



Safeguarding Children Policy and Procedures

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15 May 2022**



Revision History	3
Safeguarding Children and Young People Policy Statement	4
Enniskillen Rangers Football Club (“ERFC”) Children and Young People Policy Statement	4
Our Principles and Values	5
Our Approach	5
Safer Recruitment and Safe Practice Procedures	6
What is Child Abuse?	7
Signs and Symptoms of Abuse, Possible Indicators	8
Procedures for Making a Complaint	9
Guidance for Club Officials / Volunteers if a Child or Young Person Makes a Disclosure	9
Declaration and Consent Forms	10
Declaration of Criminal Convictions, Cautions and Bind-Over Orders	11
Personal Reference Request Form	12
Club Official / Volunteer Reference Request Form	13
Form for Recording and Reporting Concerns, Disclosures and Allegations of Abuse	14
Consent Form for the Use of Photographs and/or Video	17
Confidentiality Statement	18
Code of Conduct for Coaches, Team Managers and Club Officials	19
Code of Conduct for Parents / Carers	21

Revision History



Version Number	Revision Date	Author	Description	Approved By	Signature
1.0	15.05.2022	David Robinson	Original Document	Senior Chairman	
				Junior Chairman	
				Senior Welfare Officer	
				Junior Welfare Officer	

Safeguarding Children and Young People Policy Statement



Enniskillen Rangers Football Club ("ERFC") Children and Young People Policy Statement

Club officials and volunteers of ERFC are committed to practice which promotes the welfare of children and young people and protects them from harm.

We wish to ensure that all children and young people can participate in an enjoyable and safe environment in which they can have fun and feel valued.

Club officials and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause harm to children and young people, and to establish and maintain a safe environment for them. We are committed to reviewing our policy, procedures and practice at regular intervals, at least every three years.

We will endeavour to safe guard children and young people by:

- Following carefully the procedures laid down for the recruitment and selection of officials and volunteers.
- Providing effective management for officials and volunteers through supervision, support and training.
- Reporting concerns to statutory agencies who need to know and involving parents and children appropriately.
- Adopting safeguarding children guidelines through a code of behaviour for officials and volunteers.
- Sharing information about safeguarding children and good practice with children, parents, club officials and volunteers.
- Ensuring safety procedures are adhered to.

Purpose:

The overall purpose of this policy and its associated procedures is to protect the welfare of children and young people using and receiving services and facilities we provide. This includes responding to direct concerns of safeguarding raised by children and young people.

Our safeguarding policy aims to achieve the following three objectives by being vigilant in the execution of our duties:

1. Creating a culture where children are valued and their right to safety and respect is upheld.
2. Actively managing risk to minimise circumstances where children or young people using ERFC facilities may suffer harm.
3. Working collaboratively with club officials and volunteers using our facilities to ensure children and young people are safeguarded and protected.

Scope:

Everyone who holds an official position or volunteers for ERFC has a duty to safeguard and promote children and young people's welfare alongside a duty to recognise, respond and share concerns or worries about possible abuse and harm in a timely fashion. Everyone who works for or volunteers for ERFC will be supported to make decisions as to how to proceed in a way that is in the best interests and safety of the child or young person.

Our Principles and Values

The principles which underpin our work are those set out in the UN Convention on the Rights of the Child and are enshrined in the Children (NI) Order 1995 and the Safeguarding Board Act (2011) (The Act).

The following principles form the basis of our Safeguarding Policy:

- It is a child's right to feel safe at all times, to be heard, listened to and taken seriously.
- We have a responsibility to ensure that whilst children and young people are on our premises and using our facilities, we should take all reasonable steps to ensure their welfare is safeguarded and their safety is preserved.
- In any incident, a child or young person's welfare must be paramount, this over-rides all other considerations.

Our approach to safeguarding is underpinned by two key values:

1. Respecting the unique worth of every person and;
2. Encouraging people to fulfil their potential.

Our Approach

ERFC is committed to the very highest standards in terms of safeguarding, believing that safeguarding is everyone's business.

Roles and Responsibilities:

The Designated Child Welfare Officer must:

- Avail of training so that they are aware of duties, responsibilities and role.
- Organise training for club officials and volunteers.
- Act as a point of contact for club officials, volunteers, children and parents.
- Make referrals to Social Services or PSNI where appropriate.
- Maintain records of all safeguarding concerns and incidents.
- Keep the ERFC Chairperson informed.

