



BARNSELY FOOTBALL CLUB ACADEMY

Safeguarding Framework

[Abstract](#)

The content is influenced by the Football League's Safeguarding Guidelines, the Child Protection in Sport Unit, the NSPCC and other strategies impacting on safeguarding practices relating to academy activities.

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Contents

- 1.0 Introduction**
- 2.0 A player-centred and coordinated approach to safeguarding**
- 3.0 Supporting Players – Early Intervention**
- 4.0 Harm and Self-Harm Awareness**
- 5.0 Responding to and Reporting Concerns**
- 6.0 Recording Systems**
- 7.0 Communicating the Safeguarding Framework**
- 8.0 Staff Training**
- 9.0 Elite Sport**
- 10.0 Anti-bullying Policy**
- 11.0 E-safety**
- 12.0 Photography and Filming Consent**
- 13.0 Codes of Conduct**
- 14.0 Safer Recruitment**
- 15.0 Whistle-blowing**
- 16.0 Complaints**
- 17.0 The Academy Equal Opportunities and Equality Policy**
- 18.0 Hosts/Accommodation Policy**
- 19.0 Transport Policy**
- 20.0 Youth Loans, Trials and Work Experience**
- 21.0 Academy Progression**
- 22.0 Radicalisation and Prevent Strategy**
- 23.0 Sexual Offences Act 2003**
- Appendices**

Safeguarding Framework

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1.0 Introduction

Barnsley Academy's safeguarding policies are aligned with the Youth Development Rules of the EFL Season 2019/20 (The EFL Child Protection Statement: Appendix A Safeguarding, Part 1; p.83); the Child Protection in Sport Unit¹2; the Football Association and Department for Education, Keeping Children Safe in Education³ and draws on the policies, procedures and recommendations from an independent advisor in child safeguarding review (June 2016) carried out on the academy's safeguarding policies to create a fit for purpose safeguarding framework in line with academy activities.

This framework also determines the policies, processes and procedures needed to carry out academy activities and is relevant to a) the needs of all academy players under the age of 18 years b) the impact on children and young people engaging in academy training and games programmes and c) the football environment in consideration to the Elite Player Performance Plan. The ownership of this document encompasses all those involved directly and indirectly with academy activities and is approved at Executive level, and fully supported and resourced where identified. The intention is to eliminate or reduce risk to minimum levels so that those deployed, working or registered with the academy are able to conduct their activities in a safe, friendly and supporting environment.

The framework work toward the Children's and Families Act (2014)⁴ and Working Together (2018)⁵ with regard to organisations who work with children (under 18) including the duty of care over children within its charge. It could be considered that a higher duty care is required for academy players under the age of 18 years particularly emphasising the expectations placed upon the academy player in attempting to secure 1 and 2-year schoolboy contracts and scholarships at the age of 16 years. The approach for the academy is:

Barnsley Academy places an enhanced duty of care for players under the age 18 years engaged in its activities and in particular charging those persons responsible for managing and delivery activities in a safe and supportive environment. Persons responsible will be trained and appropriately qualified to deliver duties, continue to educate and integrate safeguarding in their working practices for all players, supervise players through their football activities and work to minimise and reduce risks so that the academy player is able to reach his maximum potential in a safe environment.

To support the above statement then a number of measures around welfare will ensure that appropriate actions are in place so as to continue to recognise, identify and amend practices that fail to achieve a whole-player approach and that the academy's safeguarding systems are those where:

¹ <https://thecpsu.org.uk/>

² <http://www.thefa.com/football-rules-governance/safeguarding>

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

⁴ <http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

⁵ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf

the academy player needs are paramount, and the needs and wishes of each player, be they a Foundation, Youth or Professional Development player must be put first, so that every player receives the support needed before a problem is able to escalate

all professionals engaged in the multi-disciplinary activities that come into contact with players and their families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to players

all professionals share appropriate information in a timely way and can discuss any concerns about an individual player with colleagues and local authority children's social care or appropriate bodies i.e. FA safeguarding unit

high quality professionals or identifiable members of staff with designated safeguarding roles are able to use their expert judgement to put the player's needs at the heart of the safeguarding system so that the right solution can be found for each individual player

all professionals contribute to whatever actions are needed to safeguard and promote a player's welfare and take part in regularly reviewing the outcomes for the player against specific plans and outcomes. This may be part of the 6/12-week periodic reviews although reviews can be brought forward if deemed necessary

LSCBs (Barnsley Council) coordinate the work to safeguard children locally and monitor and challenge the effectiveness of local arrangements it is therefore essential that the academy (or Club) are included in meetings, as a partner

Incidents and incidences then Serious Case Reviews (SCRs) are made available relating to accountability and transparency about poor practices so that improvements can be made

Effective safeguarding of children within the academy is only achieved by putting players at the centre of the system, and by every individual and departments contributing to safeguarding, working together to meet the needs of our most vulnerable players and placing support mechanisms to reduce vulnerability

2.0 A player-centred and coordinated approach to safeguarding

Key principles

Effective safeguarding arrangements in the academy is underpinned by two key principles:

- safeguarding becomes everyone's responsibility: for multi-disciplinary activities and services to be effective each professional in the academy will take responsibility for safeguarding, and
- a player-centred approach: for multi-disciplinary activities and services to be effective they should be based on a clear understanding of the needs and views of players

Everyone who works with players under the age of 18 years – including coaches, sport scientists, educationalists, external agencies, voluntary and LFE/PFA workers have a responsibility for keeping players safe. Everyone involved in academy activities that comes into contact with players has a role to play in identifying concerns, sharing information and taking appropriate action. In order that the academy and multi-disciplinary deliverers collaborate effectively, it is vital that every individual working with the players and their families is aware of the role that they have to play, and the role of other professionals. In addition, effective safeguarding requires clear local arrangements for collaboration between

professionals and agencies and the academy will take measures to put in place appropriate agency working (i.e. LSCB/Football Association). Any professionals with concerns about a player's welfare should make a referral and work with the academy's safeguarding designated officer (Operations Manager) to work through the safeguarding process.

This safeguarding framework sets out key roles relating to academy activity and arrangements for safeguarding in ensuring and providing procedures for setting safeguarding standards and targets in line with relevant Children Act 2004⁶. The academy has responded to the independent review and made clear its lead person to communicate and promote safeguarding practices. Additionally, it has requested a position on the LSCB so that consultation and collaboration around best practice is carried forward and that safeguarding is considered a continual process. A communicative collaboration between coach, player and parents is provided through periodic reviews which in turn tend to focus on football development, however, coaches will use this opportunity to gain a better understanding of any player concerns around safeguarding and have the opportunity to influence and shape safeguarding systems that improves the working environment.

3.0 Supporting Players – Early Intervention

Providing intervention strategies is considered more effective in promoting the welfare of players than reacting later to situations. Early intervention means providing support as soon as a problem emerges, at any point in a player's pathway, from the foundation phase through to the professional development phase. Effective early help relies upon the multi-disciplinary team working together to help identify children and their families who would benefit from early help. For the 2019/20 football season the academy's psychologist has put in place programmes that will both identify any potential issues (coach:player perception framework) and inform parents (via workshop) about the pressures and expectations placed upon a child/young person participating in academy football. Whilst the programmes are in their infancy it may help consider targeted early help activities and provision to address the needs of a player and their family, which identifies and focuses on activity that may improve the outcomes for the player.

The player/parent periodic reviews covering 6 and 12-week intervals provide the ideal opportunity for players and families to suggest any needed support from academy provision. Where a player would benefit from coordinated support from more than one department (e.g. education, coaching, sport science) then there needs to exist a closer collaboration between the multi-disciplinary teams and a collaborative assessment formed (The SEND Code of practice 2015 Government guidance can support practitioners as they work through individuals with special educational needs and require additional learning support⁷). These early help assessments should identify what help the player and family require to prevent needs escalating to a point where intervention would be needed via a referral process. Departmental meetings will help identify any safeguarding issues and these will feed into to Academy Management Meetings creating a hierarchal flow with regard to senior management decision making.

The early help assessment can be conducted initially through the designated safeguarding officer and taken on by the Club's GP, with decisions made on a case by case basis. Any such

⁶ <https://www.legislation.gov.uk/ukpga/2004/31/contents>

⁷

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf

assessment must be undertaken with the agreement of the player and their parents or carers. The Local Authority Children's Social Care⁸ (Barnsley Council) will set out the process for how this is conducted and advise accordingly; however, should a player have suffered significant harm or is likely to do so in the future, a referral will be made immediately to the local authority children's social care.

4.0 Harm and Self-Harm Awareness

The academy is aware of aspects of harm and levels of abuse relevant to recognising categorisation and the impact on piecing together a safeguarding application that is able to respond to the following:

- *Abusive Neglect* is when a child has been severely neglected to the extent where health, safety and development are impaired.
- *Physical Injury* not only includes actually harming a child, but also activities which could cause an injury.
- *Sexual Abuse* includes both actual and intended sexual exploitation of a child.⁹
- *Emotional Abuse* is when persistent or severely emotional ill treatment or behaviour results in damage or is likely to result in damage to the child/young person's emotional well-being. (i.e. Persistent bullying, discrimination, the withholding of approval or verbal attacks which lead to the child/young person's loss of self-esteem and confidence.

A full list of the types and nature of abuse can be found in Appendix J Definitions of Abuse. The Club, separately, has a standalone policy on Youth Sexual Imagery which includes Peer to Peer Sexting.

