

Preston North End (APP)

APP36 Safeguarding Policy

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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 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 and 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.

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 Football League rules, regulations and guidance. Preston North End Football Club is dedicated to promote best practice throughout the Club and its counterparts 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.

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

o Needs care and support; o Has an additional vulnerability (i.e. disability, homelessness, drug addiction); o 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

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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 Contacts

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 Safeguarding Managers who represent specific areas of the Club and ultimately report back to the main Safeguarding Manager, when required.

Senior Safeguarding Manager – Zoë Hall

Academy Designated Safeguarding Officer – Andy Livingstone

Preston North End Community and Education Trust Designated Safeguarding Officer – Andy Haythornthwaite

Matchday Designated Safeguarding Officer – Mark Farnworth

Should anybody have a concern about a child's or vulnerable adult's welfare, any of the above named Safeguarding Managers should be contacted for advice. Contact details can be found on page 6 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(s) whom are DBS cleared.

Ball Persons

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

Data Protection

In line with the Data Protection Act 1988, we will ensure:

- All documentation is kept in a secure location at all times;
- All documentation is only accessed by the safeguarding managers;
- The incident register is controlled by the safeguarding manager;
- All information is accessible to the parent/guardian of the child or vulnerable adult;
- Any databases kept on PC's are security code locked with access denied to all apart from the safeguarding managers;
- The information is not discussed with any member of staff;
- Information is not exchanged. All information used at the Club is to be classified (staff in confidence).

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Use of Images and Videos

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

o Children are to be appropriately dressed in all photographs; o The person wishing to take images must obtain clearance from the safeguarding manager on duty; o Photography/images must focus on the group and not the individual where possible; o Parents/guardians of children who do not wish to have their photograph taken must be known to the safeguarding manager on duty; o There is to be no footage/imagery or photography taken within 50m of any changing room or treatment room; o Mobile phone use for imagery should not be used at all without the express permission of the safeguarding manager on duty.

Raising Concerns

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

A person can describe child abuse as harm to a child, or failure 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 four main types of abuse are described as:

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.

o 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:

o Lack of physical growth or erratic weight gains and losses which may suggest under nourishment; o 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; o The child appears fearful, wary, froze, in one position or seems to be apathetic or dejected with lack of responsiveness;

Sexual Abuse

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:

o Injuries, cuts, or soreness in the anal or genital area; o Unusual or excessive sexual knowledge; o Sexualised behaviour; o Withdrawn response to the subject. **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 namely rejection. All abuse involves some emotional ill treatment, the areas of concern are:

o Rejection; o Lack of praise or encouragement; o Lack of attachment; o Lack of stimulation i.e. fun and play; o Lack of appropriate handling relative to age; o Segregation; o 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:

o Planned abuse; o Calculated selection of a victim; o Persistent physical, emotional or verbal abuse; o Difference in age, size, physical strength or status; o Racial or other forms of discriminatory abuse. Flare ups and spontaneous fighting should not be considered as abuse providing they do not become persistent.

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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:

- o 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;
- o 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;
- o 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;
- o All matters which raise concern must be reported in the correct procedure, which are detailed in the 'Recording Allegations' section.
- o 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.

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Recording Allegations

All incidents or allegations involving a member of staff must be reported to a safeguarding manager on the same day as the alleged incident. On receipt of the information, the safeguarding manager will record all details required in the incident log. The safeguarding manager 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.

Key Contacts

Senior Safeguarding Manger, Zoë Hall – Business Development Manager | 01772 693313 | 07792 149 716 | zoe@pne.com

Academy Designated Safeguarding Officer, Andy Livingstone – Head of Academy Recruitment | 07880 746005 | andylivingstone@pne.com

Preston North End Community and Education Trust (PNECET), Andy Haythornthwaite – Head of PNECET | 01772 693361 (Ext 1361) | 07880746005 | andy@pne.com

Matchday Designated Safeguarding Officer , Mark Farnworth – Ground Safety Officer 01772 693323 (Ext 1323) | 07771916793 | markfarnworth@pne.com

Other NSPCC 0808 800 5000
Childline 0800 1111
Preston Police 0845 125 3545

Resources

Children Act 2004 Working Together to Safeguard Children 2015 Child Protection in Sport Unit <https://thecpsu.org.uk/> The Football Association <http://www.thefa.com/football-rules-governance/safeguarding> The NSPCC <https://www.nspcc.org.uk/> <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children> trixresources.proceduresonline.com

