



Syngenta Juveniles F.C.

Child Wellbeing and Protection Policy



“Every day, in a 100 small ways, our children ask, ‘Do you hear me? Do you see me? Do I matter?’ Their behaviour often reflects our response”.

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Section 1

Syngenta Juveniles F.C. (“the Club”) seeks to ensure the safety and well-being of all children and young people who engage in footballing activities with the Club.

To support this, the following policy and procedures document has been produced and recognises all recent and relevant legislation and regulations at the date of publication. The Club will also ensure compliance with the SYFA’s Child Wellbeing and Protection In Scottish Youth policy prevailing at the time, as well as Disclosure Scotland – Protection of Vulnerable Groups Scheme (PVG) checks.

This policy is for use throughout the Club and is to be observed by all our members and volunteers who are involved in working with children and young people.

The application of this policy and procedures is mandatory on all our members and volunteers. All the requirements are compulsory and are to be applied as indicated by the appropriate persons in all cases where there are any suspected instances of abuse or poor practice.

It is through the application of the policy and procedures that the Club will seek to develop a positive and proactive programme to enable all children and young people to participate in an enjoyable and safe environment. This equally applies to the safety and security of those working with, and responsible, for the activities involving children and young people.

All members and volunteers must make themselves aware of the Club’s policy and procedures and the associated training.

The designated person responsible for safeguarding of children is the Club's Child Wellbeing & Protection Officer ("CPO").

The Club fully acknowledges and accepts its responsibility for the safety and wellbeing of children and young people who engage in any way in any activity carried out with the Club. Their welfare is of paramount importance to the Club.

It is the duty of all adults working at the Club to safeguard the welfare of children and young people by creating an environment that protects them from harm.

The term "activities" is taken to include any activity whether football related or not undertaken with the Club's authority and permission.



Section 2

Child Wellbeing – Key Principles

The key principles adopted by the Club are: -

- The child's welfare is, and must always be, of paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- The Club acknowledges that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.
- The Club recognises that this is the responsibility of every adult involved in our club.
- The Club adheres to the SYFA Children's Rights Policy, Child Protection Policy and Anti-Bullying Policy.



Section 3

Child Wellbeing – Club Child Wellbeing and Protection Officer

The Club have an appointed Club Child Wellbeing and Protection Officer (“CPO”).

The CPO is also part of the Club's Executive Committee.

The CPO will promote best practice throughout the Club and will play a key role in dealing with poor practice concerns.

Any concerns about a child's welfare or a young person's welfare should be reported immediately to the CPO. The CPO can be contacted on: -

syngntacpo@gmail.com

or via personal message to the Club Secretary or any other Executive Committee Member, who will pass on their contact details to the Club CPO.

The Club, and therefore the CPO, has a legal and moral responsibility to report any concerns about a child or young person in any context.

If you are worried about a child or young person then you need to report your concerns to the CPO.

If the issue is one of poor practice, then the CPO will either deal with the matter internally or seek advice from the SYFA National Protection Officer (“NPO”).

If the matter is more serious (such as possible child abuse) the CPO will then immediately contact the SYFA NPO.

If you are unable to contact the CPO, and the matter is clearly very serious, then you can contact the Police or Social Services, or contact NSPCC Scotland: -

Email - help@nspcc.org.uk

Phone - 0808 800 5000

Accurate recording is essential, as there may be legal proceedings at a later date.

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.

Ensure all confidential and sensitive information is maintained safely in accordance with Data Protection legislation until it can be passed on. Such confidential and sensitive information should then be passed to the Club's CPO as soon as possible.

The Club's CPO will take all signs and reports of bullying or abuse seriously.

Allegations of bullying by one child to another child:-

The CPO will encourage all children to speak and to share their individual concerns and will help those being bullied to speak out and tell a Coach or an appropriate adult who can support them, with the aim of promoting an open environment.

The CPO will explain what will happen next and how the parties will be kept informed.

The CPO will keep records of what is said, either verbally or electronically (such as what happened, on what date and by whom).

The CPO will report any concerns to the NPO and will complete a SYFA Protection Incident Record form (see attached).

