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# **Child Protection Procedures and Practices Handbook**

The Football Association Limited  
June 2001

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## CONTENTS

	Page number
Introduction	3
Action if there are concerns about the welfare of a child or young person	4
<b>1. Concerns about poor practice and possible abuse within football settings</b>	4
1.1 Action if you are directly informed by a child or young person	4
1.2 Action if you observe or have knowledge of the above occurring in a football setting	7
<b>2. Abuse in the home or other settings (outside football)</b>	9
2.1 Action if you are directly informed by a child or young person	10
2.2 Action if you observe or have knowledge of possible abuse in a setting outside football	12
<b>3. Guidance for Child Protection Officers and designated persons</b>	14
3.1 Guidance for designated persons	14
3.2 Guidance for the County Child Protection Officers, F.A. Premier League/Football League Heads of Education and Welfare and Child Protection Officers in all affiliated bodies	14
3.3 Allegations of previous abuse	15

## APPENDICES

	Page number
<b>Appendix 1 The Football Association Regulation</b>	16
<b>Appendix 2 What is child abuse?</b>	17
<b>Appendix 3 Recognition of abuse</b>	19
<b>Appendix 4 Extract on protecting disabled young people and vulnerable adults</b>	20
<b>Appendix 5 The responsible football coach Code of Conduct</b>	21
<b>Appendix 6 Recommendations for persons involved with the treatment of children and young people in football</b>	22
<b>Appendix 7 Child Protection policy statement for match officials</b>	23
<b>Appendix 8 Procedures for promoting good practice</b>	24
<b>Appendix 9 General guidelines in the care of children and young people</b>	26
<b>Appendix 10 Personal Disclosure Form</b>	27
<b>Appendix 11 Sample Application Form</b>	29
<b>Appendix 12 Sample Volunteer Reference Form</b>	31
<b>Appendix 13 Parental consent for Football Activities Form</b>	32
<b>Appendix 14 Child Protection Referral Form</b>	34

## INTRODUCTION

### **The F.A. Child Protection Policy Statement**

Every child or young person, defined as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

The Football Association recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is determined to meet its obligation to ensure that those clubs and organisations providing football opportunities for children and young people do so, to the highest possible standard of care. (Appendix 1 – The Football Association Regulation)

These procedures apply to anyone in football whether in a paid or voluntary capacity. For example, volunteers in clubs, referees, club officials, helpers on club tours, football coaches and medical staff.

The Football Association will consider, having taken advice, whether anyone who has a previous criminal conviction or caution for offences related to the abuse of children or young people, violence or any sexual offences should be excluded from working with children and young people. This position is re-inforced by U.K. legislation and guidance.

### **Objectives**

Toward that end, in May 2000, The Football Association launched its Child Protection Policy, which should be read in conjunction with this document. The Policy sets the following objectives:

- The F.A. Premier League and The Football League and other leagues must include in their rules the F.A. Policy Statement concerning Child Protection.
- All bodies which provide the opportunity to work with children and young people up to the age of eighteen and are affiliated to The Football Association as Charter Standard Organisations, and/or affiliated through the County Associations, must include in their rules the F.A. Policy Statement concerning Child Protection.

- To provide ongoing development and training opportunities to all organisations mentioned above.

To provide ongoing development and training opportunities:

- for members of the F.A. Coaches Association
- as an integral part of all F.A. Coach and Medical Education and Referee Courses
- in staff development courses for members of The F.A. Premier League and The Football League
- through the County Football Association structure
- through the process of attaining and maintaining the Charter Standard Award.

The F.A. practices and procedures that follow, in conjunction with the training programme already under way, will ensure that everyone involved in football knows exactly what is expected of them, in relation to the protection of children and young people within our sport.

The designated person should be clearly identified in every setting e.g. a person in a club, a Head Teacher in a school, a Sports/Football Development Officer in a Community Scheme.

### **Legal and Procedural Framework**

The practices and procedures based on the principles contained within U.K. and International legislation and Government guidance have been designed to complement local Area Child Protection Committee (ACPC) procedures and take the following into consideration.

*The Children Act 1989*

*The Protection of Children Act 1999*

*Working Together to Safeguard Children*

*“Caring for the young and vulnerable”*

*Home Office Guidance for preventing the abuse of trust 1999*

*The UN Convention on the Rights of The Child*  
*Human Rights Act 1998*

### **Action if there are concerns about the welfare of a child or young person**

The following action should be taken by anyone who has concerns about the welfare of a child or young person in:

1. Football settings
2. The home or other settings

### **Non-action is *not* an option in Child Protection.**

#### **1. Concerns about poor practice and possible abuse within football settings**

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within sport and may occur within other settings (e.g. other social activities). Recent inquiries indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in football are aware of this possibility and that all allegations are treated seriously and appropriate actions taken.

Allegations may also relate to poor practice where an adult's or peer's behaviour is inappropriate and may be causing concern to a young person. Poor practice includes any behaviour which contravenes existing Codes of Conduct, infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in football and will be treated seriously and appropriate actions taken.

#### **1.1 Action to take if a child or young person informs you directly that he/she is concerned about someone's behaviour towards them**

If this happens, you should:

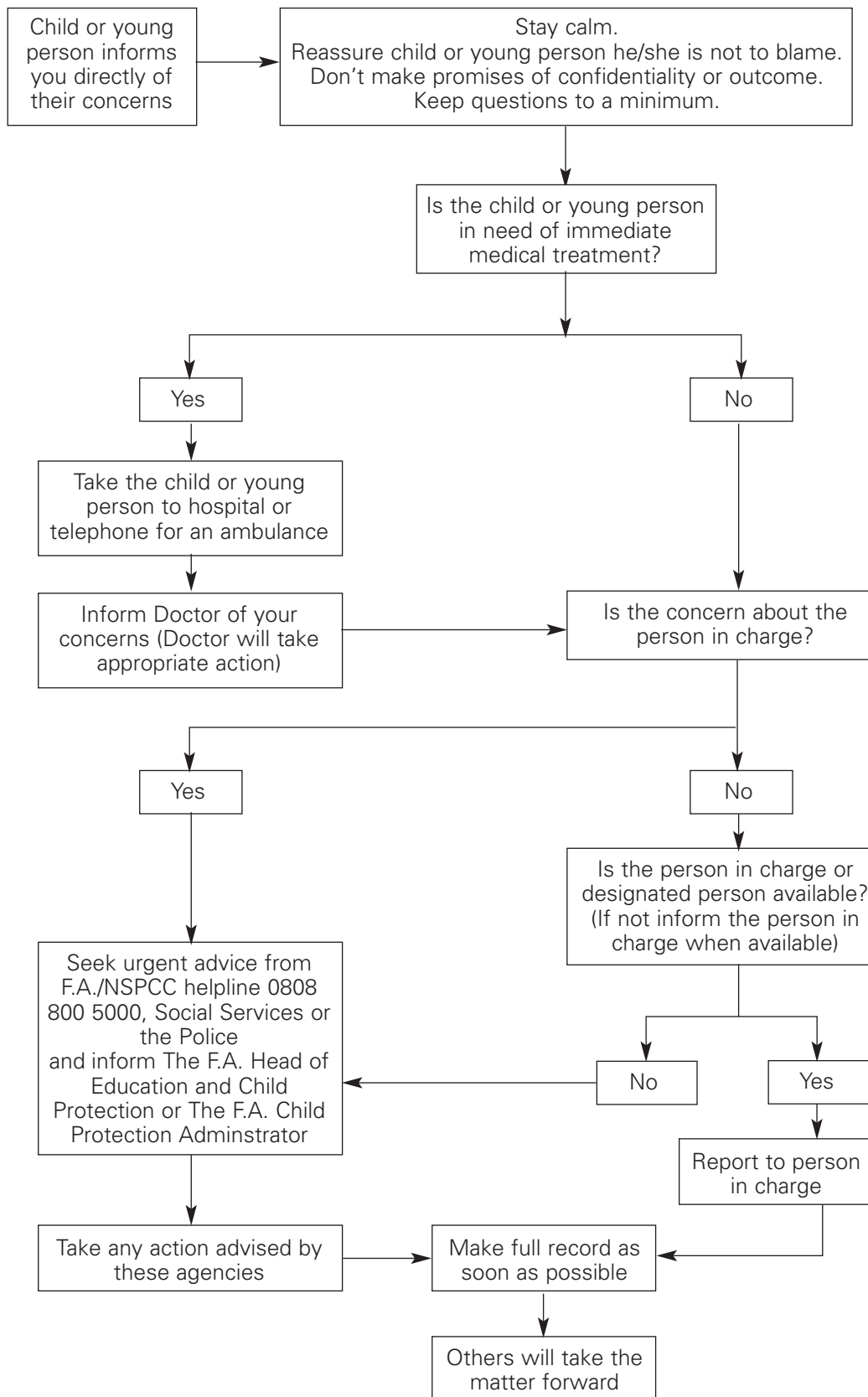
- React calmly so as not to frighten the child or young person.
- Tell the child or young person he/she is not to blame and that he/she was right to tell.
- Take what the child or young person says seriously.