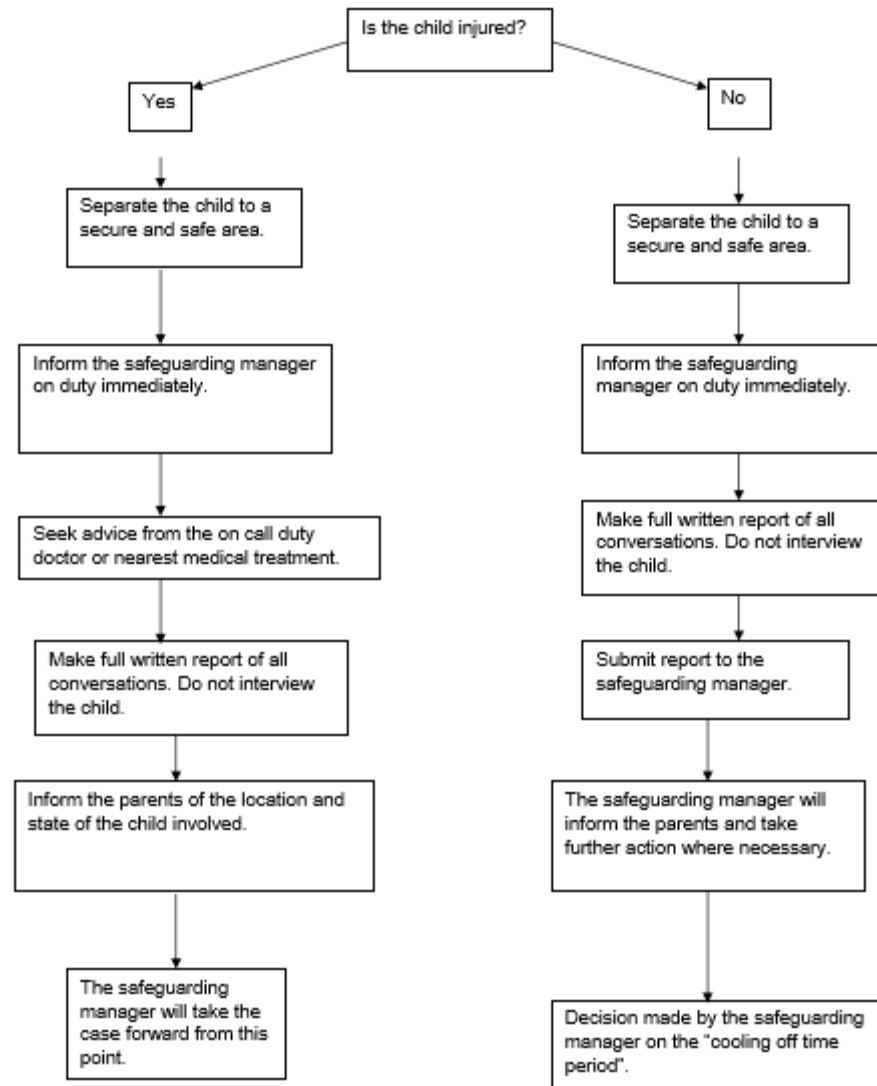
Date and Review

This safeguarding policy was updated in 2017 and will be reviewed in 2018.