The Chairperson must ensure that:

- A Designated Child Welfare Officer is appointed.
- All club officials and volunteers receive safeguarding training.
- All necessary referrals are taken forward in a timely manner and that the ERFC Management Committee are kept informed.
- The ERFC Safeguarding Policy and Procedures are reviewed every three years.
- Confidentiality is paramount.
- All club officials and volunteers are aware of the Safeguarding Policy and Procedures and the Code of Conduct.

All Club Officials and Volunteers must:

- Ensure they have read, fully understood and agree to the content of the Safeguarding Code of Conduct.
- Refer concerns or allegations to the Designated Officer.
- Make a written record of what they have heard / observed factually.
- Listen and reassure without asking leading questions.
- Act promptly.
- Not give guarantees of confidentiality.
- Not investigate.

The Committee must:

- Ensure that we have a safeguarding policy and procedures in place and that club officials and volunteers implement the policy.
- Ensure that safeguarding training is kept up to date for at least the designated officer.
- Ensure confidentiality is paramount.

Safer Recruitment and Safe Practice Procedures

ERFC has a rigorous and robust recruitment procedure in place to ensure that we appoint club officials and volunteers that are appropriately qualified and have the skills and knowledge to deliver a quality service.

Recruitment is undertaken in line with our safeguarding principles including references and disclosure checks.

Professional boundaries must be maintained at all times with children, young people and adults at risk of harm. All those who work for, or on behalf of ERFC, paid or unpaid are required to sign and abide by the Organisations Code of Conduct.

What is Child Abuse?

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them or more rarely, by a stranger. There are different types of abuse a child may suffer and a child may suffer more than one of them. The procedures outlined in this document are intended to safeguard children who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards a child.

Types of Abuse

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

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 a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person. It may involve causing a child to frequently feel frightened or in danger or the exploitation or corruption of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional abuse.

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 food, shelter and clothing, failure 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.

Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including trative or non-trative acts. They may include non-contact activities such as involving children in looking at or in the production of inappropriate material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over a period of time.

Signs and Symptoms of Abuse, Possible Indicators

Physical Abuse

Physical Indicators	Behavioural Indicators
Unexplained bruises – in various stages of healing	Self-destructive tendencies
Grip marks on arms	Aggressive to other children
Slap marks, human bite marks, welts, bald spots, unexplained/untreated burns, cigarette burns	Behavioural extremes
Unexplained fractures or abrasions	Appears frightened or cowed in the presence of adults
Untreated injuries	Improbable excuses to explain injuries
Bruising on both sides of the ears	Chronic run-away
Injuries occurring in a pattern, e.g. Every Monday	Uncomfortable with physical contact
	Dressing inappropriately for weather or activity (hiding body parts)
	Violent themes in drawings, art or stories

Emotional Abuse

Physical Indicators	Behavioural Indicators
Well below average in height and weight	Apathy and dejection
Poor hair and skin	Inappropriate emotional responses to painful situations
Swollen extremities, e.g. Icy cold hands and feet	Rocking / Head-banging
Recurrent diarrhoea, wetting and soiling	Inability to play
Sudden speech disorders	Indifference from separation from family
Signs of self-harm	Indiscriminate attachment
Signs of solvent abuse, e.g. Mouth sores, smell of glue, drowsiness	Reluctance for parental liaison
Emotional development, e.g. Anorexia / Vomiting	Fear of new situation
	Chronic run-away
	Attention seeking behaviour
	Poor peer relationships

Neglect

Physical Indicators	Behavioural Indicators
Looks very thin, poorly and sad	Tired or listless
Constant hunger, lack of energy	Stealing food, compulsive eating
Untreated medical problems	Withdrawn, lacking concentration
Special needs of a child not being met	Reports no parent / carer at home
Constant tiredness, inappropriate dress, poor hygiene	Low self-esteem
Repeatedly unwashed, smelly, repeated accidents, especially burns	Exposure to violence including unsuitable videos

Sexual Abuse

Physical Indicators	Behavioural Indicators
Bruises, scratches, bite marks or other injuries to breasts, buttocks, lower abdomen or thighs, bruises or bleeding in sensitive areas	When the child tells you
Chronic ailments such as recurrent abdominal pain or headaches	Withdrawn, chronic depression
Difficulty walking or sitting	Excessive sexual awareness, e.g. Young child who can describe details of adult sexuality
Frequent urinary infections	Poor self-esteem
Avoidance of physical activity especially when in clothing showing exposed body parts.	Lack of confidence
Unexplained pregnancies where the identity of the father is vague	Peer problems
Anorexia / gross over-eating	Lack of involvement
	Suicide attempts (especially adolescents)
	Hysterical/angry outbursts /lack of emotional control
	Sudden school difficulties
	Inappropriate sexual play
	Repeated attempts to run away.