- Ensure the safety of the child or young person – if the child or young person needs immediate medical treatment, take the child or young person to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.
- Avoid leading the child or young person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- Re-assure the child or young person but do not make promises of confidentiality or outcome which might not be feasible in the light of subsequent developments.
- Parents and carers should be contacted only after advice from Social Services.

#### ***You should continue also to follow the F.A. Procedures outlined below***

- Make a full record of what has been said, heard and/or seen as soon as possible.
- Report the concerns to the person in charge or designated person immediately, unless the concern is about the person in charge (see below).
- The person in charge should be clearly identified in every football setting e.g. a designated person in a club, a Senior Coach, or a County Child Protection Officer. If the person in charge is not available, or the concern is about the person in charge, then report your concerns directly to the Social Services or the Police. These agencies will advise you whether a formal referral to Social Services is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- You should also inform The F.A. Head of Education and Child Protection or The F.A. Child Protection Administrator on 01952 602301.
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.

**1.1 Action to take if a child or young person informs you directly that he/she is concerned about someone's behaviour towards them**



- Please remember that it can be more difficult for some children to disclose abuse than for others. Children from ethnic minorities may have regularly experienced racism which may lead them to believe 'white people', including those in authority roles, do not really care about their well-being. They may feel they have good reason to question whether your response will be any different.
  - Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care or residence. The abuse may be the only attention/affection they have experienced. There may be communication difficulties and they will almost certainly have to overcome prejudices which block our willingness to believe they may be abused or to use their medical condition to explain away indicators which in an able bodied child would concern us.
  - These groups of people need us to be extra vigilant and to give extra thought as to how we will respond, if necessary.
  - The child's or young person's account, in their own words if possible, of what has happened and how any bruising or other injuries occurred
  - Any observations that have been made by you or to you
  - Any times, locations, dates or other relevant information
  - A clear distinction between what is fact, opinion or hearsay
  - Your knowledge of and relationship to the child or young person
- Whenever possible, referrals to Social Services Departments should be confirmed in writing within 24 hours.
- Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.

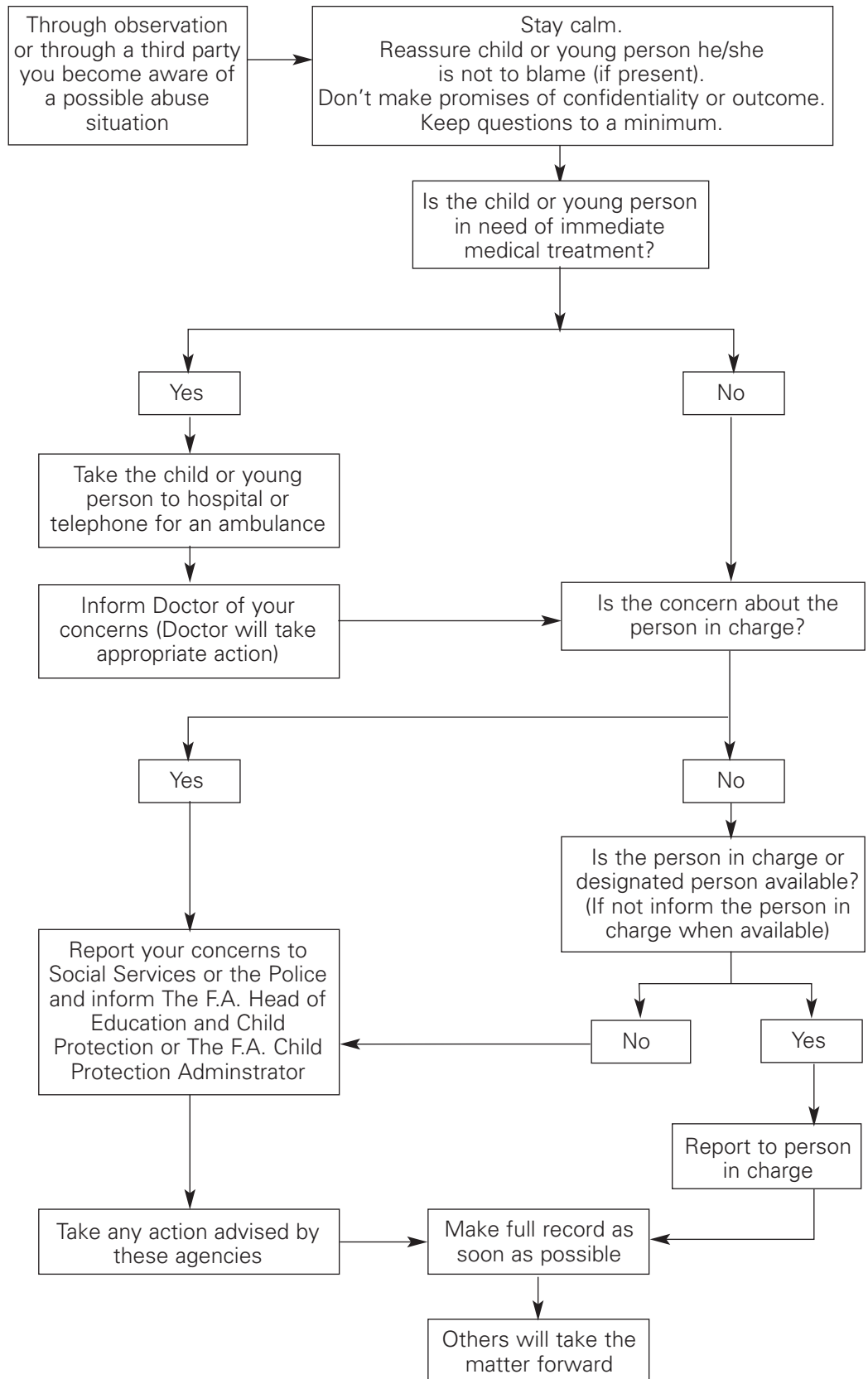
**The Football Association will support anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child/young person**

**Recording of information, suspicions or concerns** *(See Appendix 14)*

Information passed to the Social Services Department or the Police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should contain the following information:

- The child's or young person's name, address and date of birth
- The nature of the allegation
- A description of any visible bruising or other injuries

**1.2 Action to take if you become aware, through your own observations or through a third party, of possible abuse occurring within a football setting**



## **1.2 Action to take if you become aware, through your own observations or through a third party, of possible abuse occurring within a football setting**

If this happens, you should:

- Ensure the safety of the child or the young person (if present) – if the child or young person needs immediate medical treatment, take the child to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.

