



PRESTON NORTH END FOOTBALL CLUB

SAFEGUARDING POLICY FOR CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS.

PRESTON NORTH END FC AND THE ACADEMY. SEASON 2019/20

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Safeguarding Policy Statement

Preston North End Football Club recognises and accepts the responsibility to safeguard all children and vulnerable adults who are under the Club's care and supervision or using the Club's facilities. It is fundamental for all adults working at the Club to safeguard and promote the welfare of children and vulnerable adults and, they are expected to provide a positive and safe environment for all.

The wellbeing of children and vulnerable adults is paramount and the recommendations and guidelines outlined in this policy are to be adhered to at all times. The onus is on all Club representatives who are in contact with children or vulnerable adults. They should therefore make themselves aware of the Safeguarding Policy and adopt this where applicable. The policy and procedures will be widely promoted and are mandatory for everyone involved with Preston North End Football Club. Failure to comply with the Safeguarding Policy may ultimately result in dismissal from the Club and all cases will be dealt with in accordance with the disciplinary procedures set out in the Employee Handbook.

Academy Players are informed about the Club's approach to safeguarding during their induction process. This includes information about who to contact if they have any concerns.

The Club website contains information about the Club's approach to safeguarding and, again, who to contact in the event of any problems.

Relevant staff have attended safeguarding training sessions operated by the EFL.

The policy is endorsed by the Board of Directors. A Safeguarding Committee meets bi-monthly to discuss and review safeguarding matters and two Board directors sit on this committee and attend these meetings.

This Safeguarding Policy should be read in conjunction with the Club's Staff Code of Conduct. If there are any residual concerns or issues following the application of this policy, staff should consider the content of the Club's Whistleblowing Policy and Complaints Policy if necessary.

Rules and Regulations

Preston North End Football Club seeks guidance from relevant legislations, organisations and governing bodies for all safeguarding matters. This includes but not exhaustive to, the Children Act 2004, Working Together to Safeguard Children (2015), Child Protection in Sport Unit and the Football Association and EFL rules, regulations and guidance. Preston North End Football Club is dedicated to promote best practice throughout the Club and its counterparties and will do so in accordance with the above.

Definitions

Abuse – refers to the maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. A child can be abused by an adult or adults or another child or children.

Activity – refers to any matches, coaching programmes, educational events or other related activity where there are children or vulnerable adults taking part.

Child/Children – a person whom is under the age of 18.

Child Protection – this refers to the activity undertaken to protect children who are suffering or likely to suffer from harm. Child protection forms part of safeguarding and welfare.

Confidentiality – an assurance that limits access or places restrictions on certain information.

Consent - voluntary permission with knowledge of the purpose, effects and risks involved as well as the likelihood of success and any other consequences. Consent can be given orally or in writing.

Duty of Care - a legal obligation on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others.

Harm – as defined by the Children Act 1989, harm can be defined as the ill treatment or impairment of health and development. This was then developed in the Adoption and Children Act 2002 impairment suffered from seeing or hearing the ill treatment of another. As well as physical and sexual ill treatment, harm can also include an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.

Private fostering- A privately fostered child is a child under 16 (or 18 if disabled) who is cared for by an adult who is not a parent or close relative where the child is to be cared for in that home for 28 days or more. Close relative is defined as “a grandparent, brother, sister, uncle or aunt (whether of the full blood or half blood or by marriage or civil partnership) or step-parent”. A child who is Looked After by a local authority or placed in a children’s home, hospital or school is excluded from the definition. In a private fostering arrangement, the parent still holds Parental Responsibility and agrees the arrangement with the private foster carer. A child (as per definition above) placed with a host family for 28 days or more is in a private fostering arrangement and therefore Clubs with host families should inform and work with their local authority ensuring that they meet legislative and local procedural requirements.

Vulnerable Adults – an adult who may be vulnerable to abuse or maltreatment is deemed to be someone over the age of 18 who:

- Needs care and support;
- Has an additional vulnerability (i.e. disability, homelessness, drug addiction);
- Is experiencing, or is at risk of, abuse or neglect;

As a result the adult is therefore unable to protect themselves against the abuse or neglect or the risk of it.

Aims and Key Principles

The aims of Preston North End Football Club’s Safeguarding Policy are:

- To safeguard all children and vulnerable adults who are in contact with the Club;
- To promote and demonstrate best practice for the safety and wellbeing of children and vulnerable adults;
- To ensure all staff, whether full time, part time, or voluntary understand their roles and responsibilities with regards to safeguarding at the Club;

- To ensure parents, guardians and other third party adults who may come in contact with children and vulnerable adults act as positive role models.
- To reflect the Club values (excellence, passion, unity, respect, equality and integrity) with regards to safeguarding children and vulnerable adults.

The key principles supporting this policy are:

- The safety and wellbeing of children and vulnerable adults is of the utmost importance and must be prioritised.
- Children and vulnerable adults have the right to be protected from abuse or neglect, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. These can also be referred to as the nine protected characteristics, as sighted in the Equality Act 2010.

Safeguarding Contact Details

Preston North End has a Safeguarding Manager who holds overall responsibility for the safeguarding of children and vulnerable adults at the Club. The Club also has three other Designated Safeguarding Officers who represent specific areas of the Club and ultimately report back to the main Safeguarding Manager, when required.

Safeguarding Manager – Zoe Hall

Academy Designated Safeguarding Officer – Andy Livingstone

Preston North End FC Community and Education Trust (PNECET) Designated Safeguarding Officer – Rebecca Robertson

Matchday Designated Safeguarding Officer – Guy Nellany

Should anybody have a concern about a child's or vulnerable adult's welfare, any of the above named Safeguarding Officers should be contacted for advice. Contact details can be found on pages 14 of this policy.

Matchdays

In line with the ticketing terms and conditions and the ticketing policy, any persons under the age of 14 must be accompanied by an adult. This also applies for official Club travel to all away fixtures. Any supporters under the age of 14 must be accompanied by an adult.

Mascots

On matchdays all mascots meet outside the Club shop three hours before kick-off and are supervised throughout by the Mascot Coordinator who is CRB/DBS cleared.

Ball Persons

Ball persons meet outside the dugout two hours before kick-off and are supervised by the Ball Person Coordinator(s) who are DBS checked.

Matchday Photography

By entering the Ground, all persons are acknowledging that photographic images and/or audio, visual and/or audio-visual recordings and/or feeds (and/or stills taken therefrom) may be taken of them and may also be used, by way of example and without limitation, in televised coverage of the game and/or for promotional, training, editorial or marketing purposes by the Club, the EFL or others (including commercial partners and accredited media organisations) and entry into the Ground constitutes consent to such use. You further acknowledge that photographic images and/or audio, visual and/or audio-visual recordings and/or feeds (and/or stills taken therefrom) may be used (by the Club or by a third party, such as a law enforcement body) to identify you as an individual, where permitted by data protection laws, for the purposes of preventing or detecting crime, or any breach of the Ground Regulations. Information about the Club's use of your personal data will be brought to your attention by the Club (see for example any applicable privacy policy, signage and/or other forms of announcement in or around the ground). For further information please contact the Club.

Use of Images and Videos

The use of images at Preston North End Football Club is to follow the below guidelines:

- Children are to be appropriately dressed in all photographs;
- The person wishing to take images must obtain clearance from the member of staff on duty;
- Photography/images must focus on the group and not the individual where possible;
- Parents/guardians of children who do not wish to have their child's photograph taken must make themselves known to a member of staff on duty;
- We forbid photography in private areas, such as changing rooms, toilets, showers or bedroom or whilst a child is in the state of undress.
- Within the Academy, no photography or video footage will be taken in the vicinity of any changing room or treatment room.
- Within the Academy, mobile phone use for imagery will not be allowed without the express permission of the safeguarding manager on duty

GDPR

Preston North End FC are compliant with General Data Protection Regulation (GDPR). The full Privacy Policy and can be found on the Club's website; <https://www.pnefc.net/club/club-policies/>

Raising Concerns

Despite the Safeguarding Policy being in place and the Club encouraging best practice, there may be instances where concern is raised over the maltreatment of a child or vulnerable adult.

Any concerns identified should be reported to the Club's DSO in the first instance and immediately.

A person can describe child abuse as harm to a child, or failure by those with responsibility for a child to provide reasonable care, or both. Abuse may take the form of physical injury, sexual or emotional abuse, or neglect. Anybody in contact with the child or vulnerable adult may cause

harm, i.e. parents, guardians, relatives for example. The following paragraphs describe the main types of abuse:

Physical Injury

This is the actual or likely physical injury to a child where a person physically injures or hurts a child or vulnerable adult. This can involve hitting, shaking, squeezing, burning, biting or any other way of intentionally causing harm to another.

- Bruises and other marks are indicators of physical harm caused by another. If bruises are noticeable in unlikely areas of the body then concern should be raised to a safeguarding officer.

Neglect

This refers to the persistent or severe neglect of a child or vulnerable adult or failure to protect them from exposure to danger, including the 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 which may suggest under nourishment;
- Poor physical appearance – the child may appear cold, dirty, inadequately clothed or have mottled skin. Thinning hair or bald patches and reoccurring infections are also signs of neglect;
- The child appears fearful, wary, frozen in one position or seems to be apathetic or dejected with lack of responsiveness;

Sexual Abuse including Sexting

This is the actual or likely sexual exploitation of a child or vulnerable adult 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.

What is 'sexting'?

Sexting is defined as **the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18**. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'youth produced sexual imagery'.

'Sexting does not include the sharing of sexual photos and videos of under-18 year olds with or by adults. This is a form of child abuse and must be referred to the police.

What to do if an incident involving 'sexting' comes to your attention

Report it to your Designated Safeguarding Officer immediately.

- **Never** view, download or share the imagery yourself, or ask a child to share or download – this is illegal.

- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSO.
- **Do not** delete the imagery or ask the young person to delete it.
- **Do not** ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSO.
- **Do not** share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and or/carers.
- **Do not** say or do anything to blame or shame any young people involved.
- **Do** explain to them that you need to report it and reassure them that they will receive support and help from the DSO.

If a sexting incident comes to your attention, report it to your DSO.

Child Sexual Exploitation

A form of Child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a Child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology. Some of the signs that a child may be subject to sexual exploitation include;

- going missing for periods of time or regularly returning home late
- skipping school or being disruptive in class
- appearing with unexplained gifts or possessions that can't be accounted for
- experiencing health problems that may indicate a [sexually transmitted infection](#)
- having mood swings and changes in temperament
- using drugs and/or alcohol
- displaying inappropriate sexualised behaviour, such as over-familiarity with strangers, dressing in a sexualised manner or sending sexualised images by mobile phone ("sexting")
- may also show signs of unexplained physical harm, such as bruising and cigarette burns

Emotional Abuse

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

- Rejection;
- Lack of praise or encouragement;
- Lack of attachment;
- Lack of stimulation i.e. fun and play;
- Lack of appropriate handling relative to age;
- Segregation;
- Punishment or given work tasks as a punishment.

Child on Child Abuse

It should be recognised that physical, sexual and emotional abuse might be carried out on a child by another child. 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 or status;
- Racial or other forms of discriminatory abuse.