Lesser detail and in particular the recognition and signs and symptoms relating to self-harm are known within the academy and very little experience or exposure to this aspect of self-abuse means that more focussed attention is required; however, for the purpose of this framework, then the following definition is applied:

Self-harm is when somebody intentionally damages or injures their body. It's usually a way of coping with or expressing overwhelming emotional distress

It should be noted that academy players are faced with higher levels of challenges (than their peers) by being involved in elite sport and those challenges and obstacles within the player pathway can significantly increase an element of emotional distress. As well as the physical and technical challenges academy players encounter they may also experience certain social and psychological demands within this competition-for-places environment. To help the academy understand more about emotional distress, members of staff recently attended the Football Association's most recent safeguarding training which in turn included the Professional Football Association's 'Safety Net' – an online toolkit for academy, players and parents that provides assessment tools and advice on self-help (<https://www.thepfa.com/thepfa/academy-players-and-parents/pfa-safety-net>). Interestingly, *excessive exercising* is deemed within self-harm categorisations and the academy

⁸ <https://www.barnsley.gov.uk/services/children-families-and-education/childrens-social-care/>

⁹ Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

psychologist (along with sport science staff) is to include this online provision within both player inductions and parents' workshops at the start of each season, and monitor its outcomes.

5.0 Responding to and Reporting Concerns

The below takes the guidance from the Child Protection in Sport Unit¹⁰ to outline the process for reporting and it is each individual's responsibility to act on any concerns by reporting these to the academy's designated safeguarding officer (DSO) or the appropriate authorities. For the purpose of the forthcoming 2019/20 playing season the Operations Manager is the DSO with the immediate line management being the Senior Safeguarding Manager, ensuring named persons take on specific responsibility for safeguarding. The DSO tasks include:

- a) coordinating concerns about children and young people (see Appendix A: report form)
- b) support those working in the academy to put safeguards in place
- c) act on reports of concerns (See Appendix B: procedure flowcharts)

The academy also deploy staff where welfare is embedded in their area of work (i.e. Education & Welfare Officer) and they shall remain responsible for ensuring good practice is followed with regard to maintaining high levels of welfare. All concerns about a child should be reported to the academy DSO officer or national safeguarding lead, following the Football League, Football Association or CSP's procedures. Where concerns are about child abuse, this may lead to a referral to children's services who may involve the police. If concerns are about poor practice, the Football League, Football Association or CSP's procedures will define the course of action to address this. Further information for practitioners that may be worried about a child being abused is available at Gov.uk website.¹¹

Reporting concerns about the conduct of other adults in the Club follows a ranked method and reports should be dealt with initially by the DSO. However, concerns about the DSO should be reported to the SSM. Similarly, concerns about the SSM should be reported directly to the Chief Executive.

Internal Contacts			
Designated Safeguarding Officer	Shaun Selby	01226 215123	administation@barnsleyfc.co.uk
Senior Safeguarding Manager	Robert Zuk	01226 211211	administation@barnsleyfc.co.uk
Barnsley FC Chief Executive	Khaled Al-Ahmad	01226 211211	administation@barnsleyfc.co.uk

External Contacts			
EFL Safeguarding Manager	Alexandra Richards	01772 325940	arichards@efl.com
Barnsley LADO	Ruth Holmes	01226 772341	ruthholmes@barnsley.gov.uk
FA Safeguarding Team			safeguarding@thefa.com
NSPCC Helpline		0808 800 5000	
South Yorkshire Police		01709 760760	
Safeguarding Adults Service Manager	Cath Erine	01226 775812	

¹⁰ <https://thecpsu.org.uk/>

¹¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

6.0 Recording Systems

It is important that all concerns should be reported promptly in writing to the DSO (Separately, the Club has secured a management information system 'MyConcern' to accelerate the reporting process) – including information about:

- the concern
- how it was responded to
- where it was reported to
- and the outcome of the report

Having been brought to the attention of the academy or reported that the welfare or safety of a player (e.g. concern about a physical injury or neglect at home) or concerns about the behaviour of an employee or volunteer (e.g. if they hurt a child, breach the code of conduct or do something considered to be poor practice) it is necessary to record all relevant details, regardless of whether or not the concerns are shared with either the police or children's social care. Accurate recording of such incidents or issues will be recorded with regard to the following:

- date and time of incident/disclosure
- parties who were involved, including any witnesses to an event
- what was said or done and by whom
- any action taken by the organisation to look into the matter
- any further action taken
- where relevant, the reasons why a decision was taken not to refer those concerns to a statutory agency
- any interpretation/inference drawn from what was observed, said or alleged should be clearly recorded as such
- name of person reporting on the concern, name and designation of the person to whom the concern was reported, date and time and their contact details

All recordings will be signed and dated and stored in lockable filing sites in line with the recent General Data Protection Regulation¹² (2018) and that the such personal/sensitive information held on file will remain on file depending on the agreed/contractual retention period. However, allegations against an adult member of staff will include a comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and any action taken and decisions reached. Such records will be kept in a person's confidential personnel file and a copy given to the individual. The information will be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for the agreed amount of time as per retention period.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future DBS disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time. Access to records will be limited to people in named roles (DSO, Academy Secretary, SSM and CEO), however, should records be stored electronically then passwords and/or encryption will be necessary. When applicable, records will be incinerated or shredded in the presence of a member of the

¹² <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

academy or entrusted to a firm specialising in the destruction of confidential material (electric files to be cleared).

7.0 Communicating the Safeguarding Framework

A key element in an effective safeguarding framework is the communication of attitudes, priorities, rules and procedures to ensure there is a common understanding of the issues, among staff, players and parents and that information is fed back where there is cause for concern or suggestions on how to improve policies and practices.

This safeguarding framework relating to process, procedure and practices will be reviewed at the end of the 2019/20 playing season with regard to its appropriateness. The Academy Management Team will be used for consulting on changes to policies and procedures, and a more integrated approach with both the 'Reds in the Community' and Local Authority Children's Services can influence and shape future policies.

Finalised and updated policies will be shared through coach/player inductions, parents' workshops, staff CPD training and made accessible for all through the online LFE Education Management System and Premier League Performance Management Applications, and where possible leaflets and notices placed in public and open spaces.

The Barnsley Academy Safeguarding Framework relating to policy and procedure will be available on the official website at the start of the 2017/18 playing season, allowing time for development. However, condensed versions will be made available on the EMS/PMA with regard to Barnsley Academy child protection statements (Appendix C) and flow diagrams detailing the type of actions and processes taken relating to potential incidents.

It is necessary to consider the views of players and parents and engage them at the earliest opportunity, therefore, start of the season learning outcomes and periodic reviews (6/12 weeks) will provide opportunities to provide feedback on processes that attempt to keep players safe from harm. It is also important that parents and players acknowledge that safe systems are in place and the use of the PMA system will mean that safeguarding documentations are instantly available and part of the communication process, and parents will be requested to sign off against having read through and understood the safeguarding measures put in place. In addition, the coaching team and other members of staff follow a strict code of conduct linked to an employee competency framework, which requires their signature to evidence that they are clearly aware of the processes and procedures in delivery high quality provision within a safe, supportive and encouraging environment.

8.0 Staff Training

Barnsley Academy has committed investment to improve its safeguarding measures including allowing staff members to access and attend relevant safeguarding courses and provide extended opportunities to be given the opportunity to learn about child protection and keeping children safe. The academy is now taking the opportunity to collaborate with the Barnsley Safeguarding Children Partnership, which in turn offers a series of multi-agency training that is free to Barnsley's third sector, ranging from basic *online* Child Protection Courses to more in-depth specific courses. Further information is available at: www.safeguardingchildrenbarnsley.com

Separately, coaching staff, as part of their continuing professional development and in keeping with the maintenance aspect of their qualification (i.e. maintaining their 'A' licence), are required to update their safeguarding knowledge by completing online safeguarding questionnaires (3-year cycles). In addition, several members of staff attend annual

safeguarding seminars and the Football Associations 'safeguarding' workshop which in turn falls under the umbrella of CPS and NSPCC, respectively. Staff, outside of the coaching team, access relevant courses that are available (some online via the Football Association) or more specific training relevant to their position i.e. Head of Education & Welfare will access courses delivered by the League Football Education division. It is the intention for each academy staff member to hold a valid and up-to-date safeguarding certification and safeguarding to be built into their individual action plan. Staff CPD certification/qualification can be viewed in hard files or from electronic toolkits i.e. PMA.

Both the Academy and Club maintain a training matrix that identifies staff members that either comply with their safeguarding standards (relevant to their post or changing post) or require specific safeguarding training to meet the requirements of the post (and nature of work). Both GBG online disclosures and the FA Whole Games System are used to check and track members of staff with regards to the maintenance of their qualification and safeguarding status.

9.0 Elite Sport

Barnsley Academy recognise that in young athletes it would seem that success at a young age does not predict long term success, and in some cases, early sport specialisation may increase the risk of overuse injury, heighten susceptibility to overtraining syndromes, and limit the potential to achieve elite status. Barnsley Academy employ a highly functioning sports science and medical team that counter balance the deliberate play and practice involved in academy activities and puts in place measures and programmes that are relevant to biological-age provision, therefore, reducing the potential of the risk of injury and risk association by integrating appropriate long-term athletic training programmes to enhance athletic development.