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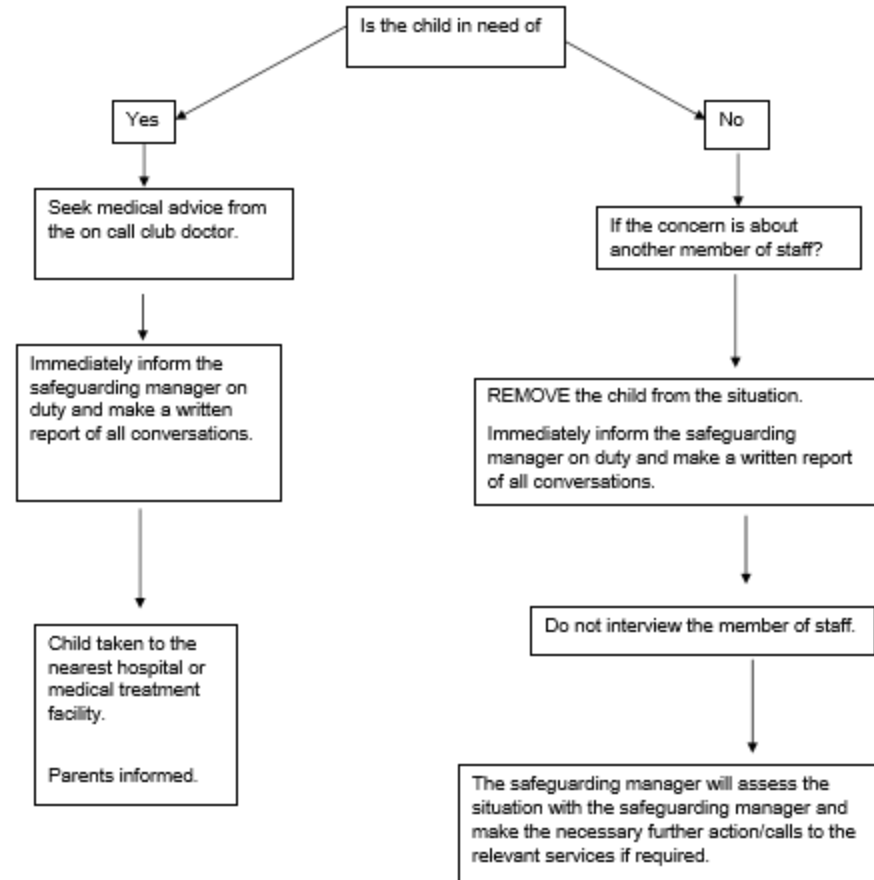
Appendix 1 – Action – Suspected child on child abuse (bullying)



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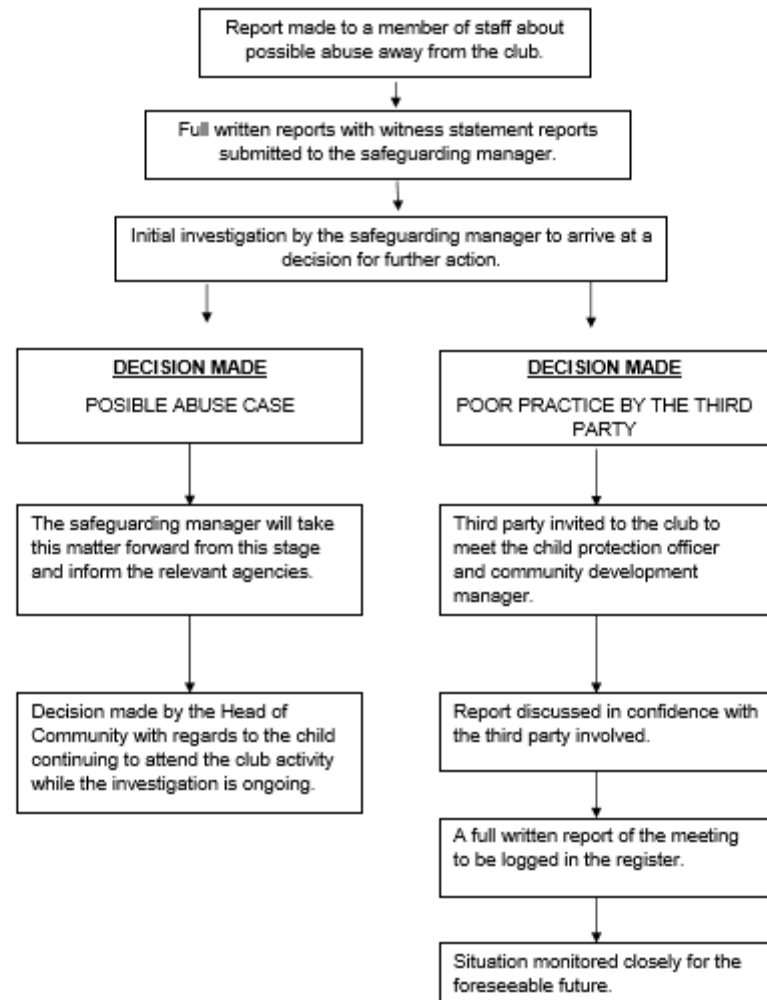
Appendix 2 – Action – Child informing staff of an incident