Procedures for Making a Complaint

At ERFC we aim to work with the parents/carers and group leaders in supporting all aspects of the child's well-being. Any concerns that a parent may have will be taken seriously and dealt with in a professional manner. If a parent has a concern, they can talk to the Designated Officer. If they are still concerned, they may talk to the Chairperson or to the PSNI Public Protection Unit.

Guidance for Club Officials / Volunteers if a Child or Young Person Makes a Disclosure

If ERFC club officials or volunteers become aware of concerns or are approached by a child or young person, they should not investigate as this is a matter for Social Services. They should however report it immediately to the Designated Child Welfare Officer and a record should be made using the ERFC Form for Recording and Reporting Concerns, Disclosures and Allegations of Abuse.

If a complaint about possible child abuse is made against a club official or volunteers, the Designated Officer must be informed immediately and if they are not available, the Chairperson. If the complaint is about the Designated Officer, it must be reported to the Chairperson.

Where the matter is referred to Social Services, the club official or volunteer should be removed from duties involving direct contact with children and may be suspended as a precautionary measure pending investigation by the appropriate authorities.

Declaration and Consent Forms



We are committed to safeguarding children and young people and to ensuring equal opportunity for all applicants for voluntary positions within ERFC. When recruiting club officials or volunteers, information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for.

On Application Forms for all positions, the following statement shall apply:

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. This post is not open to anyone who is included on the Children's Barred List.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made, the information will be destroyed.

Please complete the attached form and return it with your application. The forms also asks you to give your written consent to the AccessNI Check and to agree to further enquiries being made relevant to the declaration, which will only be obtained if you are the preferred candidate. If you do not consent, we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances have changed; and what has been learned from the experience. Applicants can contact the Northern Ireland Association for the Care of Rehabilitation of Offenders (NIACRO) for more information.

Declaration of Criminal Convictions, Cautions and Bind-Over Orders



In Confidence

1. Are you included in the Children's Barred List? (if yes, please give details)	Yes / No
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2. Do you have any cases pending? (if yes, please give details)	Yes / No
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3. Do you have any convictions, cautions, informed warnings, diversionary youth conferences or bind-over orders that are not subject to "filtering" (as defined by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979, as amended in 2014)? (If yes, please provide details below giving as much information as you can, including if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter).	Yes / No
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4. Have you ever been the subject of a Child Abuse investigation which alleged that you were the perpetrator? (if yes, please list full details below including the name of PSNI unit involved in the investigation. If possible, please provide the approximate date/s).	Yes / No
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Declaration and Consent

I declare that the information I have provided is complete and accurate. I understand that I will be asked to complete an AccessNI Disclosure Certificate Application Form if I am considered to be the preferred candidate. I consent to the appropriate AccessNI check being made and I agree to enquiries relevant to this declaration.

Signed: _____ **Date:** _____

Print Name: _____

Any surname previously known by: _____

Position applied for: _____

Personal Reference Request Form

In Confidence



Name of Applicant:	
Position Applied For:	

1. In what capacity do you know the applicant, e.g. Line Manager, Supervisor, Professional Colleague, Friend, Volunteer?	
2. How long have you known the applicant?	
3. Length of service of the applicant	
4. Do you have any concerns about the applicants suitability to work with children and young people or adults at risk of harm? (if yes, please give details)	Yes / No

I am aware that this reference will be made available to the applicant, if requested.

Signed: _____ Date: _____

Print Name: _____

Organisation/Business: _____

Position within Organisation / Business: _____

Telephone Number: _____ Email Address: _____

Note: We may contact you to clarify any of the information provided.

Club Official / Volunteer Reference Request Form



In Confidence

Name of Applicant:	
Position Applied For:	

1. In what capacity do you know the applicant, e.g. Line Manager, Supervisor, Professional Colleague?	
2. How long have you known the applicant?	
3. Length of service of the applicant	
4. Do you have any concerns about the applicants suitability to work with children and young people or adults at risk of harm? (if yes, please give details)	Yes / No

I am aware that this reference will be made available to the applicant, if requested.

Signed: _____ **Date:** _____

Print Name: _____

Organisation/Business: _____

Position within Organisation / Business: _____

Telephone Number: _____ **Email Address:** _____

Note: We may contact you to clarify any of the information provided.

Form for Recording and Reporting Concerns, Disclosures and Allegations of Abuse



Child / Young Person Abuse Report Form

Please answer all relevant questions as fully as you can and pass the form on as quickly as possible to the Designated Child Welfare Officer (even if you cannot complete all sections).

