

Preston North End (APP)

APP36 Safeguarding Policy



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Reference Documents.

- The Centre of Excellence Quality Manual
- The Football Association Child Protection Policy (May 2000)
- The Football Association Child Protection Procedures Document (June 2001)
- The Protection of Children Act 1999
- The Data Protection Act 1998
- The use of Images and photography
- The Health and Safety Act

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SECTION 1 CHILD PROTECTION - AN INTRODUCTION

1.1 Because of their statutory responsibilities for children, children being those players under 18 years of age, all Social Services Departments have set procedures giving guidance and information on protecting children and responding to child abuse.

1.2 The procedures in this “**Child Protection Document**” are designed especially for PNE FC Academy, in particular for coaches and scouts, because of their direct contact with young people who may be, or become, victims of child abuse.

1.3 All employees *may* become involved in varying ways;

- A young person informing a member of staff that they have been involved, witnessed or been informed of an incident of abuse.
- By suspecting or witnessing abuse or abusive practice towards a young person by another adult or young person (Bullying)
- By being concerned about a young person.
- By being accused of abusing a young person.

1.4 All **Academy staff** working with young people will have built up “trusting relationships” This may mean that young people will confide in and seek protection in certain situations and varying circumstances.

1.5 When working with young people, all staff employed at the “**Academy**” must be prepared to listen, analyse, evaluate and react accordingly to certain information or situations. Young players may communicate non-verbally through body language, gestures, actions or behaviour. A slow but definite personality change will/may be an indicator that all is not right.

1.6 These guidelines are intended to help and assist each member of staff employed at the Academy. Each member of staff needs to take responsibility to protect young people and ensure that they are able to live and play in a safe and secure environment.

DEFINITION OF CHILD ABUSE

1.7 A person can describe Child abuse as harm to a child, or failure with responsibility for a child to provide reasonable care, or a combination of both. Abuse may take the form of physical injury, sexual or emotional abuse, or neglect. Anyone, parents, guardian, carer, relative, a known person or in fact another young person may cause harm. The four main types of child abuse are described as:

1.7.1 Physical Injury

This is the actual or likely physical injury to a child where a person physically injures or hurts a young person. This can involve hitting, shaking, squeezing, burning, biting, or intentionally causing injury whilst conducting a challenge for the ball;

* Bruises, particular attention to head and face and shin/leg areas other than accepted injuries whilst playing the game. Attention should be paid to finger joints, in particular knuckle areas. Other marks which may have been caused by the use of belts, whips, and sticks.

1.7.2 Neglect

This refers to the persistent or severe neglect of a young person or failure to protect that young person from exposure to danger, including cold or starvation, or extreme cases of lack of care resulting in the significant impairment of the child’s health, safety and welfare. Signs of neglect could include the following:

* Lack of physical growth or erratic weight gains and losses, may suggest under nourishment. * Poor physical appearance, the child may appear cold, dirty, inadequately clothed and may have pale mottled skin. Thinning hair or bald patches and reoccurring infections.

* The child appears *fearful*, wary, froze in one position or seems to be apathetic or dejected with lack of responsiveness

* **Delayed growth spurts**

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1.7.3 Sexual Abuse

This is the actual or likely sexual exploitation of a young person when another person seeks sexual gratification. Signs of certain well-documented abuse may be as follows:

- Injuries, cuts or soreness in the anal or genital area
- Unusual or excessive sexual knowledge
- Sexualised behaviour
- Withdrawn response to the subject

1.7.4 Emotional Abuse

This refers to actual or likely severe adverse effects on the emotional and behavioural development of a young player caused by persistent or severe ill treatment namely rejection. All abuse involves some emotional ill treatment, the areas of concern are:

- Rejection
- Lack of praise or encouragement
- Lack of attachment
- Lack of proper stimulation, e.g. fun and play
- Lack of appropriately handling relative to age
- Segregation
- Punishment Or given work tasks as a punishment

1.7.5 Child on Child Abuse

It should be recognised that physical, sexual and emotional abuse might be carried out on a young person by another young person. Physical and emotional abuse may be recognised by:

- Planned abuse
- Calculated selection of a victim
- Persistent physical, emotional or verbal abuse
- Difference in age, size, physical strength, status
- Racism

Flare-ups and spontaneous fighting should not be considered as abuse provided they do not become persistent.

GOOD PRACTICE WITHIN CHILD PROTECTION

1.7.6 Keeping Records

Accurate records are to be kept within the main documentation at the Academy Office. A record should contain date and time of the particular incident, if the young person has told you something or another member of staff wishes to report an incident. The written record should include a statement by the supervising member of staff; incident report form and a sketch.

1.7.7 Confidentiality

The purpose of confidentiality is to protect both staff and the young person, by providing privacy and access to senior staff by the players, parent or guardian. In accordance with the Data Protection Act all information written or verbal, should be held Staff in Confidence. All child protection records should be kept separately from all other records, accessible only to the designated people.

1.7.8 Appropriate Questioning

It is important that all Academy Staff are aware of the specialised nature of interviewing young people within the child abuse category. In any doubt only the designated Child Protection Officer are to be contacted. If a situation arises where a player expresses

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concerns, it is an acceptable risk to ask an open-ended question in the attempt to ascertain the basic outline of the problem. Staff training is to be conducted to deal with questioning techniques.

1.7.9 Your Own Feelings

Staff are to ensure that personal terminology is not used which may be adopted by a young person in later statements, such as, rape, assault, beating, it was as opposed to was it? it is imperative that the member of staff remains impartial but supportive.

1.7.10 Never Make Promises

Be honest and realistic and never make promises that cannot be met, it is the duty of every member of staff at the Academy to adhere to the confidentiality aspects of this document, however all incidents of conversations, meetings or written statements are to be passed to the designated person.

1.7.11 Urgency

Prompt action needs to be taken in all instances where abuse is suspected or discovered. The policies set in this document will afford all staff the necessary procedures to effect prompt action.

1.7.12 Ongoing Correctional Practice

As varying situations and time periods pass, all senior and coaching staff are to constantly update their training and evaluation techniques to ensure that good practice may be ongoing and correctional learned from experiences.

CRB CLEARANCE

In accordance with FA guidelines, all members of Staff at the Academy will be CRB enhanced clear to be able to work with young players.

