



Child Protection Policy for Ipswich Valley Rangers Football Club

CONTENTS

Page	Section Title
2	Introduction
2	Policy Statement
2	Policy Aims
2	Promoting Good Practice
3	Good practice guidelines
3	Practices to be avoided
3	Practices never to be sanctioned
4	Incidents that must be reported/recorded
4	Use of photographic/filming equipment at sporting events
4	Permission to take photo's form
4	Recruitment and Training of Volunteers
5	Training
5	Ipswich Valley Rangers Football Club requires:
5	Responding to Allegations or Suspicions
5	Action if there are concerns
5	1. Concerns about poor practice
6	2. Concerns about suspected abuse
6	Confidentiality
6	Internal Enquiries and Suspension
6	Allegations of previous abuse
7	Action if bullying is suspected
7	Action towards the bully(ies)
8	Appendix 1 Code of Conduct for Club Personnel
9	Appendix 2 Code of Conduct for Parents / Carers
10	Appendix 3 Code of Conduct for Players
11	Appendix 4 Club Child Protection Officer
12	Appendix 5 Form for recording allegations or concerns about children
13	Appendix 6 Self Disclosure from—Part One
14	Self Disclosure Form - Part Two
15	Appendix 7 Use of images of children/Young people under the age of 18
17	Appendix 8 Flowchart (report by Child)
18	Appendix 9 Flowchart (report by Adult)
19	Appendix 10 Flowchart (report by Child non football related)
20	Appendix 11 Flowchart (report by Adult non football related)
21	Appendix 12 Photographic permission form
22	Appendix 13 Football Association / NSPCC Help Line

Introduction

All sporting organisations which make provision for children and young people must ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All volunteers working in sport have a responsibility to report concerns to the appropriate officer of the club
- Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. However, they should be aware of their responsibility to report concerns if they arise

Policy Statement

- Ipswich Valley Rangers Football Club has a duty of care to safeguard all children involved in Ipswich Valley Rangers Football Club from harm.
- All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.
- Ipswich Valley Rangers Football Club will ensure the safety and protection of all children involved in Ipswich Valley Rangers Football Club through adherence to the Child Protection guidelines adopted by Ipswich Valley Rangers Football Club.
- A child is defined as a person under the age of 18 (The Children Act 1989).

Policy Aims

- The aim of the Ipswich Valley Rangers Football Club Child Protection Policy is to promote good practice:
- Providing children and young people with appropriate safety and protection whilst in the care of Ipswich Valley Rangers Football Club
- Allowing all volunteers to make informed and confident responses to specific child protection issues

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection.

All suspicious cases of poor practice should be reported following the guidelines in this document. When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Treating all young people/disabled adults equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for coaches or other volunteers to have an intimate relationship with a child (or to share a room with them))
- Building balanced relationships based on mutual trust which empowers children to share in the decision making process
- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- Keeping up to date with technical skills and qualifications in sport
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- Being an excellent role model in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Requesting written parental consent if club officials or volunteers are required to transport young people in their cars

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children away from others
- Avoid taking or dropping off a child to an event

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child for example when on a touring trip.
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon

- Do things of a personal nature for children which they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is dependent on you, talk with him/her about what you are doing and give choices where possible. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player
- If he/she seems unduly distressed in any manner
- If a player appears to be sexually aroused by your actions
- If a player misunderstands or misinterprets something you have done

(Refer to Appendix 8)

Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Club Child Protection Officer.

Videoining as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and give their permission, and such films should be stored safely. The Football Association has issued detailed guidance on this issue and reference should be made to the FA web site for more information

Permission to take photo's form

(See Appendix 7)

Recruitment and Training of Volunteers

Ipswich Valley Rangers Football Club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks must include the following:

- All volunteers should complete an application form. **(Refer to Appendix 6)** The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau
- Evidence of identity (passport or driving licence with photo)
- Interview and Induction

All volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations.

