

## **GOOD PRACTICE GUIDE AND SAFEGUARDING CHILDREN PROCEDURES FOR ENGLAND AMPUTEE FOOTBALL ASSOCIATION COACHES, OFFICIALS AND VOLUNTEERS**



### **Introduction**

- These guidelines are intended to aid personnel representing England Amputee Football Association (EAFA) who may be in a “Position of Trust”. This means that they are involved in caring for, training, supervising or being in sole charge of a child or young person and in the course of their duties may have unsupervised contact with a child or young person.
- As a volunteer or representative of EAFA you have a duty of care towards all of the children that you come into contact with in the course of your employment.
- The guide refers to The EAFA Safeguarding Officer. Owen Coyle holds this position. The Head of Safeguarding is Joanne Phillips-Mcparland

### **Good Practice**

Coaches, officials and volunteers should protect themselves and promote good practice by following these guidelines

- Always be publicly open when working with young people. Avoid situations where you and an individual child are alone and completely unobserved. If it is necessary to speak with a player one to one, it is advisable to draw the player to one side so that although private, the discussion may take place in full view of others. If it is considered that such a discussion will benefit from being away from others, a meeting should be organised with the knowledge of a senior member of staff. If possible another member of staff should always be present or doors left open. Whenever possible parents should be present at such meetings. There should be nothing said to a young person that parents cannot hear.
- If any form of manual support is necessary it should be provided openly and avoiding unnecessary physical contact. Touching can be ok and appropriate as long as it is not intrusive or disturbing to the player. If there is need for physical contact (e.g., in guiding players into position on the training field or comforting a young player who is upset), be thoughtful. You should first ask the player's permission and be sensitive to their reaction and respond appropriately.
- If young people have to be supervised in changing rooms, coaches, etc you should always work in pairs. Coaches, needing to talk to young people in changing rooms should always check when, or if it is appropriate to enter the changing area. If this is likely to be the case then it should be explained to the parents prior to their child's involvement.

- Coaches etc should also be aware that as a general rule they should not travel alone in a car with a child, however short the journey. They should not spend excessive time alone with young people away from others without undertaking a risk assessment and consulting with the Safeguarding Officer or another senior member of staff at The EAFA.

**Coaches, officials and volunteers should never:**

- Engage in rough, physical or sexually provocative games including horseplay and tickling
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a child or young person even in fun
- Allow allegations by a young person to go unrecorded or not acted upon.
- Do things of a personal nature for a child when they can do it for themselves
- Invite or allow a young person to visit or stay at your home unsupervised.
- Use your status and standing to form or promote relationships which are of a sexual nature or which may become so.
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.
- Dress in clothing that could be viewed as offensive, revealing or sexually provocative

If a coach, etc accidentally hurts a child or causes them distress or the child appears to be sexually aroused by your actions or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to a colleague (preferably the Safeguarding Officer) and make a brief note of it.

**Gifts, Rewards and Selection of Children**

- Generally, gifts may only be given to an individual young person as part of an agreed reward system
- Where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally

**Infatuations**

- Report and record any incidents or indications (verbal, written or physical) that suggests a child may be infatuated with a member of Staff

**Social Contact**

- Have no secret social contact with children or their parents
- Be aware that the sending of personal communications such as birthday or Christmas cards should always be in accordance with EAFA's own policy and should be recorded.

**Sexual Contact**

Adults should not:

- Have any form of communications with a child which could be interpreted as sexually

suggestive or provocative, i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact

- Make sexual remarks to, or about a child
  - Discuss their own sexual relationships with, or in the presence of, children.
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### **Physical Contact**

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- Always report and explain actions and accept that all physical contact be open to scrutiny
- Never indulge in 'horseplay'

### **Children in Distress**

- Consider the way in which you offer comfort and reassurance to a distressed child and do it in an age-appropriate way
  - Record and report situations which may give rise to concern from either party
- Not assume that all Children seek physical comfort if they are distressed

### **Use of Control and Physical Intervention**

- Always use minimum force as a last resort for the shortest period necessary
- Record and report as soon as possible after the event, any incident where physical intervention has been used

### **Personal Care**

Staff should:

- Avoid physical contact with children who are in a state of undress
- Avoid any visually intrusive behaviour

Staff should not:

- Change in the same place as children
- Shower with children
- Assist with any personal task which a child can undertake by themselves

### **Communication with children using technology**

This means staff should:

- Not give their personal contact details including their mobile phone number, to children
- Only make contact with children for professional reasons and in accordance with EAFSA's policy.

### **Photography and Videos**

You should not:

- Take unauthorised images of children at EAFA activities / events.
- Display or distribute an image of a child unless you have the permission of the Charity/parent or guardian to do so
- Take photographic images focusing on a particular child

You should:

- Ensure that all children to be photographed are appropriately dressed

### **Access to Inappropriate Images and Internet usage**

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- Text messaging and the use of social networking sites is inappropriate with children you have contact with through work

### **Guidelines on dealing with poor practice, abuse and bullying**

#### **Identifying signs of possible abuse**

Recognising abuse is not easy. Most children receive cuts, grazes and bruises from time to time and their behaviour may give reason for concern. There may well be reasons for these factors other than abuse, but any concern should immediately be discussed with the Head of Safeguarding to assess the situation.