You should continue also to follow the F.A. Procedures outlined below.

- Make a full record of what has been said, heard and/or seen as soon as possible.
- Parents and carers should be contacted only after advice from Social Services.
- The person in charge should be clearly identified in every football setting.
- Report the concerns to the person in charge immediately, unless the concerns are about the person in charge (see below).
- The person in charge may seek advice from The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000, Social Services or the Police who will then follow local Area Child Protection Committee procedures. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- The person in charge must also inform The F.A. Head of Education and Child Protection or The F.A. Child Protection Administrator.
- If the person in charge is not directly available, or the concerns relate to the person in charge, refer your concerns directly to Social Services or the Police. These agencies will advise you whether a formal referral to Social Services is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.

- You should also inform The F.A. Head of Education and Child Protection or The F.A. Child Protection Administrator on 01952 602301.
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.

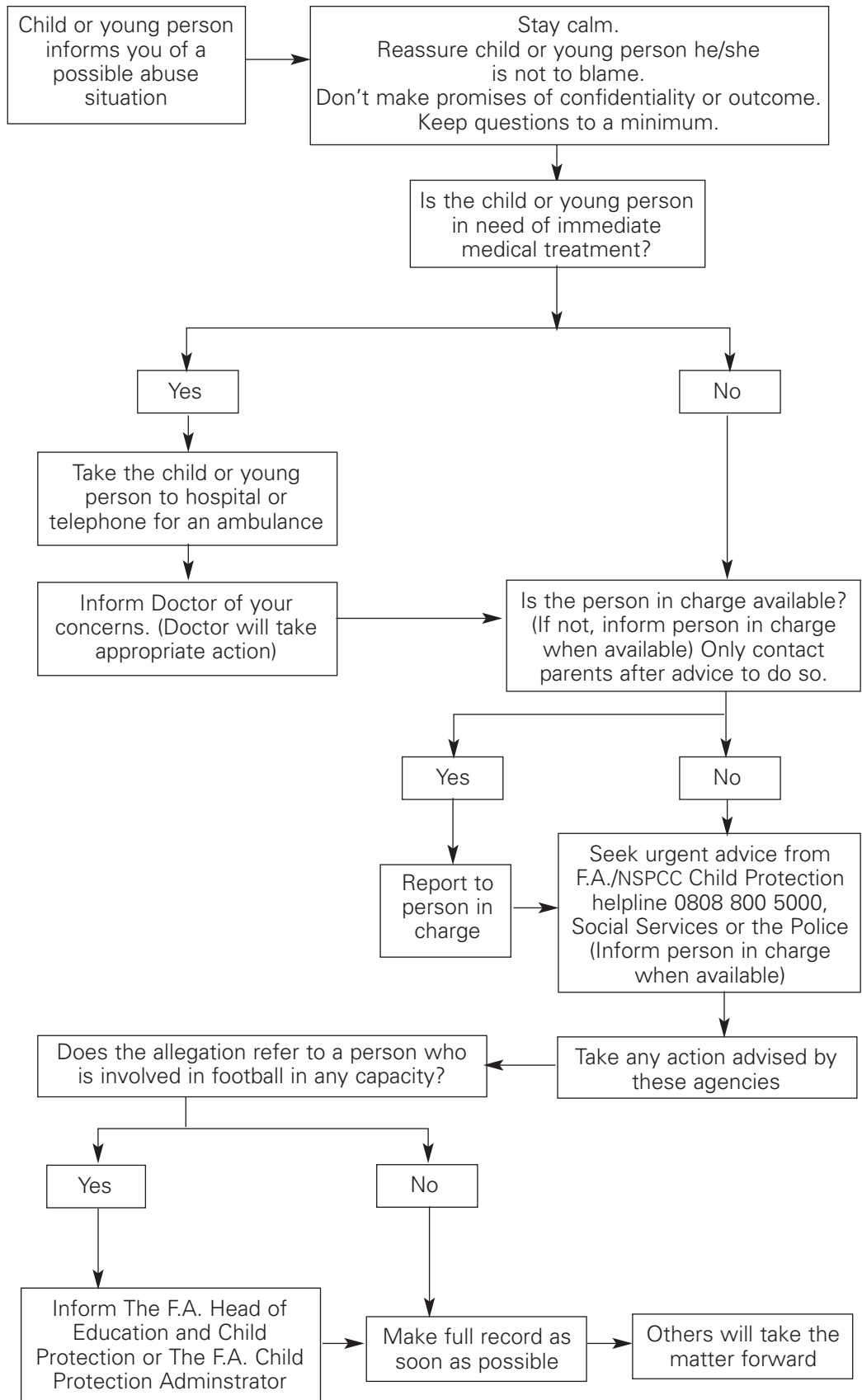
### **Recording of information, suspicions or concerns**

Information passed to the Social Services Department or the Police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should contain the following information:

- The child's or young person's name, address and date of birth
- The nature of the allegation
- A description of any visible bruising or other injuries
- Any observations that have been made by you or to you
- Any times, locations, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- Your knowledge of and relationship to the child or young person.
- Whenever possible, referrals to Social Services Departments should be confirmed in writing within 24 hours.
- Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.

### **Non-action is *not* an option in child protection**

**2.1 Action to take if a child or young person informs you directly that he/she is being abused at home or within some other setting (outside football)**



## **2. Abuse in the home or other settings (outside football)**

### **2.1 Action to take if a child or young person informs you directly that he/she is being abused at home or within some other setting**

If this happens, you should:

- React calmly so as not to frighten the child or young person.
- Tell the child or young person he/she is not to blame and that he/she was right to tell.
- Take what the child or young person says seriously.
- Avoid leading the child or young person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- Re-assure the child or young person but do not make promises of confidentiality or outcome which might not be feasible in the light of subsequent developments.
- Parents and carers should be contacted only after advice from Social Services.
- Ensure the safety of the child or young person – if the child or young person needs immediate treatment, take the child or young person to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.

You should continue also to follow the F.A. Procedures outlined below.

- Make a full record of what has been said, heard and/or seen as soon as possible.
- Report the concerns to the person in charge immediately.
- The person in charge should be clearly identified in every setting e.g. designated Child Protection Officer in a club, a Head Teacher in a school, a Sports/Football Development Officer in a Community Scheme.
- If you are aware that the allegation is about someone who is involved in football in any capacity, you should also inform The F.A.

Head of Education and Child Protection or The F.A. Child Protection Administrator on 01952 602301.

- The person in charge may seek advice from The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000, Social Services or the Police and these agencies will then follow local Area Child Protection Committee procedures.
- If the person in charge is not available seek urgent advice from The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000, Social Services or the Police. These agencies will advise you whether a formal referral to Social Services is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.
- Please remember that it can be more difficult for some children to disclose abuse than for others. Children from ethnic minorities may have regularly experienced racism which may lead them to believe 'white people', including those in authority roles, do not really care about their well-being. They may feel they have good reason to question whether your response will be any different.
- Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care or residence. The abuse may be the only attention/affection they have experienced. There may be communication difficulties and they will almost certainly have to overcome prejudices which block our willingness to believe they may be abused or to use their medical condition to explain away indicators which in an able bodied child would concern us.
- These groups of people need us to be extra vigilant and to give extra thought as to how we will respond, if necessary.