The CPO will talk with parents/carers and the children separately.

The CPO will be sensitive and use good judgement when it comes to speaking with the parents/carers and the children.

The CPO will aim to restore positive relationships and only consider imposing consequences as necessary.

Receipt of a report of abuse:-

The CPO will react calmly so as not to frighten the child or young person.

The CPO will listen to the child or young person and take what they say seriously.

The CPO will avoid projecting their own reaction on to the child or young person.

The CPO will use open ended questions, such as what? when? where? Who?

The CPO will not introduce personal information from either their own experience or those of other children.

The CPO will not probe for more information than is necessary.

The CPO will not make negative comments about the person against whom the allegations have been made.

The CPO will make a written record of the information as soon as possible using the Protection Recording Form, completing the form with as much information as possible.

The CPO will contact the NPO (0141 620 4594) to report the concern then email the completed form to syfaprotection@scottish-football.com as soon as possible thereafter. After the form has been submitted, no electronic or printed version of this form will be retained by the CPO to ensure confidentiality.

The CPO will consider that if the concern is that the parent(s) or carer(s) are responsible or have knowledge of the abuse, and that sharing such concerns with these parties may place the child at further risk, and will in those circumstances contact the Police or Social Work Services.

The CPO will follow the SYFA's "Responding to concerns about a child procedure flowchart and procedure - see flowchart attached. Procedure can be found at www.scottishyouthfa.co.uk/index.php/child-protection.



Section 4

Child Wellbeing – Best Practice Guidelines

The Club will follow best practice guidelines for recruiting volunteers, and will: -

- Request identification documents.
- As a minimum, meet and speak with the applicant(s), and, where possible, conduct interviews before appointing.
- Request and follow up with two references before making an appointment. One reference should be associated with the applicant's place of work and, if possible, one that demonstrates the individual has been involved in sport, particularly children's football, previously.
- All officials or applicants directly involved with children or young people will be required to complete a Protecting Vulnerable Groups Disclosure Scotland check ("PVG").
- The applicant will be asked about any previous experience they have working with children or young people. The applicant will be given a child related scenario and asked what they would do in such a situation (ie. it is a cold, dark evening and the training session has ended. The parent has not yet arrived to pick up their child. What would you do?). In such a question, the answer would be to stay with the child and contact the parent or parents to find out how long they will be before they come and collect the child, and wait with the child until the parent comes to collect them.
- Any qualifications should be substantiated, and applicants will be asked to provide copies of their coaching certificates and any first aid certificates, if applicable.

- New applicants will be made aware of and will be requested to sign up to the Club's Child Wellbeing & Protection Policy and related procedures, best practice guidelines and codes of conduct.
- A period of supervision and observation will be used to support a new volunteer coach. This will be undertaken by a qualified coaching member of the relevant team, or a member of the Executive Committee who is a qualified coach.
- If there are any concerns raised by the result of a PVG check in relation to the appropriateness of an individual, then, if applicable, guidance will be sought from the SYFA, and that all decisions will be made in the best interests of the children and young people.



Section 5

Child Wellbeing – Poor Practice and Abuse

Child abuse can happen in many areas, including sport and activities. If abuse is detected, it is crucial that all allegations and suspicions are treated seriously, and appropriate actions taken.

There may also be an allegation of poor practice where an adult or peer's behaviour is unacceptable or inappropriate and causes concern to a child or young person in the football setting. Such behaviour includes any behaviour which contravenes the Codes of Conduct pertaining at the time.

The Club will ensure to the best of their abilities: -

- all appropriate actions are taken in such circumstances where abuse or poor practice is alleged.
- support for the child or young person, if they are the ones making a report of abuse or poor practice. The child or young person may lack the skills or confidence to complain. It is therefore extremely important that adults in the Club support the child or young person in this respect.
- protect children and young people in the Club who have a disability. Children and young people with disabilities might be additionally vulnerable because they may have significant communication differences and limited verbal communication. They may use sign language or other forms of non-verbal communication. They may also require personal intimate care. The Club will not accept any discriminatory behaviour towards any players or volunteers who have a disability.