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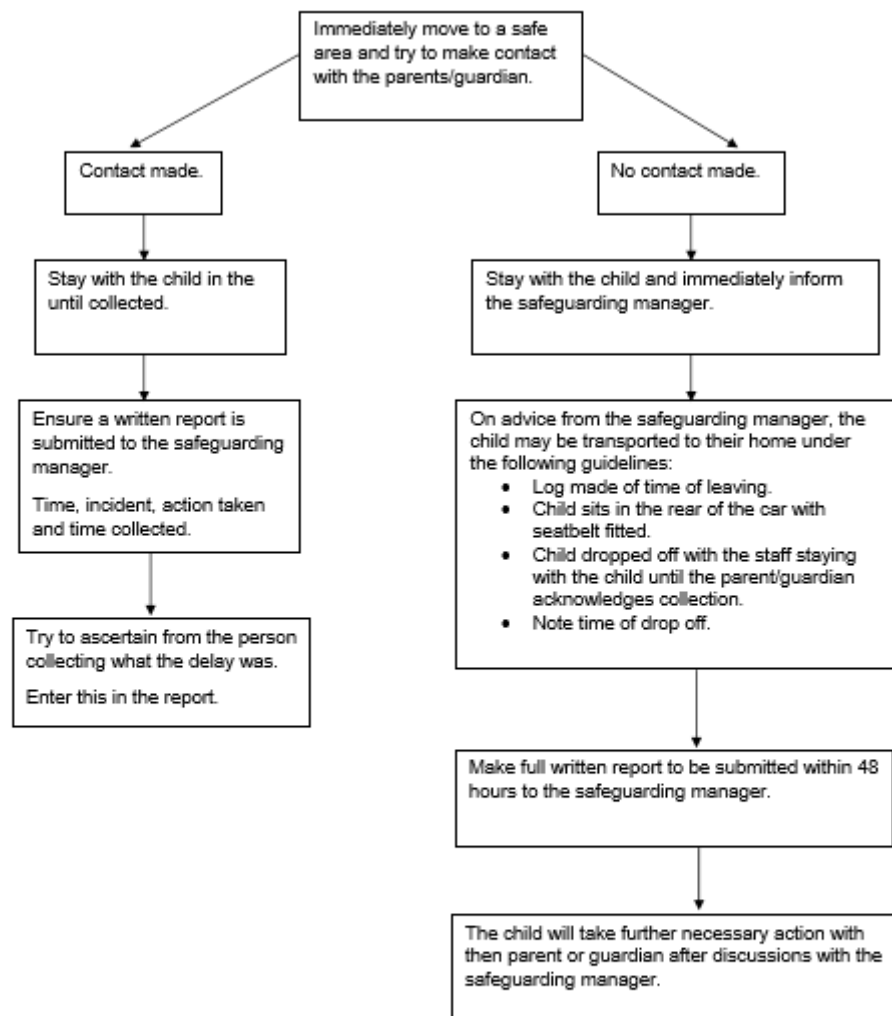
Appendix 3 – Action – Reports of suspected abuse away from Preston North End Football Club