All members of staff are to have completed a CRB enhanced clearance form before employment at the club.

The FA will not provide in depth analysis information as to whether a coach has a criminal record but will make recommendations should the FA feel that the nominated coach is not suitable for employment at the club.

The designated CPO will take immediate action to ensure this guideline is followed.

Section 2— Policy Statements

2.1 Mission Statement

It is the mission statement of the Academy (Child Protection) to ensure that all procedures shown in this document comply with the directives set by the Football Association for the Health, Safety and Protection of all players involved with Youth Development Soccer.

This document will ensure that all matters for the benefit of players and staff will be monitored, managed with corrective measures used where necessary.

The Academy Manager, Safeguarding Officer and all staff within the Academy are committed to the management of this policy and are to apply the necessary vigilance and management control measures to ensure its implementation.

2.2 General Statements

Policy Statement the Football Association (June 2005)

2.2.1 The Football Association sees the introduction of the Child Protection Policy as a clear signal that it is determined to ensure that all necessary steps are taken to protect from harm, all children and young people that participate in soccer at Professional Clubs.

2.2.2 The policy establishes the Football Associations position, role and responsibilities and together with the handbook, clarifies what is expected by all Clubs and individuals involved within soccer. It very clearly highlights the importance placed by the FA on the Protection of Young players.

2.2.3 The Academy at PNEFC recognizes and accepts its responsibility for the safety and well being of those children and young people who come within the care of the Club and its staff These children and young people include those who trial, train at the Club Academy or Development Centres. The Club also recognizes that the health, safety and welfare of those young players is paramount. We the Club believe that this will provide a solid foundation for the development of the young players for the future of the club.

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2.2.4 The Academy, through trained and qualified staff will;

- * Put into place systems that will prevent or minimize the risk to the health, safety and welfare of young players. As a part of this process, the Club will ensure that the young persons will have access to a complaints procedure.
- In accordance with the FA Premier League guidelines, The Department will appoint an appropriate member of staff to be the “**safeguarding Officer**” to whom all concerns about the welfare of young players will be reported.
- Ensure that there are systems in place to ensure that any concerns about the welfare or protection of young players be dealt with appropriately and sensitively.
- All staff that deal with young players will receive the relevant amount of training as directed by the FA with regards Youth Academies.
- Will ensure that all staff employed in the “Academy” is screened in accordance with the FA guidelines for Child Protection.
- Will work under the guidance of the Area Child Protection Committee with regards child protection issues.
- Will ensure that all parents and guardians are fully aware of the Clubs “Child Protection Policy”

2.2.5 This Child Protection Document is the main reference document describing the procedures, and actions to be a carried out, should there be a breach of policy by any member of staff; players or spectator while attending a match or training session at any facility used by the Club.

2.2.6 the purpose of this policy is to outline the policy of the club inline with the Football Association for the maintaining the Health, Safety and Protection of players and staff.

2.2.7 A Comprehensive Monitoring System will be put in place to maintain the policies set by the Academy Manager and the Football Association. Those procedures will be in detail in the following sections.

2.2.8 every member of Staff will complete the relevant Child Protection Course and in service training and evaluation, as set by the Academy Manager under the Directive of the Football Association.

The key principles of this policy are:

- To develop a positive and proactive standard in order to protect all children and young people who are a part of the club, or visiting, in a safe and protective environment.
- To ensure that all staff; parents and spectators are aware of this policy, which is supported by the NPCC and the Football Association.
- To promote best practice and a high standard of professional ethics throughout the Club.

2.3 Code of Conduct

In addition to the Code of Conduct detailed in the Academy Performance Plan, the following additional points are to be managed by all members of staff with respect to Child

Protection:

- PNE Staff and players are to ensure that the Health, Safety and Protection of all players and staff from all visiting teams at arranged matches, or training, is a high priority.
- Staff are not, where practically possible, be in a situation where they are on a 1 to 1 situation with a player whilst not in a public area.
- It is the responsibility of the age group coach; to ensure that all the relevant information with regards as to the policies and procedures set in this document is promulgated to all parents, players and assistant staff
- All matters, which are of a nature that may cause a concern and incident, must be reported in the correct procedure, which are detailed in the following sections.
- Any breach of conduct, which may contravene any policy set by this document, is to be reported in the **Incident Log.**

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2.4 Phrases used in this Document

2.4.1 Designated Meeting/Waiting Areas

Is an area that set by the Academy Manager and Safeguarding Officer that is well illuminated, safe from traffic and known to all players, parents and spectators of both our Football Club and visiting teams.

The Designated Meeting/Waiting Areas should be:

- Main reception
- The area of a pitch, which is illuminated by floodlights indicated by the coach on a previous briefing and known to all.
- An area indicated at short notice by the Academy Manager.

Designated Meeting/Waiting Areas are to provide:

- A safe area for the player to be dropped of by car, wait to be collected or meet other players before entering the changing room or playing area.
- An area where there will be no chance of a situation where a player is left unattended or in a 1 to 1 situation with a member of staff another players parent or member of the general public.

2.4.2 Acceptable Risk

Within the sphere of Professional Soccer, regardless of age group, there will be situations where a degree of Professionalism must be employed. This is to say that every member of staff must be aware of the repercussions of a scenario where the coaches/staff professionalism is put in question.

To ensure that this statement protects both players and staff there will be situations where the term **acceptable risk** is to be understood. The following situations are examples of acceptable risk:

- The time between players dropped by car and moving to the designated meeting area.
- It is suggested that parents/guardians are briefed not do depart until the players are at the designated meeting area.
- Players in a one to one briefing with their coach.
- This situation is to be avoided, however the situations is an acceptable risk under the following guidelines;
 - o The meeting is within view if another member of staff or group of player's spectators! parents.
 - o Parents should be encouraged to attend the meeting.
 - o If a room is used, then the door is left open at all times.
 - o The meeting to be as brief as possible with another member of staff informed at to the location, time and reason for the meeting.