- protect the children and young people from minority ethnic groups. Such children and young people may be additionally vulnerable because they may be experiencing racist attitudes, and racism being ignored by people in authority. They may be afraid of further abuse if they challenge others and want to fit in and not make a fuss. The Club will not accept any such behaviour or attitude towards a player or volunteer.
- protect children and young people taking on a leadership role. The Club actively encourages a positive learning experience. However, if an individual is in a leadership role but is under 18, they are legally still a child. Therefore, they can be open to experiencing abusive behaviour verbally, physically and emotionally. The Club will not accept this behaviour towards such a person.
- any allegation of bullying will be dealt with thoroughly and robustly.

Abuse:-

Concerns identified as child abuse will fall within the following five categories: -

(1) Physical Abuse

A child is physically hurt or injured by an adult, or an adult gives alcohol or drugs to a child or young person.

(2) Neglect

A child's basic physical needs are consistently not met or they are regularly left alone or unsupervised.

(3) Sexual Abuse

An adult or peer uses a child or young person to meet their own sexual needs.

(4) Emotional Abuse

Persistent criticism, unfair criticism, or putting unrealistic expectations on a child or young person.

(5) Bullying

Persistent or repeated hostile and intimidating behaviour towards a child or young person.

Poor Practice:-

Incidents of poor practice occur when the needs of children and young people are not afforded the necessary priority. Their welfare is therefore compromised.

For example:-

- When insufficient care is taken to avoid injuries (e.g. by excessive training or inappropriate training for their age, maturity, experience and ability).
- Giving continued and unnecessary preferential treatment to individuals and regularly or unfairly rejecting others (e.g. singling out and only focusing on the talented players and failing to involve the full squad of players).
- Placing children or young people in potentially compromising and uncomfortable situations with adults (e.g. changing in a 1:1 situation).
- Allowing abusive or concerning practices to go unreported (e.g. a coach who ridicules and criticises players who make a mistake during a match)

- Ignoring health and safety guidelines (e.g. allowing young players to set up goal posts unsupervised by adults)
- Failing to adhere to the Club's codes of practice.



Section 6

Players with allergies: -

When a child joins the Club, the parents/carer should: -

- complete the U18 players Consent Form and also take time to discuss this with the Team Coach or Official.
- consider a medic alert bracelet/watch for the child.
- check the expiry date of any medication regularly.
- give the Team Coach or Official a pack that, if necessary, can be used in case of emergency (injectors, antihistamines).

The Team Coach/Official will then: -

- discuss with the parents/carer the completion of a risk assessment.
- share this information with the relevant people (the Team First Aider, if different)
- ensure correct storage and administration of the medication.
- record any incidents or concerns in writing and send these to the Club's CPO.
- always ensure their mobile is charged and have a signal to allow calls to be made in an emergency.



Section 7

Transporting Children:-

Parents/carers should transport their own child to and from the activity as much as practically possible.

Where parents/carers make arrangements for the alternative transportation of their child, they should satisfy themselves about the appropriateness and safety of the arrangements.

All Club officials and volunteers should review the SYFA policy in respect of transporting children and trips away from home (including overnight stays) and adhere to these guidelines.

www.scottishyouthfa.co.uk (Information Downloads / Protection Information).



Section 8

Procedure for Responding to Concerns

Set procedures ensure that everyone is clear on what action to take in the event of suspected abuse or inappropriate behaviour. It gives coaches and volunteers clear, important steps to follow ensuring action is taken quickly and in the best interests of the child.

Procedure

These procedures apply to all coaches and volunteers involved in Syngenta Juveniles F.C. ("the Club").

1. Concerns about the General Welfare of a Child (NOT involving concerns about child abuse).

The Club is committed to working in partnership with parents/carers whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and well-being of their children.

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations.

Any significant, untoward or unusual incidents which cause concern about the welfare of a child/children should be reported to the Club's Child Wellbeing and Protection Officer ("CPO") and will be recorded on the Protection Recording Form as soon as possible. Parents/carers should also be informed of the circumstances as soon as possible.