All volunteers should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures) **(Refer Appendix 6)**
- Their qualifications, If any, should be substantiated

- The job requirements and responsibilities should be clarified
- They should sign up to the Clubs Code of Conduct
- Child protection procedures are explained and training needs are identified.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- Respond to concerns expressed by a child or young person
- Work safely effectively with children

Ipswich Valley Rangers Football Club requires:

- Team Managers to attend a recognised Level 1 Coaching Course which will include a good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Assistant Managers, non coaching staff and volunteers to be encouraged to complete a recognised awareness training course on child protection.
- Relevant volunteers to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant volunteers should be encouraged to gain a national first aid training certificate.
- Attend update training when necessary.

Responding to Allegations or Suspicions

It is not the responsibility of anyone operating in Ipswich Valley Rangers Football Club to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

Ipswich Valley Rangers Football Club will assure all volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against an adult there may be three types of investigation:

1. A criminal investigation
2. A child protection investigation
3. A disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

(See flow Charts Appendix 8, 9, 10, 11)

Action if there are concerns

1. Concerns about poor practice

If, following consideration, the allegation is clearly about poor practice; the Club Child Protection Officer will deal with it as a misconduct issue. If the allegation is about poor practice by the Club Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to The Suffolk F.A who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse

Any suspicion that a child has been abused by an adult should be reported to the Club Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. The Club Child Protection Officer will refer the allegation to the Social Services department who may involve the Police, or will go directly to the Police in an emergency. The parents or carers of the child will be contacted as soon as possible following advice from the Social Services department. The Club Child Protection Officer should also notify the Ipswich & Suffolk Youth Football League who in turn will inform the Suffolk F.A Child Protection Officer who will deal with any media enquiries. If the Club Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the Club Chairman or in his/her absence the Suffolk F.A Child Protection Officer who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Club Child Protection Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services / Police
- The Suffolk F.A Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child).

The club Child Protection Officer will seek advice on who should approach the alleged abuser. Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

The Ipswich Valley Rangers Football Club Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries.

Irrespective of the findings of the Social Services or Police inquiries the Ipswich Valley Rangers Football Club Committee will assess all individual cases to decide whether a volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases, the Ipswich Valley Rangers Football Club **Disciplinary Committee** must 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 THE CHILD SHOULD REMAIN OF PARAMOUNT IMPORTANCE THROUGHOUT.

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). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to Allegations or Suspicions' above. Reference should be made to the Club anti-bullying policy.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately).
- Help the victim to speak out and tell the person in charge or someone in authority.
- Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the Club Child Protection Officer.

Action towards the bully(ies)

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform the bully's parents
- Sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform all members of the Executive Committee of action taken
- Keep a written record of action taken

REMEMBER: NON-ACTION IS NOT AN OPTION IN CHILD PROTECTION.

This Policy was formally adopted by the committee of Ipswich Valley Rangers Football Club on:

_____ (Date)

It will be reviewed on an annual basis, with the next review taking place on:

_____ (Date)

Appendix 1 Code of Conduct for Players Ipswich Valley Rangers Football Club

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. Players however, should not adopt a 'win at all costs' attitude. Fair play and respect for all others in the game is even more fundamental.

A player should:

- Always try his/her best at all times.
- Know and abide by the laws, rules and spirit of the game.
- Treat Opponents, Match Officials, Team Officials, Club Officials, Opposition Officials and Supporters with due respect at all times, irrespective of the result of the game.
- Accept Success and Failure, Victory and Defeat equally, taking a full part in the after game handshakes.
- Avoid violence and rough play and help injured opponents.
- Accept the decision of the Match Official without protest.
- Avoid words or actions, which may mislead a Match Official.
- Never bully another member of our club or opposition.
- Set a positive example for others, particularly younger players and supporters.
- Never use inappropriate language
- Advise the Manager/Coach of any injuries.
- Respect Club Equipment.