Warning signs that may alert coaches to the possibility of abuse can include:

- Unexplained bruises, cuts or burns on the child, particularly if these are on parts of the body not normally injured in accidents.

- An injury that a parent or carer tries to hide or for which the child or parent gives different explanations.
- Changes in behaviour such as the child suddenly becoming very quiet, tearful, withdrawn, aggressive or displaying severe tantrums,
- Loss of weight without a medical explanation
- An inappropriately dressed child or ill-kept child who may also be dirty
- Sexually explicit behaviour, for instance playing games and showing awareness that is inappropriate for the child's age.
- Continual masturbation, aggressive or inappropriate sexual play.
- Running away from home, attempted suicides, self-inflicted injuries or high risk taking behaviour.
- A lack of trust in adults, particularly those who would normally be close to the child.
- Disturbed sleep, nightmares and bed-wetting particularly if a child has previously been dry.
- Eating problems including over-eating or a loss of appetite

***Remember, it is your responsibility to act on any concerns***

#### **Listening to the child**

- Listen carefully to any complaint or allegation by the child. Tell the child and show them that you are taking them seriously
  - React calmly so as not to frighten the child
  - Tell the child that they are not to blame and that it was right to tell
  - Do not accuse or leap to conclusions yourself. Do not probe. Do not ask leading questions
  - Keep questions to a minimum. Never stop a child who is freely recalling an event.
- Always reassure a child but do not make promises of confidentiality. Complete the "Cause for Concern" report attached to the back of this guide as soon as possible using direct quotes where you can recall them exactly. Do not ask a child to repeat a disclosure to another adult
- Report your concerns to the Head of Safeguarding

### **Talking to the parents and carers**

- Always discuss your concerns with the Head of Safeguarding. There may be circumstances where a parent is implicated in alleged abuse. Contact with parents could be delayed until you have sought advice from one of the professional agencies who have been notified
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### **Responding to Child Abuse: what to do if you are concerned**

It is not your responsibility to decide if child abuse has occurred, but it is your responsibility to take action, however small your concern.

Inform the Head of Safeguarding who will take responsibility for seeking any additional advice and for contacting the local Children and Families Social Care Department, the Police who are trained to deal with such situations and have the necessary legal power to protect the child.

In the event that the Head of Safeguarding or the Safeguarding Officer are unavailable to consult and there is some urgency about the child's circumstances, you should contact one of the above services yourself. Social Workers should be happy to discuss a scenario to advise on whether a full referral is necessary.

### **What to do if there are allegations of abuse against a member of staff or volunteer**

Any concern should be referred to the Safeguarding Officer so that the appropriate safeguarding procedure can be followed.

### **Confidentiality**

It is crucial that confidentiality is maintained for all concerned. Information should be handled and shared on a need to know basis only.

### **Useful Numbers**

Owen Coyle - EAFA Safe Guarding Officer 07809705665 Joanne

Phillips-Mcparland - EAFA Head Safeguarding Officer 07427543843 Cheshire

## Safeguarding Children agreement

I have read, understand and agree to abide by The EAFA Short Practice Guide. Failure to adhere to these guidelines and procedures may result in disciplinary action or a Section 47 Investigation (Children Act, 1989)

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

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

Signature: \_\_\_\_\_

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Position within EAFA:

\_\_\_\_\_

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## Child Protection Expression of Concern Form

**This form should be completed when there is cause for concern and given to the EAFA Designated Safeguarding Lead as soon as possible.**

Details of Player:

Child's Name:

Child's Date of Birth:

Details of the person reporting concerns:

Full Name:

Post:

Do these concerns relate to a specific incident/disclosure? If YES complete Section A; If NO, omit section A and move straight to Section B

Section A:

Date and time of incident/disclosure:

Location of incident/disclosure:

Date this form was completed:

Other persons present:

Section B:

Details of concern/disclosure/incident:

(What was said, observed, reported)

Action taken:

(What did you do following the incident/disclosure/concern?)

Any other relevant information:

Signed: Date:

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**For completion by the Designated Safeguarding Lead (DSL):**

DSL Response:

Action taken by DSL:

Rationale for decision making/actions taken:

Outcome of action taken by DSL:

Follow up action by DSL:

Feedback given to person reporting the concerns:

Signed by DSL: Date: Full Name:

Checklist for DSL:

- ✓ Concern described in sufficient detail?
  - ✓ Distinguished between fact, opinion and hearsay?
  - ✓ Child's own words used? (Swear words, insults or intimate vocabulary should be written down verbatim)
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- ✓ Jargon free?
- ✓ Free from discrimination/stereotyping or assumptions?
- ✓ Concern recorded and passed to DSL in a timely manner?

**Use this space below for addition information if using a printed form:**  
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