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

Sexual Offences Act 2003

The Sexual Offences Act 2003 is an Act of the Parliament of the United Kingdom. It replaced older sexual offences laws with more specific and explicit wording.

The Act makes new provision about sexual offences, their prevention and the protection of children from harm from other sexual acts, and for connected purposes.

Sexual Offences include;

- Rape.
- Assault by Penetration.
- Sexual Assault.
- Causing a person to engage in sexual activity without consent.
- Rape of a child under 13.
- Assault of a child under 13 by penetration.
- Sexual assault of a child under 13.
- Causing or inciting a child under 13 to engage in sexual activity.
- Sexual activity with a child.
- Causing or inciting a child to engage in sexual activity.
- Engaging in sexual activity in the presence of a child.
- Causing a child to watch sexual act.
- Child sex offences committed by children or young persons.
- Arranging or facilitating commission of a child sex offence.
- Meeting a child following sexual grooming etc.
- Abuse of position of trust: sexual activity with a child.
- Abuse of position of trust: causing or inciting a child to engage in sexual activity.
- Abuse of position of trust: sexual activity in the presence of a child.
- Abuse of position of trust: causing a child to watch a sexual act.
- Abuse of position of trust: acts done in Scotland.
- Positions of trust.

Female Genital Mutilation (FGM)

The practice, involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls or women. The Female Genital Mutilation Act makes it illegal to practise FGM in the UK or to take girls who are British

nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

Disclosure and Barring Service (DBS)

The Safeguarding and Vulnerable Groups Act 2006 (SVGA) places a legal duty on employers and personnel suppliers to refer any person who has;

- harmed or poses a risk of harm to a child or vulnerable adult;
- satisfied the harm test; or
- received a caution of conviction for a relevant offence.

A regulated activity provider is an organisation or individual that is responsible for the management or control of regulated activity, paid or unpaid and makes arrangements for people to work in that activity.

This will usually be an employer or a voluntary organisation.

Examples of a regulated activity provider would be:

- an NHS hospital or Health and Social Care Trust that employs people to provide care, supervision and advice to children and vulnerable adults.
- a Further Education College that provides education to children under 18 years of age.
- a specialist educational establishment that provides education to vulnerable adults.

Preston North End Football Club has a responsibility to report relevant information to the DBS and the FA under these circumstances.

Counter Terrorism

The Prevent duty requires all specified authorities to work to prevent people from being drawn into terrorism. This duty is part of the Counter Terrorism and Security Act 2015, this came into effect in July 2015.

This duty will:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- work with sectors and institutions where there are risks of radicalisation that we need to address.

The Prevent duty refers to all schools and childcare providers and Preston North End Football Club's Academy is therefore classed as a specified authority. The Government has defined extremism in the Prevent strategy as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces". The Academy is committed to all forms of safeguarding and our young participants' well-being. The Prevent duty will form part of this, we will work together to identify any child or young person who is at vulnerable to radicalisation and take appropriate action to protect them and we will promote fundamental British values in our teaching and coaching activities.

Signs of radicalisation include but are not limited to:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family. (NSPCC)

The Designated Safeguarding Officer will make a referral to the Channel programme if there is a concern about radicalisation. The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk
- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned

The Club will then work in partnership with all those involved in the Channel programme to ensure the well-being of that child or young person -

<https://www.gov.uk/government/publications/channel-guidance>. The Club have an IT and Computer Use Policy in place that all staff and scholars are made aware of.

Further guidance is provided in Appendix 12.

Special Education Needs (SEN)

Children with Special Education Needs may face additional safeguarding challenges. Staff should identify any children with additional needs through appropriate discussion with the parent/carer.

Where additional needs are identified, a risk assessment relating to the activity being undertaken should be prepared.

In addition, any specific additional staff training requirements will be considered and implemented prior to the activity taking place

Safeguarding Code of Conduct

In addition to the staff code of conduct detailed in the employee handbook, the following points are to be managed by all staff with regards to safeguarding:

- Preston North End Staff are to ensure that the health, safety and protection of all persons participating in a Club activity is a high priority;
- Staff are not, where possible, to be in a situation where they are on a one to one situation with a child or vulnerable adult whilst not in a public area;

- It is the responsibility of the staff on duty to ensure that all the relevant information set out in this document is circulated to the applicable people;
- All matters which raise concern must be reported in the correct procedure, which are detailed in the 'Recording Allegations' section.
- Any breach of conduct which may contravene any policy set by this document is to be reported in the incident log.

Good Practice

Keeping Records

Accurate records are to be kept within the main documentation at the Club. A record should contain the date and time of the particular incident, whether the child or vulnerable adult 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.

Confidentiality

The purpose of confidentiality is to protect both staff and the child or vulnerable adult, by providing privacy. In accordance with the Data Protection Act, all information written or verbal should be held in confidence.

All child protection records should be kept separately from all other records, accessible only by the designated people.

Appropriate Questioning

Your Own Feelings

Staff are to ensure that personal terminology is not used which may be adopted by a child or vulnerable adult. It is imperative that the member of staff remains impartial but supportive.

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 Club to adhere to the confidentiality aspects of this document, however all incidents of conversations, meetings or written statements are to be passed to the safeguarding officer.

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.

Ongoing Correctional Practice

All staff are encouraged to constantly update their training and evaluation techniques to ensure good practice and that the most current up to date legislation is being enforced.

Recording Allegations

All incidents or allegations involving a member of staff must be reported to a safeguarding officer on the same day as the alleged incident. On receipt of the information, the safeguarding officer will record all details required in the incident log. The safeguarding officer will analyse the situation and make an evaluative decision with regards to the subsequent action to be taken; the parent/guardian of the child or vulnerable adult are to be informed at the earliest opportunity by the safeguarding manager. Under no circumstance should the child or vulnerable adult be questioned by anybody other than the safeguarding manager, with the approval and in the presence of the child or vulnerable adult's parent/guardian. If required, necessary action will be taken to inform the relevant authorities under the law. An independent advisor from the local Social Services will also be informed who will make assessment on the case and the necessary further action to be taken under the law.

Please refer to the appendices at the end of this policy for further detailed information on reporting and recording allegations for different scenarios.

Acceptable Risk

In all aspects of work at the Club, there will be situations where a degree of professionalism must be adopted with regards to safeguarding. All members of staff must be aware of the repercussions that a scenario may have, where staff professionalism is put in question. To ensure that this statement protects children, vulnerable adults and staff, there may be situations where the term 'acceptable risk' is to be understood. An example of this could be if a child or vulnerable adult requires hospital treatment but the parent/guardian is not at the venue, it is acceptable risk to transport the child or vulnerable adult in the ambulance until the arrival of the parent/guardian.

If there are any concerns regarding the Senior Safeguarding Manager or Safeguarding Officers, these should be referred to either John Kay (Chief Executive) or Kevin Abbott (Finance Director) who are the Club executive directors with responsibility for safeguarding.

Key Contacts:

Zoë Hall
Senior Safeguarding Manager
T: 01772 693313 (Ext 1313)
M: 07792 149 716
E: zoe@pne.com

Andy Livingstone
Academy Designated
Safeguarding Officer (DSO)
T: 07880 746005
E: andylivingstone@pne.com

Rebecca Robertson
PNECET Designated
Safeguarding Officer (DSO)
T: 01772 693309(Ext 1309)
M: 07769 131446
E: rebecca@pne.com

Guy Nellany
Matchday Designated
Safeguarding Officer (DSO)
T: 01772 693347 (Ext 1347)
M: 07904 093280
E: guy@pne.com

Preston Police

Tel: 101

Lancashire FA Regional Designated Safeguarding Officers

Tel: 01772 624000

The FA Designated Safeguarding Contact

Tel: 0800 169 1863 (option 7)

Useful resource contact numbers:

NSPCC (National Society for the prevention of cruelty to children)

<https://www.nspcc.org.uk/>

Tel: 0808 800 5000

ChildLine

<https://www.childline.org.uk/>

Tel: 0800 1111

Relevant Legislation

The Children Act 2004

<https://www.legislation.gov.uk/ukpga/2004/31/contents>

The Education Act 2002

<http://www.legislation.gov.uk/ukpga/2002/32/contents>

Child Protection is Sport Unit

<https://thecpsu.org.uk/>

Keeping Children Safe in Education 2019

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Protection of Freedoms Act

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Counter Terrorism and Security Act 2015

<http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>

What to do if you are worried about a child being abused 2015

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Working Together to Safeguard Children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

The Football Association (The FA)

<http://www.thefa.com/football-rules-governance/safeguarding>

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

Date and Review

This safeguarding policy is reviewed annually, the next review will be in July 2020.

Appendix

1. Action – Incident/Referral Report
2. Action – Injury Reporting Document
3. Action – Child or Vulnerable Adult informing Staff of an Incident
4. Action – Missing Child
5. Action – When a Child has not been collected
6. Action – Reports of Suspected Abuse Away from PNE
7. Suspected Child on Child Abuse
8. Reporting an Accident
9. Matchday Operational Procedures
10. Club Trips, Tours and Tournaments Policy
11. Club Academy Welfare Policy
12. PREVENT guidance

Appendix 1 – Incident/Referral Report

Report Serial No:	Date Submitted:
Childs Name/Vulnerable Adults Name:	
Address:	
Contact Tel No:	Mobile:
Date & Time of Incident:	Location:
Details of the Incident as reported by the staff member:	
Any Visible Injuries:	
Child/Vulnerable Adults Version of Events:	
Action Taken by Senior Safeguarding Officer/Designated Safeguarding Officer:	

Further Action:

Signed: _____ **Safeguarding Manager**

Signed: _____ **Designated Safeguarding Officer**

Report Serial:

Further Details:

Services	Name, Address & Tel No of Contact	Advice Received
<u>Police</u> Yes / No		
<u>Social Services</u> Yes/No		

<u>Doctor</u> Yes/No		
<u>The FA</u> Yes/No		
<u>Local Authority</u> Yes/No		
<u>NSPCC</u> Yes/No		
<u>Other</u> Yes/No		

Appendix 2 – Injury Reporting Document

Child's Name/Vulnerable Adults Name:

Location where the injury occurred:

Date of Incident:

Details of the Incident:

Details of the Injury:

Was First Aid administered: _____ By Whom:

Was further treatment required: _____ what:

Did the child/vulnerable adult go to hospital: _____ which:

Were the parents/guardians informed: _____ when:

Was the incident reported to the Senior Safeguarding Officer /Designated Safeguarding Officer: _____?