I hereby agree to abide by this code:

Signed: _____

Date: _____

Appendix 2 Code of Conduct for Club Coaches Ipswich Valley Rangers Football Club

The essence of good ethical conduct and practice is summarised below. All Club Personnel must:

1. Coaches must respect the rights, dignity and worth of each and every person and treat equally within the context of sport.
2. Coaches must place the wellbeing and safety of each player above all considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
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 players (and where appropriate, parent) 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. It is expected that the coach wear the Club Polo Shirt & Tracksuit on Match and Training days
12. Not to use or tolerate inappropriate language.
13. Coaches must set a good example to the players at all times.
14. Coaches should not smoke or drink alcohol at pitch-side or at organised training.

Signed: _____

Date: _____

Appendix 2 Code of Conduct for Parents/Spectators Ipswich Valley Rangers Football Club

Parents/Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – its fun. However good a child becomes at football within Ipswich Valley Rangers FC, it is important to reinforce the message that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Assist to improve the child's skills and techniques.

A parents/spectator's expectations and attitudes have a significant bearing on a child's attitude towards Other Players, Officials, Managers and Spectators.

Parents of Ipswich Valley Rangers FC are expected to:

- Ensure that you have completed a club contact sheet at the start of every season giving contacts and details of any medical condition which you may feel is appropriate.
- Pay a £20 Registration Fee and Training Fees as appropriate
- Re-imburse the club where their child incurs a fine or administration charge from the F.A. or League.
- Ensure their child wears the club Tracksuit and appropriate kit on Match Days.
- Return all Match Day kit should their child decide to leave the club or be asked to leave.
- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Not shout and scream. (Parents/Spectators are welcome to encourage players in a positive and controlled manner).
- Respect the referee's decision.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.
- In the event of a dispute with a coach or other parent/spectator agree to settle the issue away from the pitch.
- Help with transport to all matches both home and away
- Ensure Players arrive at the ground or agreed meeting place at the agreed time.
- Ensure Team Managers are informed in plenty of time whenever a player will be unavailable for a game

For any serious breaches of club discipline you and/or your child could be asked to meet with the disciplinary committee of the club.

Signed: _____

Date: _____

Signed: _____

Date: _____

Appendix 4 Club Child Protection Officer Designated Role

The Club Child Protection Officer will:

- be the club's point of contact for the Football Association and other organisations to liaise with on Child Protection matters
- be the point of contact for all club members regarding any concerns or allegations
- implement the procedures outlined in the club's Child Protection Policy relating to any concerns or allegations, including making referrals to Social Care Services, Police and the Football Association as appropriate
- ensure that the club's register of coaches and volunteers is kept up-to-date
- arrange Child Protection Awareness training for all coaches / volunteers who work with junior club members, and keep records of attendance
- ensure that all coaches / volunteers who work with club members have been CRB-checked (or have completed a self-disclosure form as an interim measure) and that all records are stored securely and maintained in line with the requirements of the Data Protection Act (see section on CRB checks)
- ensure that the club's Child Protection Policy and Codes of Conduct continue to be implemented, and are given to all new members/coaches and volunteers
- ensure that an up-to-date register of emergency / alternative contacts for all junior club members is kept, along with information about any medical conditions, and ensure that this is only available on a 'need to know' basis

The club child protection officer is not responsible for investigating concerns / allegations or for deciding whether abuse has taken place. However, the club child protection officer is responsible for ensuring that concerns / allegations are reported to the relevant authorities

The Club Child Protection Officer should be given the following documents:

- The Club's Child Protection Policy
- The Club's Child Protection Policy Action Plan
- The Club's Code of Conduct for Club Personnel
- The Club's Code of Conduct for Parents / Carers
- A register of the clubs' existing coaches and volunteers and the information currently held about them (level of qualification, copies of certificates etc.)
- Information about the details currently held for club members
- A sample reporting of Concerns Form
- A list of contacts for the relevant agencies for reporting concerns, asking advice and arranging training.

Appendix 5 Form for recording allegations or concerns about children

Ipswich Valley Rangers Football Club

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper.
PLEASE HANDWRITE YOUR NOTES—DO NOT TYPE THEM.

REMEMBER - your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe.

