



WEST KIRBY UNITED F.C.

Safeguarding Children Policy

Introduction to the Policy

West Kirby United F.C. believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child (up to the age of 18 years) is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, and their family is essential in promoting and embedding this policy.

The purpose of the policy:

- To provide protection for the children who engage with West Kirby United F.C.'s or it's partner's services.
- To provide staff and volunteers with guidance on procedures they should adopt if they suspect a child may be experiencing, or be at risk of, harm.

This policy applies to all club members on behalf of West Kirby United F.C.

We will seek to safeguard children by:

- valuing them, listening to and respecting them
- adopting safeguarding guidelines and best practice through procedures and a code of conduct for club and coaching staff
- recruiting coaches' helpers and volunteers safely, ensuring all necessary checks are made
- sharing information about safeguarding and best practice
- sharing information about concerns with the appropriate agencies in a confidential manner
- providing effective management for club members and volunteers through supervision, support and training.

Safeguarding Children Procedure

West Kirby United F.C. always strive to be the best whether on or off the pitch, this includes implementing all aspects of safeguarding such as safer recruitment, promoting best practice and essential risk assessments throughout all football activities. Further information can be accessed from the Committee.

The power and influence an adult have over a child cannot be underestimated, it is therefore vital for club staff and volunteers to recognise the responsibility they must exercise in ensuring that they do not abuse their position of trust.



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Definitions of Poor Practice and Abuse

Poor Practice is unacceptable and will be treated seriously with appropriate action. Any behaviour that contravenes existing Codes of Conduct infringes an individual's rights and/or reflects a failure to fulfil the highest standards of care is an indication of Poor Practice. A child or young person may not be aware that poor practice or abusive is taking place, as they may deem the behaviour as 'acceptable'.

What is abuse? - *Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and represents an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race, ability, culture or sexual orientation.*

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a child."

Sexual Abuse is when adults, of either sex, or other children, use children to meet their own sexual needs. It involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve contact including penetrative acts or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways."

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 making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone."

Domestic Violence

In addition, **Domestic Violence** is an important indication of risk of harm to children, whom may suffer directly or indirectly if they live in households where there is domestic violence. Domestic violence is likely to have a damaging effect on the health and development of children.

Signs and Symptoms

The list below is not exhaustive and the presence of one or more of these indicators is not proof that abuse is taking place though they are indicators that abuse may have taken place:



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- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act.
- Someone expresses concern about the welfare of the child.
- Unexplained changes in behaviour (e.g. becoming quiet, withdrawn or sudden outbursts).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults particularly those with whom a close relationship would be expected.
- Difficulty making friends.
- Difficulty in socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Weight loss for no apparent reason.
- Becomes increasingly dirty or unkempt.

Remember that: It is not your responsibility to decide if abuse has taken place, but it is your responsibility to act on any concerns.

Anti-Bullying Policy

We are committed to providing a safe and friendly environment for all. Bullying of any kind is unacceptable and will not be tolerated, including any form of cyber bullying in any form direct or by proxy. If bullying does occur, all club staff, parents and children should know that incidents will be dealt with promptly and effectively. It is expected that anyone who knows of bullying is happening must inform any committee member.

Objectives:

- To have a clear understanding of what bullying is.
- To know what the anti-bullying policy is and follow it when bullying is reported.
- All children and their parents/carers should know what the anti-bullying policy is and what they should do if bullying arises.
- To take bullying seriously and not tolerate it.

The importance to respond to Bullying - 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. The impact upon a child or young person can be devastating and, in some cases, affect all aspects of their life, in extreme circumstances it can lead to suicide threats or even attempts.

Bullying Signs and Symptoms

“Bullying is the deliberate attempt by an individual or group to hurt, torment, tease, frighten or upset someone causing him/her to feel intimidated uncomfortable or unhappy. Bullying includes racist and homophobic behaviour.” Bullying can be the physical, mental or emotional abuse of a person. It can take many forms, some more obvious than others. The following are examples of bullying that staff should watch out for: -

- says that they are being bullied
- is unwilling to go to sessions
becomes withdrawn anxious, or lacking in confidence



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- comes home with clothes torn or training equipment damaged
- has possessions go 'missing'
- asks for money or starts stealing money
- has unexplained cuts or bruises
- gives improbable excuses for any of the above

In more extreme cases:

- starts stammering
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

Anti-Bullying Procedure

1. Report the bullying incident(s) to the West Kirby United F.C. Welfare Officer or committee member.
2. The behaviour or threats of bullying must be investigated, and the bullying stopped quickly.
3. The Parents of the victim & accused should be informed & will be asked to come into a meeting to discuss the incident(s).
4. If necessary and appropriate, the Police will be consulted.
5. Attempt(s) will be made to help the bully (bullies) change their behaviour.
6. If mediation fails & the bullying is seen to continue, disciplinary action will be initiated.