When: _____ was the accident book completed:

Did you follow the flow chart indicated of the child protection document:

_____?

What was the child/vulnerable adult informed before ending the session/game:

What was the follow up action:

_____?

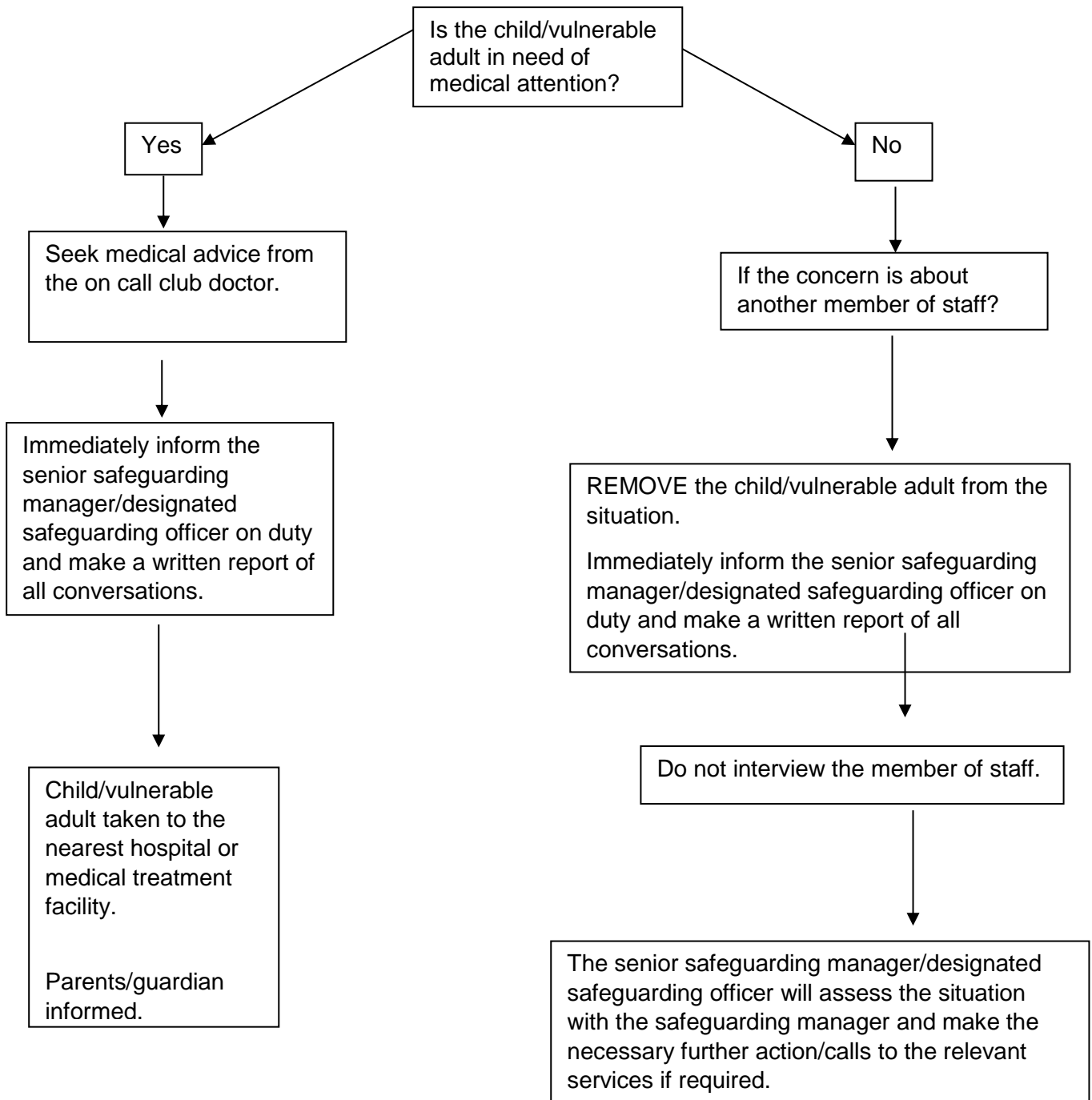
Signed by the Staff: _____ **Name:** _____

Date: _____

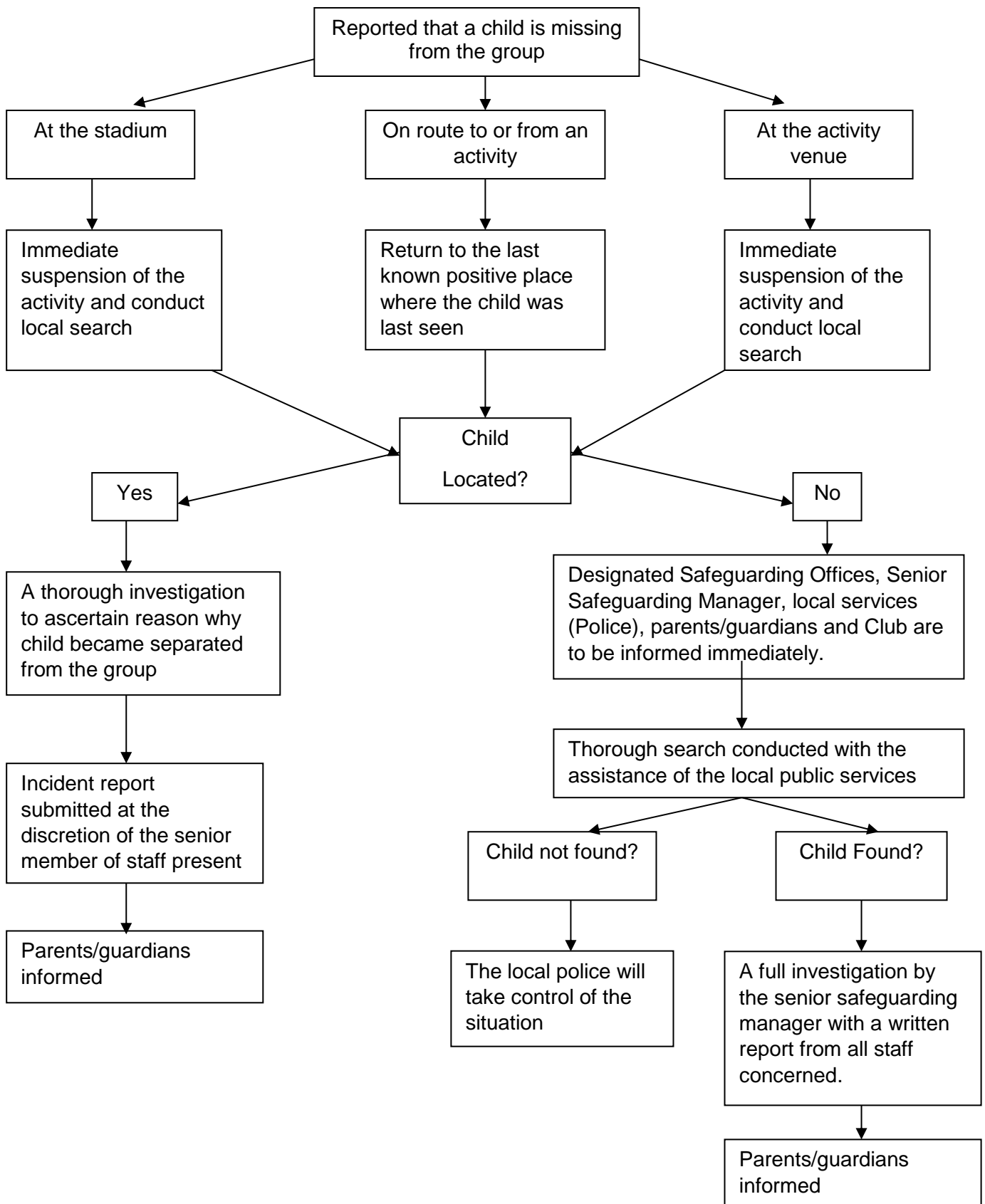
Signed by the Senior Safeguarding Manager: _____

Name: _____ **Date:** _____

Appendix 3 – Action – Child/Vulnerable Adult informing staff of an incident



Appendix 4 – Action – Missing Child



Detailed Academy Procedure in the event of a missing child on an Academy activity

The following are guidelines to be followed by members of staff in the case of a child being reported missing.

Training situation

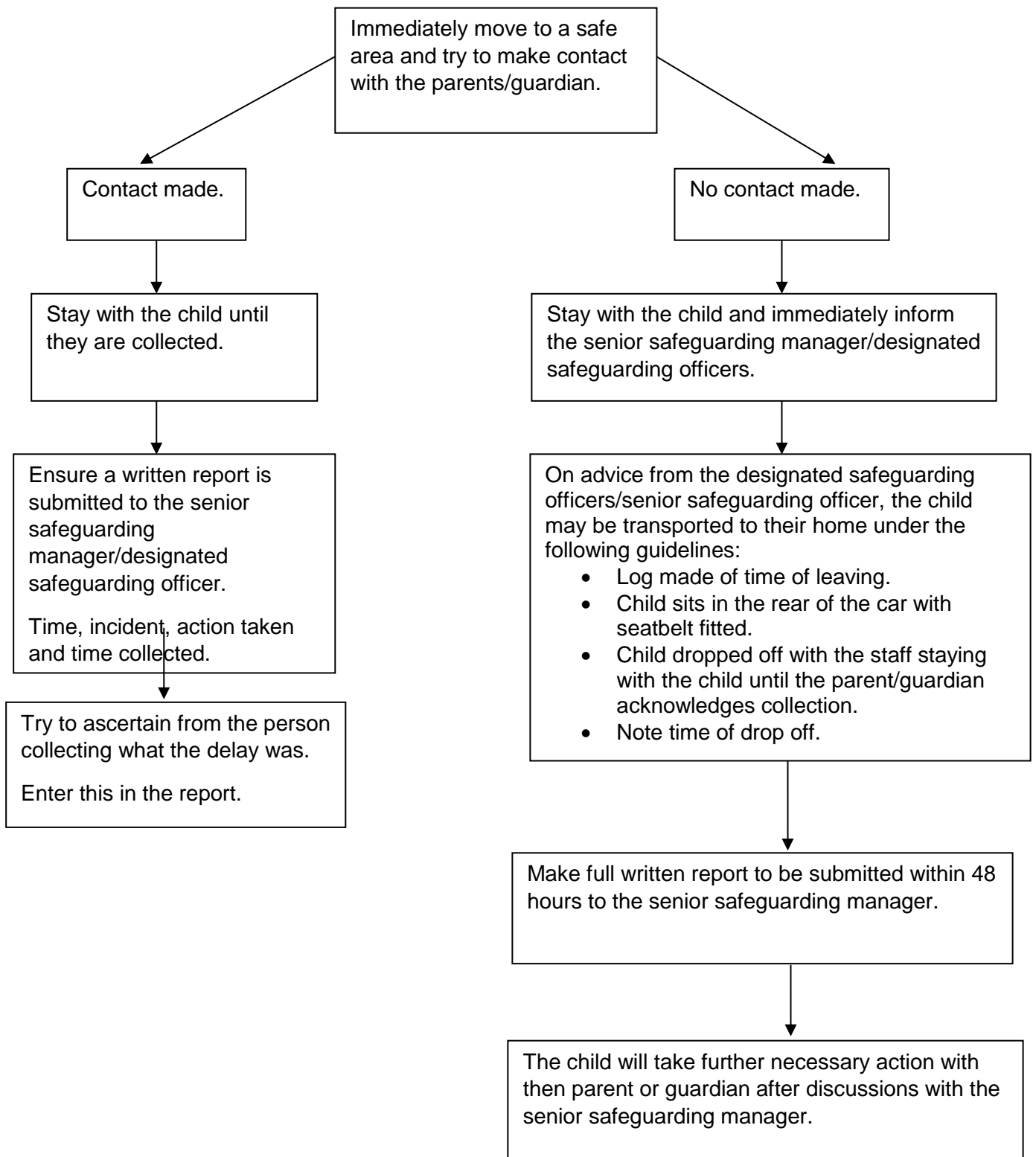
If a coach received a report that a child in his care has gone missing he should:

- 1.Immediately stop the session and check his register to confirm that a child is missing.
- 2.If a child is missing the coach should report the matter to the Academy Manager, or in his absence the Head of Coaching, immediately.
- 3.The Academy Manager, or Head of Coaching, will instruct all coaches to stop their sessions and ensure that all children remain in their groups supervised by one of their coaches.
- 4.The remainder of the coaches under the guidance of the Academy Manager/Head of Coaching will start an organised search of the surrounding area.
- 5.The child's parent(s) will be contacted by the Academy Manager/Head of Coaching if this search does not prove successful. The parent(s) will be asked to provide any likely places that the child may have gone to. Those places will be checked by the Academy Manager/Head of Coaching and one other member of staff. The parent(s) will be asked to attend.
- 6.Once all the likely places have been checked, consideration in consultation with the child's parent(s) will be given to informing the Police.
- 7.A full report of the circumstances will be submitted by the Academy Manager/Head of Coaching for the attention of the Club Welfare Officer.
- 8.If at the first report of the child going missing the Academy Manager/Head of Coaching suspects that a criminal offence may have taken place he will immediately inform the Police.