### **Recording of information, suspicions or concerns**

Information passed to the Social Services Department or the Police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should contain the following information:

- The child's or young person's name, address and date of birth
- The nature of the allegation
- A description of any visible bruising or other injuries
- The child's or young person's account, in their own words if possible, of what has happened and how any bruising or other injuries occurred and/or observations that have been made by you or to you
- Any observations that have been made by you or to you
- Any times, locations, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- Your knowledge of and relationship to the child or young person.

Whenever possible, referrals to Social Services Departments should be confirmed in writing within 24 hours.

Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.

### **Non-action is *not* an option in child protection**

## **2.2 Action to take if you become aware through your own observations or through a third party of possible abuse occurring at a child's or young person's home or in some other setting (outside football)**

If this happens, you should:

- Ensure the safety of the child or young person (if present) – if the child or young person needs immediate treatment, take the child or young person to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.

You should continue also to follow the F.A. Procedures outlined below.

- Make a full record of what has been said, heard and/or seen as soon as possible.
- Parents and carers should be contacted only after advice from Social Services.
- Report the concerns to the person in charge immediately.
- The person in charge should be clearly identified in every setting e.g. designated Child Protection Officer in a club, a Head Teacher in a school, a Sports/Football Development Officer in a Community Scheme.
- If you are aware that the allegation is about someone who is involved in football in any capacity, you should also inform The F.A. Head of Education and Child Protection or The F.A. Child Protection Administrator on 01952 602301.
- The person in charge may seek advice from The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000, Social Services or the Police and these agencies will then follow local Area Child Protection Committee procedures.
- If the person in charge is not available seek urgent advice from The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000, Social Services or the Police. These agencies will advise you whether a formal referral to Social Services is necessary and what further action you might need to take.

If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.

- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.

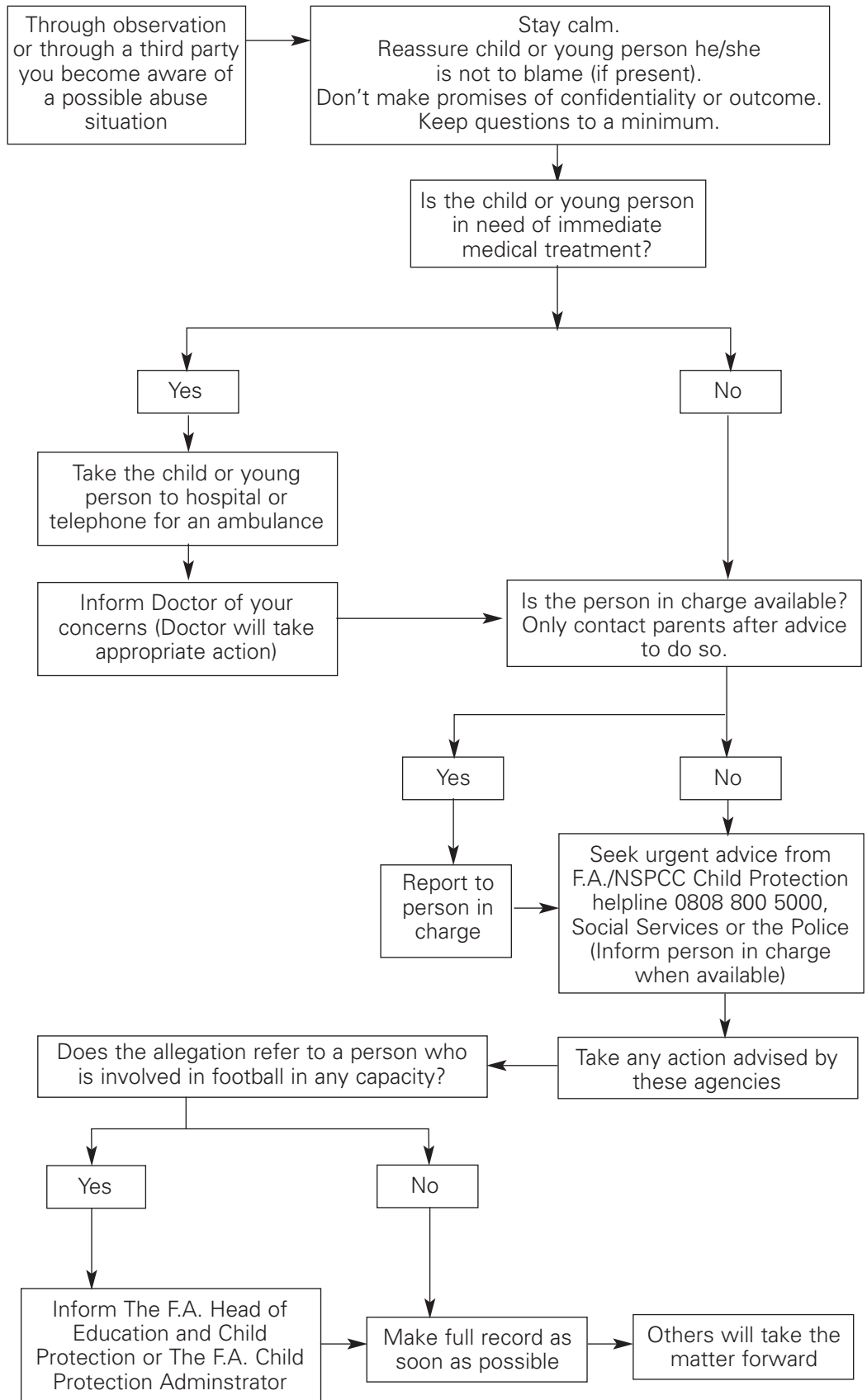
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- A description of any visible bruising or other injuries.
- Any observations that have been made by you or to you.
- Any times, locations, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- Your knowledge of and relationship to the child or young person.
- Whenever possible, referrals to Social Services Departments should be confirmed in writing within 24 hours.
- Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.

### **Non-action is *not* an option in child protection**

**2.2 Actions to take if you become aware, through your own observations or through a third party, of possible abuse occurring at a child's or young person's home or in some other setting (outside football)**



### **3. Guidance for Child Protection Officers and designated persons**

#### **3.1 Guidance for designated persons**

The person in charge should seek immediate advice to determine whether the issue is poor practice or possible child abuse. Advice should be sought from The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000, Social Services, the Police or The F.A. Head of Education and Child Protection or The F.A. Child Protection Administrator.

Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.

Following guidance that the issue is a poor practice issue then the person in charge should:

- Follow club procedures for a first report of poor practice.
- Refer to the County F.A. Child Protection Officer or The F.A. Premier League or Football League for cases where there is a continuation of previously reported poor practice or subsequent further poor practice issues.

Following guidance that the issue is an abuse issue then the person in charge should:

- Report the case to the County F.A. Child Protection Officer and The F.A. Head of Education and Child Protection or The F.A. Child Protection Administrator.

#### **3.2 Guidance for County Child Protection Officers, F.A. Premier League/Football League Heads of Education and Welfare and Child Protection Officers in all affiliated bodies**

On receipt of information about a possible abuse case, check that guidance has been sought from The F.A./NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000, Social Services, the Police or The F.A. Head of Education and Child Protection or The F.A. Child Protection Administrator, confirming that this is a possible abuse case.

- Contact Social Services immediately to make a child abuse referral.
- Parents and carers should be contacted only after advice from Social Services.
- Inform The F.A. Head of Education and Child Protection or The F.A. Child Protection Administrator in writing using the standard form provided in Appendix 14.
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.

#### **The F.A. Head of Education and Child Protection or The F.A. Child Protection Administrator will:**

- Decide and advise on contact with the media.
- Decide whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries (see Appendix 1 for the F.A. Regulation on Child Protection)\*.
- Assess all individual cases under the appropriate misconduct and disciplinary procedures, irrespective of the findings of the Social Services or Police inquiries.
- Decide whether a member of staff or volunteer can be reinstated and how this can be handled sensitively.
- Give support to the County Child Protection Officers in all aspects, particularly the need to obtain appropriate support for affected children and young people, parents/carers and members of staff.