Child's details (name, address,
tel number, age or DOB)

Child's parents or guardian's
details(where known)

Details of the person reporting the
suspicion / Allegation / concern
(this may be the child)

Describe what the suspicion/allegation/concern is here:

Describe fully any signs; symptoms you or others have observed (include here what the child has told you):

Where did this occur (as far as you know)?

When did this happen (as far as you know)?

If some earlier signs/symptoms were noticed before today, when and where was this?

Record details of anyone else who may have been present or have relevant information:

Signed:

Date:

Position in club:

Telephone Number:

Appendix 6 Self Disclosure from—Part One

Ipswich Valley Rangers Football Club

HAND THIS FORM TO YOUR CLUB'S CHILD PROTECTION OFFICER AS SOON AS POSSIBLE.

NOTE TO CLUB CHILD PROTECTION OFFICER - TO ENSURE CONFIDENTIALITY, THIS FORM SHOULD BE FILED IN A SECURE PLACE.

Name of club:	
Role within club: (existing role , or role you are being considered for, as appropriate)	
Full Name:	
Any names used previously: (including maiden names)	
Date of Birth:	
Gender: (Male / Female)	
Address:	
Telephone Number:	

Self Disclosure Form - Part Two

In order to protect young people within the Club, the role which you are being considered for is exempt from the Rehabilitation of Offenders Act 1974. This means that you are required to provide details of all convictions, cautions, bindovers, suspensions, formal warnings and reprimands, even if they would otherwise be considered 'spent'. This includes motoring-related offences, and pending court cases. Any information declared will remain confidential and will be considered only with regards to its relevance to your role within the club.

Please answer the following questions, then sign and date the form.

<p>Have you ever been convicted, cautioned, bound over, suspended, formally warned or reprimanded, or do you have any pending court cases?</p>	<p>YES / NO (delete as appropriate)</p>
<p>If 'Yes', please supply details below, including the nature of the offence, the date and the sentence imposed:</p>	
<p>Do you know of any reason why you should not work directly with children, or in an environment where children are present (i.e. are you known to any Social Car Services Department as being an actual or potential risk to children, have you had a disciplinary sanction from another club, Governing Body or other organisation relating to child welfare etc.?)</p>	<p>YES / NO (delete as appropriate)</p>
<p>If 'Yes', please supply details below:</p>	
<p>I declare that the information above is correct, and I agree to inform the Club Child Protection Officer within 24 hours if I am subsequently arrested or investigated in relation to Child Welfare concerns and within 7 days if any other information in Part Two changes.</p>	
<p>Signed:</p>	<p>Date:</p>

Appendix 7 Use of images of children/Young people under the age of 18

GOAL
A better future for football



Child protection and best practice
Guidelines

Use of images of children/young people under the age of 18

INTRODUCTION

The **Child protection and best practice – Guidelines** have been developed to provide clubs, leagues and County FA's with advice and guidance on the use of images of children and young people and is integral to the work of The FA's National Game Division. It is recommended that this is adopted by clubs, leagues and County FA's and the Ten Golden Rules made available to as many people as possible. The whole policy document should be kept by the organisation's administrators for future reference.

Any change to this guideline will be notified via The FA's website and in any relevant publications. Please remember that the safety of children and young people should be paramount in all your activities and this has been designed to help you in this.

The Football Association is committed to providing a safe environment for children/young people under the age of 18. Implicit in this is the commitment to ensure that all publications, resources and media represent participants appropriately and with due respect. By adopting the points outlined in this guideline you will be putting in place the best possible practice to protect children and young people wherever photographs or recorded images are taken and stored.

KEY CONCERNS

The key concerns contained within this policy regarding the use of images of children/young people relate to:

- The possible identification of children when a photograph is accompanied by personal information
- The inappropriate use, adaptation or copying of images for use on child pornography websites
- The taking of inappropriate photographs or recorded images of youngsters.

