance of the expiration of your Certificate so that you may be booked onto a course for renewal.

Accident/ Injury Form

Any accident or injury, even small, must be recorded in the Club's Accident Book via the reporting Form found in Appendix 1.

Forms can be submitted as part of legal proceedings should there be any further recourse as a result of the accident/ injury and it is therefore of paramount importance that the fields on the form are completed honestly and accurately, and the Club requires all Coaches to be familiar with the contents.

In the event of any injury the Club advises that a witness is noted and contact details taken at the time so that they may be contacted in the future should any further proceedings occur.

All Coaches are required to carry copies of the Accident/ Injury forms with them to training sessions and matches.

ANY COACH COMPLETING AN ACCIDENT/ INJURY FORM MUST ENSURE THE WRITING IS LEGIBLE.

All Accident/ Injury Forms must be returned to the Club's Safeguarding Officer as soon as practicably possible after the injury has occurred.

SECTION SIXTEEN

CORONAVIRUS FIRST AID GUIDELINES

This guidance has been prepared in line with Government guidance and the FAW guidance document "Return to Football: A First Aid Perspective Guidance Document for Clubs and Coaches".

Self-Care Before a Planned Training Session

Self-checks are important to prevent transmission among people who are unaware that they are carriers of the virus. This quick check must be done before each training session and completed as part of the Track and Trace Record (appendix 6). Confirm with each parent/ guardian if the player member or anyone in their household has:

- Had a temperature of 37.5°
- A new continuous cough
- Shortness of breath or sore throat
- Loss of or change in normal sense of taste or smell
- Been feeling unwell

Any player member, Coach or member of their household confirming any of the above within the last two weeks is not allowed to attend training and should stay at home until an NHS practitioner advises them that they no longer need to isolate.

If none of the above applies then the training session can go ahead in a small group.

Training Sessions

All training sessions must be undertaken in line with the guidance outlined in Section Fourteen. All training sessions must include attendance of a Coach with a valid First Aid Certificate. Training sessions where a First Aider is not in attendance must be cancelled.

First Aid (Minor injury)

This first aid guidance is for use during controlled phases of footballing activity as instructed by Welsh Government and FAW (e.g. during a coronavirus pandemic).

Player contact required as a result of an accident or an injury during training will need to follow PPE guidance in order to protect the player from the First Aider and the First Aider from the player.

Where it is not possible to maintain a 2 meter or more distance away from a player the following PPE needs to be worn by the First Aider Coach:

- Disposable gloves
- Disposable plastic apron

- A fluid resistant surgical mask (Type 2R)

Cardiac Arrest

In the event of a sudden cardiac arrest in players under the age of 18, it can be due to other reasons not just cardiac related and therefore ventilation is crucial to the child's chance of survival. However, for those not trained in paediatric resuscitation the adult process can be followed (detailed below). The most important thing is to act quickly to ensure treatment is provided. If a child is not breathing normally and no intervention is provided, their heart will stop and full cardiac arrest will occur. Chest compressions and application of an AED (defibrillator – locations close to training venues included in Appendix 7) need to be applied as soon as possible.

- Early call for medical assistance – ambulance and send someone to retrieve a defibrillator from your nearest local point
- Ask all other players to vacate the vicinity
- First Aider coach to put gloves and mask on
- Place a face shield with one way filter over the players face before starting chest compressions
- Put both hands together in the centre of the chest and push hard and fast. Continue with the chest compressions until help arrives (compression only CPR may be as effective as combined ventilation and compression in the first few minutes after cardiac arrest)
- The AED should be placed on the child's chest as soon as it arrives (follow instructions on AED)

If a decision is made to give the child rescue breaths, First Aider must remove face mask. This will increase the risk of transmission of COvid-19 either to the First Aider or the player. However this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

Any First Aider who has provided rescue breaths must monitor themselves over the following 14 days for signs and symptoms of Covid-19.

Bleeding Wounds

Nasal or oral wounds with the potential for spitting, coughing or sneezing would require Level 3 PPE which is not applicable for First Aiders. If this is to happen in training, please ensure more than a 2m distance is maintained from the player by all concerned and seek urgent medical assistance. Where parents care close by and can assist, please allow and advocate the parent to undertake First Aid advising parents/ players on appropriate action to take.

Other wounds that are open but do not involved nasal or oral wounds will not require any further PPE than mask, apron and gloves.

SECTION SEVENTEEN

INCIDENT FORMS

The Club understands that from time to time there are incidents at training sessions and matches. This can include, but is not exclusive of:

- Parents
- Players
- Spectators
- Match officials
- Other Club members
- Members of other Clubs
- Players of other Clubs

It is of paramount importance that the Club's Safeguarding Officer is informed of all incidents, no matter how big or small, as soon as practicably possible after the event. This is for the protection of the Club, Coaches and the player members.