2.4.3 Restricted Area

If the changing complex if used for both for the use of adult and youth teams and that no provision is made for sole use of individual rooms for Academy, the **Academy must meet certain criteria**. In order to meet the requirements of this document, certain areas will be marked with signs stating "**Restricted Area**". This area has certain criteria:

- The restricted area is the block of changing rooms allocated by the Arena on the day of the matches for the sole use of Academy.
- The relevant signs '**Restricted Area No Access**' are displayed at the entrances to both the restricted area and individual changing rooms.
- Once players have moved from the **designated meeting area** to the changing area, access to that area be denied to all non-playing or coaching staff from our Youth System or visiting team.
- The Ablutions are not to be used by parents/spectators.
- Access is denied to the restricted area by all senior teams using the same building for team changing.
- Access and egress to the restricted areas are to be controlled and monitored by the Staff using that facility.

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2.4.4 Controlled Access and Egress to Changing Facilities

- The coaching staff of the Academy and visiting teams shall be made aware that there will be adult players and spectators around the entrances to the main changing facilities and pitches within the Arena Complex.
- Coaching Staff are to ensure that ALL passage to and from the changing rooms, past other pitches in use, is to be in a controlled group. Individual players are not permitted to move freely from changing facilities to playing areas unsupervised.
- Players are not permitted back into the changing facilities unsupervised. Should the situation arise where a player has to collect equipment, then the parent or guardian is to accompany the player with the coach.

2.4.5 Staff only Areas

The areas which are clearly marked are designated as **'staff only areas'** and are to be marked accordingly with relevant signs. The purpose of this area is to;

- Provide a **'Staff Only area'** where staff can conduct the daily business without player presence.
- Provide a storage area for documentation, but more so equipment that will not cause injury to players.

2.4.6 The Designated Person

2.4.6.1 The Academy has designated persons for Child Protection, these people are highlighted in your induction manual. In the event of that person not being available, the next point of contact is the Academy Manager, If that person is not available then contact the senior member of Staff on duty.

The designated person will be responsible for the management and coordination of Child Protection Issues.

2.4.6.2 The designated person will maintain a system of **Child Protection Records** to be kept within secure accommodation at the offices of the Academy. This is to include;

- Child Protection Referrals to local Authorities.
- General incident log to include;
 - o All incidents of abuse on a young person by another person to include bullying.
 - o Written details or incident reports from staff.
 - o Referral to local services and the FA.

2.4.6.3 The designated person will be responsible for ensuring that all staff are familiar with this document **"Academy Child Protection Policy"**. The designated person will ensure that the Academy Staff receive adequate and current training in this field.

The designated person will be at hand to provide support to any member of staff; player or parent.

2.4.7 The Nominated Person

2.4.7.1 This person is the Senior Member of Staff that is on hand when the Designated Person is not available through other tasking.

2.4.8 The Terminology Abuse as opposed to Poor practice.

- **Abuse** — Action required by the FA and Social Services
- **Poor Practice** — Action may be taken by the Club to react further possible reoccurrence.

2.5 The Data Protection Act 1988

2.5.1 In line with the regulations in the Data Protection Act 1988, all documentation will:

- Be kept in a secure location in the office of the Child Protection Officer.
- Access to that documentation to be restricted to the designated persons.
- The Incident Register to be controlled by the CPO.
- All information is accessible to the parent/guardian of the player.
- Any data bases are to be kept on PCs are to be Security code locked with access denied apart from the designated persons.
- The information is not to be discussed with any member of staff.
- Information is not to be exchanged.

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2.6 All information used at the Academy is to be classified (Staff in Confidence)

2.7 The Use of Images

2.7.1 The FA advocates the use of images as long as they follow the usage and guidelines et in the Child Protection and Best practice workshop book and to be found on the CP website at www.thefa.com/goal

following guidelines:

- Players are to be appropriately dressed/clothed in all photographs
- The person wishing to take images MUST obtain clearance from the senior designated person on duty at that venue or match.
- Photography/images must focus on the group and not the individual where possible.
- Parents/guardians of children who do not wish to have their photograph taken (court order for example) must be known to the relevant age group coach and the designated person.
- There is to be NO Footage/imagery or photography taken within 50m of any changing room or treatment room.
- Mobile phone use for imagery should not be used at all without the express permission of the designated person.

2.7.2 The use of images at PNEFC Academy is to follow the

RECORDING OF INFORMATION

4.10.1 Information passed to the **Safeguarding Officer (CPO)** that is to subsequently forwarded to the Social Services, must be as accurate as possible. The report should contain the following information:

- Full details of name, address and date of birth.
- Full details of the date, time and location of the incident.
- The nature of the allegation.
- A description of any visible injuries.
- The child's version of events in their own words if possible of what happened.
- My observations made by you.
- A clear distinction of what is actual fact and possible hearsay.

4.10.2 Under no circumstances are opinions or decisions given or made by the interviewing person. The CPO will make decision as to Poor Practice or actual abuse.

4.10.3 The format at Page **26 & 27** is to be used for all incident reports. The reports will be kept on file for 1 calendar year with full details held in the Secure Document held in the Office of the CPO and Academy Manager

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SECTION 4 PROCEDURES

4.1.1 Training Nights

4.1.2 Arrival of Players

- Players are not permitted to enter the changing facilities unless in groups of **3 or more**. Players arriving at varying times are to be directed to a **'waiting area'** known to all staff and parents. The waiting area will be sign posted clearly on the day of the match. **See 2.4.1**
- Players who arrive 'already changed and ready to play' are to move directly to the designated **'waiting area'**, (see 2.4.1) which their coach as indicated in a previous briefing. This waiting area is to be in full view of the coaching staff at all times, and where possible, out of earshot and influence of adult teams and spectators.
- In the winter months where the darker nights are set in, parents/guardians are to be briefed that players are to be **dropped off at the designated meeting point/waiting area** and not left in the varying car parks.

4.1.3 Dispersal of Players

- On completion of training, players using the changing facilities are to be kept in groups of not less than 3 players. They are to wait until the group is changed and ready and then directed to the designated meeting point.
- Players who are not using the changing facilities are to be directed to the designated meeting point.
- The Coach/member of staff is to stay with the players at the designated meeting point until the last player has been collected.

4.1.4 Action to be carried out if there is a breach of Procedure

• Players sat in the changing facility on their own:

Action — Player moved to the designated waiting area until 3 other players arrive.

• Players dropped off by car in the wrong designated area:

Action — Parents verbally briefed as to the breach of code of conduct and re-informed of the arrival and dispersal procedures.