Indeed, for the 2019/20 season the comprehensive medical screening offered to scholars within the professional development phase will be extended to both the foundation and youth development phases, meaning that more detail and individualised sports programming will form part of a player's academy experience at a much earlier age than previous. The sports science, medical and coaching teams jointly plan their 'working week' and programme appropriate academy activities linked with the timing of the Games Programme. This joint application in creating appropriate activities for the elite athlete, which includes 10-hours of education (full-time training model) provides 'recovery' periods and less intense physical sessions so that the young player is able to fully recover. Phase, age-groups and individualised training plans are available via the PMA.

10.0 Anti-bullying Policy

The academy is a physical and competitive environment relevant to the football industry and environment where heated exchanges can arise in training sessions and fixtures between team-mates and the opposition. Coaches follow a strict code of conduct and are tasked with carefully considering their working relationship with academy players (Barnsley and other academy players with other clubs) are set guidelines in line with good and best practices.

Coaches need to be mindful, promote and implement the academy anti-bullying policy in addition to the safeguarding policies outlined in this framework. Procedures are in place to seek to ensure that bullying behaviour is not accepted or condoned and it requires all members of the Club to be given information about, and sign up to, this policy (as part of the codes of conduct). Coaches need to be proactive and take action to investigate and respond to any alleged incidents of bullying and where possible encourage and facilitate young players to play an active part in developing and adopting a code of conduct to address bullying.

At the start of each season (and/or new coaches coming into the Club) the academy ensures that coaches are given access to information, guidance and/or training on bullying. To support this each participant, coach, volunteer or official will:

- respect every player's need for, and rights to, a play in the academy environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others both in and outside of the academy, becoming a role model for the academy within their own immediate community
- recognise that everyone is important and that differences and differing cultures make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress both within the academy and those that display qualities in other academies
- be committed to the early identification of bullying, and prompt and collective action to deal with it and make known to others that such behaviour is unacceptable
- ensure safety by having rules and practices carefully explained and displayed for all to see including parents of academy players
- report incidents of bullying they see – by doing nothing you are condoning bullying

All forms of bullying will be addressed with everybody in the academy taking responsibility to work together to stop and eliminate bullying. Bullying also extends to online as well as offline behaviour, although typical types of bullying include physical pushing, kicking, hitting, name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals; the posting of derogatory or abusive comments, videos or images on social network sites; racial taunts, graffiti, gestures, sectarianism; sexual comments, suggestions or behaviour and unwanted physical contact.

The academy has produced an anti-bullying form to capture incidents of bullying (Appendix D), however, the following support is offered:

Support to the player:

- players should know who will listen to and support them
- systems should be established to open the door to players wishing to talk about bullying or any other issue that affects them
- potential barriers to talking need to be identified and addressed at the outset to enable players to approach adults for help
- players should have access to Helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- players being bullied will be supported and assistance given to uphold their right to participate in the academy environment which allows their healthy and sporting development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/guardians:

- parents/guardians should be advised on the club/organisation's bullying policy and practice
- any incident of bullying will be discussed with the child's parent(s)/guardians and take advantage of the periodic reviews to discuss any potential issues
- parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parent(s) including information on other agencies or support lines.

Useful contacts NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org

11.0 E-safety

The Anti-bullying form (appendix D) also makes reference to online abuse and this safeguarding framework provides guidance on the procedures that will support and underpin the use of social networking and other online services within the academy and hopefully positively influence online activity outside of the academy environment. It is important that all staff, volunteers, coaches, officials/referees, board/trustee members, or anyone working on behalf of the Club/Academy are aware of this policy and agree to the following terms:

Terms:

- To protect all players attending the academy and who make use of technology (such as mobiles phones, games consoles/hand held devices and the internet) whilst they're within the care of the academy both within and outside of the academy
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure the academy is operating in line with their values and within the law regarding how the organisation uses information technology

E-safety checklist:

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.

2. When engaging with digital technology/social networking companies (e.g. Facebook, Twitter or Instagram) it is important to ensure that they adhere to relevant legislation and good practice guidelines.

3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated

- reporting online concerns about possible abuse
- reporting other breaches of terms

4. Decide on how to manage the Club's webpage/profile
 - vetting and managing the webpage/profile
 - training for the person/s managing the organisation's online profile
 - involvement from you're the club's designated safeguarding officer
 - ensure any interactive content is moderated e.g. club social network page/discussion forums.
 - Ensure that players do not become engaged/involved in the club's official and non-official fan websites (i.e. posting blogs etc.)
5. Registration or 'signing up' to the Club's online systems (i.e. PMA)
 - choose an appropriate email address to register/set up a profile/account
 - ensure appropriate security settings are set up
 - Condition/restrict viewing of other profiles/details
6. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.

The academy, where possible, will ensure that staff and volunteers, including coaches and players, are aware of the need to protect their privacy online. Staff and volunteers will be encouraged to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles are maintained.

12.0 Photography and Filming Consent

The academy partakes in a number of activities that includes both still and moving imagery relevant to the football industry within its marketing and promotion aspects which in turn impacts on the academy. It is, however, important that young players (and parents) feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of academy players when they have been part of a special event, activity or secured a contract. It also important to be aware of safeguarding issues when people are taking photos or filming at academy events and the potential for misuse of images can be reduced if the academy is aware of such potential risks and dangers and puts in place appropriate measures.

Some of the potential risks of photography and filming at academy activities include:

- players may be identifiable when a photograph is shared with personal information
- direct and indirect risks to players when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of players
- inappropriate use, adaptation or copying of images

The academy has developed a photography policy with regard to images players that are going to be used in publications, websites and social networking sites. The policy can also be used to help players, parents, staff, Club officials understand how photographs can be shared more safely.

The policy includes the following:

- not using players' names in photograph captions. If a player is named, avoid using the photograph (or seek parental permission)
- use a parental permission form to obtain consent for a player to be photographed and videoed
- obtain the player's permission to use their image
- only use images of players in the Club's representative clothing
- address how images of players on an organisation's website can be misused. Images accompanied by personal information, such as the name of a player and their hobbies could be used to learn more about a player prior to grooming them for abuse
- state written expectations of professional photographers or the press who are invited to an event. These should make clear the academy's expectations of them in relation to child protection.
- do not allow photographers unsupervised access to players
- do not approve photography sessions outside the event or at a player's home or housed-accommodation

The academy will communicate to parents and family members and others so that they understand the policy. The consent form used (Appendix E) relates to acceptable use policy for using photographs, which may include asking parents not to share photos on social media without Club permission. Images or video use for the academy's usage will be kept securely with hard copies of images kept in locked containers and electronic images stored in protected folder with restricted access. Images will not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones with Club officials or contracted suppliers to take photos and recordings of children. The Club will seek advice on uploading images to official Premier and Football League online sites (EMS/PMA) in respect of their use and distribution.

13.0 Codes of Conduct

The academy places a higher duty of care in providing a safe working environment for its cohort of players across the Foundation, Youth and Professional Development phases in ensuring the safety of all players by providing effective coaching and supervision. Attention to pre-planning of coaching sessions, using safe methods at all times in addition to considering the wellbeing and safety of players before the development of performance. The academy encourages and guides players to accept responsibility for their own performance and behaviour and treats all players across the phases fairly and ensure they feel valued.

The coaches are tasked with ensuring that all players do not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability and/or poor performance and not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour to be part of their sessions and within their delivery. The coaches are expected to appreciate the efforts of all young players and not over-train the players, or exert undue influence over performers to obtain personal benefit or reward. Coaches are encouraged to be positive, approachable and offer praise to promote the objectives of the academy at all times. In addition, they are challenged not to let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded with all incidents and accidents to be recorded in the line with the club/academy's procedures.

Coaches are provided with annual inductions (or refreshers/new starters within their initial starting dates) to cover the codes of conduct in detail and to help communicate what is required in line with the academy's safeguarding policies. Coaches are presented with statements relating to conduct, sign and retained within their personal file (Appendix F).

14.0 Safer Recruitment

The academy takes into consideration the enhanced duty of care needed to work within the academy and regards those undertaking a role that involves contact with or responsibility for players, particularly regulated coaching and game activity has to be taken through a safer recruitment process. The safer recruitment process helps determine the right skills, knowledge and attitudes necessary for the role and it is therefore essential that the academy puts in place effective recruitment and selection procedures for both paid staff and volunteers. Such measures will help to screen out and discourage those who are not suitable from joining the academy. This policy is inclusive of all staff whether in paid or unpaid roles i.e. volunteers, interns. However, actions will consider regulation and guidance within the Protection of Freedoms Act 2012.¹³

To support this a safer recruitment team (HR Manager, Operations Manager, DSO, Head of Coaching and where necessary Co-opted Heads of Department, Executive Board Members/Owners) apply a checklist that identifies key parts of a safe-recruitment procedure including:

- writing a clear job or role description (what tasks will be involved)
- also writing a person specification (what experience or attributes the successful candidate needs in order to carry out the role)
- creating an advertisement for the post incorporating;
 - BAME guidelines
 - Rehabilitation of Offenders Act
 - Safeguarding responsibilities within the person specification
 - Job Applicant Privacy Notice
- using an application form to gather relevant information about each applicant
- requiring specific written references (at least two references, one from current employer)
- interviewing the applicant
- for eligible posts, undertaking an enhanced criminal records check:
 - Disclosure and Barring Service (DBS) – England and Wales
- risk assessment of any concerning information
- verifying qualifications and experience at the point of interview
- recording recruitment decision
- induction to the role (including safeguarding policies and procedures, safeguarding training, sign up to Code of Conduct)
- probationary period of 6-months

In addition, the academy complies with the Football League with regard to each employee annually completing the YD2 form which in turn request disclosure information, which the employee signs against. The academy will not knowingly employ a barred before taking them

¹³ http://www.legislation.gov.uk/ukpga/2012/9/pdfs/ukpga_20120009_en.pdf

on in regulated activity. It should be noted that the academy works through the FA guidelines in that the FA requires everyone who works or volunteers in children's football and regularly cares for, trains, supervises or is in sole charge of children to apply for an FA Enhanced Disclosure and is facilitated through an online procedure. More details are available by emailing: FAchecks@TheFA.com¹⁴

For the 2019/20 season the academy DSO and Academy Secretary will continue as verifiers with the Disclosure & Barring Service, which allows organisations to see if any relevant information has been identified about the individual since their certificate was last issued. A data review will be applied to current DBS certification to ascertain the expiry date and data spreadsheets (the Club's Single Central Record and Whole Game System) will be used to record expiry dates which in turn will trigger timely reminders of the need for recertification. These checks will also allow individuals to use existing certificates if they move from one job to another within Barnsley FC or seek employment in the same industry i.e. football. This will allow the academy to carry out a quick online status check to see if an individual's certificate is still up to date. In addition, and at the start of each playing season a 'status check' will be carried out to ensure that individual certificates contain no criminality or barring information and no new information, and that the certificate remains current.