Name of Child	
Age / Date of Birth of Child	
Gender	
Name of Parent(s) or Carer(s)	
Home Address	

Disclosure by a child or young person

When was the disclosure made (dates and times)?	
Who did the child/young person make the disclosure to?	
What did the child/young person actually say?	

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Indicators

Describe any signs or indicators of abuse (with any times and dates)	
Has the child/young person alleged that any particular person is the abuser? (If so, please record details and the relationship, if any, to the child/young person)	

Concerns expressed by another person about a child/young person

Record the concerns that were passed to you (with dates and times) and if possible, ask the person who expressed the concerns to confirm that the details as written are correct.	
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Details of any immediate action taken, e.g. First aid.

Record the actions taken (with dates and times)	
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Does the child/young person have any particular needs, e.g. Assistance with communication?

Provide details of the needs	
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To be signed by the person reporting the concern:

Signed: _____ Date: _____

Print Name: _____

Position within Organisation: _____

Telephone Number: _____ Email Address: _____

Date received and actioned by the Designated Officer:

Signed: _____ Date: _____

Print Name: _____

Action taken by Designated Officer:

Signed: _____ Date: _____

Print Name: _____

Consent Form for the Use of Photographs and/or Video



ERFC recognizes the need to ensure the welfare and safety of all children and young people. In accordance with our safeguarding children and young people policy, we will not permit photographs, videos or other images of children and young people to be taken without the consent of the parents/carers and children.

ERFC will follow the guidance for the use of photographs, a copy of which is available from (INSERT NAME). ERFC will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform (INSERT CONTACT NAME AND NUMBER) immediately.

I (parent/carer) _____

Consent to

ERFC

Photographing or videoing

(Insert name of Child) _____

Signed: _____ Date: _____

I* (young people aged 16+) _____

Consent to ERFC photographing or videoing my involvement in activities relating to football.

Signed: _____ Date: _____

*Young people aged 16 or over may sign this part of the consent form alongside parental consent.

Confidentiality Statement



At ERFC, we provide facilities for children, young people and their families and there is a possibility that we will come into contact with confidential or sensitive information.

Confidential information is information which is not lawfully in the public domain or readily available from another public source. In this organization it is our intention to respect the privacy of children and young people and their parents/carers. We aim to ensure that all parents / carers can share information with us in the confidence that it will only be used to enhance the welfare of their child.

ERFC will respect confidentiality in the following ways:

- Parents will have ready access to the records of their own child/children but will not have access to information about any other child;
- Information given by parents to club officials and volunteers will not be passed on to other adults without permission, except with regard to a safeguarding concern;
- We inform parents when we need to record confidential information beyond the general personal information we keep, e.g. for example with regard to any injuries, concerns or changes in relation to the child or family, or any discussions with parents/carers on sensitive matters;
- We keep all records securely

Signed: _____ Date: _____

Print Name: _____

Review Date: _____

Code of Conduct for Coaches, Team Managers and Club Officials



Coaches and volunteers will create a positive football environment by displaying exemplary behaviour and implementing practices that make football a safe, fun and positive experience for all children and young people who participate in football. Football is a very passionate game that can evoke different emotions and reactions and sometimes these emotions and reactions can be negative and can spill onto the pitch. Coaches and volunteers have a responsibility to ensure their conduct does not compromise the welfare of a child or young person, or bring the sport into disrepute. Any behaviour that compromises this ethos may result in disciplinary action.

As a Team Manager / Coach / Volunteer I will:

1. Show respect to everyone involved in the game (i.e. coaches, players, match officials and spectators).
2. Be an excellent role model and display exemplary behaviour at all times. This includes not smoking, drinking alcohol, taking drugs or using foul, racial, sectarian or discriminatory language in the presence of children and young people.
3. Only develop open, honest, professional and respectful relationships with children and young people.
4. Promote the positive aspects of football and never condone rule violations or the use of prohibited substances.
5. Not equate success purely with results / winning or equate losing with failure.
6. Respect decisions made by match officials and never publicly criticize their decisions.
7. Never enter the field of play without permission from the referee/
8. Never use offensive, insulting, abusive or inappropriate language.

When coaching or volunteering with children or young people, I will:

1. Always put the welfare of children and young people before winning or achieving goals.
2. Work in an open environment and avoid spending time alone with children and young people away from others.
3. Only partake in one-to-one coaching with a child or young person if it is absolutely necessary, part of the overall team training session and is done with the knowledge of the club and in agreement with the child / young person and parent.
4. Make them feel safe and ensure that coaching and volunteer ratios are appropriate to the needs of the group.
5. Make football a fun experience.
6. Communicate in a constructive, effective and age-appropriate manner.
7. Be positive by giving constructive feedback, praising efforts and encouraging achievements.
8. Ensure that if any form of manual / physical support is required, it is provided openly and according to club guidelines. If physical support is needed, I will talk openly to the child or young person, explaining what I am doing and why, but I understand that for coaching purposes within football, there are limited reasons for physical support. I agree that children and young people should always be consulted before they are touched and their agreement gained. Parental / Carer views about manual support will always be carefully considered.