• Players left waiting collection at the Designated Meeting Point:

Action — A member of staff is to stay with the players until they are collected. Should the situation arise where the staff member is 1 to 1 with the player, they are to move to the

MAIN RECEPTION AREA.

- **Parents are to be informed of this serious breach of procedure and a written incident is logged in the incident report log.**

4.2 Match Days

The procedures in 4.1.1. Are to be followed for match days with the following additional features; (Where practically possible)

Access and egress to changing facilities.

- The coach/staff member is to ensure that all players meet at the designated area prior to entering the changing facility.
- Changing facilities are to be marked with an A3 sign which clearly states **"RESTRICTED AREA NO ACCESS TO NON YOUTR DEVELOPMENT STAFF OR PLAYERS"**
- Staff are to closely control access and egress to the "RESTRICTED AREA"
- Parents and spectators are not permitted in this restricted area with the players and must leave them at the Designated Waiting/Meeting Area.
- The general public is not permitted to use the Toilets facilities in the restricted area.
- Players are to stay in the changing room until the whole team is changed and ready to move to the designated pitch.
- The coach/staff member is to **ESCORT** the whole team from the changing room to the pitch through any group of adults who may have congregated outside the changing room block.
- The group is to move to the designated pitch on a route that is not within earshot (Where practically possible) of any adult team who may be using the nearby facility.

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- On completion of the game, the coach is to escort the players as a whole team / group back to the changing room, as mentioned above.
- A single player IS NOT permitted back in the restricted area. If the situation arises where a player needs to access his clothing or equipment then another player plus the coach is to escort the player in a group of 3. The parent is required to accompany the player & coach. Once the player is changed, he is to leave the restricted area in the company of his parent.
- There should not be less than 2 players and a coach in the changing room at any time pre or post match.
- The players are to move to the designated meeting area on completion of the day.

Action to be carried out if there is a breach of Procedure 3.2.1

• Single Player in the changing room;

Action — Player told to move to the Designated Waiting area until 2 other players arrive.

• An adult player wishing to enter the Restricted Area.

Action — Player requested to leave immediately and escorted from the area by a member of staff.

• Spectator requesting to use ablutions

Action — Person asked to leave the area and directed to the outside ablutions.

If the ablutions are locked, ring 0 on the phone and request that the Arena Staff open the outside ablutions for public use.

Player wishing to re-enter the changing facility once the team has left (e.g. on injury) Action —

- A member of staff is to accompany the player WITH the player's parent] spectator. If there is not a parent]spectator present, then a second member of staff is to be present.
- The parent is required to accompany the player & coach. Once the player is changed, he is to leave the restricted area in the company of his parent.
- If a player parent is not at the ground, the player is to change and then return immediately with the 2 accompanying adults and return to the "Technical Area"

Acceptable Risk

If a parent or second member of staff is not available, the coach is to accompany the player to the restricted area but not enter the changing room with the player. The player is to enter the 'changing room alone and collect his equipment/clothing

4.3 Meetings Players/Coaching staff

4.3.1 There will be situations where players will receive briefings or be involved with a meeting with the Coaching Staff The following guidelines are to be observed:

- The meeting is conducted in the staff only designated area or area designated by the Academy Manager or nominated person.
- There is another coach/member of staff present with the player.
- The parent/guardian is requested to be present.
- The Academy Manager is aware of the meeting.
- The meeting is logged.

Acceptable Risk

4.3.2 There will be instances where the coach has no option but to speak to a player on a 1to1 basis. This is an acceptable risk within the following guidelines:

- The meeting is conducted in a public place with other Members of staff, spectators/parents within view.
- The room door is left open.
- The meeting is a brief as possible.
- The coach informs the Academy Manager of the meeting.

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4.4 Travelling to away Matches

4.4.1 Coaches are to be made aware that 'The players are in their care and responsibility from the moment of collection until the player is reunited with parent/guardian on return from the match'

4.4.2 Players may wish to travel with their parents/guardians or with the team on the Club Transport. The guidelines for players travelling by Club Transport are as follows:

- Players are to be briefed as to the '**Designated Collection Point**'. This collection point follows the same guidelines as the **Designated Meeting Point** for Training nights and match days. **(See 2.4.1)**
- Players are not to be collected as individuals.
- Players **MUST** travel wearing seat belts on the transport.
- Mid way stops are encouraged for refreshments.
- Coaching staff are to ensure that the policies adopted at our Academy Facility are observed at away grounds where clubs may not enforce similar guidelines and regulations.
- On return. Players are not to be dropped off at any location en route apart from the designated drop off/meeting point.
- Staff are to stay with players at the meeting point until all are collected.

4.4.3 Actions to be carried out in breach of 4.4

Parent not at the designated meeting point on arrival back after an away game.

- Staff are to wait with the player, contact the parent/guardian.
- Staff **ARE NOT** to take individual players home in Club or private transport.
- An incident report is to be logged.
- Player not collected. **(See 4.9.1 page 23 for the procedures for this incident)**

4.4.4 Acceptable Risk

Should the situation arise where the coach is left with 1 player, he is to;

- Move to a public place.
- Contact the player's parent/guardian immediately.
- Wait with the player until arrival of the parent/guardian.

Should the situation arise where the player's parent/guardian has no means of transport, i.e. breakdown, the coach is to;

- Inform the Academy Manager of the plan to take the player home.
- Inform the parents of the player of the above action.
- **(See 4.9.1 page 23 for the procedures for this incident)**

4.5 Treatment of Injury

4.5.1 There are regulations in place within the Academy Performance Plan but please see with the following additional procedures:

4.5.2 Players injured Match Day (Non Serious)

- Should a player require treatment on the field of play, the Physio or first aider is to make an assessment within the guidelines of SALTAPS and decide on a course of action:
 - o Treat the player while the game has suspended in view of all staff and spectators.
 - o Ensure that the player is fit to continue, if not the player is to be removed to the **Technical Area** and not in the area of the spectators or isolated area.
 - o Should players require further treatment Then they should receive this at the **DESIGNATED TREATMENT POINT** as indicated by the senior staff member at that venue on the that specific day.
 - o The designated First Aid Point should be central to all fields of play and in view of all staff where practical.
 - o **Player to don sports sub suit to keep warm.**

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4.5.3 Acceptable Risk

There may be occasions where players are removed from the field of play at the nearest point in order to administer aid and for the game to recommence. If his situation where the player is in a 1 to 1 situation with the Physio is classed as acceptable risk. The player and Physio are to move to the technical area ASAP.