*\*Decisions about reinstatement may be difficult. The Football Association, advised by the Police and Local Authorities and/or the NSPCC and/or Social Services, will reach a decision based upon the available information which could suggest that, on a balance of probability, it is more likely than not that the allegation is true. The welfare of children and young people should always remain paramount.*

### **3.3 Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child, or a member of staff or volunteer who is still currently working with children or young people). Where such an allegation is made, you should inform the County Designated Child Protection Officer and The F.A. Head of Education and Child Protection or The F.A. Child Protection Administrator. The Football Association will, following appropriate consultation, take appropriate action. This is because other children or young people, either within football or outside it, may be at risk from this person.

This position is reinforced by U.K. legislation and guidance.

## APPENDIX 1

### THE FOOTBALL ASSOCIATION REGULATION

#### CHILD PROTECTION

1. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.
2. In these Regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
3. Upon receipt by The Association of:
  - 3.1 notification that an individual has been charged with an Offence; or
  - 3.2 notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
  - 3.3 any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.
4. In reaching its determination as to whether an order under Regulation 3 should be made The Association shall give consideration, inter alia, to the following factors:-
  - 4.1 whether a child is or children are or may be at risk of harm;
  - 4.2 whether the matters are of a serious nature;
  - 4.3 whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded.
5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under the Rules of The Association or any Offence is decided or brought to an end.
6. Where an order is imposed on an individual under Regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.
7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
8. For the purposes of these Regulations, The Association shall act through its Council or any committee or sub-committee thereof, including the Board.
9. Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

## APPENDIX 2

### WHAT IS CHILD ABUSE?

Child abuse is a term used to describe ways in which children or young people are harmed, usually by adults and increasingly by peers. Often these are people they know and trust. It refers to the damage done to a child's or young person's physical, mental or emotional health. Children or young people can be abused within or outside their family, at school and within the football environment. Abusive situations arise when adults or peers misuse their power over children or young people.

#### There are five main forms of abuse:

**Physical abuse** includes situations where adults:

- physically hurt or injure children or young people (e.g. by hitting, shaking, squeezing, biting or burning)
- give children or young people alcohol, cigarettes, inappropriate drugs or poison
- attempt to suffocate or drown children or young people
- use excessive and inappropriate training methods

In the football environment, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's or young person's immature and growing body, (e.g. overtraining) and also when coaches encourage children/young people to take performance enhancing drugs or alcohol.

**Neglect** includes situations in which:

- a child's or young person's basic physical needs (e.g. for food, warm clothing) are not met
- children or young people are consistently left alone and unsupervised

In the football environment, neglect might also occur if a teacher, coach or manager fails to ensure children or young people are safe, or exposes them to undue extremes of weather or risk of injury, e.g. through unsafe equipment.

**Sexual abuse** includes situations in which adults/peers use children or young people to meet their own sexual needs through:

- full sexual intercourse, masturbation, oral sex, fondling or anal intercourse
- showing them pornographic books, photographs or videos or taking photographs for pornographic purposes

In the football environment, sexual abuse might also occur when inappropriate physical contact takes place e.g. through inappropriate supporting, treatment or touching of children or young people.

**Emotional abuse** includes situations in which:

- there is a persistent lack of love, affection or attention shown to a child or young person
- children or young people are overprotected preventing them from socialising
- children or young people are frequently shouted at or taunted

In the football environment, emotional abuse might also include situations where parents or coaches subject children or young people to constant criticism, bullying or unrealistic pressure to perform to high expectations or to attain standards they are clearly not able to reach.

**Bullying** is not always easy to define, can take many forms and is usually repeated over a period of time. The three main types are: physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They all will include:

- deliberate hostility and aggression towards a victim
- a victim who is weaker and less powerful than the bully or bullies
- an outcome which is always painful and distressing for the victim

## APPENDIX 2 (continued)

Bullying behaviour may also include:

- other forms of violence
- sarcasm, spreading rumours, persistent teasing
- tormenting, ridiculing, humiliation
- racial taunts, graffiti, gestures
- unwanted physical contact or abusive or offensive comments of a sexual nature

Emotional and verbal bullying is more common in football than physical violence; it can also be difficult to cope with or prove.

Within schools, the single most important factor in the prevention of bullying is to have a clear policy to which staff, pupils and parents are committed. Therefore, it is of paramount importance that football clubs develop their own Anti-Bullying Policy to which club members, coaching staff, players and parents all subscribe.

### **What can Football Clubs and organisations do about bullying?**

Once the Club has an anti-bullying policy it must ensure that everybody within the Club clearly understands that bullying *will not be tolerated* and what the implications are if bullying continues.

Every Football Club and organisation must be prepared to:

- take the problem seriously
- investigate the incident
- talk to bullies and victims, separately

Decide on appropriate action, such as:

- obtain apology from bully/ies to victim
- inform parents of the bully/ies
- insist on the return of items "borrowed" or stolen
- insist bullies compensate victim
- hold club discussions about bullying
- provide support for coach of victim

- encourage/support bully to change his/her behaviour
- impose sanctions against bully/ies e.g. bullies will be excluded
- hold a follow up meeting with victim's family to report progress
- inform all members of the Club about incident and action taken
- keep a written record of incident and action taken

Every effort must be made by Clubs and organisations to ensure bullying is eradicated within football. It is important as bullying can result in children or young people becoming vulnerable and isolated. These particular children or young people could then become an easy target for adult abusers.

## APPENDIX 3

### RECOGNITION OF ABUSE

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may be occurring or has already taken place. Whether in a paid or voluntary capacity, most people working with children or young people are not experts at such recognition. Any concern about the welfare of a child or young person should be reported as outlined in these Procedures.

#### Indications that a child or young person may be being abused include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- Any injury for which the explanation seems inconsistent.
- The child or young person describing what appears to be an abusive act involving him/her.
- Someone else – a child or adult, expressing concern about the welfare of another child or young person.
- Unexplained changes in behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper.
- Sexual awareness inappropriate for age.
- Engaging in sexually explicit behaviour in games.
- Being mistrustful of adults, particularly those with whom a close relationship would normally be expected.
- Having difficulty in making friends.
- Being prevented from socialising with other children or young people.
- Variations in eating patterns including overeating or loss of appetite.
- Loss of weight for no apparent reason.
- Becoming increasingly dirty or unkempt.

It must be recognised that the above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. All children or young people will suffer cuts, bruising and grazes from time to time, and their behaviour may sometimes give cause for concern. There may well be reasons for these factors other than abuse. If, however, you are concerned about the welfare of a child or young person **YOU MUST ACT!**

Do not assume that somebody else will.

## APPENDIX 4

### EXTRACT ON PROTECTING DISABLED YOUNG PEOPLE AND VULNERABLE ADULTS

The Football Association and the English Federation of Disability Sport have recently launched the Ability Counts Project which aims to improve opportunities for disabled footballers to regularly train and play in competitions.

We must be aware that some disabled young people and adults may be more vulnerable to abuse for a number of reasons (see below). It must be remembered that all adults and children, regardless of impairment, may be vulnerable at certain times in their lives but for disabled people, this vulnerability will be more frequent and they could therefore be at a higher risk and more open to abuse.

Historically, some disabled people have been encouraged to comply with other people's wishes, for example, in residential homes and hospitals; this has made them easily forced, bribed and manipulated.