9. Recognise the developmental needs and capacity of children and young people, including those with a disability, avoiding excessive training or competition and not pushing any child against their will.
10. Carry out a risk assessment and ensure that the equipment and environment used for every club activity is safe.
11. Keep a written record and inform senior coach and parent of the child or young person, of any injury that occurs, including details of any treatment given.
12. Never engage in bullying behaviour.
13. Challenge any form of bullying behaviour and report it to Club Welfare Officer and parent of the child or young person.
14. Avoid spending any time alone with children or young people away from others.

The following actions will never be sanctioned. I will never:

1. Engage in rough, physical or sexually provocative games, including horseplay.
2. Share a changing room, bath or shower with a child or young person.
3. Allow or engage in any form of inappropriate touching.
4. Allow children or young people to use foul, abusive, racial or discriminatory language unchallenged.
5. Make sexually suggestive comments to a child or young person – even in fun.
6. Engage in sexual relationships with any player under 18 years of age whilst that unequal power relationship exists, and will notify the Club Welfare Officer of any relationships where there is a potential or actual abuse of trust.
7. Engage in appropriate use of social media – this includes never posting comments on social media sites that compromise the welfare of a child or young person, cause them harm, or bring the club of sport into disrepute.
8. Reduce a child or young person to tears as a form of control.
9. Encourage or bully a child or young person into playing whilst injured.
10. Show favouritism.
11. Allow allegations made by a child or young person to go unrecorded or not acted upon.
12. Undertake personal care for children or young people.
13. Remain in the changing room whilst players or showering or changing. This applies to all coaches and volunteers who are working with children and young people that are the opposite gender to themselves.
14. Invite or allow children or young people to stay with me at home.

ERFC requires adherence to all Codes of Conduct and will take appropriate action if any person is deemed to be in breach of a code as set out in this policy.

Signed: _____ Date: _____

Print Name: _____ Position Held: _____

Code of Conduct for Parents / Carers



As primary carers for their children, parents and carers assume overall responsibility for the positive development of their child therefore have a responsibility to conduct themselves in a manner which supports this process.

ERFC expect all parents and carers to promote the positive aspects of football by demonstrating exemplary behaviour at all times – this includes encouraging their child’s participation in the game, demonstrating respect for coaches and officials and behaving responsibly on the sidelines.

Persistent breaches of this code may result in the parent or carer being asked to stay away from club activities and may also result in their child being removed from the club.

As a Parent / Carer I will:

1. Encourage my child to play by the rules and teach them that they can only do their best.
2. Show appreciation and respect for coaches, volunteers and other players.
3. Be realistic and never exert undue pressure or expectations on my child.
4. Praise effort and participation rather than focusing on performance and results.
5. Accept decisions made by match officials.
6. Behave responsibly on the sidelines (this includes not screaming or shouting).
7. Encourage children to show respect their coach, team mates, opponents, and match officials by demonstrating exemplary behaviour myself.
8. Promote my child’s participation in playing football for fun.
9. Encourage my child to play by the rules and teach them that they can only do their best.
10. Refrain from engaging in appropriate use of social media – this includes posting comments on social media sites that may cause harm to others or bring the club into disrepute.
11. Complete and return the relevant documentation pertaining to my child’s participation.
12. Deliver and collect my child to from coaching sessions and matches punctually if required – depending on the age of the young person, venue and arrangements with club coaches / volunteers.
13. Ensure my child is properly and adequately attired and equipped – particularly for seasonal weather conditions.
14. Ensure that proper footwear and protective equipment are worn at all times.
15. Detail any health concerns relating to my child on the club documentation, in particular breathing and chest conditions. I will also inform the coach of any changes to my child’s health.
16. Inform the coach / volunteer if my child has been ill or hurt recently.
17. Ensure my child’s hygiene and nutritional needs are met.
18. Never attempt to fulfil my own ambitions and aspirations through my child’s involvement in football.

Parents / Carers have the right to:

1. Know their child is safe.
2. Be informed of problems or concerns relating to their child.
3. Be informed if their child is injured.
4. Speak to club officials and coaches to voice any concerns about their child.

Signed: _____ Date: _____

Print Name: _____ Name of Child: _____