RECORDING IMAGES OF CHILDREN/YOUNG PEOPLE

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sport web sites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example: "This is a member of the Anytown Junior Football Club who likes Atomic Kitten". This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

GUIDELINES FOR RECORDING IMAGES

- All children featured in recordings must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs, (i.e. a minimum of vest/shirt and shorts)
- The photograph should ideally focus on the activity. Where possible images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children)
- You should ensure that images of a young person, who is under a court order, are not recorded or published
- Any instances of the use of inappropriate images should be reported to The FA/NSPCC Helpline or the Internet Watch Foundation (IWF)
- Club's or organisation's coaches and teachers should still be allowed to use video equipment as a legitimate coaching aid. However, footballers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films



GOAL

Quality bases of action



GUIDELINES FOR SUBMITTING IMAGES

- If the child is named, avoid using their photograph
- If a photograph is used, avoid naming the young person or use their first name only. Personal details of children such as an email address, home address and telephone numbers should never be revealed on a website
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Parent/Carer and Child Permission Form is the best way of achieving this and can be done at the beginning of the season (see Permission Form)
- Ask for parent/carer permission to use an image of a young person. This ensures that parents/carers are aware of the way the image of their child is representing the sport. A Parent/Carer and Child Permission Form is the best way of achieving this and can be done at the beginning of the season (see Permission Form)
- In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing). If video/film clips are delivered from your own server that material can be downloaded. It is therefore recommended that you use an independent server so that material cannot be accessed, copied or downloaded
- Think about the level of consideration that you give to the use of images in all publications, for example the processes used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of youngsters used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery
- Try to take photographs that represent the broad range of youngsters participating safely in football. This might include:
 - boys and girls
 - minority ethnic communities
 - a range of clothing e.g. tracksuit/jogging trousers
 - girls with hair covered e.g. baseball cap or scarf
 - disabled people
 - glasses if not actually playing at the time
 - shin pads must be on if they are recorded playing
 - jewellery should be removed in all images

GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT AT FOOTBALL EVENTS

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople. While this might be rare in football you still have a duty of care to young people to ensure that this risk is as small as possible. By taking some simple steps you will be reducing that risk.

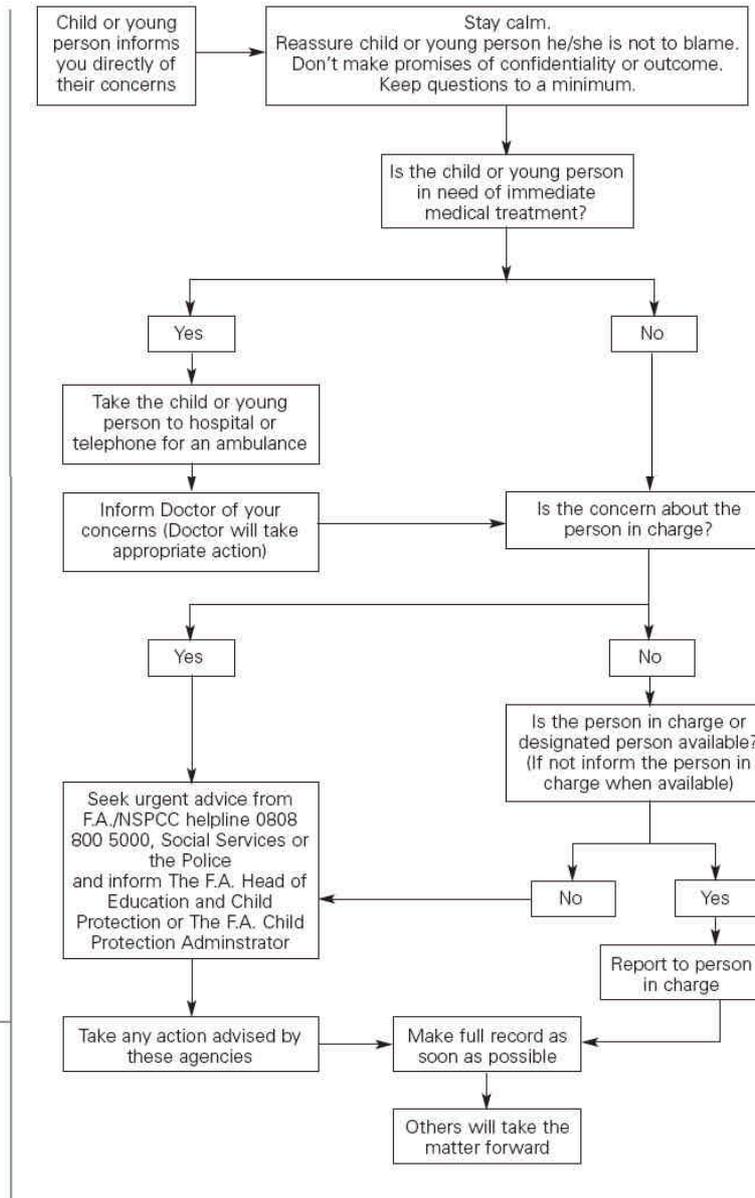
If you are commissioning professional photographers or inviting the press to a football activity or event it is important to ensure they are clear about your expectations of them in relation to child protection.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification, which must be worn at all times (see Event Registration Form)
- Inform participants and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to footballers or one to one photo sessions at events
- Do not approve/allow photo sessions outside the event or at a footballer's home