Limited life experiences and social contacts may mean that many disabled sports people have not had the same opportunities to acquire the social skills that non-disabled peers have had to assess the behaviour and attitudes of other people. This could also lead to them being unable to understand what is appropriate or inappropriate adult or peer behaviour.

Individuals with dependency and support needs may have found that it is easier to be pleasing and compliant than challenge those caring for them because of the consequences. Any challenge or complaint could lead to more abusive practice or retribution.

Continuing dependency on others may make some people feel powerless.

Lack of education regarding personal, sexual and social skills and lack of information about individual rights, together with feelings of isolation and rejection, may make some disabled people more vulnerable. This includes those sports people with a sensory impairment who have not had the opportunity to learn appropriate and inappropriate touching or guiding.

A physical impairment may prevent individuals from defending themselves by being able to physically move away from a situation.

Communication difficulties may make it hard to complain or be understood. This could be that the individual is unable to speak to tell anyone or does not have the vocabulary to describe what has happened to them.

Individuals requiring intimate care could be in a more vulnerable situation, especially if they have to rely on a number of different carers to support their needs.

The general thought that no-one would abuse a disabled person, for whatever reason, has meant that procedures for reporting abuse have not been in place as it has been felt that they are not necessary.

There may be misuse of treatments, for example, inappropriate use of medication or carers not being properly instructed or adhering to a care plan.

The general thought that disabled people are not abused may make it difficult for them to be believed if they report an incident.

Intrusion into body space for physical and medical care can lead to disabled people never developing ownership of their own bodies.

Some individuals may be unable to recognise or understand abusive situations and behaviour by others, both potential and actual.

Some disabilities may mean that an adult's emotional and development age is less than their chronological age.

The stress that some parents and carers experience from looking after a disabled person may lead to abuse. Parents especially are often seen as *pillars of strength* and *wonderfully caring* when they are, in fact, struggling to manage.

Some visually impaired sports people may not be able to read the facial expressions or body language of other people around them. They may also not be aware that another person or a number of people is/are near them.

There may be occasions when a visually impaired sports person would need to ask a stranger for help; this could potentially be an opportunity for the sports person to be abused.

*Extract from Protecting Disabled Children and Adults in Sport and Recreation, The Guide by Disability Sport England 1999, (developed from Protecting Children and published by sports coach UK).*

**The Football Association is grateful to Disability Sport England and the author Annie Kerr for permission to reproduce this publication**

## APPENDIX 5

### THE RESPONSIBLE FOOTBALL COACH CODE OF CONDUCT

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by the Rules of The Football Association.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the player (and, where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour and appearance.

Any breach of any provision(s) of this Code of Conduct by a Coach shall constitute a breach of the Rules of The Football Association and shall be dealt with under the procedures as set out in the Rules of The Football Association.

The Football Association and The F.A. Coaches Association wish to acknowledge the valuable contribution of The National Coaching Foundation and The National Association of Sports Coaches in creating this Code of Conduct.

The Football Association also supports, and recommends clubs bring to the attention of all staff and volunteers, the Home Office booklet 'Caring for Young People and the Vulnerable', guidance for preventing the abuse of trust. *The Codes of Conduct for the whole of football are under review (2001) and will be updated in due course in all football publications including Charter Standard.*

## APPENDIX 6

### RECOMMENDATIONS FOR PERSONS INVOLVED WITH THE TREATMENT OF CHILDREN AND YOUNG PEOPLE IN FOOTBALL

The Football Association will be issuing more detailed guidance on the recruitment of any selection of staff and volunteers. The following procedures should be adopted.

The following is a set of guidelines for any person involved with the treatment (first aid, physiotherapy, rehabilitation and management and treatment of injuries generally) of children in football as a guide to best practice.

1. It is recommended that no child or young person should be treated in any way in a situation where the child or young person is on his/her own in a treatment room with the door closed.
2. It is strongly recommended that all treatment procedures should be "open" i.e. the door remains open, parents/guardians are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents or guardian of the child or young person should be invited to attend.
3. It is recommended that if treating an area of the body which is potentially embarrassing to a child or young person (i.e. the groin) a suitable consenting adult acting as a chaperone should be present.
4. It is important to maintain medical confidentiality and patient dignity at all times.
5. Prior to medical treatment being carried out on a child or young person, parental/guardian consent in the written form must be sought where appropriate.
6. It is recommended that all treatment procedures are explained fully to the child or young person and **verbal consent** is given before they are carried out.

## **APPENDIX 7**

### **CHILD PROTECTION POLICY STATEMENT FOR MATCH OFFICIALS**

Referees have an obligation towards the game to support the introduction and implementation of The Football Association Child Protection Policy.

Referees must respect the rights, dignity and worth of every person, player and non-player alike, treating everyone equally within the context of the game. In particular, to be aware of the special needs of young people, their wellbeing, including difficulties or possible abuse experienced from within the game or from other sources.

The referee has a duty to ensure that every child and young person involved in the game of football is able to participate in an enjoyable and safe environment and be protected from abuse.

## APPENDIX 8

The Football Association will be issuing more detailed guidance on the recruitment and selection of staff and volunteers. The following procedures should be adopted.

### **PROCEDURES FOR PROMOTING GOOD PRACTICE**

All children and young people have a right to be safe and to be treated with dignity and respect. False allegations of abuse are rare but the following basic guidelines will help safeguard children, young people, staff, volunteers and the organisation concerned.

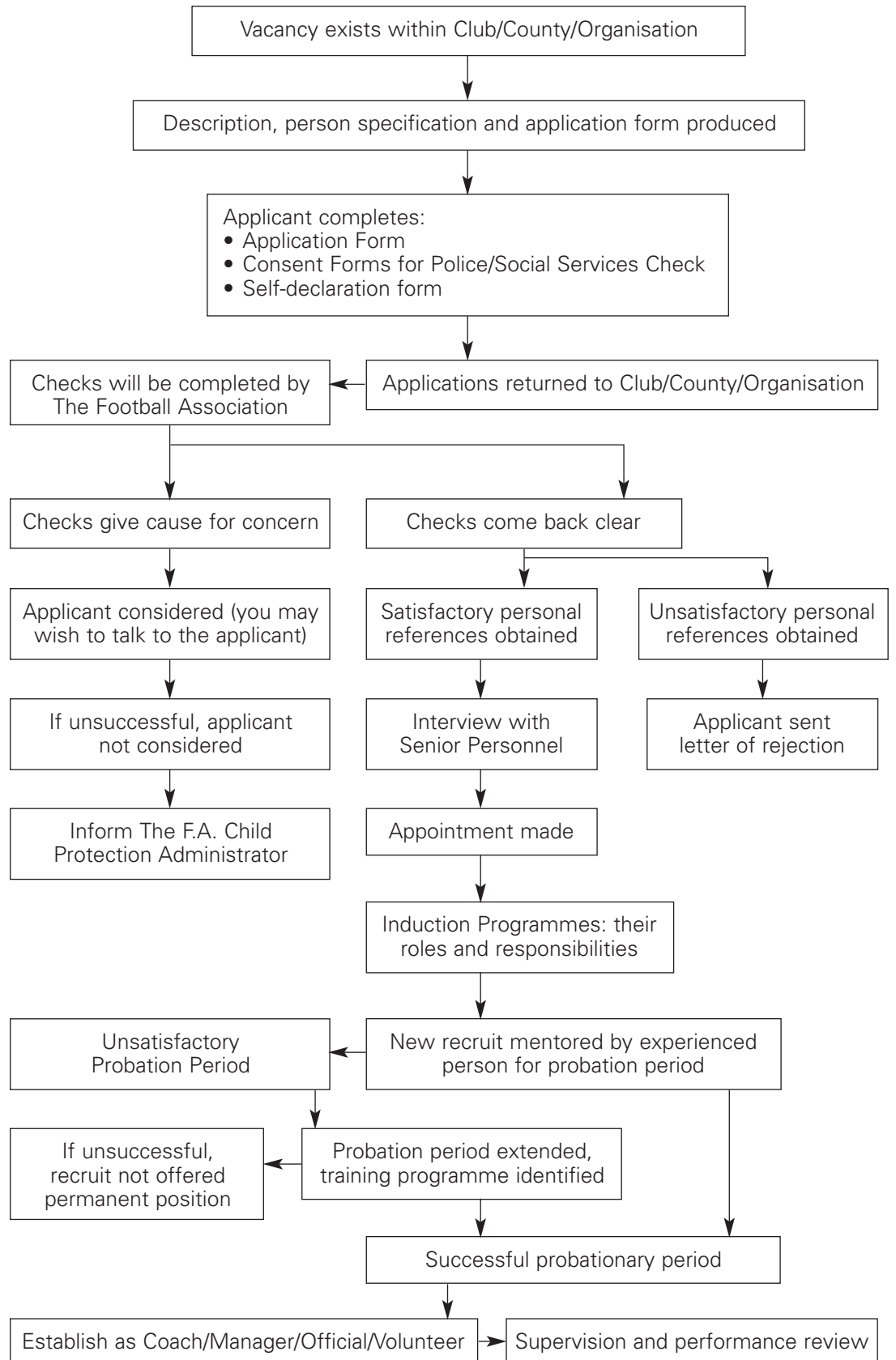
#### **Recruitment and Selection of Staff/Volunteers**