The above will be carried out by the Designated Safeguarding Officer (Operations Manager) reporting to the immediate line manager (SSM) regarding certification that contains new information and on any issues on the suitability of individuals to continue to operate in their current role.

Barnsley Football Club is committed to safeguarding children and to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, age, physical/mental disability or offending background in accordance with the Equality Act 2010. (See policy statement Appendix I)

15.0 Whistle-blowing

The academy seeks to promote all communications that encourage and supports safeguarding and it reassures all those concerned with safeguarding that they take individual responsibility for safeguarding and work alongside this framework to achieve this; however, it should also be noted that individuals that disclose information about wrongdoing are protected by law from being treated unfairly or look likely to losing their job due to the disclosure. A disclosure qualifies for protection if you are a worker and you disclose something about an organisation.

A disclosure must be about something that affects the general public such as:

- a criminal offence has been committed, is being committed or is likely to be committed
- a legal obligation has been breached
- there has been a miscarriage of justice
- the health or safety of any individual has been endangered
- the environment has been damaged
- information about any of the above has been concealed.

¹⁴ <http://www.thefa.com/football-rules-governance/safeguarding/criminal-record-checks>

For those that require or need to seek further advice, then NSPCC has been a prescribed whistleblowing body for child welfare and protection since 2014 meaning that any worker who has child protection or welfare concerns can make a disclosure to NSPCC where they can seek to protect them against unfair treatment at work.¹⁵

16.0 Complaints

A 'concern' may be defined as 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought'. A complaint may be generally defined as 'an expression of dissatisfaction however made, about actions taken or a lack of action'. It is in everyone's interest at the academy that complaints are resolved at the earliest possible stage. Any complaint which includes a safeguarding element (neglect or abuse of a young person under the age of 18 by a member of staff or volunteer) should be discussed with Ruth Holmes (LADO) at the earliest possible opportunity and ideally within 24 hours of it being identified.

Many issues can be resolved informally, without the need to invoke formal procedures. The academy will take informal concerns seriously and make every effort to resolve the matter as quickly as possible. There are occasions when complainants would like to raise their concerns formally. In those cases, the academy's formal procedure should be invoked through the stages outlined within the academy procedure:

- (a) the academy must ensure that they comply with their obligations under the Equality Act 2010¹⁶. It is common practice to ask for complaints to be made by using a complaint form within this document or in writing, however the complainant may have communication preferences due to particular needs and the academy must allow alternative methods of contact;
- (b) a complaint may be made in person, by telephone, or in writing;
- (c) in order to prevent any later challenge or disagreement over what was said, brief notes of meetings and telephone calls should be kept and a copy of any written response added to the record;
- (d) where there are communication difficulties, the academy may wish to use recording devices to ensure the complainant is able to access and review the discussions at a later point;
- (e) the academy must record the progress of the complaint and the final outcome;
- (f) The academy's Operations Manager will be initially responsible for these records and hold them centrally working alongside the academy secretary
- (g) the academy is aware that complainants have a right to copies of these records under the Freedom of Information and Data Protection Acts

¹⁵ <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

¹⁶ <https://www.legislation.gov.uk/ukpga/2010/15/contents>

Complaints need to be considered and resolved as quickly, and efficiently as possible, therefore the following is considered:

- a) Set realistic and reasonable time limits for each action within each stage (where further investigations are necessary, set new time limits, send the complainant details of the new deadline and give an explanation for the delay);
- b) Understand that the academy does not consider excessive time limits to be reasonable or acceptable, except in extenuating circumstances;
- c) Expect complaints to be made as soon as possible after an incident arises (although two months is generally considered to be an acceptable time frame in which to lodge a complaint);
- d) Ensure that, if the policy includes a cut-off timeframe, the academy will consider exceptions and that the complaint procedure reflects this.

For those receiving complaints

Complaints may arrive through channels publicised for that purpose or through any other contact details or opportunities the complainant may have.

Complaints received by telephone or in person need to be recorded and transferred to the complaints form (see below complaints form).

The person who receives a phone or in person complaint should:

- Write down the facts of the complaint
- Take the complainant's name, address and telephone number
- Note down the relationship of the complainant to Barnsley FC (i.e. academy player, parent)
- Inform the complainant of the academy complaints procedure
- Inform the complainant what will happen next and how long it will take
- Where appropriate, ask the complainant to send a written account by post or by email so that the complaint is recorded in the complainant's own words.

Confidentiality: All complaint information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

Two stages are put in place to support procedural actions, for example, the Academy Management Team will initially oversee or redirect as below:

Stage 1: In many cases, a complaint is best resolved by the person responsible for the issue being complained about. If the complaint has been received by that person, they may be able to resolve it (i.e. Lead Phase Coach) swiftly and should do so if possible and appropriate.

Whether or not the complaint has been resolved, the complaint information should be passed to Head of Education & Welfare or Academy Operation Manager. On receiving the complaint, the Head of Education & Welfare/Operations Manager will record it in the complaints log. If it has not already been resolved, they will delegate an appropriate person to investigate it and to take appropriate action.

If the complaint relates to a specific person, they should be informed and given a fair opportunity to respond. Complaints should be acknowledged by the person handling the

complaint within 7 days. The acknowledgement should say who is dealing with the complaint and when the person complaining can expect a reply.

A copy of this complaints procedure should be attached. Ideally complainants should receive a definitive reply within four weeks. If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.

Whether the complaint is justified or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint.

Stage 2: If the complainant feels that the problem has not been satisfactorily resolved at Stage 1, they can **Appeal**:

1. They may write to the Chief Executive within ten working days of the date of the decision under Stage 1, exercising their right of appeal.
2. Appeals will be considered by a more senior manager (Executive Board Members) The Head of Education & Welfare and/or Operations Manager will have had no prior involvement in the case. The Chief Executive may investigate the facts of the case themselves or delegate a suitably senior person to do so.
3. Where the appeal involves other persons, the person(s) named in the complaint will be informed of the appeal and the outcome.
4. The decision may be given verbally at the appeal hearing and will in any event be conveyed or confirmed in writing within ten working days of the hearing. Any recommendations for further action will be clearly stated within the letter.
5. The decision following the appeal is final and there will be no further right of appeal, although:
6. The decision taken at this stage is final, unless the Board decides it is appropriate to seek external assistance with resolution, for example, the English Football League or Football Association.

Right to be accompanied - All employees who are the subject of this procedure will have the right to be accompanied at any formal meetings held under this procedure by a trade union representative or work colleague.

Responsibility: Overall responsibility for this policy and its implementation lies with The Executive Board. This policy is to be reviewed annually and/or when required as required.

Adopted on: 01 August 2016

Review Date: 20 November 2019

The complaints policy is available on the Clubs website www.barnsleyfc.co.uk

16.1 Low level concerns or complaints

Low level concerns or complaints about BFC staff members or the application of Club/Academy policies and procedures can be dealt with quickly and effectively by a senior member of staff or designated safeguarding person.

The Club is aware that no one gets things right all the time. We are committed to working with all stakeholders to provide the absolute best for all of players and this includes

responding quickly and proportionately to concerns that are raised. We believe that development is a lifelong endeavour not only for the players but all staff members. We have robust systems in place to monitor any concerns and complaints received so that we can evaluate how quickly we resolved matters and how effective the resolution was and use this to improve our practices.

The following sets out how we will work to resolve any concerns that are raised as quickly and as informally as possible.

Mediation can be considered at any point in the process, for example, this procedure is appropriate for use not only by staff, designated officers but by any externally appointed person that engages with the Club, including members of Barnsley MBC. Using this approach, which is known as a 'Club Resolution' is an appropriate way of dealing with a complaint that means solving, explaining, clearing up or settling the concern or complaint directly with the complainant. It will not result in conduct or capability action being taken against an individual member of staff and the matter will be closed after the process is completed.

All BFC staff want to know as soon as possible if something concerns a parent, carer or child. They can then look into the matter and provide a response. If needed staff can also take steps to remedy a situation, misunderstandings can be cleared up and an apology given if something is found to be wrong. Everyone benefits from the speedy resolution of difficulties and from suggestions for improvement.