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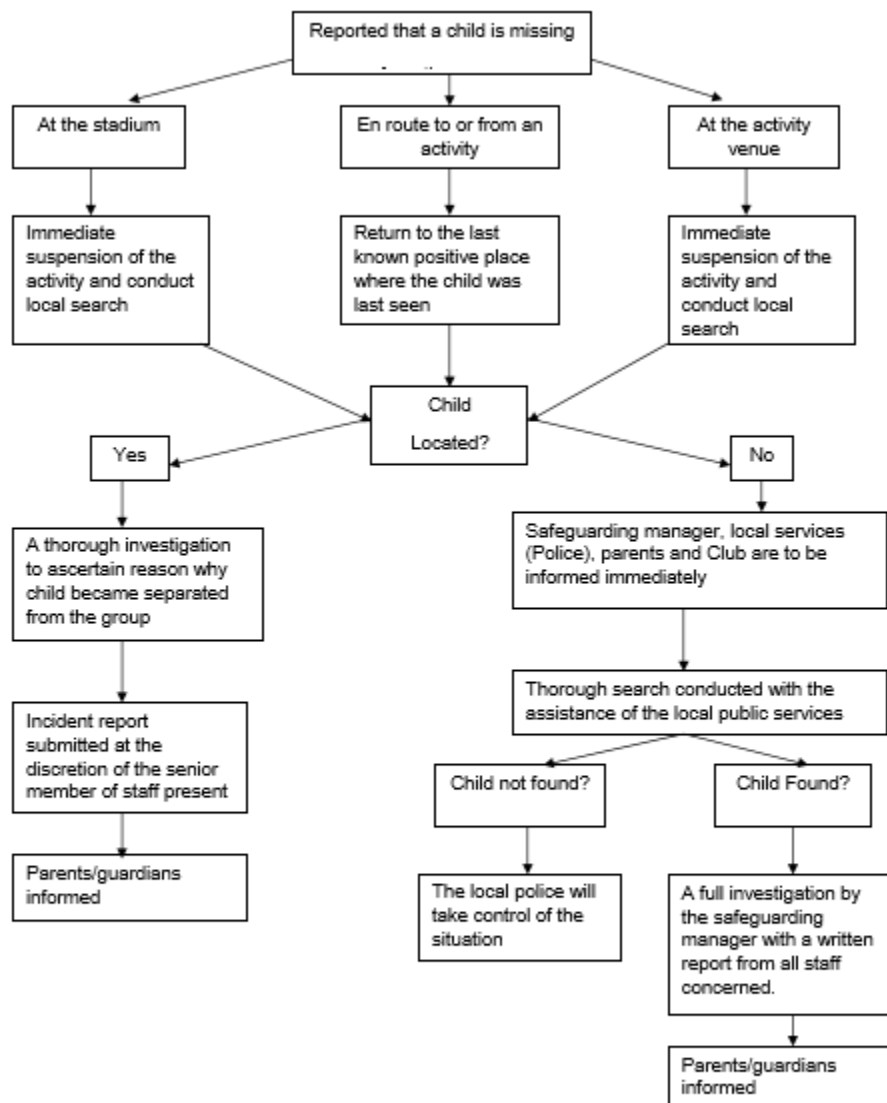
Appendix 4 – Action – When a child has not been collected



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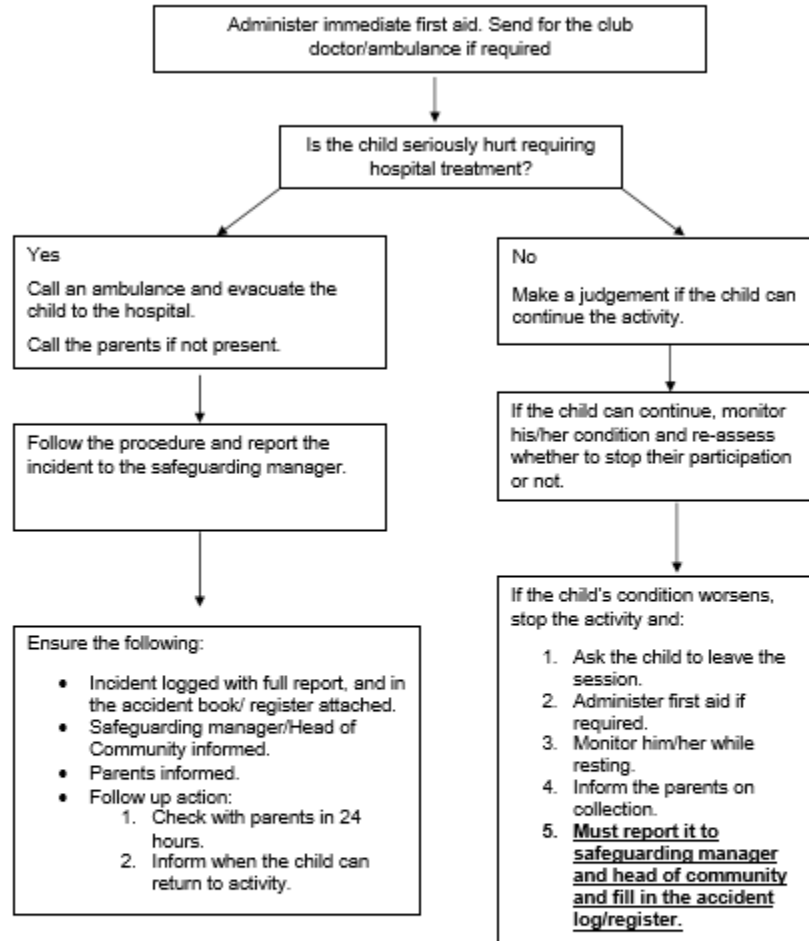
Appendix 5 – Action – Missing Child