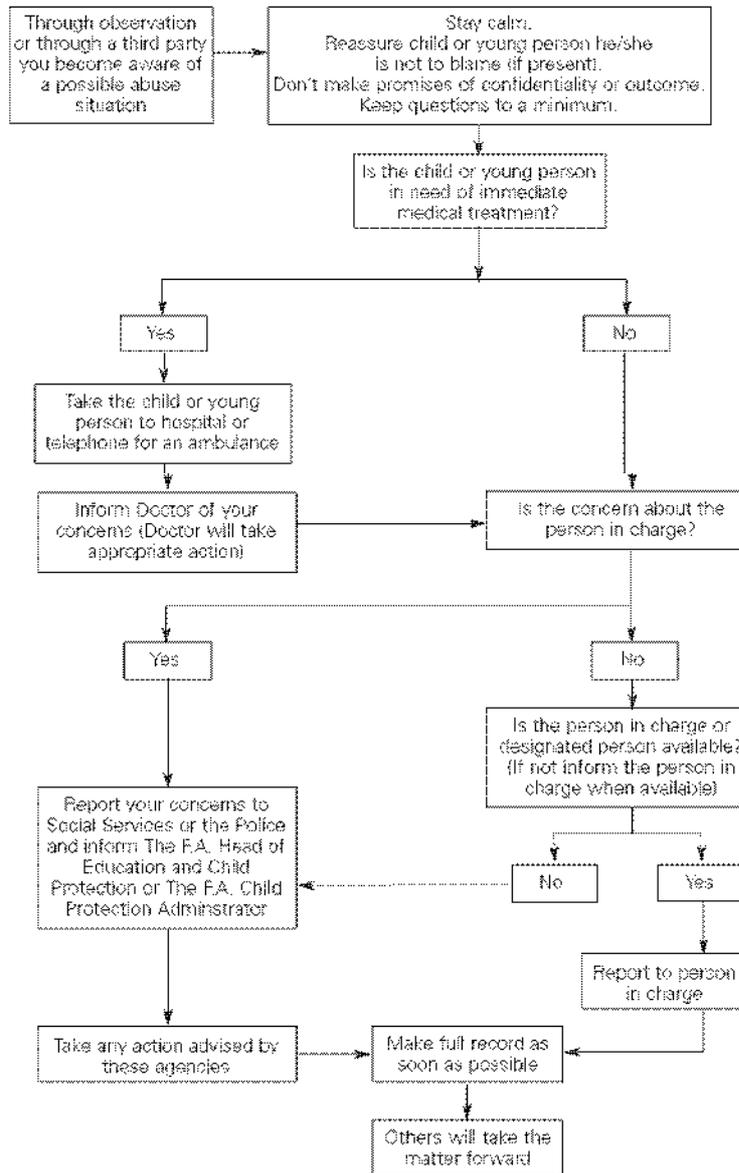
Appendix 8 Flowchart (report by Child)