Match Day situation

The senior coach in charge of the respective age group will, on the report of a child being missing, follow the above guidelines. However, in the absence of the Academy Manager/Head of Coaching, the Senior coach will assume their responsibilities. He will ensure that the Academy Manager and Club Welfare Officer are informed as soon as possible.

Appendix 5 – Action – When a child has not been collected



Detailed Academy Procedure in the event of the late collection of a child on an Academy activity

Academy Late Collection Of Children Policy

Introduction

Late collection of children by parents presents Preston North End Football Club and its coaches with a potentially difficult situation.

It is important that everyone understands that the Club is committed to the welfare all children and young people who are part of our Academy, but it is not acceptable parents and carers to be late without notifying child's coach. All parents/carers will be expected to adhere to this policy to help with safeguarding your child

Parents of children starting with the Preston North End academy are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number
- Mobile telephone number
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from training and games i.e. childminder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that a member of club staff (coach, academy administrator, Designated Safeguarding Officer) are notified immediately.

Parents/carers **MUST** phone their child's coach **as soon as they are aware** if there is any likelihood of late collection.

At our training ground all players under 14 years old must be collected directly from the training pitches not the car park. Players will not be allowed to leave the training area until a parent or carer is available.

Guidelines for Coaching Staff:

In the event of a parent/carers failing to collect a child at the agreed session finish time, the coach will wait with the child/young person at the sport facility, with other staff/volunteers or parents present if at all possible.

Coaching staff will keep a record of all calls, times and outcomes and provide these to the Designated Safeguarding Officer the following day.

The coach will then make all the necessary arrangements to attempt contact with the parent/guardian using emergency contact numbers.

Coaches and other Preston North End Football staff cannot take a child home on behalf of the parents or transport them to another named adult.

If all attempts fail, the coach will then contact the Club Designated Safeguarding Officer or their line manager for further guidance. Where possible, this will be done in an open environment with another coach in attendance.

If the child has not been collected after an hour we will follow our Safeguarding Procedures and contact the Local Children's Services or Police. Both authorities will aim to find the parent/carer or relative and if unable to do so, the child will be placed into the care of the Local Authority. If the child must be taken to a police station or children's services office the coach will either transport the child there with another member of staff or arrange for a taxi to take them both. The cost of this will be charged to the parents/carer.

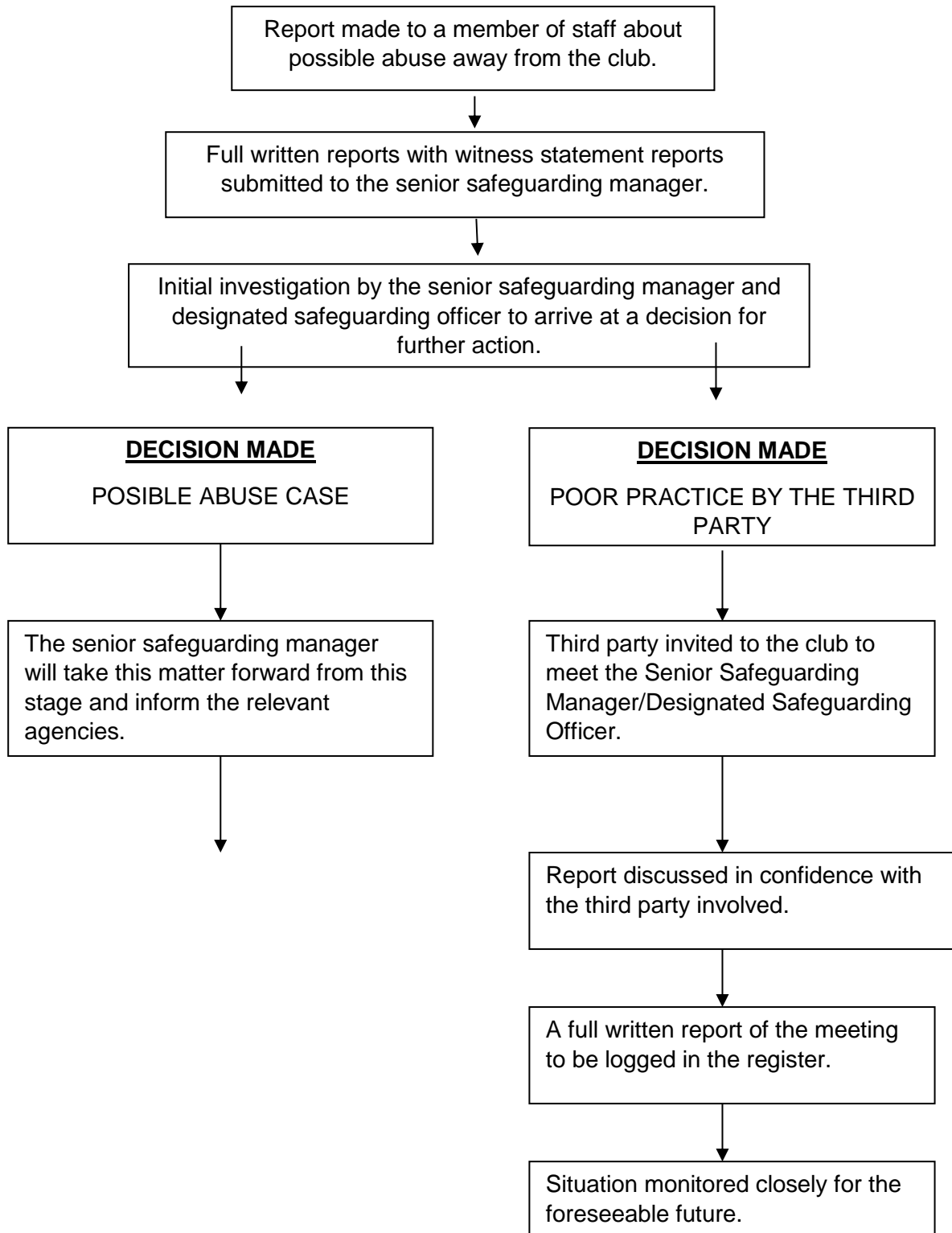
NB Under no circumstances will staff to go to look for the parent, nor take the child home with them.

A full written report of the incident will be recorded by the relevant member of club staff.

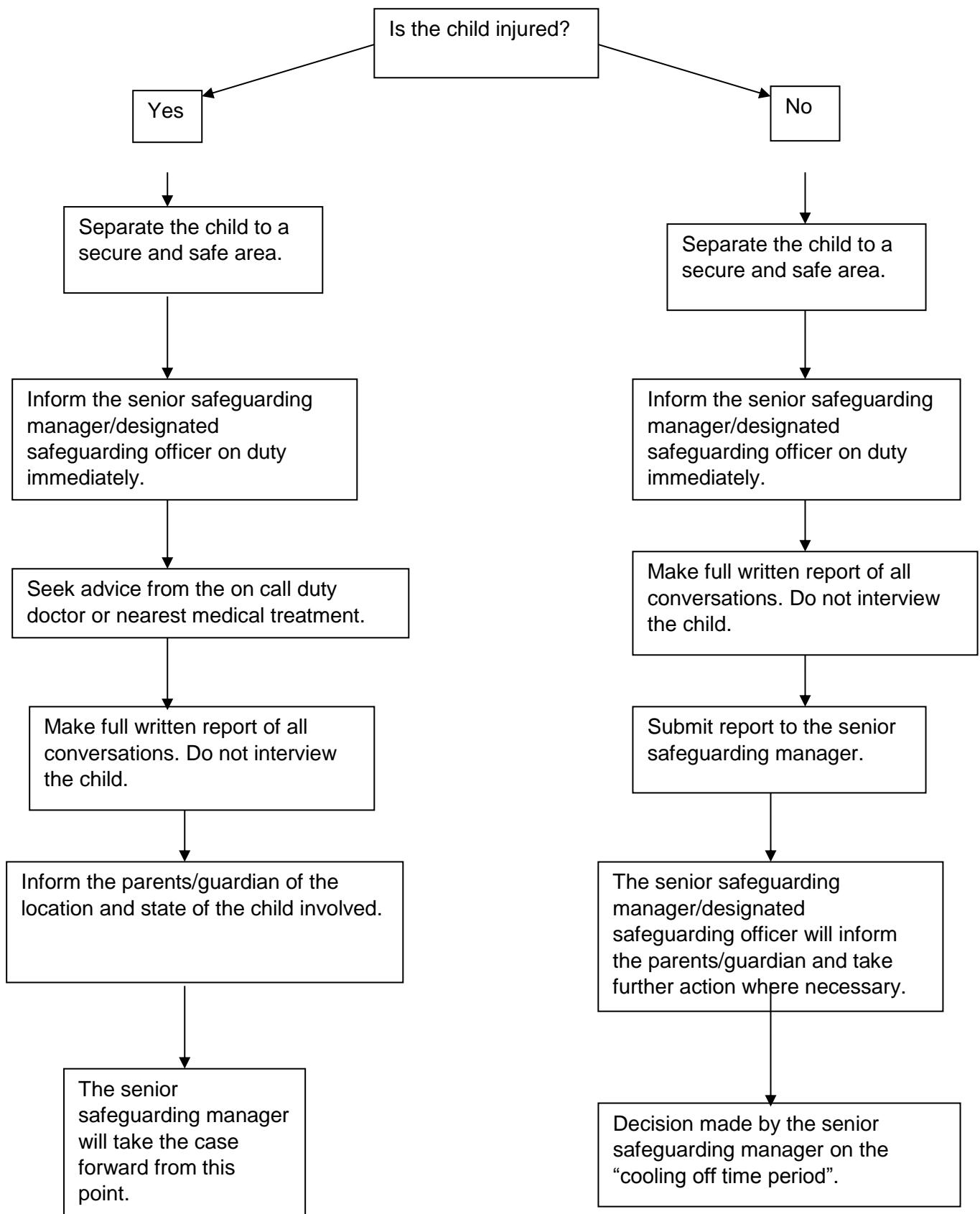
Coaching Staff will:

- Never take the child home or to any other location other than if requested by the appropriate authority. **(Police or Children's Services only)**
- Never send the child home with another person without permission from a parent or carer.
- Never ask a child to wait in a vehicle or sport facility with you alone.
- Never spend time alone with children away from others.
- Never transport a child to or from an event or activity.
- Never send a child away from the facility alone.

