



## **OUR TERMS, POLICIES AND PROCEDURES**

### **SAFEGUARDING POLICY**

This document describes and explains CF9 Academies safeguarding policy including:

- **General Safeguarding**
- **Environmental Safeguarding**
- **Recruitment**
- **Electronics & Media**
- **Contact Information and External Agencies**

### **GENERAL SAFEGUARDING**

CF9 Academy acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Football Association (FA) requirements. Unless otherwise stated in this document, CF9 Academy subscribes to and practices the FA's Safeguarding Children Policy & Procedures.

For the purposes of this document a child/children relates to anyone under the age of 18. The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children who attend CF9 Academy:

- Experience a positive environment and take part in a child centred session
- Are protected from any and all types of abuse including, but not exclusively, Verbal, Physical, Emotional or Neglect.

CF9 Academy acknowledges and accepts that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare during their participation in all our courses and clubs. As part of our safeguarding policy CF9 Academy will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure all coaches/volunteers understands their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation. The policy and procedures will be widely promoted and are mandatory for everyone involved in the CF9 Academy. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation. The Dedicated Safeguarding Officer (DSO) for CF9 Academy is Craig Faulconbridge and any child protection/welfare concerns should be reported directly to Craig.
- CF9 Academy will report any suspected child safety concerns or child protection issues to those attending its course to the appropriate authorities. These include: NSPCC. Oxfordshire County Council Local Authority (0300 123 4043). FA County Welfare Officer A record of any concerns will be kept. The record will include the following:
  - the concern
  - how it was responded to
  - where it was reported to
  - and what the outcome of the report was Those suspecting/witnessing child safety breaches at our courses are to directly inform the company director, Craig Faulconbridge DSO via necessary contact channels e.g. written letter, phone call, email. Those suspecting/witnessing child safety breaches at our courses reserve the right to anonymously direct to the appropriate authorities as outlined above.

## **ENVIRONMENTAL SAFEGUARDING**

CF9 Academy operates on privately hired grounds/venues also in use by employed on-site personnel. CF9 Academy will never leave children unsupervised but cannot be held responsible for the actions of other personnel. In the event of an emergency, CF9 Academy request assistance from other personnel to facilitate safety for the children. In the event suspicious activity is suspected that could endanger the safety of the children, CF9 Academy will immediately remove the children from the environment to a pre-planned meeting point and inform the police. In the event a child is not collected at course-end, a CF9 Academy Coach will call and wait with the child until the agreed parent/guardian/care-giver arrives. In the event a child is not collected at course-end and contact with parent/guardian/care-giver cannot be established, the CF9 Academy Coach will inform the police.

## **ANTI-BULLYING AND ANTI-DISCRIMINATION**

CF9 Academy safeguards children by implementing a zero tolerance to bullying and discrimination in accordance with the FA's Respect Scheme. Please see separate anti bullying policy.

## **RECRUITMENT**

All CF9 Academy coaches hold a full Disclosure Barring Service (DBS) check and have up to date FA and UEFA Qualifications including Emergency First Aid. We are also members of the FA Licensed Coaches Club.

## **ELECTRONICS AND MEDIA**

CF9 Academy understands the sentimental value of childhood experiences for family and friends and therefore does not discourage the use of photography to capture these moments. It does, however, reserve right to deny photography at any time during its courses in the interest of safety. CF9 Academy acknowledge football is a multi-person game and by consequence understands the decision to allow photography of customers may result in third parties attaining photographs of another. Therefore, parents are asked not to upload any images/videos of other children to social media without permission of that child's parents/carers. There can be negative consequences to sharing images linked to information about your own or other people's children on social media (Facebook, Twitter) which CF9 Academy would advise you to consider. Some of the risks associated to-uploading images on social media are:

- Children may be identified, contacted or groomed
- Including your child's personal information (full name, address) alongside their image can give accurate details of when and where your child will be potentially on their own or without adult supervision
- Your Personal details relating to your child, including identifying the location of the club/course. Whilst CF9 Academy benefits from using images and videos to promote and celebrate successes and use these sources for feedback it is vital that you are aware where and why we use these images and to consent, or not to this use.
- CF9 Academy will.
  - Choose images that present the activity in a positive light and promote the best aspects of the sport and organisation
  - Not supply full names of children along with the images
  - Inform parents and children that an external photographer will be in
  - Ensure parents and children consent to both the taking and publication of films or photos All staff, volunteers, children and parents should be informed that if they have any concerns regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken), these should be reported to Craig Faulconbridge as the DSO and Company Director. Please note children are prohibited from bringing electronics to company courses. Any electronics found will be confiscated and returned at course-end.

## **MONITORING**

The safeguarding policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance as required by the FA as a result of any other significant change or event.

## **CONTACT INFORMATION**

Craig Faulconbridge – Managing Director

Email: [cf9academy@gmail.com](mailto:cf9academy@gmail.com)

Telephone: 07535 003306

Helpline for Parents Telephone: 0808 800 5000

Childline Telephone: 0800 1111

## **ONLINE PRESENCE**

This policy provides guidance on how CF9 Academy uses the internet and social media and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us, and the children or young people who are members of our organisation, to behave online.

### **AIMS**

The aims of our online safety policy are:

- To protect all children and young people involved with CF9 Academy and who make use of technology (such as mobiles phones, games consoles and the internet) while in our care
- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- To ensure CF9 Academy is operating in line with our values and within the law regarding how we behave online.