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Appendix 6 – Action - Reporting an Incident



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Appendix 7 – Incident/Referral Report

Report Serial No:	Date Submitted:
Childs Name:	
Address:	
Contact Tel No:	Mobile:
Date & Time of Incident:	Location:
Details of the Incident as reported by the staff member:	
Any Visible Injuries:	
Childs Version of Events:	
Action Taken by child protection officer or community development manager:	

Further Action:

Signed: _____ Safeguarding Manager

Signed: _____ Head of Community

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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		

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APP36 Safeguarding Policy – Disclosure Procedure

Appendix 8 – Injury Reporting Document

Child's 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 go to hospital: _____ Which: _____

Was the parents informed: _____ When: _____

Was the incident reported to the child protection officer/community development manager: _____

When: _____ Was the accident book completed: _____

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

What was the child informed before ending the session: _____

What was the follow up action: _____

Signed by the Staff: _____ Name: _____ Date: _____

Signed by the Safeguarding Manager: _____ Date: _____

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APP37 Missing Player Procedure

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.

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APP38 Bullying

Anti-bullying Policy

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.

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APP38 Bullying Cont...

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

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APP38 Bullying Cont.

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.

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APP39 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	07515 564934	paulgray@pne.com
Andy Livingstone	Safeguarding Officer	07799 692345	andylivingstone@pne.com
Tim Horn	Senior Academy Physio	07824 483888	timhorn@pne.com
Ruth Fensome	Academy Administrator	N/A	youthadmin@pne.com

FA/NSPCC Help Line	0808 8005000
FA Regional Child protection Officer	01772 624000
Child Line	0800 1111

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APP40 Attitudes & Ethics

Fair Play

It is concerned with refusing to

- Not breaking rules deliberately
- Not seeking to gain an unfair advantage
- Not exploiting situations for one's own selfish desire
- Not taking unacceptable actions: intimidation, direct aggression, verbal abuse, disagreement with official or anyone else in authority

Fair play is associated with justice and integrity which means all of us having responsibility to keep rules in order to ensure a good game for everybody.

Why do we need rules?

In order to: -

- provide a structure to enable us to play the game
- provide equality when an infringement occurs to restore balance to the game
- protect all players. If players wilfully violate the rules of the game they are intentionally violating the good of all players because they place self interest above the good of all.
- Provide a guide to conduct. The problems presented in a game by our opponents are obstacles to our success. Conduct rules serve the interest of all players. Thus it is important that all young players learn as soon as possible that rules are essential to enjoying the satisfaction of the game.

Violating these rules brings the game into disrepute and destroys the very essence of why we play the game.

Preparing Mentally for Achievement in Sport

- look good, feel good, play well – develop the image of a good player
- be positive about yourself
- set yourself, with the help of your coach, a number of small achievable targets on the route to excellence
- build a positive support group – family and friends who reinforce your belief
- become a continual learner – listen to the coach and show you can put advice into action
- enjoy practice – it is the key to success on match day
- work on mental toughness so you can concentrate for the full game
- beware of negative self talk after a mistake – learn the discipline of letting go and recovering

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APP40 Attitudes & Ethics Cont...

- be strong enough to take responsibility for your mistakes – don't blame others
- Listen and learn from positive criticism – it is part of developing Excellence
- Concentrate on personal excellence and let results take care of themselves
- Accept team responsibility – look at how to help players around you
- Develop composure – deal with incidents calmly, don't react emotionally and lose control
- Develop as a whole person – excellent players are excellent people
- Put football into perspective – 'an enjoyable life experience, possibly a career, definitely not life or death'