Appendix 6 – Action – Reports of suspected abuse away from Preston North End Football Club



Appendix 7 – Action – Suspected child on child abuse (bullying)



Detailed Academy Procedure in respect of incidents of suspected bullying

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all players or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any senior member of staff.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional –being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting (e.g. hiding property, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing

Why is it important to respond to Bullying?

Bullying hurts. No-one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this policy

- All club members, coaches, officials and parents/carers should have an understanding of what bullying is
- All club members, officials and coaching staff should know what the Club's policy is on bullying and what they should do if bullying arises.
- As a club we take bullying seriously. Players and parents/carers should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.
- All club members, coaches, officials and parents/carers should have an appreciation of the signs and indicators of bullying.

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- Says he or she is being bullied
- Is unwilling to go to sessions
- Becomes withdrawn, anxious or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or training equipment damaged

- Has possessions that go 'missing'
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

Or, in more extreme cases, if a child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report incidents to the Club Welfare Officer or a senior member of staff.
2. In cases of serious bullying, the incidents will be referred to the CFA CPO for advice and possibly to the FA Case Management System.
3. Parents/carers should be informed and will be asked to come in for a meeting to discuss the problem.
4. If necessary and appropriate, the Police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully(bullies) to change their behaviour
7. If mediation fails and the bullying is seen to continue the Club will initiate an investigation and possible disciplinary action.
8. In some cases the parent/carers of the bully or bullied player can be asked to attend training sessions, if they are able to do so and if appropriate. The Club will monitor the situation for a given period to ensure the bullying is not being repeated.
9. All coaches involved with both individuals should be made aware of the concerns and outcomes of the process.

In the Case of Adults reported to be Bullying Anyone within the Club under 18

1. The CFA CPO should always be informed and will advise on action to be taken where appropriate. This may include initiating an investigation and possible disciplinary action.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach The FA's Safeguarding Children Workshop may be recommended.
3. More serious cases may be referred to the Police and/or Social Services.

Emergency Contact Telephone Numbers

In the event of an incident occurring that requires immediate attention the first consideration is for the safety of the young players.

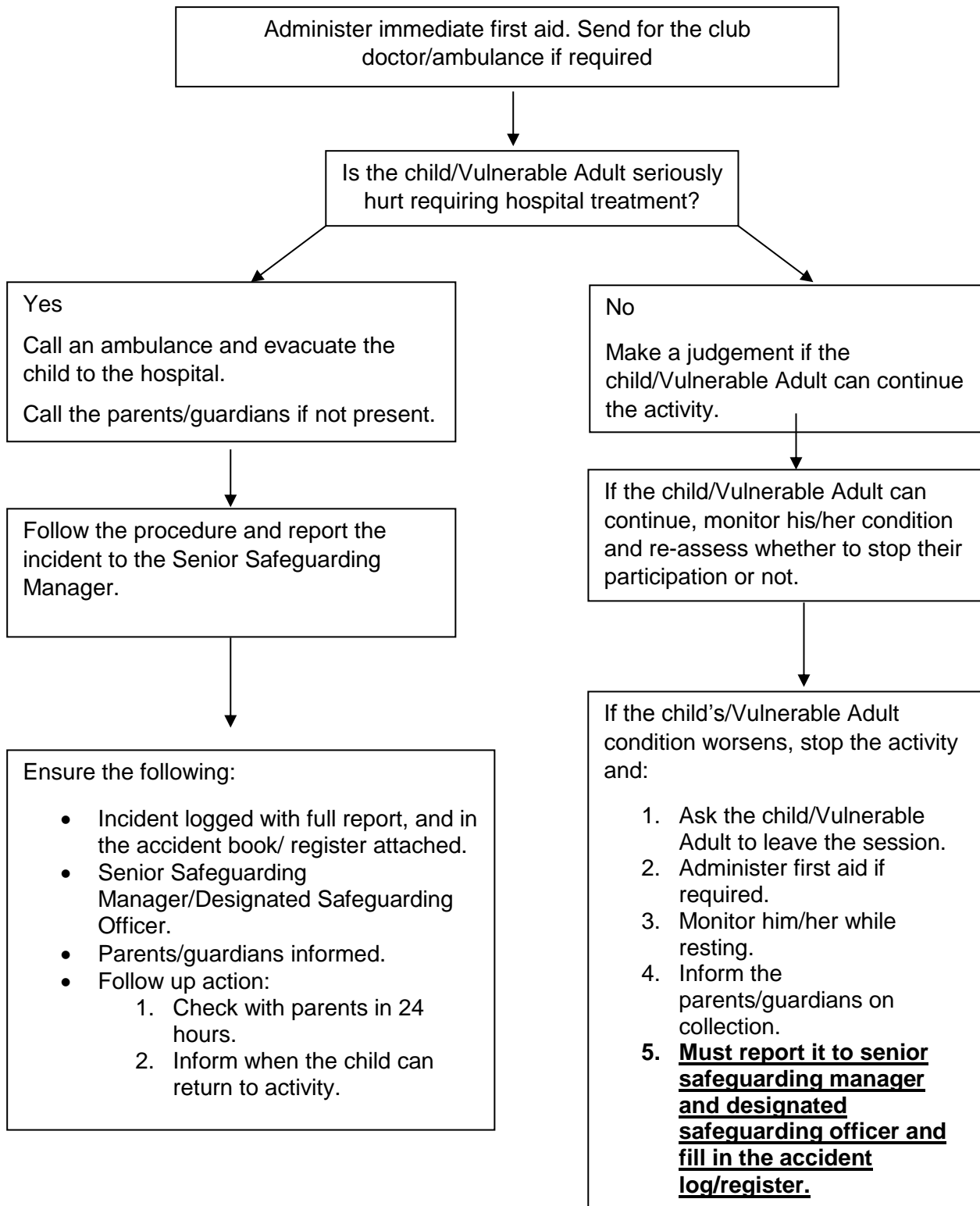
It must be ascertained what is required to ensure and maintain their safety and any actions taken are done clearly and calmly.

Listed below are emergency telephone numbers should the need arise to make urgent contact.

Name	Job Title	Mobile	Email
Nick Harrison	Academy Manager	07957 758377	nick@pne.com
Matt Craddock	Head of Coaching	07787 005990	mattcraddock@pne.com
Andy Fensome	Professional Development Coach	07971 470221	andyfensome@pne.com
John Prince	Youth Development Phase Lead Coach	07769 281527	johnprince@pne.com
Paul Gray	Foundation Phase Coach	07515564934	paulgray@pne.com
Andy Livingstone	Safeguarding Officer	07799 692345	andylivingstone@pne.com
Jonny Griffiths	Senior Academy Physio	07824 483888	jonathan@pne.com
Ruth Fensome	Academy Administrator	N/A	youthadmin@pne.com

FA/NSPCC Help Line	0808 8005000
Regional Child protection Officer	01772 624000
ChildLine	0800 1111
Anti-bullying	0171 378 146

Appendix 8 – Action - Reporting an Accident



Appendix 9 – Matchday Operational Procedures – Stewards

PRESTON NORTH END FOOTBALL CLUB



SAFEGUARDING CHILDREN and ADULTS AT RISK POLICY

MATCH DAY OPERATIONAL PROCEDURES

This policy is applicable for Preston North End safety stewards. The procedures outlined below supplement the other child/adult at risk safeguarding procedures that Preston North End has in force.

Version 1 – 12th June 2013 – Mark Farnworth (GSO)
Review - 14th July 2015 – Mark Farnworth (GSO)
Review – 10th May 2016 – Mark Farnworth (GSO)
Review – 9th April 2018 – Mark Farnworth (GSO)
Review - 13th August 2018 – Mark Farnworth (GSO)
Review – 10th July 2019 – Mark Farnworth (GSO)
Review – 6th February 2020 - Mark Farnworth (GSO)

SAFEGUARDING CHILDREN and ADULTS AT RISK POLICY

Matchday incident or information of concern involving a child or adult at risk

For stewards - Anything to do with the welfare or concern or any incident involving a child or adult at risk inform a supervisor or control room immediately. For supervisors/control room, inform the Ground Safety Officer (DSO) and Deputy Ground Safety Officer (DGSO) immediately.

Each matchday there will be a Designated Safeguarding Officer whose details will be on the matchday stewards briefing document. This will generally be the DGSO Guy Nellany unless he is unavailable for a particular match.

MATCH DAY OPERATIONAL PROCEDURES

This policy is applicable for Preston North End safety stewards. The procedures outlined below supplement the other child/adult at risk safeguarding procedures that Preston North End has in force.

Preston North End Football Club believes that the general wellbeing and welfare of all children, young persons and adults of risk, who are involved with the club in any way, is of paramount importance. Therefore the club provides a safe setting for any child, young person under the age of 18 or adult at risk. It encourages best practice in protection matters in a spirit of partnership and openness with all children, young person under the age of 18 and adults at risk, their families and local agencies.

The club promotes the health, development and educational achievement of children, young persons and adults at risk alongside football and sporting excellence. It recognises that children, young person under the age of 18 or adults at risk have a right to be protected regardless of age, gender, disability, culture, language, racial and ethnic origin or religion.

A child is defined in the Children act as

- A person under the age of 18 years of age.” (unless married then 16)

An adult at risk is someone aged 18 or over:

- Who is, or may be, in need of community services due to age, illness or a mental or physical disability and who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.
- An adult may also be considered vulnerable if they are unable to care or protect themselves due to intoxication from alcohol or substance abuse.

All safety stewards supervisors who come into contact, or are likely to come into contact with children or adults at risk, must be fully conversant with and ensure that this policy is adhered to. They must ensure that stewards under their supervision are aware of the policy and apply it during their match day duties.

All stewards and indeed all employees of Preston North End F.C. must understand and accept that the underlying principle in their treatment of children/adult at risk is to ensure the safety and welfare of every child/adult at risk at all times.

Preston North End has a ‘duty of care’ towards a child/adult at risk (and all persons at the stadium) that commences from the moment the child/adult at risk enters the stadium footprint and ends generally when the child/adult at risk leaves the stadium footprint.

Deployment

- Stewards should always work in pairs when dealing with children/adults at risk
- A supervisor should attend as soon as possible. This is to ensure that this policy is being adhered to, to provide additional help and advice and to corroborate what was said, done or heard. All supervisors to have a current DBS check.

Searching of persons entering the stadium is covered under ground regulation 6.

- All persons seeking entrance to the Ground acknowledge the Club's right to search any person entering the Ground and to refuse entry to or eject from the Ground any person refusing to submit to such a search.