17.0 The Academy Equal Opportunities and Equality Policy

Barnsley Academy is about making sure everyone has a chance to be involved and in particular its cohort of players across all age groups to reach their maximum potential. It is also about encouraging and increasing the involvement of all concerned in the development of the player within multi-disciplinary activities by recognising that inequalities exist and taking steps to address them by creating opportunities where currently there are few available

Barnsley Academy will ensure wherever it is reasonable and within the academy's direct control that there is appropriate access to all those who are deemed competent at academy level to participate in all aspects of academy activity and that they are treated fairly. Barnsley Academy recognises that the district is becoming a more diverse society and is committed to taking reasonable steps to provide equal opportunities for all to take part in academy football. Where individuals may have additional requirements for taking part or where barriers to participation exist Barnsley Academy will consider how these are best addressed to ensure that academy football is delivered to those using its pathways, those on trial, registered players and those players that uses its exit strategies.

Barnsley Academy regards discrimination, harassment, bullying or victimisation, as described below, as a serious misconduct. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any employee, volunteer or any other staff member who unlawfully discriminates against, harasses bullies or victimises any other person whilst conducting their duties in line with academy objectives:

Direct Discrimination: occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have.

Indirect Discrimination: is when there's a practice, policy or rule which applies to everyone in the same way, but it has a worse effect on some people than others.

Harassment: engaging in unwanted conduct relating to a relevant protected characteristic or where the conduct has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient, or any other individual affected by such conduct. The academy is committed to ensuring that all of its stakeholders are able to conduct their activities free from harassment.

Bullying: the misuse of power or position to criticise persistently or to humiliate and undermine an individual's confidence. See anti-bullying policy.

Victimisation: subjecting someone to a detriment because he or she has in good faith taken action under the Equality Act 2010 (or equivalent legislation) by bringing proceedings, giving evidence or information in relation to proceedings, making an allegation that a person has contravened the Equality Act 2010 (or equivalent legislation) or doing any other thing for the purpose of or in connection with the Equality Act 2010 (or any equivalent legislation).

The Board of directors of the Barnsley Football Club will endorse and be responsible for ensuring that this Equal Opportunities and Equality Policy is implemented and will deal with any actual or potential breaches of the policy. There are in place a number of referral and complaint forms that allows for individuals to raise issues that impact on inequality practices with the Club's Chief Executive Board taking overall responsibility for the implementation of this Equality Policy.

The Operations Manager will take the responsibility to review and maintain the policy as and when required, but not less than once every three years, unless there is a change in legislation or proposal to the Board that requires amendments to be made in the interim period.

18.0 Hosts/Accommodation Policy

Players accessing the Full Time Training Model are often housed in local accommodation (host families that fall outside of 'private fostering'), which means that players between 16 and 18 years of age are consistently away from their normal family conditions. The Club is responsive to the needs of individuals accessing accommodation and have followed the League Football Education's guidelines and recommendations with regard to (a) vetting accommodation providers (b) provider's role specifications (c) visit checklist (d) provider's risk assessment (Appendix H). Whilst this document acknowledges this aspect of safeguarding, the Education & Welfare Plan further details in implementing safeguarding applications in and around the accommodation element.

- The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.
- The driver should if possible have more than one child in the car and the child/children should sit in the rear of the car.
- When dropping children at their home after a training session the drivers should alternate which child is dropped off last. If that is not possible, alternate the last child to be dropped off home as this would reduce the risk of the driver repeatedly being alone with the same child
- Ideally the last two children in the car should be delivered to an agreed point (i.e. one of their family homes) to avoid the driver being alone with one child in the car
- Never take the child to your home. If you have your child in the car, take them home after dropping off the other children present.
- The driver should have a point of contact and mobile phone should they break down.
- Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety and openness is created within the academy, then the child is more likely to disclose a situation that causes concern.
- Children should wear seatbelts at all times: Seat Belts the Law¹⁸

Designated Drivers:

The Club will hold a bank of 'designated drivers' covered from both an insurance and moral stand point who possess the relevant insurance and DBS requirements to permit transporting players/employees. Designated driver details (full copy of licence, insurance details, tax and MOT) will be held on staff files. Company cars may also be used to transport players/employees with permission of the Academy Manager and in accordance with Barnsley Football Club's Staff Handbook Company Car Policy.

A day training event not including an overnight stay:

- Parents must be informed of transport arrangements, venue details, costs and staff attending. And to provide phone contact details for the whole day.
- Where and when their child will be collected from and returned to them.
- What kit their child must bring with them.
- What food and drink will be provided and what they must provide for their child.
- Who is the club contact for the event, where they will be and what is their contact number.

Players must be informed on site-specific safety requirements and that they must observe the club code of conduct at all times including:

- Details of planned training, the event rules on use of mobile phones and cameras. (see photography and filming section).
- Who they will travel with, where and when they will be collected from (and returned to).

The Club must ensure that: all deployed staff are qualified and experienced and that those with responsibility for children have a current DBS check and the relevant qualification and experience for the training to be undertaken. At least one person attending must understand and carry a copy of the academy safeguarding policy in order to advise should a relevant

¹⁸ <https://www.gov.uk/seat-belts-law>

incident occur or be suspected. It is important that the DSO is aware of the event and has confirmed a suitable contact number for its duration. An event risk assessment will be completed in advance which in turn will define the number and qualification of supervisors needed on each occasion, their duties and responsibilities and where possible the event risk assessment is known to all, defining actions to take in emergency, reporting points, attendance registers, nominated leaders, their roles and responsibilities. The academy will ensure that medical staff members will be present and hold all relevant statements of pre-existing medical condition, so that medication and specific hospital treatment is administered promptly, if needed.

A training event requiring one or more overnight stays, then club must also ensure that all event risk assessment considers travel arrangements, venue and accommodation, and that all concerns must be addressed before the event begins. Staff attending should be suitably DBS checked and trained for the role they are to fulfil. Parents must be given full information regarding the event including details of venues, transport arrangements and pass on any special requirements of their child should be recorded and acted upon e.g. medical conditions, health, dietary, religious and cultural disposition.

If parents do not attend, they must agree with the club chaperones who will satisfy the requirements of caring for those students who are unaccompanied minors. (CPSU guidelines should be followed). With regard to arranging room sharing for players in line with CPSU guidance, staff members and other staff shall never share a room with a player. They shall, however, be easily accessible to students should need arise e.g. have a room near to students and give students the room phone number. Any rule beyond those contained within the club's codes of conduct shall be given in writing and in advance to both students and parents (e.g. accommodation or venue 'hours' rules).

Persons supervising under-18s shall refrain from drinking alcohol throughout the event and have in place a named individual not attending the event as the 'club contact'. The club contact must hold emergency contact phone details for every player and is responsible for informing relevant contacts of any situation that arises (e.g. illness requiring collection or change to arrival time home, etc.). It is recommended that before organising any event check the guidance on the CPSU website.

Transport Policy Update 19.1

Minors: Approval to travel/return to a different venue

Scholars can request that they be allowed to return to a different venue other than that which they normally return to i.e. if a fixture is played at a venue nearer to their family home than that of their host accommodation [applicable to 1st and 2nd year scholars]. To ensure that requests are authentic, then the following is to be applied:

Parents/Legal Guardians are to inform the academy secretary in writing [academy@barnsleyfc.co.uk] that the player will be travelling/returning to a different address other than that they usually return to.

Within the correspondence, the parent/guardian will:

- a. Declare the contact name and details of the adult that the player will be travelling with and mode of transport i.e. family car, bus, train etc. – this communication is required 5 working days in advance of the date of travel (also applicable to b.)

- b. Give permission that the player can travel independently and without supervision, meaning that the player has parent/guardian permission to use public/private transport to travel to a different destination [the end destination must be stated in writing to the academy secretary].
- c. When granting permission to travel independently the parent/guardian will inform the Club that the player has reached his end destination within 30 minutes of arriving at the destination.
- d. Take note that if no parental/guardian correspondence is entered into then players will return to their normal end destinations.

The Club will put in place measures to ensure that safeguarding is considered, staff will:

- a. Consult with the parent/guardian immediately following the activity to acknowledge that the player is indeed travelling with them to a different destination
- b. Acknowledge that players that have been granted parental/guardian permission to travel independently and without supervision will be consulted prior to their travel plans to ensure that their mode of transport is booked in advance.
- c. Ensure that those players travelling independently will have accessed their 1st mode of transport [i.e. taxi] before leaving the venue/site and make contact with the player to ensure further modes of transport [i.e. train / bus] have been accessed
- d. Make contact with the player [having knowledge of the end destination and estimated arrival time] to confirm that they have reached their final destination, as per parental/guardian written correspondence
- e. Under no circumstances allow players to be left/remain at 'service stations' and/or contact points unsupervised in anticipation of external transport arriving – staff will remain with players until such a time that external transport arrives.

20.0 Youth Loans, Trials and Work Experience

On occasion an Academy player or professional under the age of 18 may join another club on loan, trial or work experience. In the event of this the Academy will seek written consent from the parent/guardian prior to the loan commencing and provide clarity for the process. Consideration will be given and discussed regarding the player's education, travel and accommodation throughout the period away from the club. In the instance that the new club is not within *reasonable* travelling distance from the player's current address, Barnsley FC will insist that host accommodation be utilised. This process will be, where possible, in line with the new clubs Accommodation Policy; if the new club do not have an Accommodation Policy in place that of Barnsley FC's should be utilised. The club will designate a member of staff to check regularly on all aspects of the player's welfare including accommodation, transport and general welfare.