Advice should be sought from the Club's CPO if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

2. Concerns about the Abuse of a Child.

What to Do if a Child Tells You about abuse: -

No club official or volunteer shall investigate allegations of abuse or decide whether or not a child has been abused.

Allegations of abuse must always be taken seriously. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure:-

Response should be:-

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and are right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate, or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.

The CPO's procedure for responding to concerns:-

- Avoid asking any questions. If necessary, only ask enough questions to gain basic information to establish the *possibility* that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? Where? When?
- Do not introduce personal information from either your own experiences or those of other children.

Avoid:-

- Panicking
- Showing shock or distaste
- Probing for more information than is offered
- Speculating or making assumptions
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

Observation/Information from an individual or agency:-

A concern or possible abuse of a child may be observed by another child or adult and information can come from an individual or another agency/organisation.

Where there is uncertainty about what to do with the information, directly from a child's disclosure or from someone else, the Club's CPO must firstly be consulted for advice on the appropriate course of action.

If the Club's CPO is unavailable, or an immediate response is required, the police and social work services must be consulted for advice. They have a statutory responsibility for the protection of children, and they may already hold other concerning information about the child. Record any advice given.

If you are concerned about the *immediate* safety of the child:-

- Take whatever action is required to ensure the child's immediate safety.
- Pass the information immediately to the police and seek their advice.

Record:-

The CPO, or relevant party, should make a written record of the information as soon as possible using the Protection Incident Record form, completing as much of the form as possible. The following information will help the police and social work department decide what action to take next:-

- Child's name, age and date of birth.
 - Child's home address and telephone number.
 - Any times, dates or other relevant information.
 - Whether the person making the report is expressing their own concern or the concerns of another person.
 - The child's account, if it can be given, of what has happened and how any injuries occurred *using the child's own words*.
 - The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location).
 - A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child).
 - Details of any witnesses.
 - Whether the child's parents/carers have been informed.
 - Details of anyone else who has been consulted and the information obtained from them.
 - If it is not the child making the report, whether the child has been spoken to, if so what was said *using the child's own words*.
-
- Write things down as soon as possible.

If completing the form electronically, do not save copies to the hard drive, disk or pen drive for confidentiality purposes.

Print a copy, sign and date and then delete immediately.

Pass the record to social work services or the police and to the SYFA NPO that same day, if possible.

Sharing Concerns with Parents/Carers:-

Where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to who informs the parents/carers.

Concerns about the Conduct of an official or coach or volunteer:-

This section relates to the procedure to be followed where the concern is about the conduct of Club official, coach or volunteer.

These procedures aim to ensure that all concerns about the conduct of an official, coach or volunteer are dealt with in a timely, appropriate and proportionate manner. No official, coach or volunteer in receipt of information that causes concern about the conduct of another official, coach or volunteer towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

In the event of an investigation into the conduct of an official, coach or volunteer:-

- Club official, coach or volunteer will be made aware of the nature of concern or complaint.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the official, coach or volunteer.
- The official, coach or volunteer will be given an opportunity to put forward their case.
- The Club will act in good faith and will ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

In all cases where there are concerns about the conduct of a Club official, coach or volunteer towards children, the welfare of the child will be the paramount consideration.

Initial Reporting of Concerns:-

Any concerns for the welfare of a child arising from the conduct of a Club official, coach or volunteer must be reported to the Club's CPO on day the concern arises, or as soon as practically possible.

Where the concern is about the Club's Child Protection Officer, it should be reported to the Club's Secretary and the SYFA's NPO immediately.

Responding:-

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened) on the Protection Incident Record Form.

This should be signed and dated by the Club's CPO, or the person appointed to manage the response to the concerns.

Where disciplinary procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

Establishing the Basic Facts:-

Once the concerns have been reported, the Club's CPO will:

- Establish the basic facts.
- Conduct an initial assessment of the facts in order to determine the appropriate course of action.
- Consult another Club official, coach or volunteer and/or external agencies such as the police and social work services, for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern.

Conducting the Initial Assessment:-

The Club's CPO will conduct the initial assessment and may approach SYFA NPO at this point for advice and guidance.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child or young person has been abused/ harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern about possible breaches of the Club's code of conduct/abuse, the initial assessment will not form part of the disciplinary investigation. The SYFA should be notified at this point.
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the Club official, coach or volunteer may be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the Club official, coach or volunteer is approached.

- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.

- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:-

(i) No further action (facts do not substantiate complaint)

(ii) Situation is dealt with under the Club's disciplinary procedures

(iii) Child protection investigation (jointly by police and social work services).

(iv) Criminal investigation (by the police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.

(v) Civil proceedings (by the child/family who alleged abuse).

Initial assessment supports concerns about poor practice and/or misconduct (but not possible child abuse):-

The Club's Executive Committee and CPO will deal with the situation in line with the Club's disciplinary procedures.

Pending the outcome of any investigation conducted under the Club's disciplinary procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of an official, coach or volunteer towards children. The welfare of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, the Club must notify the SYFA who will assist with the fulfilment of the Club's legal duty to make a referral to Disclosure Scotland.

Initial assessment supports concerns about possible child abuse:-

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse, the Club's CPO will refer the concerns to the police and/or social work services as soon as possible on the day the information is received.

The Club's CPO will make a written record of the name and designation of the social worker or the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the police/social work services will be confirmed in writing by the Club's CPO within 24 hours. A copy of the Protection Incident Record Form will be provided to the police/social work services upon request.

Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents/carers of the child(ren) involved will be informed as soon as possible following advice from the police/social work services.

Advice will firstly be obtained from the police/social work services about informing the Club official, coach or volunteer involved in the concerns. If the advice is to inform the official, coach or volunteer, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be under judicial consideration, no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any possible criminal proceedings, while at the same time safeguarding the rights of the official, coach or volunteer.

Precautionary Suspension:-

Suspension is not a form of disciplinary action. The Club official, coach or volunteer involved may be suspended whilst an investigation is carried out.

Suspension will be carried out in accordance with the Club's disciplinary procedures. At the suspension interview, the Club official, coach or volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the Club official, coach or volunteer in accordance with the Club's disciplinary procedures.

Disciplinary Investigation:-

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the club's CPO and Executive Committee to make a decision whether to go ahead with disciplinary action.

False or Malicious Allegations:-

In exceptional circumstances where an investigation establishes an allegation is false, unfounded or malicious: -

- The Club official, coach or volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
- All records pertaining to the circumstances and investigation should be kept in accordance with the Club's data retention policy.

- The Club will take all reasonable steps to support the individual in this situation.
- In these circumstances, the SYFA will review the child's participation in football. It may be appropriate to have a discussion with the child (with parental/carer permission).
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

Historical Allegations of Abuse:-

Allegations of abuse may be made some time after the event, e.g. an adult who was abused as a child by someone who is still currently working with children. These procedures will be followed in the event of an allegation of historical abuse.

Protection of Vulnerable Groups (Scotland) Act 2007:-

The club, in partnership with the SYFA will refer to Disclosure Scotland the case of any Club official, coach or volunteer who (whether or not in the course of their role within the organisation) has:-

- harmed a child
- placed a child at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child, or
- given inappropriate medical treatment to a child.

AND as a result:

1. The Club has advised the Club official, coach or volunteer that their services are no longer required ("dismissed").
2. The Club official, coach or volunteer would have been dismissed as a result of the incident had they not resigned.

The Club will also refer the case of a Club official, coach or volunteer where information becomes available after the Club official, coach or volunteer has:-

- been dismissed by the Club
- resigned,

If Disclosure Scotland informs the Club that an individual is barred, that Club official, coach or volunteer will be removed from working with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.



Section 9

Safe Use of Media Policy

- The Club understands that photographs, films and video recordings are a great way to celebrate our players' achievements, and positively promote the Club's activities and keep our members, their parents and families updated. However, although we would not wish to curb this activity, we wish to ensure that our players are protected from those who would seek to use or manipulate the photos or videos in a way that harms children, or places them at risk of harm.

- The Club will take all reasonable steps to promote the safe use of photographs and filming at events and activities which it is associated with.

- The Club reserves the right at all times to prohibit the use of photography or filming at any event or activity with which it is associated with, and in locations such as the Club's training or match facilities.