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



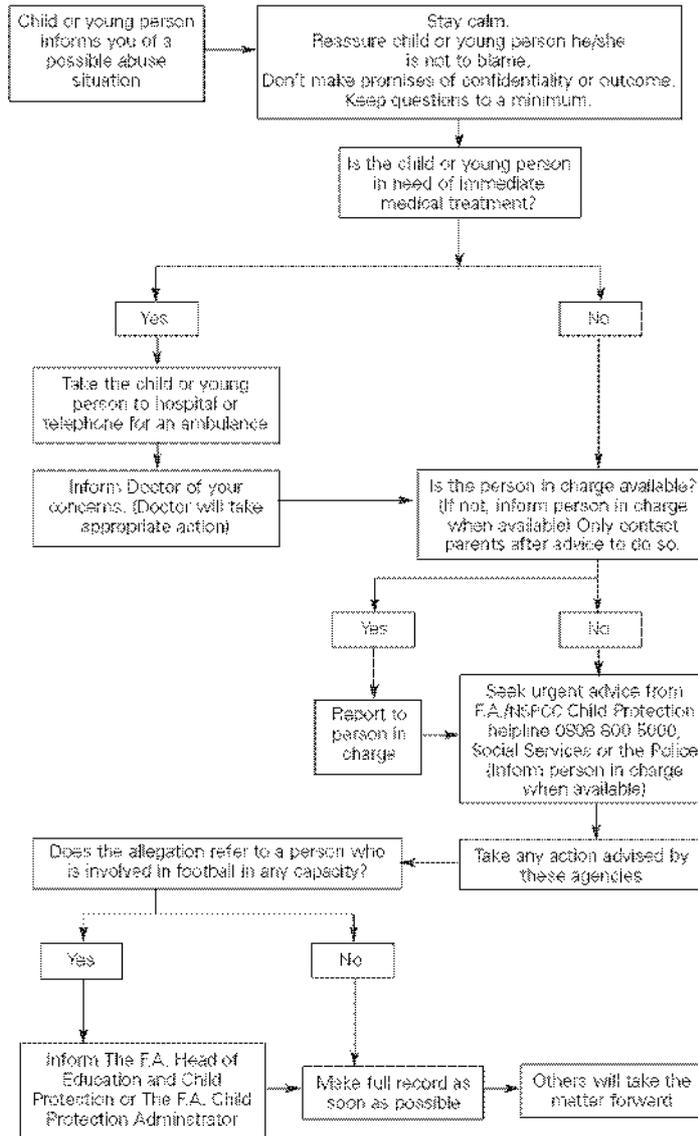
Appendix 9 Flowchart (report by Adult)