If any hands on searching is to take place of any spectator the policy for Preston North End is that the steward should have a current DBS check.

Searching of children

- Stewards have discretion as to who they search. It is not 'good practice' to search anyone who "appears to be under the age of fourteen". If a search of such a child is considered necessary, a young male must be searched by a male steward, and a young female by a female steward. Searches **must** be witnessed by a second steward, and a receipt given for any property which is confiscated. Best practice is to request the child to empty their pockets / bags but again a second steward **must** witness this. An incident record must be completed that includes details of any property that is confiscated along with the child's name and contact details.

Searching of adults at risk

- Stewards have discretion as to who they search. If the search of an adult at risk is considered necessary then this must be **approved by the ground safety officer**. The search should be done in the presence of any carer if they are with the adult at risk. Searches **must** be witnessed by a second steward and a receipt given for any property which is confiscated. Best practice is to request the adult at risk to empty their pockets / bags but again a second steward **must** witness this. An incident record must be completed that includes details of any property that is confiscated along with the adult at risks name, contact details and that of their carers. If the search of an adult at risk is deemed necessary then it may be appropriate that this is done in private.

Should a child/adult at risk report themselves as lost to any steward, then reference should be made to the clubs contingency plans for such circumstances.(page 35-6) The GSO should be notified immediately, another steward/supervisor should be directed to attend to prevent lone working and the individual returned to their seats/carers if known.

If necessary the lost person should be escorted by stewards to the Sir Tom Finney Reception and further enquiries made. The contingency plan also caters for persons reported missing by their parent/carers.

Stewards must show maximum tolerance when dealing with children/adults at risk.

Physical restraint must only be used as the very last resort, and then only to prevent the child/adult at risk from harming him or herself, or harming others.

It should never be used just to move a child/adult at risk from one position to another. Even in the rare event of a steward needing to separate two fighting children, minimum force only may be used.

If a child's/adult at risk behaviour is so extreme as to cause actual or potential harm, he/she should be taken to a 'place of safety' within the stadium complex, as dictated by the Ground Safety Officer. The 'place of safety' must be suitable and have toilet facilities and a telephone.

Parents/Carers must be contacted immediately and asked to collect the person from the stadium as soon as possible. The person must be released into the care of an appropriate adult even if this means waiting until after the end of the match.

The person must be accompanied by at least two stewards throughout the procedure. If the person is female, at least one of the stewards must be female.

Ejection of child or vulnerable adult

If a child or vulnerable adults behaviour is so extreme this does not prevent an ejection taking place to ensure the safety of others. If a child or vulnerable adult is violent the Police should be involved.

Ejection of a child.

- In accordance with Football League guidelines and a government white paper, Preston North End FC allows supporters aged 14 and over to travel unaccompanied on the Club's official travel to away fixtures.
- Therefore if it is found that a child is aged 14 or over and they have travelled to the stadium by their own means and unaccompanied then it is reasonable to eject them if their behavior is so extreme. It may be the case that if a child is removed from one area of the stadium to eject them that their behavior improves and therefore they may be taken to a place of safety as outlined above. The police must be contacted if a child has been ejected who's behavior is so extreme.
- In all instances of a child being ejected and not taken to a place of safety stewards should try to establish, the child's name, address and parent/carer contact details. The child should also be asked if they have attended the stadium with a parent/carer or other appropriate adult. This information should be given to match control.
- The child should be told it is not club policy to eject children unless there are extreme circumstances, and for their welfare they are advised to remain outside the stadium until an appropriate adult can be contacted. The child will also be advised that if their behavior improves they will be taken to a place of safety until the appropriate adult arrives.
- The ejected child should be monitored by stewards and also CCTV whilst outside the stadium. Checks should be made to establish the child's identity and appropriate adult from their match day ticket.

Ejection of an adult at risk.

If an adult at risk behaviour is so extreme this does not prevent an ejection taking place to ensure the safety of others, if violent the Police should be involved.

An adult at risk may be with a carer. The carer should be spoken to try and resolve any developing situation.

- In all instances of an adult at risk being ejected and not taken to a place of safety stewards should try to establish, the person's name, address and appropriate adult/carer contact details. The Ground Safety Officer must approve all ejections of an adult at risk. The adult at risk should also be asked if they have attended the stadium with an appropriate adult/carer. This information should be given to match control. The police must be contacted if an adult at risk has been ejected who's behavior is so

extreme or there are concerns that the adult at risk may be unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.

- The adult at risk should be told it is not club policy to eject him/her unless there are extreme circumstances, and for their welfare they are advised to remain outside the stadium until an appropriate adult can be contacted. The adult at risk will also be advised that if their behavior improves they will be taken to a place of safety until the appropriate adult arrives.
- The ejected adult at risk should be monitored by stewards and also CCTV whilst outside the stadium. Checks should be made to establish the person's identity and appropriate adult from their match day ticket.

In any of the incidents referred to above, the most senior steward involved must make a written report of what was said, done and heard on the Club Match Report Form as soon as possible and in any case before they leave the stadium.

No children or an adult at risk, including those who have been removed from the stadium, may be photographed or videoed individually without parental/carer permission.

Stewards will need to be especially protective of children/adult at risk during emergency or evacuation procedures. In such incidents a specific area should, if practicable, be allocated to unaccompanied and lost children/adults at risk and details registered of the children/adults at risk. They can be taken off the register as they are collected by parents/appropriate adults/carers.

If it is not possible to contact the parents /appropriate adults/ carers of a lost child/adult at risk, the lost person must be handed over to the Police or Social Services, as both organisations have a legal responsibility to take the child to a place of safety.

Further information

Stewards are entitled to ask any spectator his or her age so that he/she can be dealt with appropriately. If no answer is given, a steward is entitled to make a decision based on the spectator's appearance and behaviour.

There may be occasions when a steward is challenged verbally and /or physically by a spectator who appears to be under 18 years of age. In such cases the steward should do all he/she can to defuse the situation and avoid escalating the situation before calling for assistance from Police Officers and /or the Search and Response team if he/she feels threatened.

The FA/NSPCC helpline is available 24 hours a day. 7 days a week to give advice on child protection matters. The telephone number is 0808 800 5000.

Should any child or adult at risk make a disclosure of sexual abuse (or in certain circumstances any other form of abuse) to any member of staff on a match day this will be referred immediately to the Ground Safety Officer who will inform the police.

Given the serious information that continues to come to light regarding child abuse in football, The **FA** has commissioned a dedicated **NSPCC helpline** for adults who were victims of sexual abuse in childhood within the football industry. The **helpline** will be available 24 hours a day on 0800 023 2642.

SUMMARY

All Stewards have a duty of care towards spectators at the Stadium.

This duty of care must be exercised with particular vigilance when dealing with children/adults at risk, and must be equal at least to that which would be expected of a responsible parent/carer. It must also be remembered that strict adherence to this policy will not only ensure the safety and welfare of our younger spectators and adults at risk, but also protect the integrity of our stewards and our stewarding operation.

Finally some of above policy outlines actions to be taken should a child or adult at risk behaviour become so extreme/violent that it warrants the person being taken to a place of safety within the stadium or ejection from the stadium. A change in a person's behaviour might be due to a medical reason. This must be borne in mind when dealing with incidents and it might be the case that medical assistance/advice is also sought in addition to that of the police.



**Mark Farnworth
Ground Safety Officer
Preston North End**

Appendix 10 – Club Trips, tours and tournaments policy

Preston North End Football Club Academy trips, tours and away games should be planned in consultation with this policy, which should be read alongside the following documents:

- Safeguarding Children Policy
- Safer Recruitment Policy
- Flowchart for reporting abuse
- Codes of Conduct

Basic Requirements

- Consent forms will be issued to parents for signature, then returned and kept safely in line with data protection legislation
- If the group is aged over 8 years old there will always be 2 adults and a minimum of 1 adult to 16 children (more adults are required when working with younger age groups)
- When taking a male group, there will always be a male member of staff present and with a female group there will always be female staff
- There will always be a qualified first aider and a full and up to date first aid box
- If any of the group have asthma or diabetes, the Academy will ensure that appropriate members of staff are aware of how to deal with any situation
- Preston North End Football Club has the following insurance in place ahead of all tours:

- Public and civil liability
- Personal accident
- Vehicle
- Breakdown cover (whether it's a car or mini bus)

- Strict details of where and when to meet, will be established ahead of all trips and tours and for both home and away games
- Anyone transporting children or young people on behalf of the Academy will have a current DBS valid driving licence, MOT and tax when using their own vehicle. They will not transport children without another member of staff being present in the vehicle.

All academy staff – both casual and contracted – will have attended The FA's Safeguarding Children Workshop and undergone an enhanced DBS check.

When looking at booking overnight accommodation for games, trips and tours, the Academy will risk assess the following:

- What is the locality of the accommodation like?
- Is there secure parking?
- What are the night-time security arrangements?
- What are the reviews of the accommodation on trip advisor etc.?
- Can all the players be accommodated on the same floor/area and the same floor/area as staff?
- Can all mini bars be emptied by the accommodation prior to the players arriving?
- Can all TV's have any adult content disabled prior to the players arriving?
- Does the accommodation have all relevant fire safety, gas and electric certificates in place?
- Are all rooms non-smoking at the accommodation?
- Is there suitable areas for the players to socialise when not playing football that can be supervised easily by staff?
- Can varied dietary needs be met?
- Can valuables be stored safely?

Where possible, a member of Academy staff will visit the accommodation before booking and complete a risk assessment. When this is not possible, efforts will be made to check feedback with another club who have used this accommodation before or check with the local Tourist Information and tournament arranger. This will be documented prior to the tour/tournament being agreed and finalised.

Trip Planning and Organisation

- Every child will have a Safe Away Card
- On trips away, the children may take part in non-football activities, for example, swimming –specific written consent will be sought from parents/carers for each activity for every child – we will use The FA's Event Specific Consent Form for this
- Adequate insurance will be sought to cover all non-football activities
- A programme will be drawn up, including departure and returning dates and times
- A meeting will be held with parents/carers and players to run through the trip's programme of events and address any questions or concerns
- Someone from the Academy who is not going away will be identified as a point of contact.
- They will have a list of who is on the trip and their contact details (including the leaders/helpers)
- A designated welfare officer will be identified for the trip, and the Academy will ensure they are suited to this role and make sure everyone in the group is aware of who this person is and what their role is on the trip

- All people travelling will be given information packs, which will include: dates, what travellers are doing, where travellers are going, rules, kit list, pocket money, medical care needs
- If self-catering accommodation is booked, consideration will be given to who is doing the cooking plus any special dietary needs and menus will be agreed before travel

Additional Planning – When Going Abroad

- Appropriate insurance cover will be arranged for going abroad and will include medical provision
- It will be established if there is a need for visas
- The need for vaccinations or pre-trip medication will be identified
- Travellers will be asked to bring with them European Health Insurance cards
- Weather reports will be checked in order to take any necessary precautions before travelling e.g. sunscreen etc.
- Passports and return tickets will be stored in a secure place
- Cultural traditions of the country will be researched and respected. This may have an implication on what clothes staff and players are asked to take
- Consideration will be given to the implications of communication barriers where countries are not English speaking
- Consideration will be given to the use of remote supervision when utilising host families

Additional Health Needs/Disabilities

Preston North End Football Club and the Academy are committed to equality and inclusivity across all of its activities. We firmly believe football is an inclusive sport and should be open to all.