For players under the age of 18 who join the club on loan, trial or work experience parental consent should be given, along with full medical history and injury disclaimer. Where accommodation is required for the player this will be provided by host accommodation, in line with the Club's policies and procedures. Transport will be arranged during this period by, or as directed by, the Head of Recruitment.

21.0 Academy Progression

Barnsley Football Club pride itself on producing young, talented players for first team football through the Academy system. With this in mind the safeguarding and welfare of players under the age of 18 remains paramount throughout the transition to adult football. A designated member of the Academy will monitor and liaise with both player and parents/guardians throughout the transition regarding transport and accommodation both of which will be in line with the Academy's respective policies and procedures. Whilst under 18 players are progressing through to U23 and first team football, Barnsley Football Club will continue to safeguard and demonstrate a duty of care to ensure that reasonable steps are taken to prevent harm.

The education requirements of the player remain the same and the Head of Education has an obligation to ensure this is continued throughout the process. Further to this the League Football Education's Life Skills programme will provide support for wider issues which the young player may encounter.

22.0 Radicalisation and Prevent Strategy

Barnsley Football Club is committed to raising awareness of radicalisation and the PREVENT duty¹⁹ as set out by the government in the Counter Terrorism and Security Act 2015 "the Act". The Club has now implemented training for staff to undertake online Prevent training (phased roll-out). Barnsley Football Club provides relevant and up to date information on the implications of the Act to all staff concerned through the Academy's Head of Education whom is charged with the responsibility in delivering the PREVENT duty. This is aligned with Barnsley Metropolitan Borough Council's 'A Protocol for Working with Adults and Young People who are Vulnerable to the Messages of Violent Extremism' which is disseminated through the Barnsley Safeguarding Children Partnership (LSCP) and, the Club is working closely with the Council's PREVENT officer in meeting their EFL obligation to risk assess against the PREVENT agenda.

Players will attend equality and diversity-based workshops as part of the Life Skills programme, which will raise awareness of radicalisation, amongst other issues, within society. This will support the wider schools programme which targets radicalisation to form a key part of the curriculum. Players involved in the Full Time Training Model cover radicalisation as part of the LFE induction and is further underpinned by the Life Skills programme delivered throughout the season.

22.0 Sexual Offences Act 2003

The below notes relate to the Sexual Offences Act 2003 which received Royal Assent on 20 November 2003. They have been prepared by the Home Office in order to assist the reader in understanding the Act. They do not form part of the Act and have not been endorsed by Parliament.

The notes need to be read in conjunction with the act. they are not, and are not meant to be, a comprehensive description of the act. So where a section or part of a section does not seem to require any explanation or comment, none is given.

¹⁹ <https://www.gov.uk/government/publications/prevent-duty-guidance>

Part 1 of the Act extends only to England and Wales, with the exception of sections 15-24, 46-54, 57-60, 66 to 72, 78 and 79 which extend to Northern Ireland. Part 2 of the Act extends to England, Wales, Northern Ireland and, save for sections 93 and 123-129, Scotland.

Background

The Government published the White Paper Protecting the Public: strengthening protection against sex offenders and reforming the law on sexual offences (Cm 5668) in November 2002. It is available on the Home Office website at www.sexualoffencesbill.homeoffice.gov.uk. The White Paper set out the Government's intentions for reforming the law on sexual offences and for strengthening measures to protect the public from sexual offending. The Government's proposals were based on the recommendations made by two review teams and subsequent public consultation. The recommendations made by the review teams were published in two documents: Review of Part 1 of the Sex Offenders Act 1997 (2001) and Setting the Boundaries (2000).

Summary

The Act is in three Parts:

Part 1 makes new provision about sexual offences. It covers the non-consensual offences of rape, assault by penetration, sexual assault and causing a person to engage in sexual activity without consent. It defines "consent" and "sexual" and sets out evidential and conclusive presumptions about consent. It covers child sex offences and offences involving an abuse of a position of trust towards a child. Familial child sex offences and offences involving adult relatives are provided for, as are offences designed to give protection to persons with a mental disorder. The age of a "child" in the Protection of Children Act 1978 has been amended to 18, and defences are provided for in limited cases where the child is 16 or over and the defendant is the child's partner. A limited defence is also introduced to the offence of "making" an indecent photograph or pseudo-photograph of a child where the purpose of the "making" is to combat crime. This Part also covers offences relating to prostitution, child pornography, and trafficking. It provides for preparatory offences, such as administering a substance with intent to commit a sexual offence, and a number of miscellaneous offences, such as voyeurism and intercourse with an animal. Section 72 provides that there is extra-territorial jurisdiction for many acts which, if committed in England and Wales or Northern Ireland, would amount to offences under Part 1 committed against a child under 16 or (in the case of Northern Ireland) under 17. The Part extends to England and Wales and some provisions also extend to Northern Ireland.

Part 2 contains measures for protecting the public from sexual harm. Part 1 of the Sex Offenders Act 1997 has been re-enacted with a number of amendments. A notification order enabling the notification requirements to be applied to offenders with convictions abroad has been created. Sex offender orders (s.2 of Crime and Disorder Act 1998) and restraining orders (s.5 of Sex Offenders Act 1997) have been combined into a new civil preventative order – a sexual offences prevention order. Risk of sexual harm orders, specifically designed to protect children from sexual harm, have been created, as have foreign travel orders, which can be used to prevent an offender with a conviction for a sex offence against a child from travelling to countries where he is at risk of abusing children. Part 2 extends to England and Wales and Northern Ireland, and, save for Schedule 4 and the risk of sexual harm orders, to Scotland.

Part 3 contains general provisions relating to the Act, including minor and consequential amendments and commencement provisions

Review

This policy and procedure will be reviewed every three years giving due consideration to any legislative changes.

Signed



Date 08 August 2021

Barnsley FC representative

Appendices

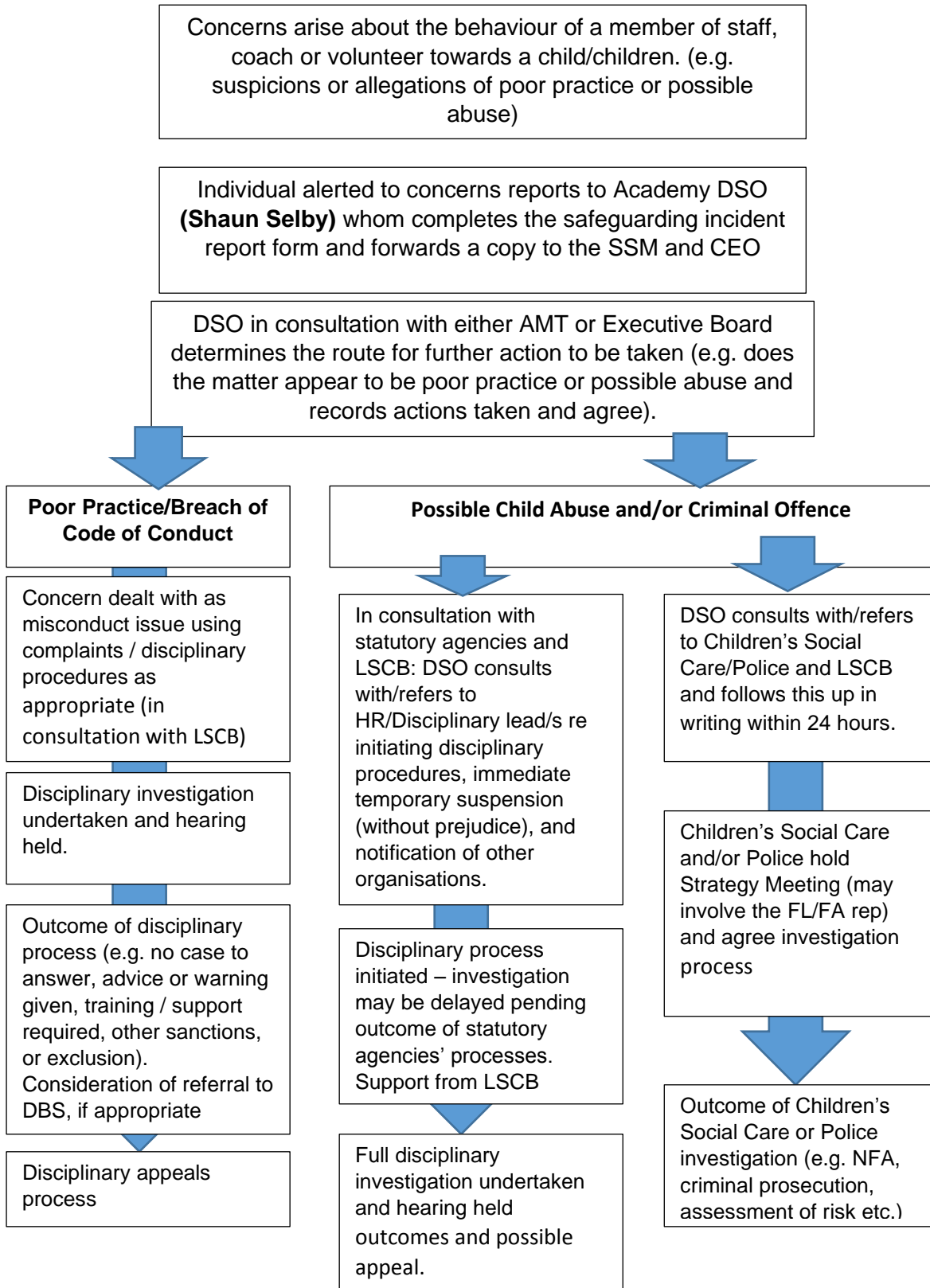
Appendix A: Incident Reporting Form

Your Name:	Child's Name:
Your Role:	Date of Birth:
Contact Information (you) Address	Child's Contact Information Parent's Name Address Post Code Parent's Contact No.
Post Code	Child's Gender:
Contact No.	Child's Ethnicity:
Email Address	
Incident Details	
Have Parents been notified	Yes / No
If Yes – please describe what was said/actions	
Are you reporting your concerns or those raised by others?	My concerns / Concerns raised by others Name of other(s): Contact Details:
Date and time of incident	
Details of the incident (is that fact, opinion, hearsay within your description)	
Child's account of the incident	
Any Witness(es)?	Yes / No Name: Contact Details:
Witness Account	
Details of any person involved in this incident or alleged to have caused the incident / injury:	Name: DOB: Address Post Code Contact No: Position in the Club:
Action to be taken	
Has the incident been reported to external agencies?	Yes / No Name of Agency:
Date and signature (yours)	Name: _____ Date: _____ Print Name:



Appendix B: Barnsley Academy Reporting Procedure Concerns

About the behaviour of an Academy staff member or volunteer (e.g. allegation about a coach or officer’s behaviour towards a child)





Appendix C: Barnsley Academy Child Protection Statement

Barnsley Academy Child Protection Statement

Barnsley Football Club (Academy) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Football League Safeguarding requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children have a positive and enjoyable experience of participating in coaching and the Games Programme at Barnsley Academy. It will carry out its practices in a safe and child centred environment and will protect from exposure to abuse whilst participating in training programmes and fixtures in or outside of the academy.

Barnsley Academy acknowledges that some children and young people entering the academy from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy Barnsley Academy will promote and prioritise the safety and wellbeing of children and young people ensuring everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.

It is our intention to ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern and we will continue to ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.

We will endeavour to prevent the employment/deployment of unsuitable individuals through a robust recruitment process and ensure appropriate safeguarding arrangements and procedures are in operation. The policy and procedures will be widely promoted and are mandatory for everyone involved with Barnsley Academy activities. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the academy.

This policy will be reviewed at the end of each playing season after development and then every three years, or if changes in circumstances, for example, changes in legislation and/or government guidance, as required by the Local Safeguarding Children Board, CPS or the Football League then we put in place appropriate measures to align with legislation, guidance and best practice.

January 2021



Appendix D: Anti-Bullying Form

Location/Event:

Date of Incident:

Time of Incident:

Location of incident:

Nature/Type of Incident (please tick)			
Extortion		Possessions	
Isolation: being ignored or left out		Forced into actions against will	
Physical: being hit or hurt		Written	
Verbal: name calling, taunting, threatening		Spreading rumours	
Cyber: (online, social, media, email, text)		Other	

Names of Individuals Involved

No.		Gender	Age	Role in Club
1				
2				
3				
4				

Any of the below indicators used? (please tick)

General Appearance		Race/Ethnic Origin	
Disability/SEN		Sexual orientation	
Gender/ Sexism		Home circumstances	
Religion		Sports ability	

Brief Summary / Actions Taken

Summary	Actions Taken
Signature: Print Name: Date:	Parents involved: Yes / No Internal decisions: Yes / No External Agencies Needed: Yes / No

Appendix E: Photography and Filming Consent Form

Barnsley Academy

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and the child.



The academy will follow the guidance for the use of photographs and videos, a copy of which is available from the academy secretary.

The academy will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should immediately inform the academy secretary.

Consent Information

To be completed by parent/carer:

- I consent to Barnsley Academy photographing or videoing my child (child's name)
- I can confirm that I have read, or been made aware of, the organisation's photography and videoing policy.
- I can confirm that I have read, or been made aware of how the academy will use these images or videos in future and how these images or videos will be stored within the academy

To be completed by child:

- I (child's name) consent to Barnsley Academy photographing or videoing my involvement in academy activities.
- I confirm that I have read, or been made aware of, the academy's photography and videoing policy.

Signature of player

Print name player:

Development Phase:

Date:

Signature of parent /carer:

Print Name:

Date:

Appendix F: Codes of Conduct

Barnsley Academy coaches and volunteers involved in football for children and young people have a great opportunity to be a positive role model and help build players' confidence as they work through the youth development pathways



- **Report accidents or incidents of alleged abuse or poor practice to the academy's designated safeguarding officer**
 - Foster team work to ensure the safety of players in their care.
 - Ensure the rights and responsibilities of players are enforced.
 - Not abuse members physically, emotionally or sexually.
 - Not engage in a sexual relationship with a young person for whom they are responsible
 - Maintain confidentiality about sensitive information.
 - Respect and listen to the opinions of young people.
 - Take time to explain coaching techniques to ensure they are clearly understood.
 - Develop an appropriate working relationship with players, based on mutual trust and respect.
 - Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember young players learn by example.
 - Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
 - Never condone rule violations, rough play or the use of prohibited substances.
 - not spending excessive amounts of time alone with players unless there are exceptional circumstances
 - Never taking children to their home
 - Not administering First Aid involving the removing of player's clothing unless in the presence of others.
 - Hold appropriate valid qualifications and insurance cover.
 - Make the football fun, enjoyable within a learning environment

- **Staff and volunteers have the right to:**
 - Access on-going training and information on all aspects of leading/managing activities for youth players, particularly on Safeguarding.
 - Support in the reporting suspected abuse or poor practice.
 - Access to professional support services.
 - Fair and equitable treatment by the governing body/club.
 - Be protected from abuse by children/youths, other adult members and parents.
 - Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated safeguarding officer. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the academy. Dismissals can be appealed by the coach/volunteer with final decisions taken by the Executive Board or referred to the Football League depending on the disciplinary procedures within the sporting governance.

Signature of Coach:
Date:

Signature of Line Manager
Date:

Appendix G: Complaints Form



COMPLAINTS FORM

Name of person making complaint: _____

Telephone Number: _____

Address: _____

Nature of complaint: _____

Results of investigation: _____

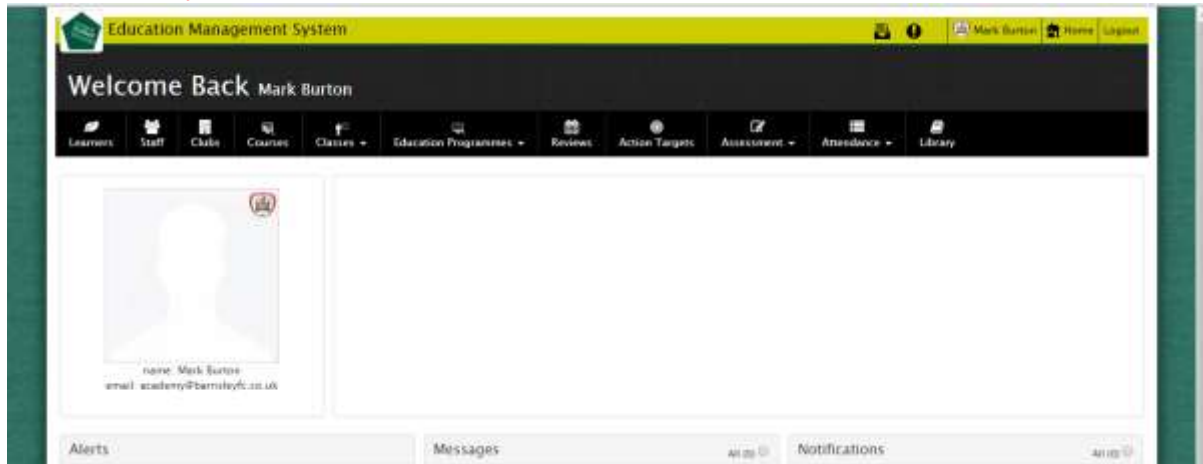
Action taken: _____

Date complainant contacted with the results of the investigation and action taken:

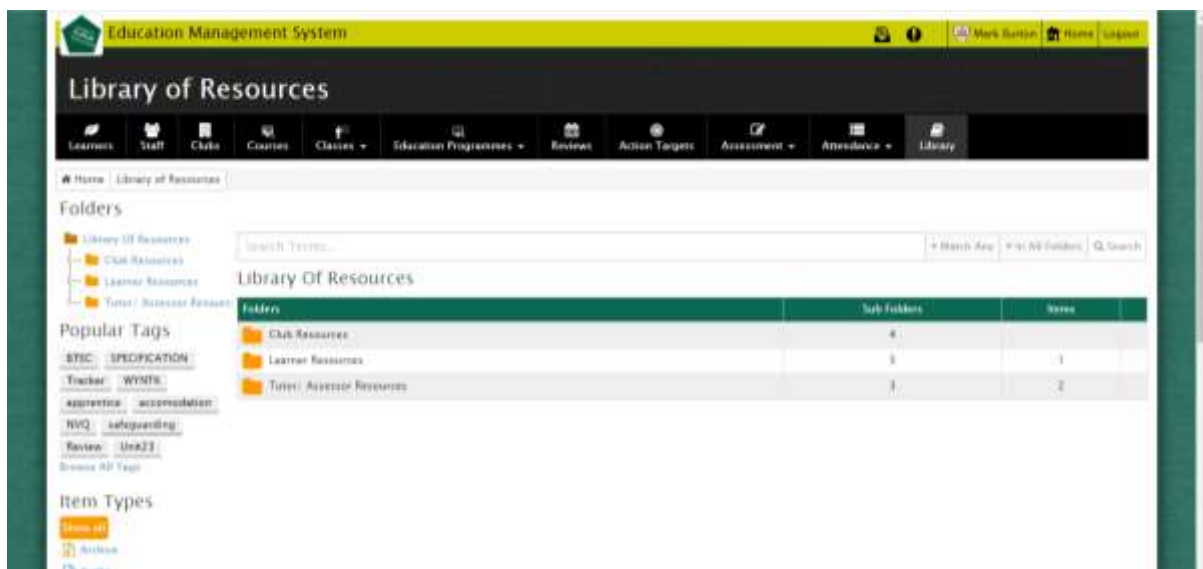
Name of person investigating complaint:

Appendix H: The League Football Education Safeguarding Section (Accommodation) <https://lfe.innovedvle.co.uk/ems/home>

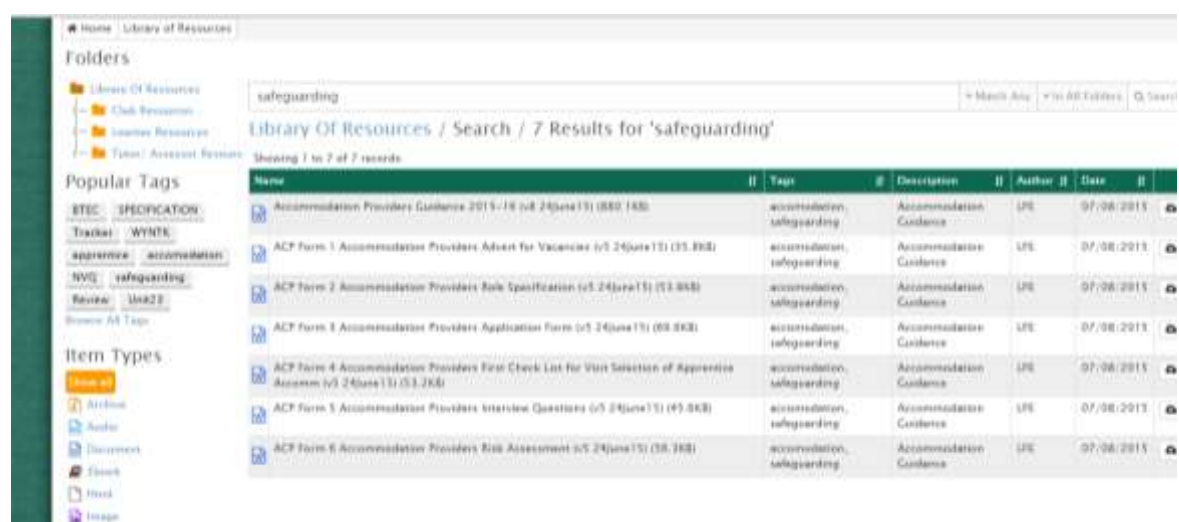
Open the toolkit (obtain username/password from Operations Manager)
 Click in Library



Click on safeguarding tab



Open word documents by clicking on doc. icon



Appendix I: Safeguarding Children Policy Statement Recruitment and Retention of Ex-Offenders

Barnsley Football Club Policy Statement

Safeguarding Children Policy Statement Recruitment and Retention of Ex-Offenders

Barnsley Football Club applies The FA Criminal Records Checks (FACRC) through the Disclosure and Barring Service (DBS) in ensuring the appropriate assessment is in place for clearance for work in football (and associated activities) for those working with children, young people and/or vulnerable groups of individuals.

The Club is registered with GBG, which is a regulated body for the criminal records checking process on behalf of The Football association. The types of activities may include roles which are defined by law as a Regulated Activity, or those roles for which the National Governing Body (NGB), notably The FA, has identified to require Enhanced Disclosures in football. These are defined as unsupervised roles in football which involve teaching, training and instruction or caring for and supervising.

Barnsley Football Club adheres and complies with the DBS and The FA Criminal Records Body (FA CRB) Code of Practice and seeks to treat all applicants for positions openly, fairly and in a transparent format that is open to inspection. The Club undertakes its obligation not to discriminate unfairly against any subject of a disclosure whereby a conviction or other information revealed. The Club, however, will risk assess against any DBS notifications about the individual and the nature of the role to be carried out.

Barnsley Football Club is committed to safeguarding children and to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, age, physical/mental disability or offending background in accordance with the Equality Act 2010.

This policy on the recruitment of ex-offenders is available to all disclosure applicants at the outset of the recruitment process regarding the recruitment and selection of candidates short-listed for interview, based on their skills, qualifications and experience set against the job description and person specification. It should be noted that a disclosure is requested only after consideration has been given to the roles and responsibilities included in the Job Description. Any decision to request a disclosure will be relevant to the position concerned.

The Club is registered with GBG for basic, standard and enhanced DBS checks, however, for positions where an enhanced disclosure is required, the recruitment documents used will contain a statement that a disclosure will be requested in the event of the individual being offered the position, for example:

This post requires Enhanced Criminal Records Checks and checks against the Barred Lists and is exempt from Rehabilitation of Offenders Act (1974) whereby all convictions including spent convictions that have not been subject to filtering by the DBS should be declared

The use of a cover sheet in all job applications is able to capture additional information in line with the Rehabilitation Offenders Act (1974)

If a disclosure is provided and is considered part of the recruitment process, the Club will put in place opportunities for the applicant to provide details of their criminal record within the early phases of the application process. This will be dealt with a designated person(s) that form part of the safeguarding team and will apply confidentiality in line with the Club's employment privacy statement and wider GDPR rulings. Any reference to unspent convictions will follow the guidelines as defined in the Rehabilitation of Offenders Act 1974.

<http://www.thefa.com/-/media/files/thefaportal/governance-docs/safeguarding/the-right-people/the-fas-policy-statement-on-the-recruitment-of-exoffenders.ashx>

Appendix J: Definitions of abuse

DEFINITIONS OF ABUSE

Physical abuse: Any deliberate act causing injury or trauma to another person, for example, hitting, slapping, pushing, kicking, burning, giving a person medicine that they do not need and/or that may harm them or application of inappropriate restraint measures.

Emotional abuse: Any act or other treatment which may cause emotional damage and undermine a person's sense of well-being, including persistent criticism, denigration or putting unrealistic expectations on vulnerable groups, isolation, verbal assault, humiliation, blaming, controlling, intimidation or use of threats.

Sexual abuse: Any act which results in the exploitation of children and adults at risk, whether with their consent or not, for the purpose of sexual or erotic gratification. This may be by an adult or by a young person who is intellectually, emotionally, physically or sexually more mature than the victim. This includes non-contact activities, such as indecent exposure, involving children or adults at risk in witnessing sexual acts, looking at sexual images/pornography or grooming them in preparation for abuse (including via the internet). Whilst legally Children aged sixteen have reached the age of consent for sexual activity, it is unacceptable for any member of Staff to abuse their relationship of trust for sexual gratification.

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.

Peer-on-peer abuse: Children and young people can be taken advantage of or harmed by adults and by other Children. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between Children and within Children's relationships (both intimate and non-intimate).

Neglect: Ongoing failure to meet the basic needs of children and/or adults at risk. Neglect may involve; failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect them from physical and emotional harm or danger, or the failing to ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to, basic emotional needs.

In an Activity setting, it may involve failing to ensure that children and/or adults at risk are safe and adequately supervised or exposing them to unnecessary risks.

Grooming: Grooming is defined as developing the trust of an individual and/or their family for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming can happen both online and in person.

Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children and/or adults at risk for the purposes of involvement in extremist activity is a serious safeguarding issue.

Female genital mutilation (FGM): Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and 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.

Bullying: Repeated behaviour intended to intimidate or upset someone and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

Cyberbullying: The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. By definition, it occurs among Children. When an adult is the victim, it may meet the definition of cyber harassment or cyberstalking.

Bullying as a result of any form of discrimination:

Bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'.

Poor practice: This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of the child and/or adult at risk are not afforded the necessary priority compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing them in potentially compromising and uncomfortable situations, failing to ensure their safety, ignoring health and safety guidelines, giving continued and unnecessary preferential treatment to individuals.

Hazing: Any rituals, initiation activities, action or situation, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional well-being of Vulnerable Groups

Infatuations: Vulnerable Groups may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware, that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. Staff should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes aware that a Child or Adult at Risk may be infatuated with him/ her, or with a colleague, should discuss this at the earliest opportunity with the Club Designated Safeguarding Officer (or the Club Senior Safeguarding Manager in his/her absence).

Domestic violence: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged sixteen or over, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass but is not limited to psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence

Fabricate or induced illness: Fabricated or Induced Illness is easiest understood as illness in a child which is fabricated by a parent or person in loco parentis. The child is often presented for medical assessment and care, usually persistently, often resulting in multiple medical procedures. Acute symptoms and signs of illness cease when the child is separated from the perpetrator.

Forced Marriage: A marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities or children, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial and sexual pressure. A Forced Marriage is different from an arranged marriage, which is a marriage entered into freely by both parties, although their families take a leading role in the choice of partner. The Anti-social Behaviour, Crime and Policing Act 2014 made it a criminal offence (which can result in a sentence of up to 7 years in prison) to force someone to marry.

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.

County Lines: County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and adults at risk to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines and includes for instance children forced to work on cannabis farms or to commit theft.