All incidents should be recorded on the Incident Form (see Appendix 2), and where possible a witness should be included and their contact details entered on the form in order to be contacted if the incident results in further action.

Incident forms can be completed by anyone, including members of the public and parents, and can be used to document any incident deemed by an individual to be in breach of Club Policies and Procedures, Codes of Conduct or current legislation.

The Club requires all Coaches to carry a number of incident forms with them to all training sessions and matches. Incident forms can form part of the Complaints/ Disciplinary Procedure outlined in Sections Six and Seven of this document and may be used as evidence submitted to the Disciplinary Panel as part of the investigation.

ANY COACH COMPLETING AN INCIDENT FORM MUST ENSURE THE WRITING IS LEGIBLE.

All Incident Forms must be returned to the Club's Safeguarding Officer as soon as practicably possible after the incident has occurred.

SECTION EIGHTEEN

CONFLICT OF INTEREST

This Policy refers to any case where a volunteer Coach or Committee Member's personal/professional interest might contradict the interest of the Club.

This is an unwanted circumstance as it may have heavy implications on the volunteer's judgement and commitment to the Club and, by extension, to the realisation of the Club's goals as determined in its Mission Statement. The Policy applies to all prospective or current volunteers. The relationship between Club and volunteer should be based in mutual trust. The Club is committed to preserving the interests of its young player members and expects all volunteers to act only towards the same goal. Conflict of interest may occur when a volunteer's interest in a particular subject may lead them to actions, activities or relationships that undermine the Club and may place it at a disadvantage.

This situation may take many different forms that include, but are not limited to, conflict of interest examples:

- Volunteers ability to use their position with the Club to their personal advantage.
- Volunteers engaging in activities that will bring direct or indirect gain to another grassroots Club or unaffiliated Club structure as part of a commercial enterprise.
- Volunteers using connections obtained through the Club for their own private purpose.
- Volunteers using Club equipment or means to support an external organisation or private interest.
- Volunteers acting in ways that may compromise the Club's accreditation or stature as a grassroots football club.

The possibility that a conflict may occur can be addressed and resolved before any actual damage is done. Therefore, when a volunteer understands or suspects that a conflict may exist, they should bring this matter to the attention of the Committee so corrective actions may be taken. Committee members and volunteers should keep an eye out for potential conflict of interests in their peers.

The responsibility for resolving a conflict of interest lies with the elected Committee members (Chair, Secretary, Treasurer and Safeguarding Officer) who will seek to resolve the conflict as fairly as possible. Final decision lies with the elected Committee.

In general, volunteers are asked to refrain from letting personal or financial interests and external activities come into opposition with the Club's fundamental interests.

In cases when a conflict of interest is deliberately concealed or when a solution cannot be found, the Club's Disciplinary Policy will be invoked (see Section Seven) and the volunteer may be asked to leave the Club.

ACCIDENT/ INJURY FORM**Appendix 1**

PLAYER NAME		DATE & TIME OF INJURY ___/___/20 ___:___ AM <input type="checkbox"/> PM <input type="checkbox"/>
ADDRESS (INC POST CODE)		TELEPHONE NUMBER
VENUE		PLAYER POSITION
TYPE OF SURFACE		WEATHER CONDITIONS
COACH NAME		FIRST AIDER
MECHANISM OF INJURY		
TYPE OF INJURY	Cut <input type="checkbox"/> Fracture <input type="checkbox"/> Bruise <input type="checkbox"/> Dislocation <input type="checkbox"/> Strain <input type="checkbox"/> Re-Injury <input type="checkbox"/> Sprain <input type="checkbox"/> Other <input type="checkbox"/>	
BODY PART AFFECTED	Head <input type="checkbox"/> Arm <input type="checkbox"/> Thigh <input type="checkbox"/> Neck <input type="checkbox"/> Elbow <input type="checkbox"/> Knee <input type="checkbox"/> Shoulder <input type="checkbox"/> Wrist <input type="checkbox"/> L. Leg <input type="checkbox"/> Back <input type="checkbox"/> Hand <input type="checkbox"/> Ankle <input type="checkbox"/> Chest <input type="checkbox"/> Finger <input type="checkbox"/> Foot <input type="checkbox"/> Hip <input type="checkbox"/>	
EXTENT OF INJURY (SIGNS AND SYMPTOMS)		
REFERRAL ACTION (IF ANY)		
WITNESS TO INJURY (NAME AND ADDRESS)		
COACH/ FIRST AIDER SIGNATURE		DATE ___/___/20