The following will be considered for young people with additional health needs/disabilities who are part of any of our trips, tours and tournaments:

- Is there a requirement for extra helpers?
- Will the helpers need any extra training e.g. asthma medication/diabetes management?
- Accommodation will be suitable and have suitable access for players with a disability

- Dietary needs of children from different ethnic groups will be taken full into account. This includes fasting times linked to religious traditions
- Some activities may not be permitted with a mixed gender within some cultures e.g. not all teenage girls will be allowed to attend mixed swimming sessions.
- Some young people have enuresis (bed-wetting). The club will ensure that the hotel can deal with this discretely if we are informed by the parent/carer, or should the issue arise unexpectedly whilst away.

Prior to Departure

- Before departure, staff will work with players to establish rules for the trip (and what will happen to those who break them)
- Adults will be given a detailed information pack
- Children will be advised not to wear shirts or hats with their names on
- A rooming list will be produced ahead of departure

On Arrival at the Accommodation

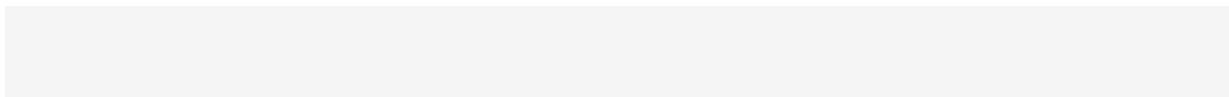
- On arrival at the accommodation, a check will be made to ensure that all windows and doors are safe, paying particular attention to rooms at ground floor level.
- Rooms will be checked for any damage and reported immediately to ensure that the Academy is not billed
- All players will be allocated no smoking rooms
- Mini bars in rooms will be stripped of contents
- Parental controls will be placed on TVs in rooms
- Staff will ensure that everyone is aware of fire exits and emergency procedures
- Appropriate storage for money and valuables will be located and agreed. All players valuables and money will be stored and a record made of monies given to each player from the safe as requested
- Staff bedrooms will be spread out, and rooming rearranged if required so there will be at least one adult room on each floor
- A group meeting will be held to review the programme and rules
- Any social areas and access to swimming pools etc. will be checked and assessed by staff prior to allowing players to access these areas.
- The Safe Away Cards will be given out to all players

During the Trip

- Daily group meetings and a staff meeting will be held.

On Return

- The young people will be asked what they enjoyed and what they would change. This will help with next year's planning.



Appendix 11 – Club Academy Welfare Policy

Welfare Philosophy

Preston North End Football Club are committed to providing an environment in which players can develop in a positive manner in order to reach their potential. PNEFC, understand that to achieve this focus must also be based on personal development as well as technical. We will recognise individuals in terms of equality and diversity and demonstrate an awareness of the transitional period the players are experiencing.

Taken from Academy Values:

- ***Developing a recruitment programme that will attract the best young players by demonstrating a commitment to quality and a caring environment.***
- ***Promoting inclusion from parents/guardians/ carers. By regular informing them of developments and creating an environment that they feel confident enough to be part of the player's journey at Preston.***
- ***Ensuring players are educated and supported in all aspects of the game, including fitness and conditioning medical, diet and nutrition, thus producing athletes that will cope and thrive with the demands of today's modern game.***

Welfare Strategy

In developing an effective Welfare Strategy Preston North End Football Club recognises the four definitive stages, in terms of personal development, contact time and level of responsibility. The three stages are:

- | | |
|--|-----------|
| • Foundation Phase | U9 - U11 |
| • Youth Development Phase | U12 - U14 |
| • Youth Development Phase (Hybrid Model) | U15 – U16 |
| • Professional Development Phase | U17 – U21 |

At each stage the club will consider 4 areas:

- | | | |
|------------------------------|-------------------------|------------------|
| 1) Parental/Guardian Liaison | 2) Personal Development | 3) Accommodation |
| 4) Exit Strategy | | |

Every person who works within the Academy has a responsibility towards the welfare of our young players but the main person overall is Andy Livingstone (Safeguarding Officer). His main responsibilities are:-

Put in place:

- a safeguarding children policy, anti-bullying policy and equality policy
- responsible recruitment processes including the taking up of references and submitting FA CRB checks (getting the right people into the game)

Foundation Phase U9-U11 & Youth Development Phase U12 – U14

Parental/Guardian Liaison:

At this early stage of the player's personal development, the club recognises and acknowledges the vital role the parent/guardian plays in the player's development. Regular meetings will focus not only on the player's technical development but also on how his involvement in PNEFC is having on his personal life, for example, education and personal relationships. Parents/Guardians will be encouraged to have an active voice with regards any concerns as well as feeding back positives. We also believe that parents need to be supported and advised as to the Clubs objectives in terms of aspirations and achievements and that our goal is to make the training environment a positive and enjoyable place to be in. Code of conducts will reflect the clubs strategy.

Personal development:

Regular meetings with the players will focus on personal development as well as technical. The club will initiate Individual Learning Plans that reflect on the 'softer' social skills, this will promote awareness within the players of their personal development and relationship with others. This early goal setting will assist the player monitoring his own development, however, the ILP will be age appropriate. Players Code of Conduct will reflect the Strategy.

Accommodation:

Not applicable at this stage.

Exit Strategy:

The club will implement and develop an exit strategy that is player focused, it will allow feedback to be appropriate and given at the earliest opportunity. Wherever possible the club will provide positive alternative arrangements in terms contacts and appropriate destinations. the club recognises the possible emotive upset these decisions may have on the young player and will do everything in its power to alleviate and negative effects.

The initial destination will be logged by the club on the Education tracker form.

Youth Development Stage U14 - U16 (Hybrid Model)

Parental/Guardian Liaison:

At this stage of the player's personal development, the club recognises and acknowledges that this is the period when players and their parents are considering futures in terms of employment. Regular meetings will focus not only on the players technical development but also on how his involvement in PNEFC is having on his personal life, for example, education and personal relationships. Parents/Guardians will be encouraged to have an active voice with regards to any concerns as well as feeding back positives. We also believe that parents need to be supported and advised as to the Clubs objectives in terms of aspirations and achievements and that our goal is to make the training environment a positive and enjoyable place to be in. Code of conducts will reflect the clubs strategy.

Personal Development

Regular meetings with the players will focus on personal development as well as technical. The club will continue implementing Individual Learning Plans that reflect on the 'softer' social skills, this will promote awareness within the players of their personal development and relationship with others. This early goal setting will assist the player monitoring his own development, and how behaviour away from the club will reflect on the clubs reputation, both

negatively and positively, however, the ILP will be age appropriate. More focus will be placed on personal responsibility and relationships with team members and staff. Players Code of Conduct will reflect the Strategy.

Accommodation

Not applicable at this stage

Exit Strategy:

The club will implement and develop an exit strategy that is player focused, it will allow feedback to be appropriate and given at the earliest opportunity. Wherever possible the club will provide positive alternative arrangements in terms contacts and appropriate destinations, the club recognises the possible emotive upset these decisions may have on the young player and will do everything in its power to alleviate and negative effects. The Academy will track the initial destination of the player and will also monitor and record the achievement in the players GCSE results. This data will be held on the Education Tracker Form.

Professional Development Phase U17-U21

Parental/Guardian Liaison:

At this later stage in the player's development, the club will continue to liaise closely with parents and guardians, at the same time recognising that the players cease to become 'children' at the age of 19. The club will endeavour to maintain an open relationship with parent/guardians as well as developing an environment where they feel comfortable and safe to voice any concerns or issues.

Personal development

The club will be aware of the player's social development in terms of relationships and exposure to the media and will be constant in its support and guidance, for example advice on accessing social media networks. At this stage the players are full time employees and as well as increased physical demands being away from the family unit may have a negative effect on the player. The club will strive to create a supportive environment at this time by being aware of their capacity to 'cope' by regular meetings with the player and third parties such as the house managers of the designated accommodation.

The club also recognises that during this period players may 'step' up to the full professional squad and that they will work with different coaching and playing staff as well as being exposed to different challenges such as supporters and expectations. Youth team management will keep staff apprised of the players strengths and areas of development and raise an awareness of any specific needs.

The player's code of conduct will reflect an increase in personal responsibility and will be reviewed and revisited at regular intervals.

Accommodation

The club is fortunate enough to have a designated youth accommodation available. This large house is able to accommodate all youth players and is managed by two 'house' managers. A house code of conduct is implemented and rules regarding, conduct, time keeping, visitors etc. is expected to be complied with.

DSO will liaise regularly with the house managers regarding any issues and parents will be encourage to visit the house and stay in regular contact.

Appendix 12- PREVENT guidance (Counter Terrorism)

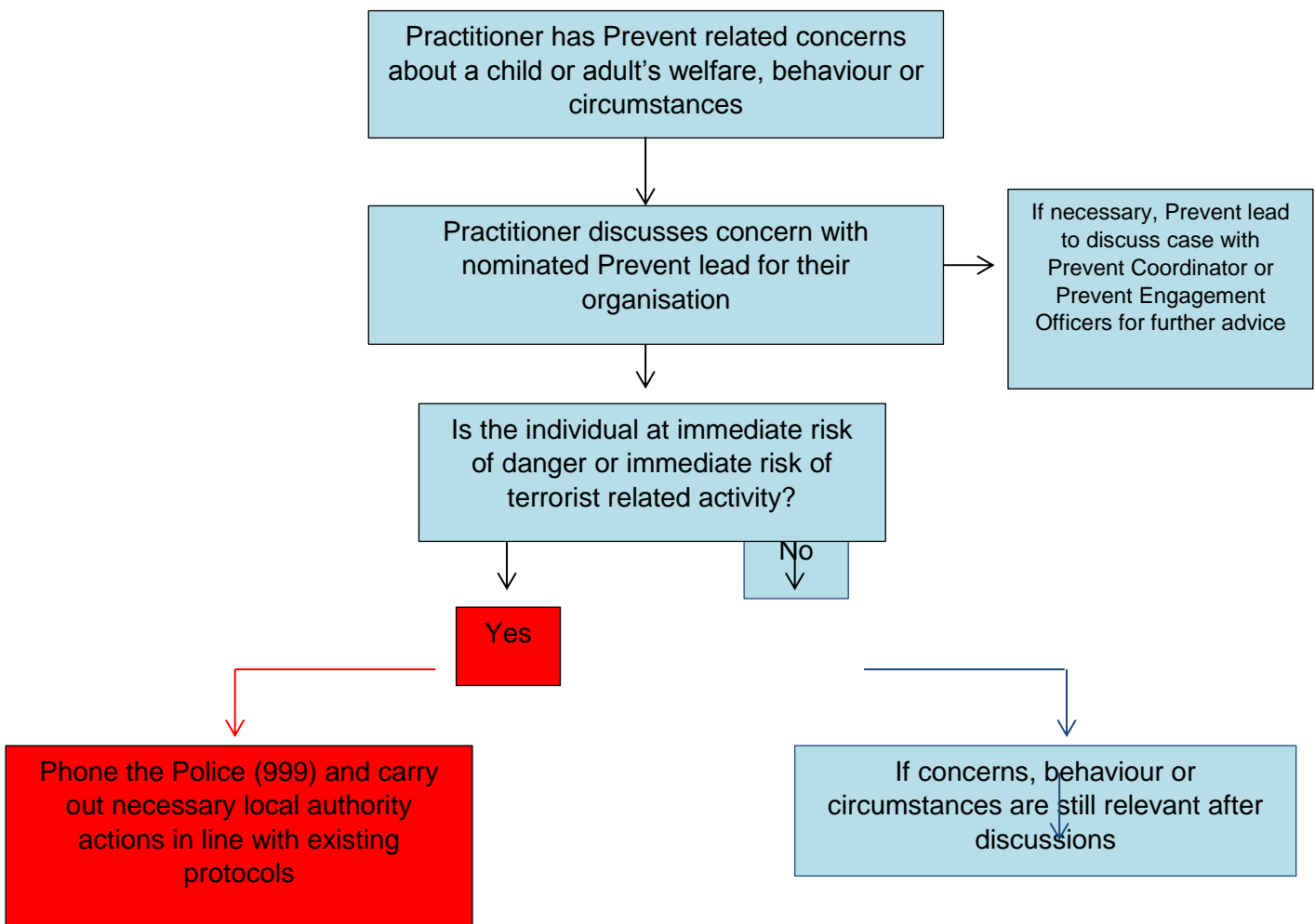
The Prevent Strategy identifies a statutory duty for some agencies including schools, colleges and education providers to support the Government’s Anti-Terrorist agenda. Preston North End FC recognises our responsibility to support our partner schools and colleges in working with them to assisting them in meeting this duty under the Prevent Strategy.