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



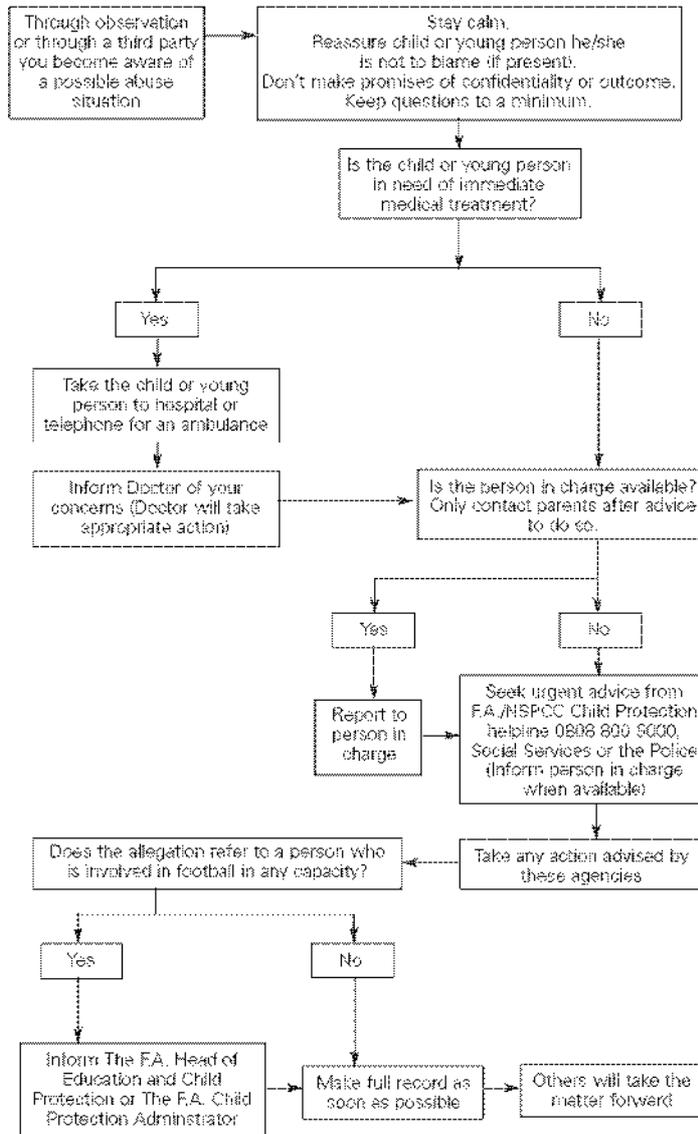
Appendix 10 Flowchart (report by Child non football related)

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)



Appendix 11 Flowchart (report by Adult non football related)

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)



Appendix 12 Photographic permission form.

IPSWICH VALLEY RANGERS FC Photographic Permission Form

Everyone involved in our Club recognises the need to ensure the welfare and safety of our players, at all times. As part of our commitment to ensure their well-being, we will not permit photographs, video or other images **to be taken or used without the consent** of both the players and their parents. As a club working towards accredited FA Charter Development Club status, Ipswich Valley Rangers FC commits to promoting and adhering to the FA's policy guidelines on **'The Use of Photographs and Recorded Images'** published by its Child Protection Department in March 2003. This 'best practice' identifies 'Ten Golden Rules'.

For more details visit www.thefa.com/TheFA/GOALChildProtection/Downloads/

1. All children must be appropriately dressed.
2. Photography or recording should focus on the activity not on a particular young person.
3. Images should focus on small groups rather than individuals.
4. Images of a child who is under a court order should never be used.
5. If a young person is named avoid using their photograph.
6. If a photograph is used avoid naming the person or use their first name only.
7. Makes sure parents / carers / players have signed have signed and returned this Permission Form.
8. Use photographs that represent the broad range of youngsters participating in football.
9. All people taking photographs or recording footage at a football event should register with the event organiser.
10. All concerns regarding inappropriate or intrusive photography should be reported to the appropriate authority.

TO BE COMPLETED BY THE PLAYER

I am happy for my photograph to be used by Ipswich Valley Rangers FC. I understand that it will be used to positively promote and celebrate the Club and my involvement with it on the website www.ipswichvalleyrangersfc.co.uk, in Club publications and in local newspapers. I understand that if at any time in the future I change my mind, I must give the Club seven days notice, after which the Club will not be permitted to use my picture.

FULL NAME (in BLOCK CAPS)

**TEAM NAME
Or Manager's Name**

SIGNATURE

Date

TO BE COMPLETED BY THE PARENT / GUARDIAN

I am happy for my child's image to be used by the Club to positively promote his/her involvement with the Club. I also confirm that my child is not the subject of a court order. If I have any concerns about the way in which in my child is being portrayed and or his/her image is being used, I will voice my concerns with the Club Chairman, Mark Jordan (01473 240329) seeking action.

FULL NAME (in BLOCK CAPS)

SIGNATURE

DATE

Appendix 13 Football Association / NSPCC Help Line

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

0808 8005000

**FOR DEAF USERS
TEXTPHONE**

0800 0560566

CHILDREN'S CONFIDENTIALITY