INCIDENT FORM

Appendix 2

NAME OF PERSON COMPLETING FORM		DATE & TIME OF INCIDENT ___/___/20 ___:___ AM <input type="checkbox"/> PM <input type="checkbox"/>
ADDRESS OF PERSON COMPLETING FORM (INC POST CODE)		TELEPHONE NUMBER OF PERSON COMPLETING FORM
TYPE OF INCIDENT (TICK ALL THAT APPLY)	Code of Conduct Breach: Coach <input type="checkbox"/> Parent/ Guardian <input type="checkbox"/> Player <input type="checkbox"/> Spectator <input type="checkbox"/>	Abusive: Language <input type="checkbox"/> Behaviour <input type="checkbox"/> Verbal <input type="checkbox"/> Physical <input type="checkbox"/>
BRIEF DESCRIPTION OF INCIDENT (CONTINUE OVERLEAF IF NECESSARY)		
ADDRESS OF WITNESS TO INCIDENT (INC POST CODE)		TELEPHONE NUMBER OF WITNESS
ANY INJURY TO ANY PERSON(S) INVOLVED? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>A separate Injury Form should also be completed if any injuries occurred as a result of the incident.</i> WAS THE INCIDENT REPORTED TO THE POLICE? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Please include the Police Incident Number</i> <input style="border: 1px dashed black; width: 150px; height: 20px;" type="text"/> FURTHER ACTION REQUIRED FROM THE CLUB? YES <input type="checkbox"/> NO <input type="checkbox"/> Please tick to confirm you have referred the incident to the Club Safeguarding Officer <input type="checkbox"/>		
SIGNATURE OF PERSON COMPLETING FORM		DATE ___/___/20

CLUB USE ONLY:

DATE CLUB SAFEGUARDING OFFICER NOTIFIED OF INCIDENT/ RECEIVED FORM: ___/___/20			
INCIDENT FORM NUMBER		OUTCOME FORM NUMBER	

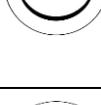
CHALLENGING BEHAVIOUR ACTION PLAN (JUNIORS)**Appendix 3**

COACH NAME		AGE GROUP		
PLAYER NAME		PARENT/ GUARDIAN NAME		
ADDRESS (INC POST CODE)				
BACKGROUND OF EVENTS (CONTINUE OVERLEAF IF NECESSARY)				
AGREED ACTIONS FOR MANAGING PLAYER BEHAVIOUR	Time out during training sessions/ matches		<input type="checkbox"/>	
	Behaviour reinforcement (reward for good behaviour/ consequences for negative behaviour)		<input type="checkbox"/>	
	Additional support from Parent/ Guardian		<input type="checkbox"/>	
	Increased supervision from Coaches		<input type="checkbox"/>	
	Temporary exclusion from:			
	Training session(s)		<input type="checkbox"/>	
	Match(es)		<input type="checkbox"/>	
BRIEF DESCRIPTION OF FURTHER ACTIONS DISCUSSED AND AGREED				
TO BE REVIEWED (E.G. IN 4 WEEKS)				
<i>Further deterioration of behaviour during this period will be reviewed by Coach, Parent/ Guardian and Player. If a solution cannot be found and behaviour continues to be challenging, disruptive and unable to be managed safely, the Club will permanently exclude the Player. Any fees paid will be refunded on a pro-rata basis.</i>				
SIGNED AND AGREED				
DATE: ___ / ___ /20	COACH	PLAYER	PARENT/ GUARDIAN	CLUB SAFEGUARDING OFFICER

CHALLENGING BEHAVIOUR ACTION PLAN (MINI'S)**Appendix 4****Mini's Football Training Behaviour Chart**

NAME _____

DATE _____

BEHAVIOUR GOALS	
I was standing quietly and ready to learn at the beginning of the training session.	 
I was attentive and listened well during Coaches instruction and demonstration.	 
I was focused and stayed on task for the whole session.	 
I was co-operative and got on with the other players.	 
I held the ball still and was ready to practise skills when asked.	 
I went to the circle when called by the Coaches and sat down straight away.	 
I lined up and stayed in line when asked.	 
I kept my hands and feet to myself.	 
I behaved with positivity towards the other players during the practice match.	 
I was a good team mate.	 