4.5.4 Player Injured on the field of Play (Serious Injury)

- Players who are seriously injured and required an ambulance or secondary aid are to be removed from the field of play nearest to the access point for an ambulance meeting point. This location should be as a priority and accepted as acceptable risk.
- The Physio is to ensure that the player's parent/guardian is immediately informed and joins the players at the Ambulance meeting point.
- The player's health & safety is the highest priority, players are not to be left unattended at any time awaiting the arrival of the medical services.
- Should a player be transported to the hospital, the parent or guardian is to accompany the player, the assistant coach or assistant Physio is also to accompany the player if requested by the Designated Person.
- ***The Physio is then to return to his/her duties at the Academy Nominated First Aid Point.***
- Players are not to be moved to the treatment room without the parent or guardian in attendance.
- Players who are to be removed from the game to the changing room to change out of playing kit are to be escorted by the parent or 2 adults (1 member of staff)
- The player is only to be in the changing room for the limited amount of time to change and leave the changing area.
- In the event of the parent not being present, the player is to change as quickly as possible and return to the Technical Area and not stay in the changing room until the game is finished.

4.5.5 Action to be carried out in breach of 4.5.4

- Parent or guardian not at the venue.

Action — The assistant Physio or coach is to stay with the player until the arrival of the medical services. The player's next of kin to be informed as to the situation and location of the player.

4.5.6 Acceptable Risk

In the situation where the player's parent or guardian is not at the venue when the player needs hospital treatment, it is accepted that the Physio cannot leave the match venue where he/she will be required to cover the remaining games. It is acceptable risk to transport the player in the ambulance until the arrival of the player's parent/guardian.

4.5.7 Players Injured on non match days (Training Nights)

The regulations for Players injured on training nights are to be replicated as **4.5.2**

4.5.8 Players Receiving Remedial Treatment

Players receiving remedial training are to be treated under the following constraints;

- o The player is only to be treated by the Physio in the presence of the player's parent/guardian, assistant Physio or staff member.
- o No other person other than a parent/guardian or member of staff is allowed in the treatment room while then treatment is being conducted.
- A sign stating **NO ACCESS TO NON-YOUTH STAFF** is to be displayed on the entrance to the treatment room.
- The treatment room door to be left ajar until treatment is being conducted.

4.5.9 Action to be carried out in breach of 4.5.6

- The player's parent/guardian is requested to be in the treatment room while the treatment is conducted.
- The treatment is to cease immediately with the player being asked to leave the room or the Physio/first aider seeking the presence of another member of staff.

4.6 Bullying

4.6.1 In accordance with the FA Child protection document, all instances of suspected bullying (Child to Child Abuse) are to be reported to the child protection Officer and logged in the Register.

4.6.2 See Section 4.9.1. page 22 for the procedures in this instance.

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4.7 Equipment

4.7.1 The use of training equipment is classed as acceptable risk under the following provisions:

- Players are not to be permitted into storage rooms without supervision.
- The equipment to be moved is supervised by the coach and within the physical capabilities of the player.
- It does not offer a health and safety risk to the player by way of injury.
- It does not isolate the player.
- It does not abuse the players standing within the team or **used as a punishment**.
- All goalposts are to be erected, moved and dismantled by the coaching staff. Should players be used to assist, then the points above are to be in the coaches forethought.
- All goal posts are to be weighted down or pegged in accordance with the FA Guidelines.

4.8 INCIDENT REPORTING PROCEDURE

Member of Staff Accused of Abuse

4.8.1 All incidents or allegations involving a member of staff, coach or scout must be reported to the “**Designated Person**” on the same day as the alleged incident. (See flow chart 4.9.1 page 21)

4.8.2 On receipt of the information, the designated person will make record in the log as to the details of the incident.

4.8.3 The designated person will analyse and make an evaluative decision as to the subsequent action, reporting the matter immediately to the Academy Manager (see flow chart 4.9.1)

4.8.4 The parents of the young person are to be informed within at the earliest opportunity.

4.8.5 A “Meeting” with the **Academy Manager** to be convened within 24 hrs. The purpose of this meeting is to;

- Look at the details of the allegation.
- To take necessary action towards the member of staff i.e. suspension if required.
- Take necessary action informing the authorities where and when required to under the law.
- Inform an independent advisor from the local Social Services who will make assessment on the case and the necessary further action under the law.

4.9 Reporting Procedure

The young person should not be questioned by anybody than the Designated Person with the approval and in the presence of the player’s parents. The independent advisor may wish to inform the police on conclusion of this interview.

The Safeguarding Officer will, on advice from the Academy Manager and the Football Association, take the following steps as directed by the FA.

The nominated person should where possible and under guidance from the FA, seek to ensure the safety of the player (s) and the wellbeing of the member of staff at this critical and upsetting time in the process.

If the coach or nominated person is in the situation of a disclosure then he/she should take the following action