Anyone may have the potential to abuse children or young people in some way and it is reasonable to expect that club officials will take all reasonable steps to ensure unsuitable people are prevented from working with children and young people. It is essential the same procedure is used consistently whether staff are paid or unpaid, part-time or full-time.

When undertaking pre-selection checks, the following should be included:

- **Application Forms** All volunteers/staff seeking to work within football should complete an application form which has been designed to elicit the necessary information (sample form in Appendix 11).
- Successful candidates should then be asked to complete a **Personal Disclosure Form** (Appendix 10).
- **References** At least two references should be taken up – one associated with former work with children or young people and, where appropriate, one with previous sport involvement (Appendix 12).

## Recruitment and Selection of Staff/Volunteers



## APPENDIX 9

### GENERAL GUIDELINES IN THE CARE OF CHILDREN AND YOUNG PEOPLE

It is possible to reduce situations in which abuse can occur and help to protect staff/volunteers by promoting good practice. The following are more specific examples of care which should be taken when working within a sports context:

- Always be public and open when working with children or young people. Avoid situations where a teacher/coach and individual child or young person are completely unobserved.
- Always treat players in an open environment or, if treatment is required within a closed area, ensure parents/carers are aware of this. (Appendix 6 – Recommendations for Persons involved with the treatment of children and young people in football)
- Where appropriate, parents/carers should take on the responsibility for their children or young people in the changing rooms. If groups have to be supervised in the changing rooms, always ensure teachers/coaches work in pairs.
- Where there are mixed teams away from home, they should always be accompanied by a male and female coach/official.
- When working with children or young players of the opposite sex, coaches must agree with parents/carers when, or if, it is appropriate to enter the changing area. It may be prudent to set a time, for example, 10 minutes before a game, when the coach could enter the room accompanied by parents/carers, at least one of which must be of the opposite sex.

Everyone should also be aware that as a general rule it **does not make sense** to:

- Spend excessive amounts of time alone with a child/young person.
- Take children or young people alone on car journeys, however short.
- Take children or young people to your home where they will be alone with you.

If cases arise where these situations are unavoidable, they should only occur with the full

knowledge and consent of someone in charge in the organisation and/or the child's/young person's parents.

Adults should never:

- Allow or engage in rough, physical or sexually provocative games, including horseplay.
- Share a bedroom with a child or young person.
- Allow or engage in any form of inappropriate touching.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child or young person, even in fun.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or young people they can do for themselves.
- Invite or allow children or young people to stay with you at your home unsupervised.

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children or young people, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and prior consent of parents/carers and the children or young people involved. There is a need to be responsive to a child's or young person's reactions – if a child or young person is fully dependent upon you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact or lifting or assisting a child/young person to carry out particular activities.

If you accidentally hurt a child or young person, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or carers should be informed of the incident.

**APPENDIX 10  
SAMPLE**

**THE FOOTBALL ASSOCIATION PERSONAL DISCLOSURE FORM**

You have a right of access to information held on you and other rights under the Data Protection Act 1998

**Part A**

Title: \_\_\_\_\_

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Any previous names by which you may have been known  
(including first names, surnames and maiden names):

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone (include national code): Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*NB. Post Code MUST be completed*

Date of Birth: \_\_\_\_\_

Gender: M  F

*Please tick as appropriate*

Current Club(s)	Position (*Please delete as appropriate)	Start Date
	Coach/Helper/Team manager/Chaperon/Other*	
	Coach/Helper/Team manager/Chaperon/Other*	
	Coach/Helper/Team manager/Chaperon/Other*	

Previous Club(s)	County	Date from	Date to	Reason for moving on

**I confirm that I have seen identification documents relating to this person e.g. passport, driving licence.** Signature of Club Secretary or other designated officer:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

**Part B**

**Self Declaration (for completion by the individual named in Part A)**

Have you ever been convicted of any criminal offences? (excluding motoring offences) YES/NO\*

If YES, please supply details of any criminal convictions:

---

---

NOTE: *You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.*

Are you a person who has been investigated by any Social Services department as being an actual or potential risk to children or young people? YES/NO\*

If YES, please supply details:

---

---

Have you had an F.A. disciplinary sanction relating to child abuse? YES/NO\*

If YES, please supply details:

---

---

\* Delete as appropriate

**IMPORTANT**

*I understand that The F.A. holds relevant information in accordance with data protection in relation to Child Protection matters.*

*I hereby consent to The Football Association undertaking police and/or Social Services checks against me. I understand that the information contained on this form, the results of police and Social Services checks and information supplied by third parties, will be included on The F.A. Child Protection List, may be notified to my club and may be supplied by The Football Association to other persons or organisations who have an interest in child protection issues.*

*Please put a cross in this box if you do not wish to receive any other Football related information*

Signed by the above named individual: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be returned **DIRECT** to:  
The Head of Education and Child Protection  
The Football Association  
Lilleshall Hall NSC  
Near Newport  
Shropshire TF10 9AT

*This form is being adapted in line with the opportunities for criminal checks being developed through the Criminal Records Bureau. The form is being adapted and developed by The Football Association for members of FACA, Referees, Medics and other personnel who by nature of the role they fulfill within football have direct access to children and young players.*

*Implementation procedures for this form will be circulated in due course*

**APPENDIX 11  
SAMPLE**

**APPLICATION FORM**

Position Applied for: \_\_\_\_\_

Reasons for Applying: \_\_\_\_\_

Surname and Title (*Mr, Mrs, Ms, Miss, etc*) \_\_\_\_\_

First Names: \_\_\_\_\_

Former First Names & Surnames (including maiden name): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Numbers (*inc. national code*)

Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_

Former Address: (if moved within the last three years)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Organisation Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number of Organisation: \_\_\_\_\_

**Previous Voluntary Work**

Name of Organisation: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

State Reasons for Leaving: \_\_\_\_\_

Relevant Experience: \_\_\_\_\_

\_\_\_\_\_

Previous experience of working with young children in a voluntary or professional capacity:

\_\_\_\_\_

Qualifications

Academic/Vocational: \_\_\_\_\_

Sporting: \_\_\_\_\_

\_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Are you a Member of The F.A. Coaches Association?