- 8 smiley faces or more is a good training session
- 3 sad faces or more may result in exclusion from a training session/ match

OUTCOME	
SIGNED	NAME

RISK ASSESSMENT FORM

Appendix 5

STEP 1: DETAILS						
LOCATION		EQUIPMENT REQUIRED	YES <input type="checkbox"/> NO <input type="checkbox"/> (CLICK ON BOX IF COMPLETING ELECTRONICALLY)			
		IF YES, PLEASE STATE:				
ACTIVITY		AGE GROUP	6/7/8/9/10/11/12/13/14/15			
		(CIRCLE AS APPROPRIATE)	GIRLS <input type="checkbox"/> BOYS <input type="checkbox"/>			
COACH NAME(S)						
STEP 2: WHO MAY BE HARMED		Coach <input type="checkbox"/> Child/ Young Player <input type="checkbox"/> Parent/ Guardian <input type="checkbox"/>				
<i>(TICK ALL THAT APPLY – CLICK ON BOX IF COMPLETING ELECTRONICALLY)</i>						
STEP 3: EVALUATE THE RISK		LIKELIHOOD		IMPACT	SCORE	
Assess the overall risk of the activity based on the matrix. The score must be based on the likelihood of the risk occurring and the impact of the risk. <i>(See Step 4 for examples of hazards)</i> Scores of 14 and under - sign and date form		ALMOST CERTAIN	5	DISASTER	5	LIKELIHOOD
		VERY LIKELY	4	MAJOR	4	IMPACT
		LIKELY	3	MODERATE	3	<i>Multiply L X I</i>
		NOT LIKELY	2	MINOR	2	TOTAL SCORE
		NONE	1	LOW	1	15 – 25 proceed to Step 4
STEP 4: IDENTIFY RISKS AND HAZARDS OVERLEAF						
RISK ASSESSMENT COMPLETED BY		SIGNED		DATE ___/___/ 20	(If completing electronically pick date) Click here to enter a date.	
TICK TO CONFIRM YOU HAVE SUBMITTED TO CLUB SAFEGUARDING OFFICER PRIOR TO EVENT <input type="checkbox"/> (CLICK ON BOX IF COMPLETING ELECTRONICALLY)						

RISK (Check all that apply) <i>If you are completing this form electronically click on the box</i>	<input checked="" type="checkbox"/>	CONTROLLING MEASURES	FURTHER ACTION REQUIRED	BY WHOM	BRIEF DESCRIPTION OF FURTHER ACTION
Participant not wearing clothes/ footwear suitable for the conditions	<input type="checkbox"/>	Coaches to remind all Parents/ guardians it is their responsibility to ensure their child has: <ul style="list-style-type: none"> • Appropriate footwear/ headwear for the event • Clothing warm/ cool enough for the conditions • Waterproof jacket with them 	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Participant becomes lost	<input type="checkbox"/>	All participants to be made aware of the route to be taken before the event and for the group to remain together as much as possible	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Participant becomes ill during the event	<input type="checkbox"/>	(1) First Aid Kit to be taken by Coaches (2) Parents/ Guardians reminded to bring medication for their child	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Participant becomes dehydrated/ hungry	<input type="checkbox"/>	Parents/ Guardians reminded to bring adequate refreshments for the event	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Participant becomes sunburnt	<input type="checkbox"/>	Parents/ Guardians reminded to apply sun protection before the event	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Participant has accident sustaining injury	<input type="checkbox"/>	(1) Coaches to take First Aid Kit with them (2) Coaches to ensure adequate battery life on their phone to contact emergency services if necessary	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Weather becomes hotter/ colder/ wetter	<input type="checkbox"/>	(1) Coaches to monitor weather conditions before event and advise parents arrangements may be subject to change (2) Changing weather must be monitored and event abandoned in worsening conditions	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Travel arrangements fail	<input type="checkbox"/>	(1) Arrival and start times to be confirmed before the event (2) Anticipated duration confirmed at the start of the event (3) Parents to confirm with Coaches that they will be attending and travelling with their child	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Participant becomes exhausted	<input type="checkbox"/>	Parents/ Guardians reminded to monitor their child's energy level during the event	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Participant misuses equipment resulting in injury	<input type="checkbox"/>	(1) Instructions on the use of any equipment to be provided on the day of the event before the start (2) Expert advice provided when applicable by qualified person (e.g. staff member if in external organisation) (3) Participants own equipment used at their own risk (e.g. bikes/ scooters)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Health and Safety rules of external organisation not adhered by participants	<input type="checkbox"/>	Parents/ Guardians and child/ young players to be reminded of rules before the event begins if using premises belonging to external organisation	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Participant left behind	<input type="checkbox"/>	(1) List of participants and their emergency contact numbers to be compiled by Coaches (2) List checked once the event has completed. Coaches are not to leave the event until they are sure that all participants have returned	YES <input type="checkbox"/> NO <input type="checkbox"/>		

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