The Prevent Duty is not about preventing participants from having political and religious views and concerns but about supporting young people to use those concerns or act on them in non-extremist ways. As a football club we will be addressing our responsibilities under the strategy in commitment to keeping children and vulnerable adults safe.

Preston North End FC will work with partner schools to address the risk factors for participants in producing a procedure for referral to the local Channel Panel if any young person is identified as being a risk of radicalisation.

Preston North End FC will, if required, work with schools and the Channel Panel to support any young person identified.

Prevent referral pathway



Prevent team at Preston Police Station

The Preston North End Football Club Limited
 Sir Tom Finney Way
 Deepdale
 PR1 6RU

Prevent lead to make a referral to the Prevent mailbox of prevent@lancashire.pnn.police.uk

contact numbers are 01772 209830 and 01772 209733

Email prevent@lancashire.pnn.police.uk

Channel Co-ordinator for Lancashire is DS Maxine Monks on 01772 413029.

For non - urgent concerns about a vulnerable person email

channelreferrals@lancashire.pnn.police.uk

Useful links and resources

Prevent duty guidance

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Channel General Awareness

http://course.ncalt.com/Channel_General_Awareness/01/index.html

UK Safer internet Centre

<http://www.saferinternet.org.uk/>

Department for Education guidance

<http://www.foundationyears.org.uk/files/2015/06/prevent-duty-departmental-advice.pdf>

Prevent for Schools

<http://www.preventforschools.org/>

UK Safer internet Centre

<http://www.saferinternet.org.uk/>

Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Keeping Children safe in education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

**Appendix 13 – Academy photography and filming consent form and
Club photo and video consent form 2019/20.**

**PRESTON NORTH END FOOTBALL CLUB ACADEMY, 2019
PHOTOGRAPHY AND FILMING CONSENT FORM
CONFIDENTIAL**



Please complete all sections of this form and return to Academy Administration Office		Office use: Date received	
Player's Details		Received by	
		Action by	
Players Full Name:	Age Group(s):	Date of Birth:	

Preston North End Football Club understands that photography and image capture and use can present difficulties and sensitivity in certain circumstances. During the course of football training and matches, your child's image **will** be captured through digital photographs and video film. These images are used by Club staff in both internal and external ways detailed below. Please tick to consent to, or not consent to, the following:

Image Use	I give my consent	I do not give my consent
Internal:	Please tick as	appropriate
<ul style="list-style-type: none"> match and player analysis purposes on team basis and on a one-to-one basis shared with other football club Academy professionals in approved exchange arrangements between PNEFC and those clubs, in order to support ongoing player and team development 		
External:	Please tick as	appropriate
<ul style="list-style-type: none"> shown on official PNEFC websites or reproduced for promotional or publicity purposes appear on publications by the Football League, Premier League, Football Association and other partner organisations 		

Where consent is not or cannot be given, PNEFC staff will endeavour to make suitable arrangements to minimise the impact of any restrictions whilst also minimising the disruption to normal Academy operations. These arrangements will be agreed **in advance** with those with Parental Responsibility for the player.

All images, whilst held by PNEFC staff, will be securely stored on the clubs IT system and remain the property of PNEFC at all times. Where footage is passed to players and parents for training and development purposes this **must not** be passed on or published without the **written permission** of PNEFC Academy staff.

Player's Parent or Legal Guardian Agreement	
<p>I understand that I will be notified where situations outside of the normal operations listed above arise (e.g. filming for television programmes) and will have the opportunity to consent to, or opt out of those, when they occur.</p> <p>I confirm that I have Parental Responsibility for this child and have consulted on this matter with any other parties who may share Parental Responsibility for them.</p>	
Signed:	Date:
Full Name:	Relationship to player:



Club Photo and Video Consent Form for activities outside of a standard matchday at Deepdale.

Preston North End FC known as 'The Club' would like to make all participants taking part in an activity outside of attending a matchday as a supporter (please refer to the below EFL Ground Regulations for these terms and conditions*) aware of the Club Photo and Video Consent Form.

An example of these activities may include (but not limited to); being a Club mascot or for Club marketing initiatives.

The Club require the use of images and videos taken during these activities and these will be used across all of the Club's media channels which includes; matchday programme, Club's website, social media and possibly in the local media.

Please refer to the full Safeguarding Policy on www.pne.com under the 'Club tab' for more information.

We require written permission from the individual we are capturing and therefore require permission from a parent or guardian for those we capture under the age of 18 and for vulnerable adults.

I grant Preston North End FC full rights to use the images resulting from the photography/video filming, and any reproduction or adaptations of the images for fundraising, publicity or other purposes to help achieve the Club's aims. This might include (but is not limited to) the right to use them in the Club's printed and online publicity, social media and press releases. .

Parent/Guardian Details

Name: _____ Date: _____

Signature: _____

Child's Details

Child/ adult's full name _____

Child's/Vulnerable Adult Age _____

Parent/Responsible adult signature _____

***EFL Ground Regulations – Matchday Photography**

By entering the Ground, all persons are acknowledging that photographic images and/or audio, visual and/or audio-visual recordings and/or feeds (and/or stills taken therefrom) may be taken of them and may also be used, by way of example and without limitation, in televised coverage of the game and/or for promotional, training, editorial or marketing purposes by the Club, the EFL or others (including commercial partners and accredited media organisations) and entry into the Ground constitutes consent to such use. You further acknowledge that photographic images and/or audio, visual and/or audio-visual recordings and/or feeds (and/or stills taken therefrom) may be used (by the Club or by a third party, such as a law enforcement body) to identify you as an individual, where permitted by data protection laws, for the purposes of preventing or detecting crime, or any breach of these Ground Regulations. Information about the Club's use of your personal data will be brought to your attention by the Club (see for example any applicable privacy policy, signage and/or other forms of announcement in or around the ground). For further information please contact the Club.

Club Safeguarding Policy Amendment- Covid 19

Preston North End Football Club

This amendment should be read in conjunction with the Club and Academy Safeguarding Policy, Staff Code of Conduct and Player Behaviour Policy.

Club statement:

The way in which our football Club is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of our important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children will always continue to come first
- if anyone has a safeguarding concern about any child connected to the Club they should continue to act and act immediately
- a Designated Safeguarding Officer or Deputy will always be available
- unsuitable people are not allowed to enter the Club workforce and/or gain access to children
- children continue to be protected when they are online

Club Safeguarding Contacts:

During the Covid-19 lockdown period the Safeguarding contacts for the Club are as follows:

Zoë Hall – Safeguarding Manager – 07792 149 716, email zoe@pne.com

Andy Livingstone – Designated Safeguarding Officer, Preston North End Academy – 07799 692345, email andylivingstone@pne.com

Rebecca Robertson – Designated Safeguarding Officer, Preston North End Community and Education Trust (PNECET) – 07769 131446, email rebecca@pne.com

Remember that in an emergency or where there is risk to life you should contact the police immediately.

Preston Police

Tel: 101

Lancashire FA Regional Designated Safeguarding Officers

Tel: 01772 624000

Other Safeguarding contacts in football:

Whilst any safeguarding concern should be raised with the Club Safeguarding contacts in the first instance we recognise that this may not always be possible or appropriate. Below are the contact details for footballing partners with whom safeguarding concerns in relation to the Club can be discussed:

The English Football League Safeguarding Team

Tel: 01772 325940

Email: safeguarding@efl.com

If the concern regards a person employed in footballs conduct towards a child:

The FA Safeguarding Team

Tel: 0800 169 1863

Email: Safeguarding@TheFA.com

Procedures and Safety Measures for online learning:

The Club expects all staff and players to adhere to the relevant policy boundaries must be maintained at all times. We have put extra measures in place to reduce the risks in relation to online learning which include:

- All contact online being observable and interruptible
- Staff and children must wear suitable clothing as should anyone else in the household
- Any computers being used should be in appropriate areas, for example not in bedrooms and the background should not be blurred
- Online teaching will not be carried out on a one to one basis and will be done in a group setting with several players present,
- Another adult will be invited to be present in the room
- All communication provided will have an educational purpose

- Language must be professional and appropriate, including any family members in the background
- The Club will record online teaching/instruction sessions. Players and parents will be informed that sessions are being recorded in advance of doing so.
- All sessions provided will be via the Clubs I.T platform (for example remote desktop) or Wi-Fi (where possible)

Mental health:

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of us all. Players who are struggling under the current circumstances should contact the Club safeguarding staff as outlined above. Support can also be accessed through a number of national organisations including:

The Samaritans	Tel: 116 123	https://www.samaritans.org
ChildLine:	Tel: 0800 1111	https://www.childline.org.uk
NSPCC:	Tel: 0808 800 5000	https://www.nspcc.org.uk
Mind:	Tel: 0300 123 3393	https://www.mind.org.uk
PFA:	Tel: 07500 000 777	https://www.thepfa.com/wellbeing

Online safety:

It is important that internet safety and security messages are re-enforced during this time when we are expecting young people to be online more often. They may also be increasing their usage on devices during their own free time during this lockdown period. It is important that both players and parents are aware of the help and support available should they be concerned about something they have seen or experienced online. These include:

UK Safer Internet Centre	https://reportharmfulcontent.com/
CEOP	https://www.ceop.police.uk/safety-centre/
Internet Matters	https://www.internetmatters.org/
NetAware	https://www.net-aware.org.uk/
ParentInfo	https://parentinfo.org/
ThinkuKnow	https://www.thinkuknow.co.uk/