## **UNDERSTANDING THE ONLINE WORLD**

As part of using the internet and social media, CF9 Academy will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps and other forms of digital communication
- Be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console when using social media platforms (including such apps as Facebook, Twitter and Instagram)
- Ensure that we adhere to relevant legislation and good practice guidelines
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
  - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
  - Incorporating online bullying ('cyberbullying') in our anti-bullying policy
  - Provide training for the person responsible for managing CF9 Academy organisation's online presence

## **MANAGING OUR ONLINE PRESENCE**

CF9 Academy online presence through our website or social media platforms will adhere to the following guidelines:

- All social media accounts will be password protected, and at least 1 member of staff will have access to each account and password
- The account will be monitored by a designated person, who will have been appointed by the Managing Director Craig Faulconbridge
- The designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements, a designated supervisor will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- Account, page and event settings will be set to 'private' so that only invited club members can see their content• identifying details such as a child's home address, school name or telephone number shouldn't be posted on social media platforms
- Any posts or correspondence will be consistent with our aims
- CF9 Academy make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account
- Parents will be asked to give their approval for us to communicate with their children through social media, or by any other means of communication
- Parents will need to give permission for photographs or videos of their child to be posted on social media
- All our accounts and email addresses will be appropriate and fit for purpose

## **WHISTLEBLOWING POLICY**

### **ALLEGATIONS INVOLVING CF9 Academy coaches/volunteers**

CF9 Academies aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our football sessions. However, we do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We will take all possible steps to safeguard our children and to ensure that the coaches/volunteers in our sessions are safe to work with children.

An allegation is any information which indicates that a coaching member of staff or volunteer at CF9 Academy who:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved towards a child or children in a way which indicates s/he will pose a risk of harm if they work regularly or closely with children. This applies to any child the member of staff has contact within their personal, professional or community life. If a member of the CF9 Academy Coaching Team has concerns about another staff member then this should be referred to THE MANAGING DIRECTOR Craig Faulconbridge . Where there are concerns about The Managing Director, this should be referred to Kevin Schleising, Safeguarding and Welfare Officer, Thame United FC, who can be contacted on:

Email: [Kevin.shleising@outlook.com](mailto:Kevin.shleising@outlook.com)

- Where a coaching member or a volunteer staff feels unable to raise an issue directly with the Managing Director or feels that their genuine concerns are not being addressed, allegations should be reported directly to Kevin
- The person to whom an allegation is first reported to including the Managing Director, should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions.
- Confidentiality should not be promised, and the person should be advised that the concern will be shared on a 'need to know' basis only. Actions to be taken include:
  - Making an immediate written record of the allegation using the informant's words – including time, date and place where the alleged incident took place
  - Brief details of what happened
  - What was said and who was present.
- This record should be signed, dated and immediately passed on to Craig Faulconbridge. The Managing Director will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to Kevin Shleising.
- If the allegation meets any of the three criteria set out at the start of this policy, contact should always be made with the Local Authority Designated Officer without delay. If it is decided that the allegation meets the threshold for safeguarding, this will take place in accordance with the Hertfordshire Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures. If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the Managing Director for consideration via the internal procedures. Where a CF9 Academy member of staff feels unable to raise an issue with the Managing Director through the whistleblowing procedure or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:
- NSPCC whistleblowing helpline is available for staff members who do not feel able to raise concerns regarding child protection failures internally.

Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **ANTI-BULLYING POLICY**

CF9 Academy anti-bullying policy sets out how we feel about bullying as a club or, what we'll do to tackle it and how we'll support children and young people who experience or display bullying behaviour.

All forms of bullying will be acted upon and everybody in the club or organisation has a responsibility to work together to stop bullying. Bullying can include online as well as offline behaviour. Bullying behaviour can include:

- Physical – hitting, pushing, kicking or other physical assault
- Verbal abuse – offensive name-calling, insults or gossiping
- Non-verbal abuse – offensive hand signs or text messages
- Racial, sexist or homophobic – racist remarks, sexist jokes or comments, or homophobic, transphobic or gender-related jokes or comments
- Sexual – abusive sexualised name-calling, inappropriate and uninvited touching, or an inappropriate sexual proposition
- Indirect – spreading nasty stories or rumours about someone, intimidation, exclusion from social groups, manipulating or constantly undermining someone.
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CF9 Academy recognises its duty of care and responsibility to safeguard all players from harm and promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures. CF9 Academy ensure that bullying behaviour is not tolerated or condoned. CF9 Academy require all members of the club to sign up this policy. CF9 Academy will take action to investigate and respond to any reports of bullying from children and young people and encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct for behaviour. Each participant, coach, volunteer or will:

- Encourage individuals to speak out about bullying behaviour
- Respect every child's need for, and right to, a play environment where safety, security, praise, recognition, and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see
- Report incidents of bullying behaviour they see – by doing nothing you are condoning the behaviour



### **SUPPORTING CHILDREN:**

- Will create an “open door” ethos where children feel confident to talk to an adult about bullying behaviour or any other issue that affects them
- Will make sure children are aware of helpline numbers
- Will ensure anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
- Will ensure any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved
- Will ensure children experiencing bullying behaviour will be supported and helped to uphold their right to play football in a safe environment
- Will ensure those who display bullying behaviour will be supported and encouraged to develop better relationships
- Will make sure that sanctions are proportionate and fair

### **SUPPORT TO THE PARENTS / GUARDIANS**

Parents or guardians will be advised on the club or organisation’s bullying policy and practice. Any experience of bullying behaviour will be discussed with the child’s parents or guardians and parents will be consulted on action to be taken (for both victim and bully) and we will agree on these actions together. Information and advice on coping with bullying will be made available and support will be offered to parents, including information from other agencies or support lines.

### **USEFUL CONTACTS**

NSPCC Helpline: 0808 800 5000

Childline: 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk) Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk) Anti-Bullying: Alliance  
[www.antibullyingalliance.org](http://www.antibullyingalliance.org)