Recommended Action for children bullying

If the Coach or West Kirby United F.C. Welfare Officer decide it is appropriate for them to deal with the situation they should follow the procedure outlined below:

- 1.) Reconciliation involving all parties. It may be that a genuine apology is the solution.
- 2.) If this fails or is not appropriate, a panel consisting of the West Kirby United F.C. Welfare Officer, the Coach and the committee of West Kirby United F.C. should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken and agreed.
- 3.) The same panel must meet with the alleged bully and parent, informing them of the incident and for them to give their view of the allegation. Minutes should again be taken and agreed.
- 4.) If bullying has in the panel's 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.
- 5.) The situation should be monitored for a set period to ensure 'bullying' is not being repeated.
- 6.) Relevant individuals should be made aware of the concerns and outcome of the process.

Responding to Allegations or Suspicions

It is not the responsibility of anyone within West Kirby United F.C., to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns. West Kirby United FC will assure all club staff and volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that anyone is, or may be, abusing a child.



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Managing Concerns

Concerns about poor practice:

All allegations of poor practice will be investigated by the West Kirby United F.C. Welfare Officer or committee.

Concerns about suspected abuse:

- Any suspicion that a child has been abused by any person should be reported to the West Kirby United Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The allegation will be referred to the Local Authority and/or the Police.
- The parents or carers of the child will be contacted as soon as possible, if applicable, following advice from statutory agencies.
- The committee will be notified and The Football Association.

Confidentiality:

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

No contact should be made with the alleged abuser, particularly if this is another child or the parent of the alleged victim. Advice must be sought from the Local Authority or Police.

Information will be stored in line with the Data Protection Act 1998.

Dealing with a Referral:

If a child informs you directly that they are concerned about someone's behaviour towards them, this is known as a disclosure. The following action should be taken:

- React calmly so as not to frighten the child
- Tell the child that he or she is not to blame and that he or she was right to tell
- Take what the child says seriously
- If medical treatment is needed, take them to hospital or telephone for an ambulance – inform the medical staff that there are concerns of a child protection nature
- Avoid leading the child in discussion and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said
- Re-assure the child but do not make promises of confidentiality or outcome

Information for the Local Authority or the Police about alleged abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, using the Referral Form detailing:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information. - Make a clear distinction between what is fact, opinion or hearsay.



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- A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes. Details of witnesses to the incidents. A Skin Map may be used.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parent/guardian been contacted? - If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- The information MUST be passed immediately onto the Welfare Officer or the Police or Local Authority

Important Contact details

West Kirby United Club Welfare Officer
Neil Shone
m.07712010709
Neilshone60@gmail.com

West Kirby United Club Secretary
Martin Higby
m.
Martin179@hotmail.co.uk

West Kirby United Club Chairman
Shaun Harris
m.
Shaunmbg@aol.com

Wirral Children's Social Care
Should you have any immediate safeguarding concerns, please contact the Integrated Front Door immediately on
m.0151 606 2008 or if out of office hours on 0151 677 6557.
ifd@wirral.gov.uk

Merseyside Police non-emergency
101
Merseyside Police emergency
999

SEE BELOW REFERRAL FORM



WEST KIRBY UNITED F.C.

Affiliated Football Referral Form

Date of Referral: _____

County FA(s): _____

Participant's details <i>(This is the person you are referring to The FA)</i>			
Participant name		Relationship to victim/s	
Address		Tel Number	
		Email	
		Role in football <i>(Is the post paid?)</i>	
Postcode		Club or organisation	
Date of Birth		FAN	
Gender		Ethnicity	
Referrer's details <i>(Please enter your details)</i>			
Name of referrer		FAN number <i>(if relevant)</i>	
Address		Role / Organisation	
		Tel Number	
		Email	
Postcode		Relationship to participant	
Child or Vulnerable Adult's details <i>(The child/ren or vulnerable adult/s who are at risk of harm)</i>			
Details of alleged victim/s (age) <i>e.g. Joe Bloggs (12 years), Wembley FC U13 girls team</i> <i>(Please include name, age, club, parent's details an any other relevant info)</i>		FAN <i>(if relevant)</i>	
		Gender	
		Ethnicity	
		Parent/carer name	
		Contact details <i>(telephone number, email, etc)</i>	
		County FA	
Professional network <i>(Please provide name, contact number and email. Kindly provide the advice received and contact date with agency)</i>			
LADO <i>(Name, telephone number and email address)</i>			
Social Services			



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Police	
Other (e.g. NSPCC, Club Designated Safeguarding Officer, etc)	
Details of concerns	
Type of abuse (Please tick as appropriate)	<input type="checkbox"/> Sexual abuse <input type="checkbox"/> Emotional abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Bullying <input type="checkbox"/> Other (Please specify):
Incident/s details Please summarise the incident, including details of any other relevant parties. <u>Clearly identify a list of your safeguarding concern/s</u>	
Do you think this referral relates to:	<input type="checkbox"/> High level Poor practice <input type="checkbox"/> Possible or actual risk of harm to children <input type="checkbox"/> For information only <input type="checkbox"/> Not sure
Action taken Please specify if you referred to a statutory agency, the County FA, the Club Designated Safeguarding Officer or any other action taken related to your concerns (including action taken by the Club).	
Other relevant information	
Further	



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information

Please include any information that you think is relevant to our investigation

Can the FA contact the victim or their parent/s directly?

For FA use only

Date received by FA: _____

Case Accepted: Yes / No