- The Club will inform players and their parents/carers that their child may be filmed or photographed whilst partaking in football for the Club. This could be for:-
 - i) Video footage for performance development
 - ii) Media coverage for an event or a specific achievement
 - iii) Promotional purposes, eg. for our website or publication.

The Club requires that written consent is obtained from the player's parents or carers for any player under the age of 16 before any photography or filming takes place. The consent should be recorded on "Media Consent form".

-
- Special care should be taken in relation to vulnerable players (such as a child fleeing domestic violence, or a child with a disability) and consideration should be given as to whether publication or use of the photograph or filming would place the player at risk.
- The Club will ensure that there is no unsupervised access or one to one photography or video sessions, unless this has been explicitly agreed with the player and their parents/carers.
- No photography or filming will be permitted in the changing areas, bathrooms or sleeping areas (if away on a trip).
- All images and accompanying information will ensure that only appropriate personal details are shared publicly.
- Images will not be shared with external agencies, unless express permission is obtained from the player and their parents/carers.
- Any photography or filming at Club matches/events should be restricted to immediate family members only for private, non-commercial purposes and should not be uploaded on to any private social media platforms.
- All copies of the videos or photographs should be retained in a secure manner. These should not be retained for any longer than is necessary.

- If the Club is made aware of a misuse of an image, then the Club's CPO will investigate the concern or report. If applicable, the CPO will report the matter to the SYFA National Reporting Officer.
- Any player behaving in a way which could be viewed as acting inappropriately in relation to filming or photography should be reported to the Club's CPO for further investigation. If applicable, the CPO will report the matter to the SYFA National Reporting Officer. If concerns are of a significant nature, they should be reported directly to the police.
- If any coach or official is unsure of any parts of this policy, or wish clarification on any points, they should contact the Club's CPO for further guidance.

Section 10

Syngenta Juveniles F.C.



Media Consent Form

In accordance with the Club's Child Wellbeing and Protection Policy, the Club will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent, if the child is under 16.

Syngenta Juveniles F.C. 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 inform the Child Protection Officer of Syngenta Juveniles F.C. immediately.

Consent information:	
<i>To be completed by child:</i>	
<ul style="list-style-type: none">• I give permission for my photograph to be used within the club for display purposes• I give permission for my photograph to be used within other printed publications• I give permission for my photograph to be used on the club's website• I give permission for videos of me to be used on the clubs website• I give permission for my photograph to be used on the club's social media pages• I give permission for videos of me to be used on the clubs social media pages	
Signature of child:	Print name child:
Date: 	

If the child is under 16, consent must be obtained from parents.

If over 16, it's still good practice to inform parents that photographs/videos of their child may be used if the child has given consent.

To be completed by parent:

- I give permission for my child's photograph to be used within the club for display purposes
- I give permission for my child's photograph to be used within other printed publications
- I give permission for my child's photograph to be used on the club's website
- I give permission for my child to be videoed for use on the clubs website
- I give permission for my child's photograph to be used on the club's social media pages
- I give permission for my child to be videoed for use on the clubs social media pages
- I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation.

Signature of parent:

Print name of parent:

Date:

A copy of this completed and signed form should be retained by the Team Secretary, for submission to the Club's CPO or Club Secretary if requested at any time.



Section 11

SYNGENTA JUVENILES F.C.

CONSENT FORM - U18 PLAYERS

Team Secretaries should ensure that the details of this form are reviewed annually, and any amendments made.

All information will be treated sensitively and will only be shared with those who need to know.

Player's name	
Player's address	
Player's date of birth	
Emergency Contact name	
Emergency Contact telephone number	
Relationship to player	
Late collection contact	

<p>Late collection contact telephone number</p>	
<p>Relationship to player</p>	

Medical Information:-

<p>Does the player have a disability/medical condition that will affect their ability to take part in football?</p> <p>If yes, please give details.</p>	
<p>Does the player take any medication?</p> <p>If yes, please give details</p>	
<p>Does the player have any existing injuries (advise when injury was sustained and what treatment was received)?</p> <p>If yes, please give details</p>	
<p>Does the player have any allergies, including allergies to medication?</p> <p>If yes, please give details</p>	

<p>Is there any other relevant information which you would like us to know about the player?</p>	
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CONSENT - SHARING OF INFORMATION

Player age 16 - 18:-

I consent/I do not consent ** to Syngenta Juveniles F.C. sharing information about me with its affiliated organisations, as deemed appropriate for my wellbeing in accordance with the SYFA's Safeguarding Children's Wellbeing and their Policies and Procedures in Child Wellbeing and Protection.