Yes  No

If Yes – Membership No: \_\_\_\_\_

Name and Address of two people who know you well (but are not related to you) who have knowledge of your working with children whom we can contact for a reference:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel Number: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*This sample Application Form can be adapted for use by football clubs and organisations who will employ people (paid or voluntary roles), who, by nature of the role that the club or organisation asks of them, will have substantial access to children and young people.*

*It should be used when the club or organisation is bringing in new recruits and should be managed by the club or organisation committee responsible for recruiting personnel.*

*The Application Form is part of the recommended procedures for an effective recruitment process within football clubs and organisations. Using this form demonstrates that a club or organisation is adopting good practice to safeguard the young players in their care.*

*NB All information of a personal and confidential nature should be held in line with data protection regulations.*

**APPENDIX 12  
SAMPLE**

**VOLUNTEER REFERENCE FORM**

\_\_\_\_\_ has expressed an interest in being a volunteer and has given your name as a referee. This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are obviously anxious to know whether you would have any reason at all to be concerned about the applicant being in contact with children or young people.

Would you consider the above named person poses any risk to the welfare of children or young people?

**Yes**  **No (If answered Yes, we will contact you in confidence)**

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he/she is offered the position in question. We would appreciate your being extremely candid, open and honest in your evaluation of this person.

(1) How long have you known this person? \_\_\_\_\_

(2) In what capacity? \_\_\_\_\_

(3) Please comment on this person's suitability to work with children

\_\_\_\_\_  
\_\_\_\_\_

(4) How would you describe their personality?

\_\_\_\_\_  
\_\_\_\_\_

(5) Please rate this person on the following (please tick ✓ one box for each statement):

	Poor	Good	Excellent
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can Motivate Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaching / Administration Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(6) Is there anything else you feel we should know about this person?

\_\_\_\_\_  
\_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Organisation:** \_\_\_\_\_

*Adapted from "Our Duty of Care" published by Child Care N.I. (1992)*

*This sample Reference Form can be adapted for use by football clubs and organisations who will employ people (paid or voluntary roles), who, by nature of the role that the club or organisation asks of them, will have substantial access to children and young people.*

*It should be used when the club or organisation is bringing in new recruits and should be managed by the club or organisation committee responsible for recruiting personnel.*

*The Reference Form is part of the recommended procedures for an effective recruitment process within football clubs and organisations.*

*Using this form demonstrates that a club or organisation is adopting good practice to safeguard the young players in their care.*

*NB All information of a personal and confidential nature should be held in line with data protection regulations*

**APPENDIX 13**

**PARENTAL CONSENT FOR FOOTBALL ACTIVITIES**

FOOTBALL ORGANISATION: \_\_\_\_\_

**1. Details of football activity:** \_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ Date/Time: \_\_\_\_\_ To: \_\_\_\_\_ Date/Time: \_\_\_\_\_

I agree to \_\_\_\_\_ (name)

taking part in this activity. I agree

to \_\_\_\_\_ 's participation in the activities described. I acknowledge the need

for \_\_\_\_\_ to behave responsibly.

**2. Medical information about your child**

a. Any conditions requiring medical treatment, including medication? YES/NO

If YES, please give brief details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For residential visits and exchanges only**

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES / NO

If YES, please give brief details:

\_\_\_\_\_

d. Is your son/daughter allergic to any medication? YES / NO

If YES, please specify:

\_\_\_\_\_

e. When did your son/daughter last have a tetanus injection?

\_\_\_\_\_  
I will inform the person in charge as soon as possible of any changes in the medical or other circumstances between now and the commencement of the activity.

**3. Declaration**

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Emergency contact: \_\_\_\_\_

Contact telephone numbers (inc. national codes):

Work: \_\_\_\_\_ Work mobile: \_\_\_\_\_

Home: \_\_\_\_\_ Home mobile: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Alternative emergency contact: \_\_\_\_\_

Work: \_\_\_\_\_ Work mobile: \_\_\_\_\_

Home: \_\_\_\_\_ Home mobile: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of family doctor: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name (capitals): \_\_\_\_\_

**THIS FORM OR A COPY MUST BE TAKEN BY THE PERSON IN CHARGE TO THE ACTIVITY.  
A COPY SHOULD BE RETAINED BY THE SECRETARY OF THE ORGANISATION**

**APPENDIX 14**

**THE FOOTBALL ASSOCIATION CHILD PROTECTION REFERRAL FORM**

Your Name: \_\_\_\_\_

Your Position: \_\_\_\_\_

Your knowledge of and relationship to the child/young person/vulnerable adult:

Child's/young person's/vulnerable adult's name: \_\_\_\_\_

Child's/young person's/vulnerable adult's address: \_\_\_\_\_

\_\_\_\_\_

Child's/young person's/vulnerable adult's date of birth: \_\_\_\_\_

Date(s), time(s) and location(s) of any incident(s): \_\_\_\_\_

\_\_\_\_\_

Nature of the concern/allegation: \_\_\_\_\_

\_\_\_\_\_

Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's emotional state etc):

*NB Make a clear distinction between what is fact, opinion or hearsay*

\_\_\_\_\_

Exactly what the child/young people/vulnerable adult said and what you said (Remember, do not lead the child or young person – record actual details. Continue on separate sheet if necessary):

\_\_\_\_\_

**Actions taken so far:** \_\_\_\_\_

\_\_\_\_\_

External agencies contacted (date and time):

\_\_\_\_\_

**Police**

YES/NO If yes – which: \_\_\_\_\_

Name and contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

**Social Services**

YES/NO If yes – which: \_\_\_\_\_

Name and contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

**The Football Association**

YES/NO If yes – which: \_\_\_\_\_

Name and contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

**Local Authority**

YES/NO If yes – which: \_\_\_\_\_

Name and contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

**Other** (e.g. NSPCC)

Which: \_\_\_\_\_

Name and contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If this incident has been reported to Social Services a copy of this form must be sent to Social Services within 24 hours of the telephone report.

Remember to maintain confidentiality on a need to know basis – only share it if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

If this incident involves a person who is involved in football in any capacity then a copy of this form must be sent to The F.A. Child Protection Administrator and the relevant County F.A. Child Protection Officer.

*This Referral Form is to be completed by the designated 'child' officer within a football club or organisation as, when and if incidents occur.*

*The form identifies the essential information that needs to be recorded if an incident occurs (i.e. there is a disclosure from a young player, or an allegation is made) and should be kept by the designated officer.*

*On receiving an allegation or disclosure, the designated officer should complete the form with the key witnesses involved.*

*If Social Services are involved, then a copy of the form should be sent to the case officer at social services, following a telephone report.*

*Please also ensure that a copy is forwarded to the Head of Education and Child Protection at The Football Association, Lilleshall Hall, National Sports Centre, Nr Newport, TF10 9AT.*

*The Football Association will hold definitive records in a safe and secure place. This will enable The Football Association to monitor incidents and develop best practice in the handling of incidents.*

*NB All information of a personal and confidential nature should be held in line with data protection regulations.*

**THE FOOTBALL  
ASSOCIATION/NSPCC  
CHILD PROTECTION  
HELPLINE**

**0808 800 5000**

**FOR DEAF USERS  
TEXTPHONE**

**0800 056 0566**

**24 HRS FREE CONFIDENTIAL**

**Further useful advice and guidance can be found in the following publications:**

sports coach UK, "Code of Ethics and Conduct for Sports Coaches" available from  
Coachwise 1st 4 Sport on 0113 2311310

sports coach UK, "Are Your Young People Safe? Is Your Coaching Sound?" available from  
Coachwise 1st 4 Sport on 0113 2311310