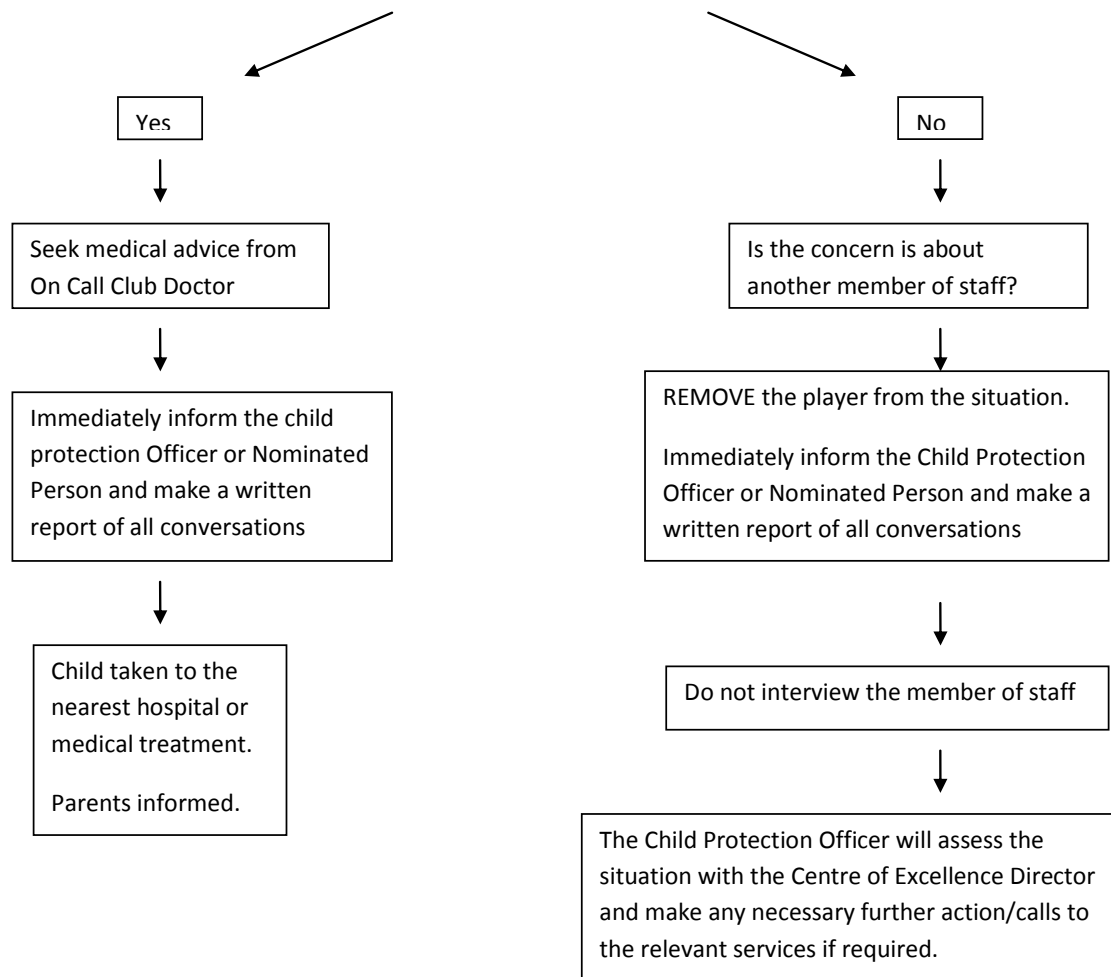
4.9 Incident Reporting procedure

4.9.1 There are various scenarios that can occur where an initial verbal report, followed by a full written report will be required. The following sections cover the Academy policy for the reporting of incidents:

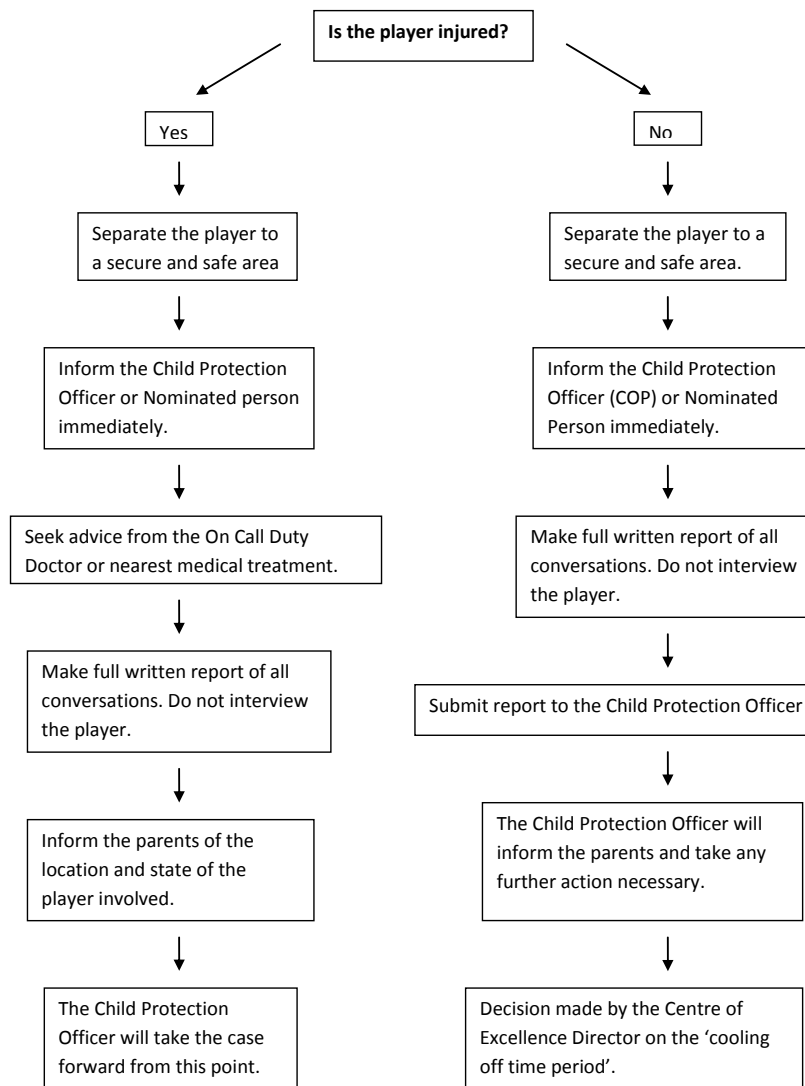


DISCCLOSURE PROCEDURE

Action to be taken by the Coach if a Child informs them of an incident

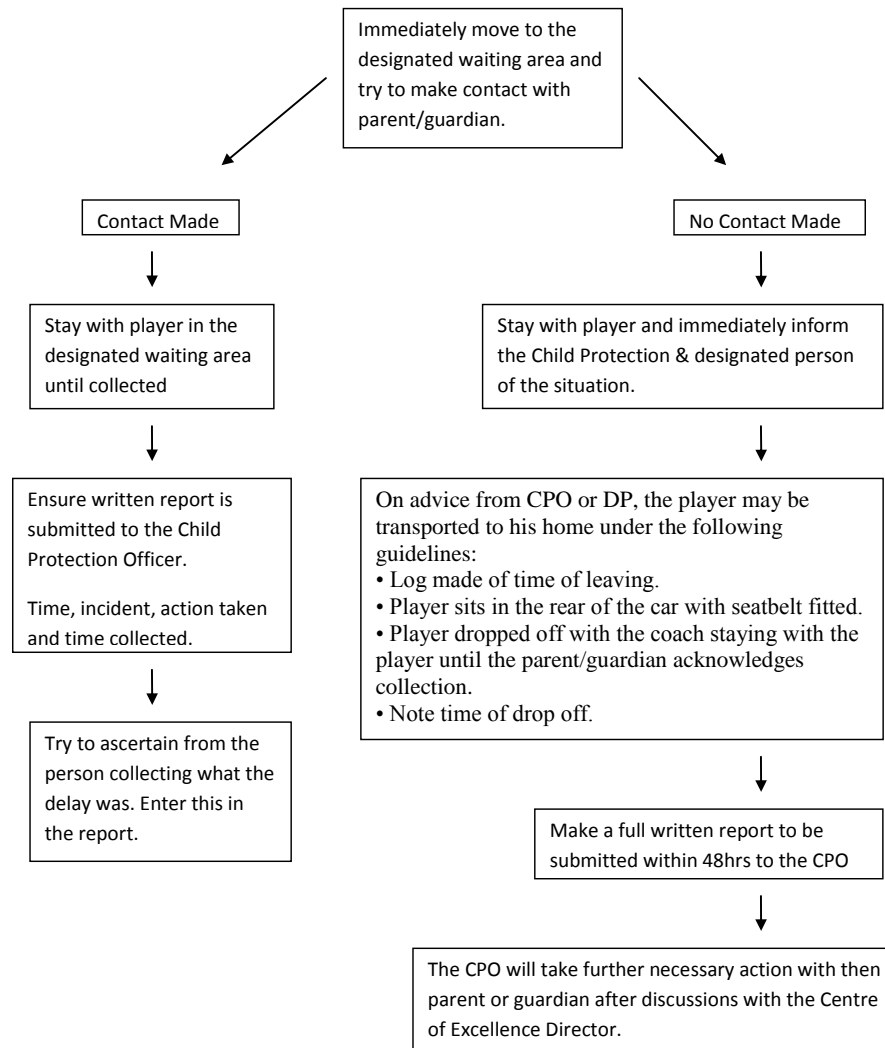


ACTION TO BE TAKEN IF THERE IS SUSPECTED ABUSE - CHILD ON CHILD



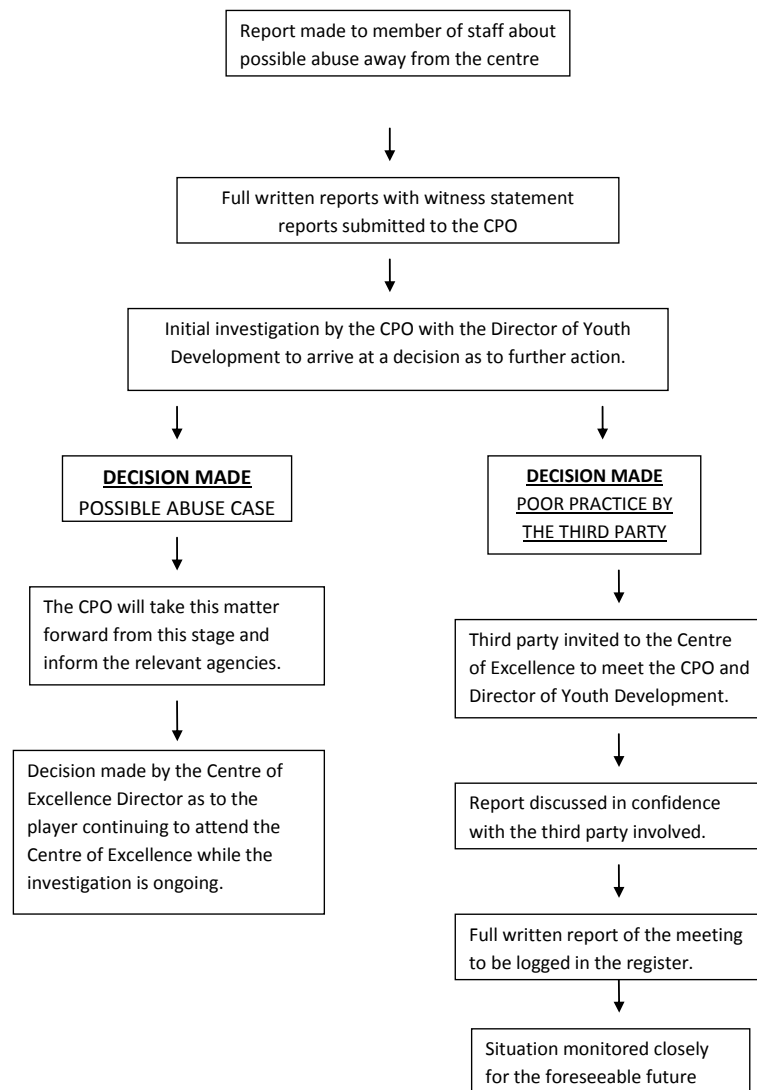


ACTION TO BE CARRIED OUT WHEN A PLAYER HAS NOT BEEN COLLECTED BY PARENT OR GUARDIAN



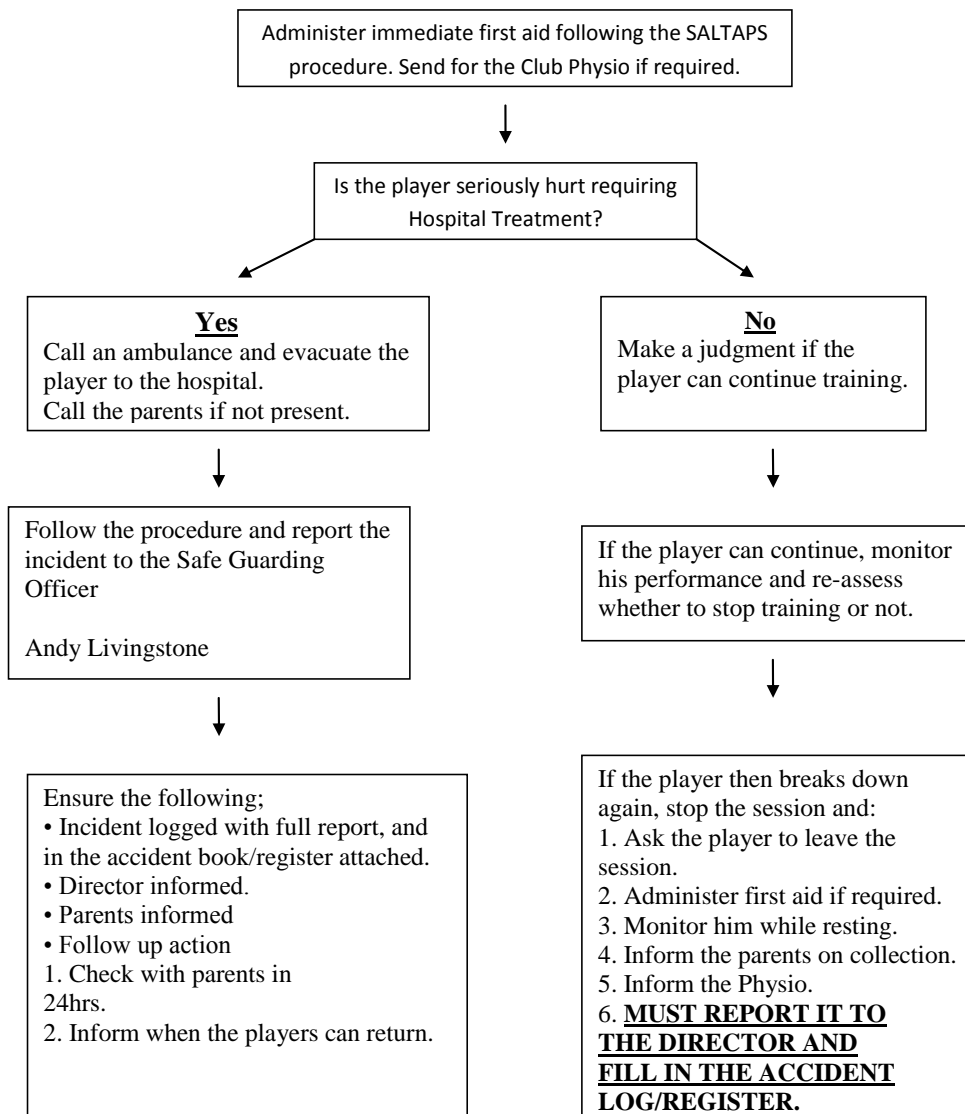
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APP36 Safeguarding Policy – Reports of possible abuse away from the Academy at home or other location



Preston North End (APP)

APP36 Safeguarding Policy – Accident Reporting Procedure at the Venue



Preston North End (APP)

APP36 Safeguarding Policy – Incident Referral Report



Report Serial Number:	Date Submitted:
Players Name:	
Address	
Contact Tel No:	Mobile:
Date and Time of Incident:	Location:
Details of the Incident as reported by the coach:	
Any visible injuries:	
Childs version of events:	
Action Taken by CPO:	
Further Action	

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APP36 Safeguarding Policy - Incident Referral Report



Report Serial:		
Further Details:		
Services:	Name, Address & Tel No:	Advice Received:
Police Yes/No		
Social Services Yes/No		
Doctor Yes/No		
The FA Yes/No		
Local Authority Yes/No		
NSPCC Yes/No		
Other Yes/No		

Preston North End (APP)

APP36 Safeguarding Policy – Procedure for Disclosure (Adult)



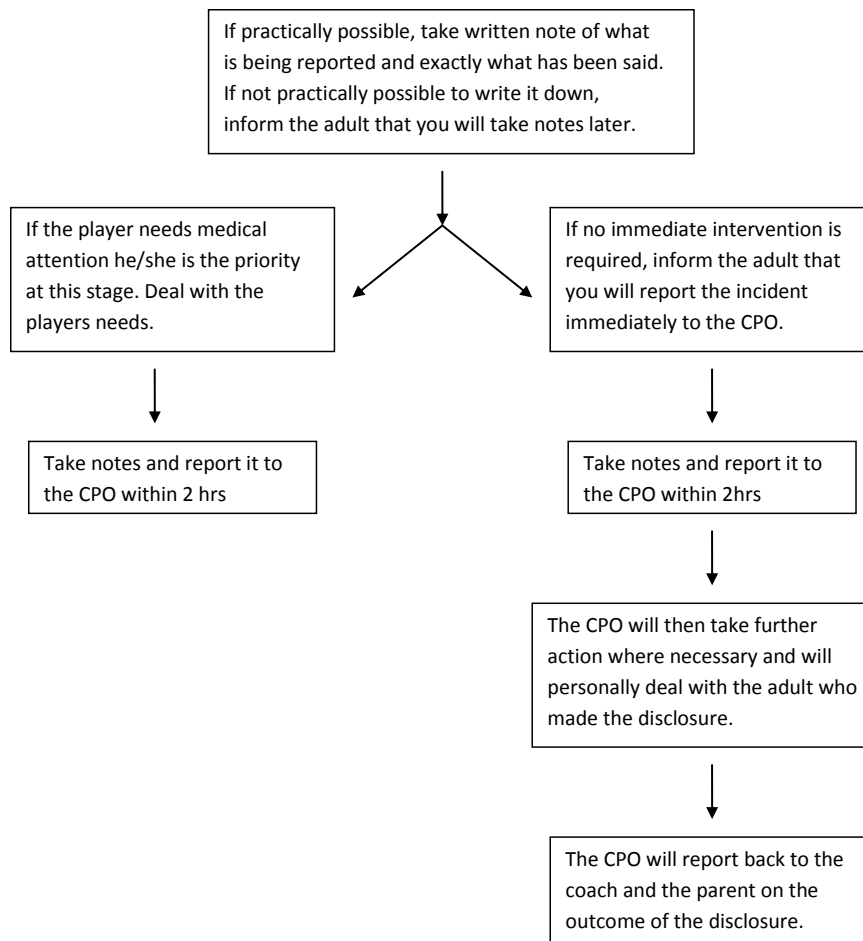
PROCEDURE FOR DISCLOSURE

1. Should you be in a situation where a child or indeed apparent discloses an incident or report, the following procedure is to be followed by All staff;

a. Reported by an adult

b. Reported by a child.

A - DISCLOSED BY AN ADULT



B - DISCLOSED BY AN CHILD