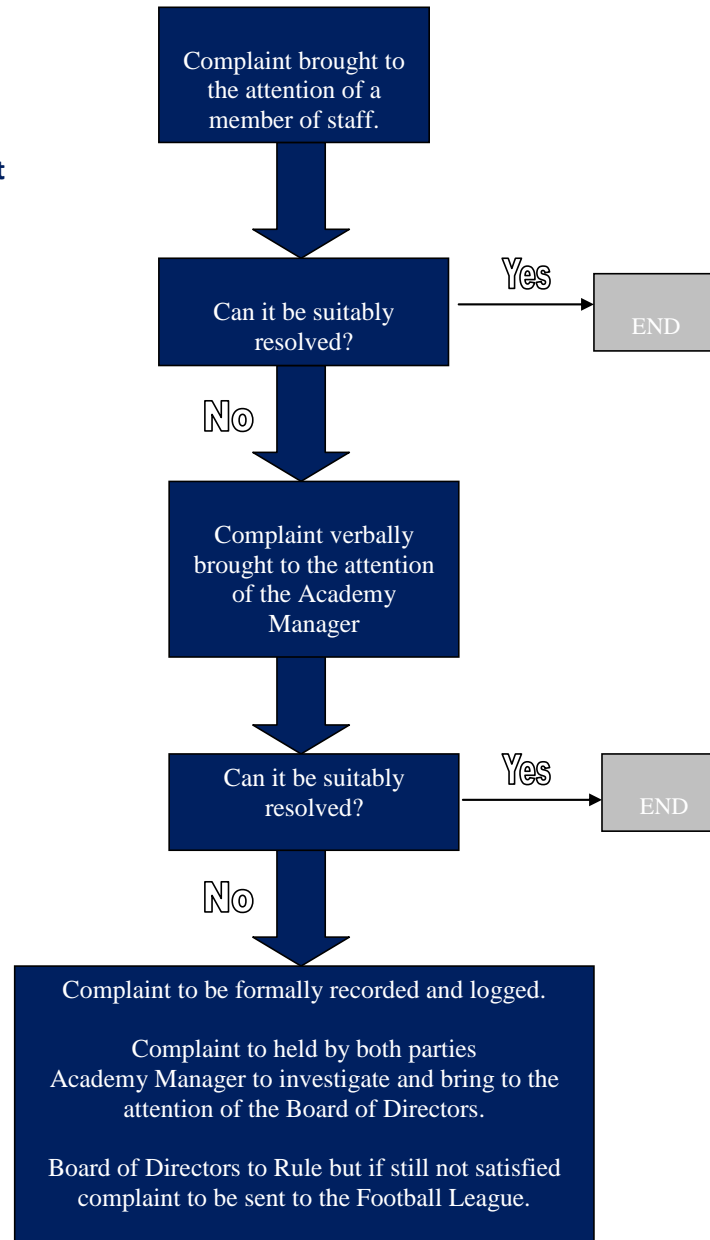
The Youth Development Programme is not only about improving a player's technical ability and the effective management of their lifestyle it is about the complete sporting attitude of everyone involved. This is at all levels, from the volunteer, coach, player and parent to the enthusiastic supporter.

Play Fair

1. Always play in a sporting and friendly way
2. Play to win but play fairly
3. Play because you want to and not because you are forced to – **Enjoyment is essential**
4. Learn the rules, accept them and play by them
5. Never argue with the referee
6. Respect your opponents and their supporters
7. Never swear.
8. Never cheat or play act
9. Never tell a player from either side he is no good or mock him for making a mistake
10. Do not over-react when your team scores
11. Be a good loser as well as a winner
12. Shake hands with your opponents
13. Do your best at all times
14. Encourage your team and supporters to respect players, officials, coaches and supporters from both teams.

Preston North End (APP) APP41 Complaint Procedure

Complaints concerning the Academy, on any subject, if not settled verbally by mutual agreement shall be logged and duly addressed.



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APP41 Complaint Procedure Cont...

If you have brought a complaint to the attention of a member of staff and not received an acceptable response you must then verbally report your concern to the Academy Manager.

If the response is still not acceptable then you should ask for the complaint to be formally documented and investigated, using this form.

Name _____	Parent/Guardian: _____
Address: _____	
Telephone Number: _____	
Date: _____	(For official Use: Complaint No. _____)
Please fully document the Subject of the Complaint:	
Results of Investigation Carried out by _____	Date: _____
Any Recommendations to be made...	
Final Actions	
Actioned and agreed by: _____	Date: _____
Authorised by: _____	Date: _____

Preston North End (APP)

APP42 Recording Rule Breaking

Its Policies and Codes of Conduct control the Academy Department.

They are well documented and available for scrutiny by F.A. Inspectors, Parents and Players and Staff.

Should any person connected to the Academy choose to flaunt or purposefully break these rules it will be duly recorded and noted.

Should the matter, at the discretion of the Academy Manager, be a significant breach of the rules, then he is obliged to report the matter to the English Football League.

The incident is duly recorded on the following pro forma, copies being forwarded to the English Football League; the person or persons who conducted the offence and a copy kept on file.