Parent/care (if child is under 16 years old)

I consent/I do not consent ** to Syngenta Juveniles F.C. sharing information about the player with its affiliated organisations, as deemed appropriate for the player's wellbeing in accordance with the SYFA's Safeguarding Children's Wellbeing and their Policies and Procedures in Child Wellbeing and Protection.

**** PLEASE DELETE AS APPROPRIATE**
CONSENT - MEDICAL TREATMENT

Player age 16 - 18:-

I consent/I do not consent ** receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

Parent/care (if child is under 16 years old)

I consent/I do not consent ** to the player receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

**** PLEASE DELETE AS APPROPRIATE**
CONSENT - TRANSPORTATION OF CHILDREN

Player age 16 - 18:-

I consent/I do not consent ** to being transported by persons representing the Club for the purposes of taking part in football.

Parent/care (if child is under 16 years old)

I consent/I do not consent ** to the player being transported by persons representing the Club for the purposes of taking part in football.

**** PLEASE DELETE AS APPROPRIATE**

Parent/carer consent signature

All players aged 16 to 18 are required to sign the consent form below to confirm that:-

- I have read and understood the Club's Child Wellbeing and Protection Policy.
- I undertake to inform the Club's CPO (or via my Team's Secretary) should any information contained in this form change. I am aware that I can revoke my consent any time.

Player signature (aged 16-18)	
Email address for player (aged 16-18)	
Mobile number for player (aged 16 - 18)	

All parents/carers of players aged up to 16 years are required to sign the consent form below to confirm that:-

- I have read and understood the Club's Child Wellbeing and Protection Policy.
- I undertake to inform the Club's CPO (or via my Team's Secretary) should any information contained in this form change. I am aware that I can revoke my consent any time.

Parent/care signature (for players aged up to 16)	
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APPENDIX 1



Protection Incident Record Form

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to **Club Child Wellbeing & Protection Officer** as soon as possible after completion. Do not delay by attempting to obtain information to complete all sections.

- ✓ Complete Part A of this form if the concerns relate to the general welfare of a child.
- ✓ Complete Parts A and B if the concerns relate to possible child abuse.
- ✓ If there is not enough space at any point, please continue on a separate piece of paper.

PART A

WHERE THERE ARE CONCERNS ABOUT GENERAL WELFARE OF A CHILD

Child's Details

Name	
Date of Birth	
Preferred language	
Address, including postcode	
Is an interpreter required?	YES / NO
Any additional needs?	

Details of Person Recording Concerns

Name	
Position/role in Club	
Address, inc postcode	
Tel No.	
Email address	

Details of Incident giving rise to Concerns

Please include date, time, location, nature of concern, who, what, where, when, why	
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Details of any witnesses

<p>Detail names, addresses and telephone contact information</p>	
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Details of injuries

<p>Include details of all injuries sustained, location of injury and action taken</p>	
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PART B

WHERE THERE ARE CONCERNS ABOUT POSSIBLE CHILD ABUSE

Details of person about whom there is a concern

Name	
Relationship to child	
Address, inc postcode	
Tel no.	
Details of concerns (inc date, time, location, nature of concern, who, what, where, when why (continue on a separate sheet if necessary))	

Details of any action taken

A large, empty rectangular box with a thin black border, intended for providing details of any action taken. The box is currently blank.

Details of agencies contacted. Include date, time, name of person contacted and advice received

--

Have the child's parents/carers been informed? YES/NO (delete as appropriate) **if yes, record details below*

Child's views on situation (if expressed). Where possible, please use the child's own words.

Print Name In Block Capitals

Signed:

Date: