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## SAFEGUARDING POLICY

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## **Introduction**

At Harrogate Town AFC we are dedicated to providing a safe learning environment for everyone who engages with us. We acknowledge that we have a duty of care to ensure that in all our activities, the participants welfare and safety is number one, and that safeguarding is everyone's responsibility.

Throughout this document we will detail what steps we have made to meet Football Association (FA) Guidance, our Safeguarding Authorities guidance and other relevant policies.

For reference: within this policy a child is defined as anyone who has not yet reached their 18<sup>th</sup> birthday. Therefore the terms “child” or “children” also means “young person” or “young people” throughout the document.

To make sure that this policy is fit for purpose, it will be based on the FA’s three stages of safeguarding;

1. Getting the right people involved
2. Creating a safe environment for all participants
3. Promoting clear systems

All staff that are involved in activities that require a DBS will be identified and processed after communication with our safeguard lead. Individuals will carry out the appropriate and sanctioned training throughout the year to update knowledge and best practice. Training is generally provided by The English Football League (EFL), by the local safeguarding authority or external bodies.

## **Key Principles**

- The child’s welfare is, and must always be, the 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, and sexual orientation.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents and carers is essential.

We are committed to providing a safe, fun, and challenging learning experience for all participants involved in our programmes. Safeguarding is paramount to everything that we do, and as a club we are committed to developing, updating, and improving our systems to ensure best practice.

Also, in light of the recent Sheldon Report, 2021 – Harrogate Town AFC will be working hard to implement any recommendations to improve and develop our safeguarding and child protection processes.

Dave Riley

**Senior Safeguarding Officer**

## References & Resources used in developing HTAFC's Safeguarding Policy

Harrogate Town AFC's (HTAFC) Child Protection & Safeguarding policies have been put together referencing other policies and procedures. Most notably;

- **The Football Associations (FA) "Safeguarding for All - Raising Awareness":**  
<https://thebootroom.thefa.com/learning/qualifications/safeguarding-courses>

**Safeguarding For All:** A new course as an introduction to safeguarding and is suitable for anyone over the age of 14. This course should be taken by referees, coaches and anyone else working with children who have not yet completed the Safeguarding Children Workshop. Parents and carers and anyone else volunteering or working in football are also encouraged to take this. In addition, the FA Boot Room offers a number of workshops related to Safeguarding for All HTAFC staff members and volunteers are encouraged to use these resources to develop their safeguarding knowledge and practice.

- **The NSPCC's Child Protection in Sport Unit website:** <https://thecpsu.org.uk/>
- **The NSPCC's Child Protection in Sport Units "Standards for Safeguarding & Protecting Children in Sport January 2005":** <https://thecpsu.org.uk/media/1040/english-standards.pdf>
- **The UNICEF Safeguarding in Sport website and the "Eight International Safeguards for Children in Sport October 2014":** <https://www.unicef.org.uk/sport-for-development/safeguarding-in-sport/>
- **The HM Government for Education's "Working Together to Safeguard Children 2018":**  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)  
**Let's Make Football Safe – Not Sorry - The Affiliated Football's Safeguarding Policy and Procedures:**  
[http://www.thefa.com/-/media/files/thefaportal/governance-docs/safeguarding/raising\\_awareness/affiliated-footballs-safeguarding-policy-and-procedures.ashx](http://www.thefa.com/-/media/files/thefaportal/governance-docs/safeguarding/raising_awareness/affiliated-footballs-safeguarding-policy-and-procedures.ashx)
- **The Department for Education's "Keeping Children Safe in Education 2023"**  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1181955/Keeping\\_children\\_safe\\_in\\_education\\_2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf)
- **The NSPCC's "Safe Network Standards - Safeguarding Children in the Voluntary & Community Sector 2014":** <https://www.nspcc.org.uk/globalassets/documents/publications/safe-network-standards.pdf>
- **NYSCP Prevent**  
<https://www.safeguardingchildren.co.uk/?s=prevent>
- **NYSCP Practice Guidance**  
<https://www.safeguardingchildren.co.uk/professionals/nyscb-procedures/>

- The Department for Education and Home Office’s “Female Genital Mutilation Legislation October 2015” (updated December 2016):  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/573782/FGM\\_Mandatory\\_Reporting\\_-\\_procedural\\_information\\_nov16\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/573782/FGM_Mandatory_Reporting_-_procedural_information_nov16_FINAL.pdf)
- Guidance document on sexual violence and sexual harassment  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/719902/Sexual\\_violence\\_and\\_sexual\\_harassment\\_between\\_children\\_in\\_schools\\_and\\_colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719902/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf)
- The Sheldon Report – Independent Review into Child Sexual Abuse in Football 1970 - 2005 (2021)  
<https://the-fa.com/7ZFDqu>

## (2) Accountabilities for Safeguarding and Promoting the Welfare of all Children

**Senior Safeguarding Manager (SSM):** To ensure that HTAFC can undertake its duty of care for every child that engages with the organisation, a senior member of the management team has been appointed as the Senior Safeguarding Manager (SSM) - and as such takes operational leadership responsibility for our safeguarding arrangements.

The SSM is required to undertake mandatory appropriate safeguarding training a minimum of every two years. In addition, the SSM receives annual safeguarding updates on development and best practice in the safeguarding of children. **The core responsibilities of HTAFC SSM are to:**

- Support HTAFC staff members or volunteers who are responsible for making referrals to Children Services and or to Channel
- Liaising with the Local Authority’s Designated Officer regarding allegations

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**Designated Safeguarding Officer (DSO):** To support all staff members and volunteers - as well as taking the lead for the day to day safeguarding responsibilities of the organisation. The DSO is responsible for HTAFC having the appropriate safeguarding policies and procedure in place; and for processes related to reporting concerns, allegations or disclosures related to the welfare of a child.

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HTAFC’s DSO will meet with the SSM on a fortnightly basis to review any incidents, share information and best practice in accordance with **Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2023**. Minutes of these meetings will be made and stored in accordance with

General Data Protection Regulations (GDPR) 2018 and will be reported to HTAFC's SSM on a regular basis.

The DSO is required to undertake mandatory appropriate safeguarding training a minimum of every 12 months. In addition, HTAFC's SSM receives annual safeguarding updates on development and best practice in the safeguarding of children.

All personnel undertaking the safeguarding roles outlined above are named in the **Contact Details for HTAFC's Safeguarding Policy**.

### **(3) Contact Details for HTAFC 's Safeguarding Responsibilities**

**HTAFC Senior Safeguarding Manager – Dave Riley**

Email: [daveriley@harrogatetownafc.com](mailto:daveriley@harrogatetownafc.com)

**HTAFC Designated Safeguarding Officer – Richard Jones**

Email: [richardjones@harrogatetownafc.com](mailto:richardjones@harrogatetownafc.com)

**North Yorkshire County Council Social Care**

Telephone: 01609 780780

Email: [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk).

- **Local Police: Harrogate Main Police Station - Telephone Number: 101 Non-Emergency & 999 Emergency**
- **NSPCC Helpline: 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)**
- **ChildLine: 0800 1111 or text phone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)**

In addition to the above designated safeguarding personnel and statutory bodies, the DSO will also liaise with the following Safeguarding Leads from the Football Club and/or the FA / whenever there is a safeguarding concern. Plus any other bodies that may need to be informed (EFL).

### **(4) Definitions of Abuse**

#### **DEFINITIONS OF ABUSE**

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

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

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

**Child sexual exploitation:** A form of Child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a Child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.

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

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

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

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

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

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

Mutilation Act makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

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

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

Bullying as a result of any form of discrimination:

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

**Poor practice:** This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of the child and/or adult at risk are not afforded the necessary priority compromising their welfare.



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## 1.0 Child Friendly Safeguarding

### What is Safeguarding?

Safeguarding is about keeping children **safe**, as well as yourself. It is also about taking action to protect a child if they are being harmed or we have concerns that they may be harmed in the future. We may hear or see something, or you may want to tell us something that we need to act on.

**Harrogate Town Football Club** and all its staff are here to support you as we all believe that your welfare, health and safety are important. Safeguarding is EVERYONE'S responsibility. We will protect and respect the right of all children under and over the age of 18. You all have the right for Protection regardless of age, gender, race, sexual orientation, ethnicity or religious beliefs.

### The Club's Aim

Our aim is to keep all children safe and provide a safe environment for you and every child on our activities where you will be treated fairly, and be free from harm, discrimination and Bullying. Our staff are trained and understand the need to keep you safe whilst you are with us and to take action to prevent harm if we think you need protection.

### What can you do?

To help us keep you and everyone else safe you are expected to:

- Listen and follow instructions
- Be Kind and support others
- Take responsibility of your actions
- Ask for help when you need it
- Respect other children and Adults
- Accept differences and value diversity
- Tell us what you like or don't like
- Never be rude, Bully or discriminate

**Any misconduct will be dealt with by the Lead Coach / Section Leader**

### Your Voice

If you have a concern or want to give us some feedback, or talk to us about a concern you can speak to your DSO, SSM, or any other trusted adult within Harrogate Town AFC.

**If you need to talk, we are here to listen:**

- You can talk to your Safeguarding Officer, Coach or Teacher
- You can also talk to any Adult within HTAFC

- You can always go outside the club and contact organisations such as ChildLine that are open 24hours and is fully confidential on **0800 11 11**  
[www.childline.org.uk/](http://www.childline.org.uk/)

**You can contact us if someone is:**

- Bullying you by another child, Adult or physically harming you
- Bullying you by social media or by your phone
- Threatening you with photos to be placed on the internet or of others, or asking for money
- Pushing you to take tablets, alcohol or cigarettes
- Trying to make friends on social media and you don't know them

**Remember there will always be someone you can speak to.**

**2.0 Anti-Bullying**

**Definition of bullying:** Bullying is behaviour that harms someone else - such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

**Purpose of policy:** The purpose of HTAFC anti-bullying is to prevent bullying from happening within the organisation, as much as possible. When bullying does happen, HTAFC will make sure it is stopped as soon as possible and that those involved receive the support they need. In addition, HTAFC will provide information to all staff, volunteers, children and their families about what needs to be done to prevent and deal with bullying. Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others. HTAFC acknowledges that everyone has a role to play in preventing bullying and putting a stop to bullying.

**HTAFC will seek to prevent bullying by:**

- 1.** Developing a code of behaviour that sets out the "dos" and "don'ts" in terms of how everyone involved in HTAFC is expected to behave, both in face-to-face contact and online. This Code of Conduct can be found in this Handbook
- 2.** Developing a new members' welcome policy that will help HTAFC to attract members from diverse groups
- 3.** Developing a plan that describes how we welcome new members and help them to settle in
- 4.** Holding regular discussions with HTAFC's staff members, volunteers, children and families who use HTAFC, to ensure that they understand HTAFC's Anti-Bullying Policy. **These discussions will focus on:**

- a. Group members' responsibilities to look after one another and uphold the behaviour code
  - b. Practising skills such as listening to each other
  - c. Respecting the fact that we are all different
  - d. Making sure that no one is without friends
  - e. Dealing with problems in a positive way
  - f. Checking that the anti-bullying measures are working well
- 5.** Developing a Complaints Policy and Procedure. This policy can be found in HTAFC's **Complaints Policy** and **Complaints Procedure** in this Handbook
- 6.** Making sure that HTAFC staff, volunteers, children, as well as parents and carers have clear information about our anti-bullying policy, complaints procedure, code of behaviour and anti-bullying procedure

**When bullying occurs HTAFC will respond to it by:**

- 1. Having a clear anti-bullying procedure in place
- 2. Providing support and training for all HTAFC staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
- 3. Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and HTAFC as a whole
- 4. Reviewing the plan developed to address the bullying, in order to ensure that the problem has been resolved
- 5. Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others

**Anti-Bullying Procedure**

**Definition of bullying:** Bullying is behaviour that harms someone else - such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

**Purpose & aim of procedure:** This procedure is supported by the HTAFC anti-bullying policy. Its aim is to:

Provide detailed guidance to HTAFC staff members and volunteers, as well as to children who may experience bullying, so that they will know what to do if an incident of bullying occurs between children. To ensure that HTAFC responds fairly and consistently to incidents of bullying, recognising that those who bully often have needs too.

This procedure applies to all children who attend HTAFC and who may be bullied; behave in a bullying way towards others; or observe someone being bullied. It also applies to all HTAFC staff members and volunteers who observe bullying between children within HTAFC and who may have incidents of bullying reported to them - or who may be concerned that a child at HTAFC is showing signs of being bullied.

If an adult is bullying a child, this should be reported under the child protection procedures.

If a child is bullying another child to the extent that it may cause significant harm, then it will also need to be dealt with under child protection procedures.

This procedure does not cover incidents of bullying among HTAFC staff members and volunteers. In these circumstances, HTAFC staff members should use the Grievance Procedure found in the Employee Handbook and HTAFC volunteers should use the Complaints Procedure for Volunteers found in the Volunteers Handbook.

**Forms bullying might take:** HTAFC recognises that bullying can happen anywhere - at school, at home or online. It's usually repeated over a long period of time and can harm a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night. **Bullying includes the following:**

- **Verbal abuse** - such as name calling and gossiping
- **Non-verbal abuse** - such as hand signs or text messages
- **Emotional abuse** - such as threatening, intimidating or humiliating someone
- **Exclusion** - such as ignoring or isolating someone
- **Undermining** - by constant criticism or spreading rumours
- **Controlling or manipulating** someone
- **Physical assaults** - such as hitting and pushing
- **Making silent, hoax or abusive calls**
- **Online or cyberbullying** - further details are provided below

**Defining online or cyberbullying:** Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images or videos. Children may know who's bullying them online - as it may just be an extension of offline peer bullying they are already experiencing - or they may be targeted by someone using a fake or anonymous account. It's easy to be anonymous online and this may increase the likelihood of an individual engaging in bullying behaviour. Because cyberbullying can happen at any time or anywhere - a child can be bullied when they are alone in their bedroom - it can feel like there is no escape.

**Cyberbullying includes the following:**

- Sending threatening or abusive text messages
- Creating and sharing embarrassing images or videos
- Trolling – which is the sending of menacing or upsetting messages on social networks, chat rooms or online games
- Excluding children from online games, activities or friendship groups
- Setting up hate sites or groups about a particular child

- Encouraging young people to self-harm
- Voting for or against someone in an abusive poll
- Creating fake accounts, hijacking or stealing online identities - with the aim to embarrass a young person or cause trouble using their name
- Sending explicit messages - also known as sexting
- Pressuring children into sending sexual images or engaging in sexual conversations

**Bullying (in whatever forms) can also be motivated by a discrimination towards the person being bullied. Further details of these types of bullying are provided below:**

- **Racial bullying** - identified by the motivation of the bully, the language used, and/or by the fact that victims are singled out because of the colour of their skin, the way they talk, their ethnic grouping or by their religious or cultural practices.
- **Special educational needs (SEN) & disability bullying** - this is where children are singled out because of a disability and which deaf children can be bullied more than other children with SEN's or disabilities.
- **Sexual bullying** - behaviour, which whether physical or non-physical, is based on a person's sexuality or gender; and is when sexuality or gender is used as a weapon by boys or girls towards other boys or girls. Sexual bullying is more prevalent towards girls than boys
- **Homophobic/Bi-phobic bullying** - irrational dislike, hatred or fear of individuals that are, or are perceived to be lesbian, gay or bisexual
- **Transphobic bullying** - transphobic is an umbrella term to describe people whose gender is not the same as - or does not sit comfortably with - the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, cross dresser, non- binary, gender queer

**Changes in behaviour which can indicate a child is being bullied or cyberbullied:** It can be hard for adults, including parents, to know whether or not a child is being bullied. A child might not tell anyone because they're scared the bullying will get worse. They might think that they deserve to be bullied, or that it's their fault. **However, the following should be looked out for by HTAFC staff members and volunteers:**

- Belongings getting "lost" or damaged
- Physical injuries - such as unexplained bruises
- Being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- Not doing as well at school
- Asking for, or stealing, money - to give to a bully
- Being nervous, losing confidence, or becoming distressed and withdrawn
- Problems with eating or sleeping
- Bullying others

**Some of the above behaviour signs might also indicate abuse at the hands of adults or other negative**

**experiences, so they should be treated with caution.**

**What to do if you are being bullied:** If you are being bullied you should never keep it to yourself. Tell someone you trust. This could be a staff member or volunteer at HTAFC, a teacher, or someone else. It could also be your parent or carer. You may prefer to tell another child first and ask that person to help you tell an adult. If the bullying is happening at HTAFC - we will sort it out here. If it's happening somewhere else - maybe at school or near your home - HTAFC will get other people involved to stop it happening there.

**Procedure to follow if an HTAFC staff member or volunteer observes a child being bullied - or if someone discloses that they are being bullied:**

- **If you are a child** and someone tells you that they are being bullied, don't try to deal with it yourself. Talk to the person about getting help from an adult. Try to persuade them to go with you to explain the situation to an HTAFC staff member or volunteer or perhaps a teacher. If they won't do this, the best way to help is to explain that you will have to tell an adult yourself - and then go ahead and tell someone.
- **If you are an adult** and a child tells you that they are being bullied, take the child seriously. Do not tell them to stop being silly or to keep out of the way of the bullies. This will not help and will make the child feel let down and less inclined to tell anyone else. Listen to the child's full account of what is going on and complete the bullying reporting form with the child as soon as possible.

If you observe the bullying directly, act assertively to put a stop to it. Explain to all concerned that the incident will have to be reported properly to stop it happening again. Report the incident to the child's main HTAFC contact or, if you are that person, talk to the child about the bullying and discuss it with your line manager or HTAFC's Designated Safeguarding Officer.

**Unless the incident is minor and can be dealt with informally, the child's parent or carer should be informed by the child's main HTAFC contact within one working day.**

If possible, there should be a three-way meeting between the child, the HTAFC staff member and the parent.

If the bullying is taking place in another environment e.g. school, the HTAFC staff member should ask what support the parent and child would like, in order to engage with whoever the responsible agencies might be. The HTAFC staff member should aim to work in partnership with both parent and child and any other people who may be involved.

If the bullying is taking place within HTAFC, the parent and child should be reassured that it will be dealt with as a priority and they should be asked for their views on what would be helpful to deal with the



situation.

The HTAFC staff member, having spoken to the child who has been bullied and the child's parent/carer, should also speak to the bully (or bullies) and obtain their account of what has happened or is happening. This should be noted in writing and the parents/carers of the bully (or bullies) should be informed. The bully and his or her parents/carers should be asked for their views on what should be done to put a stop to any further bullying and to repair the damage that has been done.

**Apart from very minor incidents that have been directly observed by a staff member and dealt with at the time, all bullying that takes place at HTAFC should be discussed within the staff group within five working days.**

At the meeting, the bullying incident should be discussed and the details of a draft plan drawn up to address the situation, taking into account any suggestions made by the children involved and their parents/carers. **The following areas should be covered:**

- a. Details of any apology that has been or should be offered by the bully (or bullies)
- b. Details of any support for the person who has been bullied e.g. use of buddy scheme, extra input from the key worker and/or referral to another service
- c. Details of any consequences for the bully, in addition to making an apology, with reference to the behaviour code
- d. Details of any support for the bully, with reference to the behaviour code
- e. Details of any further discussions or work to be done with others in the group, including children who may have observed or encouraged the bullying
- f. Details of any changes in how the staff group may handle issues of bullying in future

**The plan should be shared with the children concerned and their parents - and should be reviewed regularly.**

**Keeping a record of the bullying:** Use the Bullying Report Form (available from HTAFC's Designated Safeguarding Officer) to make clear notes of any discussions or meetings that take place following the bullying incident. The plan for dealing with the aftermath of the incident should be copied to the child who has been bullied and their parent/carer and to the bullies and their parents/carers. It should also be placed on the file of all the children directly involved.

### 3.0 Equity

**Policy statement:** HTAFC ensures that equality is an under-pinning principle of every policy within its Children's Safeguarding Handbook. In **Safer Recruitment** it is about living and breathing our **Equal**

**Opportunities and Valuing Diversity Policies.** Elsewhere, it is the foundation of how we work and interact with children, parents and carers.

HTAFC staff and volunteers undertake its work in partnership with children, parents and carers - and will ensure that regardless of age, disability, racial heritage or religious belief, sexual orientation or identity, everyone is treated fairly and impartially. HTAFC firmly believes that everyone has a right to an environment that is free from intimidation, harassment and abuse. HTAFC will not tolerate any behavior that is in breach of this Equity Policy.

**Definition of equity:** HTAFC believes that “Equity” is concerned with fairness, justice, inclusion and respect for diversity - and about ensuring that unfair discrimination is eliminated.

**How HTAFC will achieve equity:** HTAFC will achieve its Equity Policy by listening to children, parents and carers - gathering information from them regarding their experiences and priorities - and involving them in decision making. Examples of equity in practice is HTAFC’s **Parental & Child Consent Policy** and HTAFC’s **Sharing of Information Policy**. All HTAFC’s policies and procedures demonstrate the organisations commitment to achieving equity.

**Expectations of HTAFC staff and volunteers:** Staff and volunteers will receive induction, training and on- going refresher training, to enable them to be the ambassadors of fairness, justice, inclusion and respecting diversity. HTAFC expects all staff and volunteers to oppose discriminatory behaviour and to work to promote equality of opportunity.

**Reporting breaches of this equity policy:** HTAFC requires its staff and volunteers to report any kind of behaviour which is against the principles of this policy. HTAFC strongly encourages all children, parents and carers to raise concerns about breaches of equity that the encounter within the organisation. HTAFC will always listen when issues are raised and take the appropriate action.

**Monitoring equity:** HTAFC will regularly monitor the effects of its Equity Policy in order to assess whether fairness, justice, inclusion and respect for diversity is being achieved. Monitoring will take the form of observation, staff and volunteer input, as well as seeking feedback and input from children, parents and carers. Where changes are required, HTAFC will implement them without delay and further review the impact and effectiveness of those changes.

#### 4.0 Health & Safety

**Policy statement:** HTAFC is committed to ensuring the health, safety and welfare of its employees, volunteers, children, as well as parents and carers who use its services and facilities. So far as is reasonably practicable, HTAFC will establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each person involved with the organisation to familiarise themselves and comply with the HTAFC’s procedures and systems

relating to health and safety.

While HTAFC will take all reasonable steps to ensure the health and safety of everyone that it has responsibility for, health and safety is everyone's responsibility too. It is the duty of every employee, volunteer, child, parent and carer to take reasonable care of their own and other people's health, safety and welfare and to report to HTAFC any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

HTAFC will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of accidents and illnesses.

**HTAFC will pay particular attention to:**

1. Maintaining all areas it is responsible for in a safe condition
2. Providing a safe means of access to and egress from its facilities
3. The provision and maintenance of equipment and systems that are safe
4. Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
5. The provision of such information, instructions, training and supervision is necessary to ensure the health and safety of its employees, volunteers and all other persons.

**HTAFC also recognises its duty to protect the health and safety of all visitors to HTAFC, including any members of the public who might be affected by the organisation's work operations.**

**Organisation:** HTAFC have a designated **Health & Safety Officer** who conducts regular inspections of the workplace and facilities; maintains safety records; as well as investigating and reporting on accidents.

**Training:** Safety training is an integral part of an effective health and safety programme. All HTAFC staff and volunteers are inducted and trained to perform their job safely and in safe working practices and procedures. Training also includes instruction on the safe use of any equipment provided and required to be used.

**Persons at special risk:** HTAFC recognises that people may from time to time be at increased risk of injury or ill-health resulting from activities. HTAFC therefore requires that everyone notifies the relevant person at HTAFC if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and/or pregnancy.

**First aid and reporting of accidents and/or near misses:** First aid boxes are located at strategic points around HTAFC facilities and there are appointed persons and designated first aid personnel responsible for managing first aid incidents. Information relating to first aid arrangements are also displayed on notice

boards around HTAFC facilities.

All injuries, however small, sustained by any person on HTAFC facilities must be reported to either a manager or **HTAFC's Designated Safeguarding Officer** and recorded in HTAFC's accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. **HTAFC's Health & Safety Officer** will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

## **See Appendix 1 Incident Notification Form**

### **5.0 IT Acceptable Usage**

**Policy statement:** HTAFC's Acceptable Usage Policy covers the security and use of all the organisation's information and IT equipment. It also includes the use of email, internet and mobile IT equipment. This policy applies to all users of HTAFC's IT equipment - referred to as "individual" within this policy from this point onwards. In addition, this policy applies to all information, in whatever form, relating to HTAFC's business activities - and to all information handled by HTAFC relating to other organisations and individuals with whom it deals.

**An individual's responsibility for computer access control:** Access to the HTAFC's IT systems is controlled by the use of user IDs and passwords. All user IDs and passwords will be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on HTAFC's IT systems using that user ID and password.

### **Therefore, individuals must not:**

- Allow anyone else to use their user ID and password on any IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access HTAFC's IT systems.
- Leave their password unprotected e.g. by writing it down.
- Perform any unauthorised changes to HTAFC's IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non-HTAFC authorised device to the HTAFC network or IT systems.
- Store HTAFC data on any non-authorised HTAFC equipment.
- Give or transfer HTAFC data or software to any person or organisation outside of HTAFC without the authority of HTAFC.

**HTAFC managers will ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.**

**Internet and email conditions of use:** Use of HTAFC internet and email is intended for use authorised. Personal use is permitted where such use does not affect the individual's performance in what is being undertaken and which is not detrimental to HTAFC in any way; nor in breach of any other policy or procedure and which does not place the individual or HTAFC in breach of statutory or other legal obligations. All individuals are accountable for their actions on the internet and email systems.

**Individuals must not:**

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which HTAFC considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness e.g. distributing chain letters or spam.
- Place any information on the Internet that relates to HTAFC, alter any information about it, or express any opinion about HTAFC, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward HTAFC mail to personal non-HTAFC email accounts e.g. a personal email account.
- Make official commitments through the internet or email on behalf of HTAFC unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the HTAFC person responsible for IT.
- Connect HTAFC devices to the internet using non-standard connections.

**Clear screen policy:** In order to reduce the risk of unauthorised access or loss of information, HTAFC enforces a clear screen policy as follows:

- Personal or confidential information must be protected using security features provided e.g. secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

**Working off-site:** HTAFC acknowledges that laptops and mobile devices (where authorised) will be taken off- site. **The following controls must be applied:**

- Working away from the office must be in line with HTAFC's remote working policy.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops must be carried as hand luggage when travelling - unless airport security does not permit this.
- Information should be protected against loss or compromise when working remotely e.g. at home or in public places. Laptop encryption must be used.
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.

**Mobile storage devices:** Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only HTAFC authorised mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

**Software:** Employees must use only software that is authorised by HTAFC on HTAFC computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on HTAFC computers must be approved and installed by the HTAFC person responsible for the IT department. **Individuals must not:**

- Store personal files such as music, video, photographs or games on HTAFC IT equipment.

**Viruses:** HTAFC has implemented centralised, automated virus detection and virus software updates within HTAFC. All PC's have antivirus software installed to detect and remove any virus automatically. **Individuals must not:**

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved HTAFC anti-virus software and procedures.

**Monitoring and filtering:** All data that is created and stored on HTAFC computers is the property of HTAFC and there is no official provision for individual data privacy, however wherever possible HTAFC will avoid opening personal emails. IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. HTAFC has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful

Business Practice Interception of Communications) Regulations 2000.

#### 6.0 Late Collection

**Policy statement:** Late collections of children by parents and carers will create difficult situations for HTAFC staff and volunteers - and raises safeguarding considerations. Through this policy, HTAFC intends to outline actions and principles that are designed to minimise the occurrence of late collections and provide clear guidance for staff and volunteers on how to deal with late collections.

#### **Principles underpinning HTAFC's late collection policy:**

- No activity can take place with a child without HTAFC having parent/carer contact details. It is HTAFC's policy that contact forms provide an alternative contact - in addition to the main parent/carer.
- HTAFC will provide parents and carers with a timetable of activities at the beginning of the initial registration, term or season and will notify parents and carers in writing should a timetable change.
- Parents and carers are informed of the procedure they must follow in the event of emergency or delay. All parents and carers are provided with the contact number of the HTAFC staff member or volunteer responsible for an activity - which enables the parent/carer to make contact when there is an emergency or delay that will impact upon the collection of a child.
- Parents and carers are informed that it is not the responsibility of HTAFC or its staff and volunteers to transport a child in the event of their delay.

#### **When a child is not collected at the communicated time, HTAFC staff and volunteers have been instructed to:**

- Attempt to contact the named parent or carer
- Attempt to make contact with the named person on the alternative number
- To wait with the child at the notified collection point - with at least one other HTAFC staff member, volunteer, or parents - if possible
- Remind the late collecting parent or carer of HTAFC's policy on late collection.

#### **HTAFC staff and volunteers have been instructed:**

- Not to take the child home or to any other location
- Not to ask the child to wait in a vehicle or building where they would be on their own with the child
- Not to send the child home with any other person without express parental/carer permission
- Not to leave the young person on their own.

In the event that a child is not picked up; no contact can be made with either the parent/carer or

alternative named contact; and 30 minutes have elapsed - the responsible HTAFC staff member or volunteer is required to contact HTAFC's Designated Safeguarding Officer.

## **7.0 Managing Coaching Staff / Staff Allegations**

### **Introduction**

Harrogate Town Football Club is committed to providing the highest level of care for both its players and its staff. It is extremely important that any allegations of abuse against a coach, any other member of staff, or volunteer in our Club are dealt with thoroughly and efficiently, maintaining the highest level of protection for the Child or Adults at Risk whilst also giving support to the person who is the subject of the allegation.

This policy is designed to ensure that all staff, young people and parents or carers are aware of the procedure for the investigation of allegations of abuse in order that all complaints are dealt with consistently and efficiently as possible.

We hope that having a clear policy outlined will help young people to feel comfortable that they can voice concerns about any member of staff. Allegations will be reported to the Designated Safeguarding Manager (DSM) immediately or to the CEO where the DSM is the subject of an allegation. All allegations will be taken seriously and investigated immediately.

### **Purpose**

The procedure for dealing with allegations against staff depends on the situation and circumstances surrounding the allegation. This policy must be followed when dealing with allegations but may be adapted to each case. This policy will be used alongside the Club's Complaints Policy and Safeguarding Children and Adults at Risk Policies found in the Safeguarding Handbook.

This policy will be used in any case where it is suspected or alleged that a member of staff or a volunteer at the club has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

### **Timescale**



It is imperative that allegations against staff are dealt with as quickly as possible to:

- Minimise the risk to child/adult at risk.
- Minimise the impact on the child's academic progress.
- Minimise stress to the employee concerned.
- Ensure a fair and thorough investigation for all parties.

All Staff, Parents and Young People should be aware of the procedures set out in this Policy.

## **Procedure**

### **Reporting an allegation**

All allegations made against staff should be reported immediately to the DSM. Complaints about the DSO should be reported to the DSM. Complaints about the DSM should be reported to the Safeguarding board member who will then contact the designated officer at the local authority.

Staff who are concerned about the conduct of a colleague towards a child/adult at risk are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child/adult at risk is paramount and must report their concerns immediately.

The DSM/CEO or board member will contact both the FA safeguarding team and the EFL safeguarding team and the designated officer at the local authority and a discussion will take place to decide whether:

- More Information is required; or
- No further actions are needed; or
- A strategy discussion should take place; or
- There should be immediate involvement of the Police or Social Care

The club will share available information with the FA safeguarding team designated officer about the allegation, the child, and the person against whom the allegation has been made and consider whether a police investigation or a strategy discussion is needed. Representatives from other agencies may be invited to the discussion and could include representatives from health, social care, and police.

### **Investigation**

An investigation into the allegation is normally carried out by Local Authority Designated Officer (LADO) and/or the FA safeguarding team or by the club. This will be agreed at the initial evaluation stage. Where the Club is not conducting the investigation, it will cooperate with investigative agencies.

Internal investigations must be second to any safeguarding investigation and may need to be delayed until the external investigation is complete.

The following definitions should be used when determining the outcome of the investigation:

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not apply to innocence.
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

## **Supporting those involved**

### **The person(s) who makes the allegation and their parents/carers.**

Parents and carers will be notified if their child makes or is involved in an allegation against staff if they do not already know. However, if the police or social services are to be involved, they will be contacted first and will advise as to what information may or may not be disclosed to the parents. The DSO will be designated to the role of liaising with the parents and child about the case and ensuring that they are fully informed as far as is possible, unless the complaint is about the DSO, in which case an alternative appropriate staff member will be designated to do so. Parents and carers will be made aware of any progress in the investigation, and where there is no criminal prosecution, the outcome will be explained to them. This may be a disciplinary outcome. During a disciplinary hearing, the deliberations and information used for deciding are usually confidential, but parents will be told the outcome in confidence.

Social services and the police may be involved and will provide the school with advice on what type of additional support the child may need.

The Club's Whistleblowing Policy found in both the Safeguarding and Employee Handbooks enables staff to raise concerns or allegations against their colleagues in confidence and for a sensitive enquiry to take place.

## **The Employee**

Harrogate Town Football Club has a duty of care to its employees and will take steps to minimise the stress of any allegation and the investigation process.

The person who is the subject of the investigation will be informed when/if it has been discussed with the LADO and/or police, and it has been agreed what the individual can be told as soon as possible and usually after the initial discussion with the designated officer. The employee will then be advised on what the next course of action will be. However, if the police or social services are to be involved, they will be contacted before the employee, and will advise as to what information may be disclosed to the person under investigation.

The Chief People Officer or a designated member of the HR team will keep the employee informed of the progress of the case and any other work-related issues.

The employee may need additional support and the club will consider what might be appropriate to best accommodate this. If it is a criminal investigation and the police are involved, they may provide this additional support.

### **Confidentiality**

The club will make every effort to guard the privacy of all parties during and after an investigation into an allegation. It is in everyone's best interest to maintain this confidentiality to ensure a fair investigation with minimum impact for all parties.

A breach of confidentiality will be taken seriously and may warrant its own investigation.

### **Suspensions**

The club will not suspend a member of staff without serious consideration and will not do it automatically once an allegation has been made. Depending on the nature of the case, it may be possible that alternative arrangements are made so that the individual can continue working.

The employer holds the power to suspend an employee but will listen to the views of the police, or the FA and or LADO regarding suspension.

In the case of suspension, the employee will receive written confirmation within one working day and will be informed of the reason for the suspension.

### **Resignations**

If an employee resigns when the allegation is made against them or during an investigation, the investigation will continue until an outcome has been reached, with or without the employee's cooperation. They will be given full opportunity to answer the allegation.

## **Record keeping**

Where an allegation is found to be malicious, it will be removed from the record of the employee concerned.

For all other allegations, records of investigations and outcomes will be kept in the employee's personal file and they will be given a copy. The record will be kept, including for people who leave the organisation, at least until the person reaches normal retirement age, or for 10 years if that will be longer, from the date of the allegation.

Details of any allegation made by a young person will be kept in the confidential section of their record.

Information on this matter will be case managed on the Clubs Safeguarding reporting system. This is on a confidential system accessed only by the Safeguarding Team.

## **Action on conclusion of the case**

If the allegation is substantiated and the employee is dismissed or resigns, or we cease to use the volunteer's services, the Club will consider whether a referral must be made to the DBS as appropriate.

If it is decided that the employee may return to the club after a suspension, then provisions will be put in place by the club to ensure that the transition is as smooth as possible. This may involve a phased return for a trial period or the use of another member of staff as a support system in the short term. If the child/adult at risk who made the allegation is still at the club, the club will consider what needs to be done to manage the contact between employee and child/adult at risk.

## **Action in the case of false or malicious allegations**

Where an allegation is proved to be false, the DSM and Chief Executive Officer may refer to social services to determine whether the child/adult at risk needs support or has been abused by someone else.

The club's Disciplinary Policy sets out the disciplinary action that may be taken against players who are found to have made malicious allegations against club staff. The DSM may consult the Academy Director when considering what action to take.

If the claim has been made by a person who is not a member of the club, the club may pass the information to the police who may take further action against that person.

## **After the case**

No matter what the outcome is of an allegation of abuse against staff, the club will review the case to see if there are any improvements that can be made in its practice or policy that may help to deal with cases in the future.

Review	Date of Approval	Name	Signature
Safeguarding			
Senior Manager			
Chief Executive			
Officer			

## 8.0 Guidance for Bringing Children to Matches

### Introduction

Harrogate Town Football Club endeavours to ensure that attending a Football match is a positive and safe experience for everyone

### Stadium Age Restrictions (Senior Football Matches)

Harrogate Town have several rules relating to children visiting the Stadium.

- All Children attending a match must purchase a ticket regardless of age.
- Anyone under the age of **12** must be accompanied.
- Anyone accompanying someone under the age of 12 must be 18 or over.

*Please note:* these rules may be amended where a third party use the stadium for non - football events such as other sporting events etc.

### Staying Together

Staff at Harrogate Town are well trained and experienced in providing a safe environment for all our visitors but wherever there is a large gathering of people there are risks. Within Harrogate Town Football club we aim to have a Family - friendly environment. Parents or other chaperones have a primary responsibility for the safety of the children they bring and should **always keep them close.**

Please be aware of where your child is at all times during your visit and have a plan to meet somewhere if you get separated (one point inside and one point outside the stadium).

Ensure they know who to contact should they feel lost or worried, **Harrogate Town Stewards** are situated around the stands in high visibility Jackets.

Harrogate Town Stewards are trained in how to deal with lost children, please educate and inform your child not go with a spectator they do not know.

Should you get separated from your child please contact a HT Steward immediately and also listen to the announcements over the stadium loudspeakers

### **Emergencies**

Please ensure your child is aware what to do in case of an emergency including how to evacuate the stadium in an emergency and where to meet up with you

### **Weather Conditions**

Through the Football season visitors are likely to experience all weather types:

- Early and late season may mean high temperatures with strong sunshine meaning that parts of the stadium may be in full sun for long periods of time.
- Mid-winter games, especially at night, may mean sub-zero temperatures, rain, wind, snow, frost and ice underfoot may also be an extra hazard for those carrying or walking with small children.

Be very careful in cold and wet and windy conditions, Babies and very small children can become very cold very quickly, even at times of the year where adult's feel its warm outside, they will more than likely be inactive within the stadium and will get cold quickly.

If you do choose to bring your child to a match considering an extra layer of clothing when the weather is inclement , warm coat, hat and gloves.

### **Noise**

Football Matches are noisy events:

- The noise levels go up and down throughout a match
- Small children are more sensitive to noise
- Whilst long term damage from noise at football grounds is unlikely ear plugs or muffs may help to protect their hearing and earmuffs may also help to keep them warmer

### **Balls**

Footballs are hard. If they hit you, they can harm and cause possible injury, In many areas of the spectator seating there is risk of been hit with a ball from the pitch This is even more so behind the nets of the goals or near corner flags

Please ensure you and your child stay alert to the possibility of a ball coming your way whenever sat in your seating area or stood on the terrace as well as passing along a walkway.

We all at Harrogate Town Football Club want you and your Child to enjoy your visit, If your bringing a child to the stadium think about their needs first, If you can't guarantee their comfort or safety then please think about getting a babysitter so you can relax and enjoy the game

If you have any concerns about a child then contact the club safeguarding team at any time.

During the match please do not hesitate to contact one of our stewards if you have any concerns.

## **Safeguarding**

The club has Safeguarding support officers on site at all matches. Should you have a concern about a child or a vulnerable adult whilst at a match then please contact the steward immediately who will put you in contact with a safeguarding support person

### **9.0 Parental & Child Consent**

**Policy statement:** HTAFC believe that children's needs are best met when they are involved in making decisions that affect them and when the organisation works in partnership with their parents and carers. This policy describes how HTAFC seeks to play its part in this partnership. This policy brings together HTAFC's responsibilities to consult with and obtain the consent of children; and to consult with and obtain the consent of parents and carers in relation to the organisations activities and events. **HTAFC recognises that:**

Children have rights as listed in the **United Nations Convention on the Rights of the Child** (the Convention), ratified in the UK in 1991. **This includes:**

- The right for children to have their views respected and their opinions taken into account
- The right to freedom of expression
- The right for children to access information about themselves.

**In accordance with the Convention, HTAFC believes that helping children to understand their rights does not mean pushing them into making choices about matters that they do not understand; or with consequences that they lack the maturity to deal with.**

- Parents and carers are required to help their child make choices "in a manner consistent with the evolving capacities of the child". This is a principle to which HTAFC subscribes to.
- Parents and carers are the primary source of nurture and support to their child and HTAFC believes that they should be fully supported in fulfilling this role.

**HTAFC acknowledges that in a small minority of cases, parents and carers are not able to provide for their child's needs; or to care for them safely without statutory intervention. If HTAFC encounter a situation where it is feared that this might be the case, HTAFC will have a duty to refer the matter to an investigating authority.**

**HTAFC will take the following steps to obtain consent - from both parents and children - for children's participation in activities and trips/outings:**

- HTAFC will seek parental consent and support for a child's participation in activities and trips, regardless of the age of the child.
- For all young people aged 12 and above, HTAFC will also seek their consent - unless our assessment is that the young person is not able to give informed consent **e.g.** because of their level of learning ability, or for some other reason.
- In all cases, consent offered by young people will involve signing up to HTAFC's Behaviour Code, as well as the safety rules for the activity or trip.

**Managing withheld consent:** If a child is keen to take part in an activity that would be in their best interests to do so, but their parent or carer is not willing to consent, HTAFC's Designated Safeguarding Officer will seek to address the matter with the parent or carer - and to understand the reason/s for the objection.

If, having spoken to the parent or carer, HTAFC's Designated Safeguarding Officer was to feel that the objection is reasonable, HTAFC will support the parent or carer in conveying this decision to the child. However, where it is felt that the parent or carer's objection is not reasonable, HTAFC's Designated Safeguarding Officer will attempt to remove the barriers preventing the parent or carer from giving consent

**Consent of young people aged 16 to 18:** If a young person aged 16 to 18 years of age - with sufficient maturity to make their own decisions; who lives separately from their parents/carers; and has little contact with them - HTAFC may consider allowing them to participate in an activity without the parent or carer's consent.

This decision will always depend on the capacity of the young person concerned; HTAFC's understanding of the reasons why the parents or carers would not be consulted; as well as an assessment of any risks involved. In such circumstances, HTAFC's Designated Safeguarding Officer will seek specialist advice prior to a decision being made.

#### **10.0 Prevent Duty**

**Background:** The Prevent Duty requires specified authorities to have due regard to the need to prevent people from being drawn into terrorism. The Prevent Duty is part of the Counter-Terrorism & Security Act 2015 and commenced with effect on 1<sup>st</sup> July 2015. **The Prevent Strategy is seeking to:**

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat that is



faced from those who promote these views

- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, charities, the internet and health

Under the Prevent Duty, all schools and childcare providers are considered specified authorities and therefore must have due regard to the need to prevent people being drawn into terrorism.

**N.B** - Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. The definition of extremism for the purposes of HTAFC's interpretation of its responsibilities under the Prevent Duty also includes calls for the death of members of our armed forces, whether in this country or overseas.

**Policy statement:** HTAFC is committed to the protection and safeguarding of all children that utilise the services it offers. As such, HTAFC will have due regard to the Prevent Duty and will take the steps outlined in this **Prevent Duty Policy** as part of its commitment to child protection and safeguarding. Therefore, this policy demonstrates HTAFC's intention to:

- Make every effort to identify children that may be vulnerable to radicalisation and take the appropriate actions to protect them.
- Promote fundamental British Values (where our interactions permit) to help build a child's resilience to radicalisation and enable them to challenge extremist views.

**HTAFC's approach to its responsibilities will focus on four key themes as follows:**

- 1) Risk assessment;
- 2) Working in partnership;
- 3) Staff training

4) IT policies

**Each of the above core four themes are explained in greater detail below:**

- 1. Risk Assessment:** As part of its risk assessment processes, HTAFC will undertake a risk assessment of the children that attend and utilise its services to identify any risk of individuals being drawn into terrorism - including support for extremist ideas that are part of terrorist ideology.

Whilst HTAFC realises that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology, as with managing our other safeguarding risks and responsibilities, HTAFC's staff members and volunteers will be alert to changes in a child's behaviour which could indicate that they may be in need of help or protection. HTAFC accepts that children at risk of radicalisation may display different signs or seek to hide their views. HTAFC's staff members and volunteers will use their professional judgement in identifying children who might be at risk of radicalisation and bring any concerns they have to HTAFC's Designated Safeguarding Officer -who will ensure that any action taken is proportionate.

HTAFC accepts that even very young children may be vulnerable to radicalisation by others - whether in the family or outside - and consequently display concerning behaviour. The Prevent Duty does not require HTAFC's staff members or volunteers to carry out unnecessary intrusion into family life, but as with any other safeguarding risk, HTAFC must take action if there is any behaviour that raises concerns. **Possible signs of radicalisation include:**

- A) The individual's views become increasingly extreme regarding another section of society or government policy
- B) The individual becomes increasingly intolerant of more moderate views
- C) The individual expresses a desire/intent to take part in or support extremist activity
- D) They are observed downloading, viewing or sharing extremist propaganda from the web
- E) They become withdrawn and focused on one ideology
- F) The individual may change their appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups.

HTAFC staff members and volunteers should refer to HTAFC's **Child Protection & Safeguarding Policies and Procedures** relating to the **Procedure for Responding to Signs or Suspensions of Abuse** if they have any concerns relating to children at risk of radicalisation. Where it is felt that there is a concern with regard to radicalisation, then HTAFC's Designated Safeguarding Officer will make the referral to the **Channel Programme**.

**What is the Channel Programme:** The Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for organisations to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages. **Further information relating to the Channel Programme is available at the end of this policy.**

- 2. Working in partnership:** HTAFC will continue to work with and build upon its existing local partnership arrangements with the Local Safeguarding Children Boards (LSCBs) - who are responsible for co-ordinating what is done by local agencies for the purposes of safeguarding and promoting the welfare of children. HTAFC already takes in to account the relevant policies and procedures of the LSCB - which includes following the threshold guidance indicating when a child might be referred for support.

Where HTAFC's local authority provides Home Office funded dedicated Prevent co-ordinators, the organisation will work in partnership with them. In addition, HTAFC will work with local Police and any other civil society organisations that may be able to provide advice and support to the organisation with regard to implementing the duty.

Finally, HTAFC will continue to work closely with parents, carers and families who are in a key position to spot signs of radicalisation. Where concerns are raised, HTAFC will assist and advise families and point them to the right support mechanisms.

- 3. Staff training:** Where HTAFC's risk assessment identifies that there is a **high risk** of children who use its services being at risk of radicalisation, it will ensure that the appropriate employees participate in the Home Office's **Workshop to Raise Awareness of Prevent (WRAP)**. As a minimum, HTAFC's Designated Safeguarding Officer will undertake the **WRAP** training to ensure that they are able to provide advice and support to other members of HTAFC's staff and volunteers on protecting children from the risk of radicalisation.

However, as part of HTAFC's commitment to raise awareness generally about the Prevent Duty and the associated responsibilities, all employees and volunteers will be required to complete Prevent e-learning training on-line and print out their **Certificate of Completion**. The **e-learning training Module** can be found here:

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

The **Channel General Awareness Training Module** is a free resource and takes just 25 minutes to complete. This on-line module provides an introduction to how to identify factors that can make people vulnerable to radicalisation, as well as case studies illustrating the types of intervention that may be appropriate, in addition to Channel.

- 4. IT policies:** HTAFC acknowledges its duty to ensure that children are safe from terrorist and extremist material when using the internet whilst accessing the organisations services. To this end, HTAFC has in place suitable internet filtering which it will ensure is regularly updated. HTAFC will require every child who accesses the internet via its computers (and other IT equipment that can access the internet) to sign its **E-Safety Agreement** which is available form HTAFC Designated Safeguarding Officer.

All of HTAFC's staff members and volunteers will need to be aware of the risks posed by the online activity of extremist and terrorist groups and further guidance and advice will be provided by HTAFC's Designated Safeguarding Officer.

#### 11.0 Building Resilience Against the Radicalisation of Children & Young People

HTAFC acknowledges its responsibilities in helping to build the resilience - of the children who use its services - to radicalisation. This will be achieved through providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making. HTAFC will use its notice boards and appropriate delivery opportunities to promote fundamental British values. **The British values as far as the Prevent Duty is concerned are:**

- **Democracy:** Respect for democracy and support for participation in the democratic process
- **The rule of law:** Respect for the basis on which the law is made and applies in England
- **Individual liberty:** Support and respect for the liberties of all within the law
- **Mutual respect and tolerance of different faiths and beliefs:** Support for equality of opportunity for all and respect and tolerance of different faiths and religious and other beliefs

These fundamental British values will be integrated into the work of HTAFC with the children it works with as appropriate. This will include - but is not be limited to - personal, social and health education

to explore sensitive or controversial issues and equipping them with the knowledge and skills to understand and manage difficult situations. HTAFC will help children to recognise and manage risk, make safer choices, and recognise when pressure from others threatens their personal safety and wellbeing. This approach can help them develop effective ways of resisting pressures, including knowing when, where and how to get help. HTAFC will help the children it works with to develop positive character traits such as resilience, determination, self-esteem, and confidence.

In addition - and always where appropriate to the specific interaction - HTAFC will seek to incorporate opportunities to provide the knowledge, skills and understanding to prepare children to play a full and active part in society. Specifically, this will be to explore political and social issues critically, to weigh evidence, to debate, and to make reasoned arguments. Ultimately, the way that HTAFC approaches its work with children will always underpin the principles of democracy and give them opportunities to understand how laws are made and upheld.

As a consequence of the diverse backgrounds that the children that access our services come from, HTAFC has an excellent opportunity to reinforce the diverse national, regional, religious and ethnic identities in the United Kingdom and the need for mutual respect and understanding.

**What to do if an HTAFC staff member or volunteer has a concern:** As detailed in the **Prevent Duty Policy**, if an HTAFC staff member or volunteer has a concern that a particular child is at risk of radicalisation, then in the first instance they should refer to HTAFC's **Child Protection & Safeguarding Policies and Procedures**. In particular, this means following the **Procedure for Responding to Signs or Suspensions of Abuse**. However, in all cases, please discuss your concerns with HTAFC's Designated Safeguarding Officer.

## **Guidance on Prevent and the Channel Programme**

- **What is Prevent?** Prevent is the Government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms. Prevent works within the non-criminal space, using early engagement to encourage individuals and communities to challenge violent extremist ideologies and behaviours.
- **What is Channel?** Channel is an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremist or terrorist behaviour. Channel works in

a similar way to existing safeguarding partnerships aimed at protecting vulnerable people.

- **Who does Channel work with?** Channel is designed to work with individuals of any age who are at risk of being exploited by extremist or terrorist ideologues. The process is shaped around the circumstances of each person and can provide support for any form of radicalisation or personal vulnerabilities.
- **How does Channel work?** Each Channel Panel is chaired by a local authority and brings together a range of multi-agency partners to collectively assess the risk and can decide whether a support package is needed. The group may include statutory and non-statutory partners, as well as lead safeguarding professionals. If the group feels the person would be suitable for Channel, it will look to develop a package of support that is bespoke to the person. The partnership approach ensures those with specific knowledge and expertise around the vulnerabilities of those at risk are able to work together to provide the best support.
- **What does Channel support look like?** Channel interventions are delivered through local partners and specialist agencies. The support may focus on a person's vulnerabilities around health, education, employment or housing, as well as specialist mentoring or faith guidance and broader diversionary activities such as sport. Each support package is tailored to the person and their particular circumstances.
- **How will the person be involved in this process?** A person will always be informed first if it's felt that they would benefit from Channel support. The process is voluntary and their consent would be needed before taking part in the process. This process is managed carefully by the Channel Panel.
- **Who can make a referral?** Anyone can make a referral. Referrals come from a wide range of partners including education, health, youth offending teams, Police and social services.
- **What happens with the referral?** Referrals are first screened for suitability through a preliminary assessment by the Channel Coordinator and the local authority. If suitable, the case is then discussed at a Channel panel of relevant partners to decide if support is necessary.
- **Raising a concern:** in confidence to HTAFC's Designated Safeguarding Officer, who will be responsible for raising concerns to Channel if appropriate.

Please refer to the flowchart (Appendix 2) which identifies the Channel process for HTAFC.

## 12. 0 Report Your Concerns

### Let's make football safe, not sorry

Creating fun, safe football environments is central to safeguarding children at Harrogate Town Football club.

Most Children and young people have a fantastic experience through football – but sadly, some don't.

This might be down to over - competitive Parents and Coaches shouting and constantly criticising them from the side lines – the kind of behaviour that the FA RESPECT programme is designed to address. Or it might be due to some other kind of behaviour towards them.

Safeguarding Children is everyone's responsibility and having Welfare officers in all clubs and leagues involved in PDC programmes and Youth Development is crucial to the FA's simple three part approach to Safeguarding.

Harrogate Town Football club have installed the following

- Getting the right people involved – Seeking references and CRB checks
- Creating a Safe Environment – codes of conduct and best practices (Appendix 15)
- Promoting clear systems to deal with any concerns – Policy and procedures

If you are worried about a child it is important that you report your concerns!

### No action is not an option

If you see a situation involving child /children that does not seem right – or makes you feel uncomfortable, you need to report this to the Coach or our Welfare Officer by either

- Speaking with the Coach or Welfare Officer
- Completing the **Report your concerns** form and handing it into the club or the Coach or Welfare officer in person or via email

If this involves the Coach you need to report this to the Welfare Officer by either

- Speaking with the Club Welfare Officer
- Completing the **Report your concerns form** and handing it into the club or via email

The Club has procedures in place to deal with any concerns that are reported. Please report your concerns even if you are unsure it's better to be safe than sorry.

If you are worried about a child then you need to report your concerns to the club welfare officer by either:

- Speaking with the club welfare officer
- Completing the **Report your Concerns form** and submit to the club or via email

**If the issue is one of poor practice we will either**

- Deal with the matter internally
- Seek professional advice from the County FA welfare officer

If the concerns is more serious - **possible child abuse** where possible please contact the County FA welfare officer first, then immediately the police or child services.

### Managing Low level Concerns

It has been recognised by the Club there is a need to manage issues that fall under the umbrella of safeguarding, yet which are of a minor nature. These matters are classified as 'Low Level Concerns'.

Handling such concerns appropriately and proportionately will strengthen the confidence of staff and volunteers in the Club.

Where Low Level concerns are shared with a designated safeguarding officer or another member of staff, in accordance with the Clubs' safeguarding policy, these must be recorded as per the normal process for managing Safeguarding issues (i.e. recorded on CPOMS).

What is a Low Level Concern?

A low-level concern for this purpose is any concern, no matter how small and even if no more than a 'nagging doubt', that a person may have acted in a manner inconsistent with the Club's Code of Conduct or simply – even if not linked to a particular act or omission – a sense of unease as to their behaviour.

Low Level Concerns where no emergency actions are required, should be managed internally and recorded within the Tootoot electronic Safeguarding management system and entitled 'Low Level Concern' in the title.

Low Level Concerns do not in any way override or replace the Clubs 'Whistle Blowing Policy' but compliment and work alongside that process.

Two Examples of Low level Concerns:

Physical - Staff error causing no/little harm, e.g. skin friction mark due to ill-fitting bib during football/PE session.



Psychological – This could be an isolated incident where an adult, adult at risk or child is spoken to in a rude or inappropriate way – respect is undermined but little or no distress caused.

This list is not limited to the above but is extensive and any uncertainty should be discussed with the Head of Safeguarding or Club Safeguarding Officers.

### **Harrogate Town Football Club FA Qualified Welfare officers**

SSM - Dave Riley - daveriley@harrogatetownafc.com

DSO - Richard Jones - richardjones@harrogatetownafc.com

HTAFC Work Phone: **07522094004 (Available Mon-Fri, 9am-5pm)**

Becky Wilson - beckywilson@harrogatetownafc.com

07468426387

### **FA NSPCC 24 Hour Helpline for advise on**

0808 800 5000

### **Contact Local Police or Children’s Services**

### **Safeguarding Children – Report Your Concerns Form**

If you see a situation involving child /children that does not seem right – or makes you feel uncomfortable, you need to report this to the Coach or our Welfare Officer or by completing the below **Report your Concerns Form**

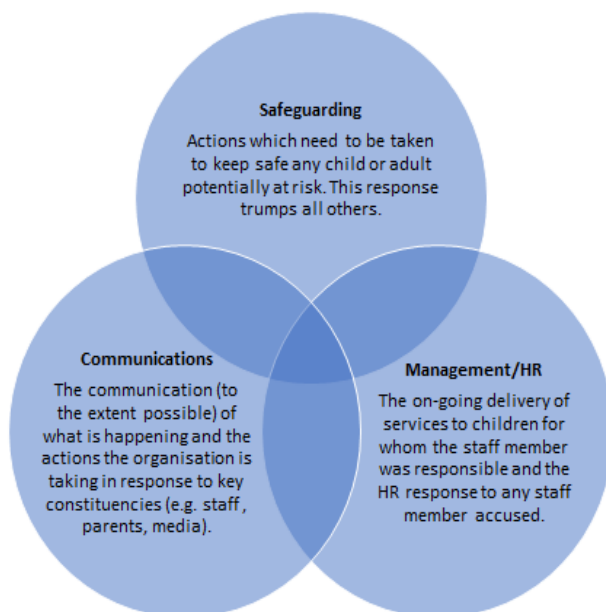
Please include as much detail as you can, this will enable the club to better deal with the concerns raised, write on any additional paper if required, where possible the information provided will be treated in confidence. It is likely you will be contacted by the Harrogate Town Football Club Welfare Officer to discuss the concerns raised

### **See Appendix 3 for the report Your Concerns Form**

#### **13.0 Crisis Management**

Safeguarding crises are complex and involve three different types of response. This section is intended to guide the senior management team at times of crises, particularly any safeguarding crises. A senior member of staff will

complete the checklists alongside other relevant staff members so that an action plan can be decided. Best practice would expect this document to be completed within 2 hours of the incident being reported.



The most effective management of a safeguarding crisis involves coordination of all three.

Whilst the safeguarding response must always come first, simultaneous attention to the other areas of response will create a strong sense of direction and coordination, providing the greatest reassurance to stakeholders (the 'sweet spot').

This requires safeguarding leads working in close coordination with the senior leadership team, the board, HR, legal advisers and internal and external communications teams.

See Appendix 4 for the Crisis Checklists and Crisis Response Team contacts and roles.

#### 14.0 Social Media

**Policy statement:** The purpose of HTAFC's Social Media Policy is to ensure that staff and volunteers do not participate in improper on-line behavior or are subjected to improper allegations. Of most importance though, is that this policy is designed to protect children. HTAFC staff and volunteers are in a position of trust and required to act responsibly in their use of electronic communication.

**Social media definition:** Social media is an interactive online media that allows users to communicate

instantly with each other or to share data in a public forum. It includes social and business networking websites such as Facebook, Reddit, Twitter and LinkedIn. Social media also covers video and image sharing and blogging websites such as YouTube, Instagram, Google+, Tumblr and Flickr, as well as personal blogs, any posts made on other people's blogs and all online forums and noticeboards. This is a constantly changing area with new websites and apps being launched on a regular basis and therefore this list is not exhaustive.

**HTAFC's Social Media Policy applies in relation to any social media that staff members and volunteers may use, regardless of whether it is specifically detailed in the definition above or not.**

**Principles of HTAFC's social media policy:**

- HTAFC does not approve the use of social networking as the primary communication method between HTAFC staff, volunteers, children and their parents/carers.
- HTAFC does not permit staff members or volunteers to set up personal social media accounts in the name of the organisation.
- Where it is considered that the most effective way of communicating with children is via a social media site, then HTAFC will set up the account in the name of the organisation and it will only be able to be used by named HTAFC staff members and volunteers, as well as parents and carers. The use of the account will be solely for the purpose it was set up for.
- All children will be informed and advised to speak to a parent, carer, another trusted adult - or HTAFC's Designated Safeguarding Officer - if they have received any communication via social media which makes them feel uncomfortable or unsafe.
- HTAFC will ensure that privacy settings are switched on in the social media site; and are locked so that that the page(s) can only be used explicitly for HTAFC authorised reasons and can in no way be used as a place to meet, share personal details or have private conversations.
- HTAFC will nominate a staff member to be the authorised person responsible for regularly monitoring the social media page/s - and removing access for anyone behaving inappropriately.
- HTAFC will publish and make clear who the responsible person is for monitoring the content of the social networking areas - and their contact details will be available to anyone accessing the page/s.
- No child will be permitted to access the HTAFC's social networking page/s without written permission being provided by a parent or carer.

**Social media good safeguarding practice:** HTAFC staff members and volunteers must adhere to the following:

- Never contact or communicate with a child through social media sites; or via any other form of social media app or interface.
- Never permit a child to be added to your social media feed/s or social media apps.

When a child requests to be added to any personal social media feed or social media app, staff and volunteers must immediately refuse the request and communicate the attempt to connect with them through social media to HTAFC's Designated Safeguarding Officer.

HTAFC's Designated Safeguarding Officer will explain to the child that staff members and volunteers are not permitted to have child participants on their social media feeds; and that they should not send such requests again. HTAFC's Designated Safeguarding Officer will also explain to the child's parent or carer the reason for making this decision.

#### 15.0 Transport

*Although this document refers predominantly to the Academy transport arrangements, the general principles are extended to the HTAFC Community Trust, Player Development Centre (PDC), and Harrogate Town AFC; to include any transport arrangements they may undertake, including vulnerable individuals during the course of their business.*

Harrogate Town AFC have developed a transport policy to ensure that every consideration is paid to the welfare of all young players, learners, and apprentices (including vulnerable individuals), whilst they are using (1) club transport, (2) whilst being transported by a club member of staff, and (3) whilst travelling to or from club activities. This is particularly relevant to Academy Players due to the nature of their involvement with the club, however this policy is also applicable to all players, young people and vulnerable individuals involved with Harrogate Town AFC, both aged under and over 18 years of age.

Harrogate Town AFC, in partnership with the English Football League (EFL), the Football Association (FA), the Department for Education (DfE), and League Football Education (LFE) are committed to safeguarding and the welfare of children, young players and vulnerable individuals. This commitment is also shared by all staff, volunteers and commissioned services working for/with Harrogate Town AFC. This plan has been developed with guidance from the EFL, FA, DfE and LFE to provide all staff, parents/carers and young players with all the information that is needed regarding travel and transport when carrying out any club duties.

Harrogate Town AFC promotes the FA's pedagogy that "safeguarding is everyone's responsibility". The responsibility for communicating during the pre-season induction, to all new starts throughout the season, as well as ensuring that all staff, players and parents/carers sign to say that they have read, understood, and agree to adhere to the policy at all times primarily lies with Harrogate Town AFC's Senior Safeguarding Manager (SSM), Designated Safeguarding Officer/s (DSO), and the club Welfare Officer/s (WO).

**Some forms that are listed in the Appendices are available online via Google Forms. In the event of an online form being issued and completed, this is sufficient evidence of consent (provided the form has been directly received from the parents'/carers' email address we have on record).**

Transport arrangements for young players, learners, and apprentices (including vulnerable individuals), involved in the club are made for them to attend all fixtures, training and/or education. It is best practice that they should travel in club vehicles with at least one adult (in addition to the driver) acting as escort. This would also apply in the unlikely event of a private vehicle being used.

It should be made clear that the legal issues relating to the contractual agreements with transport providers are not dealt with in this document, such as the hire of coaches through companies, or private minibus providers. Harrogate Town AFC will ensure that they take all reasonable care and due diligence when entering into contracts with individual transport providers.

Harrogate Town AFC will ensure that staff, volunteers, young players and apprentices (including parents/carers), who drive during their working day are informed that they should discuss their insurance needs with their own insurance company, identify their occupation, and if they use their cars for any business related activity ensure they have appropriate insurance cover for any work related journeys. **It should be noted that declaring “business use” on insurance policies may not be sufficient and that details of the occupation held, and the intended use must also be provided. In regards to the Academy Players, they will need to state their occupation as “an Apprentice”, rather than a “Student”, and if prompted they should disclose their involvement with the club, and that of their course. For purposes of this document, staff should also be informed that if they are to transport apprentices, other young players or a vulnerable individual/s (including Senior First Team Players) in personal cars, “business use” may not be sufficient, and details of those being transported may be discussed with the insurance company.**

Staff who transport young players, learners, and apprentices (including vulnerable individuals) as part of their role are required to notify the Academy Manager, and relevant Head of Department of any existing, impending disqualification, or conviction. [Appendix 5 - Staff driving credentials](#) to transport young players - should be completed at the beginning of employment, and if there are any changes to the information on the form the relevant departmental Manager should be informed immediately.

#### For the avoidance of doubt

In this policy document U18/U18s refers to players in the U18 age group. Legislatively “Under the age of 18” refers to all players who have not yet reached their 18<sup>th</sup> birthday.

A “vulnerable individual” refers to someone who, due to their personal circumstances, is more susceptible to harm. For the purposes of this policy an elite athlete, regardless of age, has an increased vulnerability and is therefore classed as a vulnerable individual. In many cases this is due to the combination and culmination of factors that are involved in elite sport/s - the general factors contributing to these vulnerabilities are environment, organisation, personal, trusted people, and transition from junior to senior.

## MAPPING OF THE CURRENT CLUB TRANSPORT

### **Existing travel arrangements for apprentices**

Apprentices independently travel to their place of work either using the club minibus or making their own transport arrangements. Their place of work, can be deemed but is not exclusive to, The EnviroVent Stadium, Wetherby Road, Harrogate, HG2 7SA and West Riding County FA, Fleet Lane, Woodlesford, Leeds, LS26 8NX. Travel to offsite venues during the working day, is via the club minibus, or their own transport.

**The first option when travelling off site is to use club transport, wherever possible.** In any event of using club transport, or an external companies' transport provided by the club, a [Travel Arrangements Form - Appendix 6](#) - needs to be completed by a parent/carer.

Travel to and from away games is by hired coach/minibus, or club minibus. If logistics are more suited for a player to request to make their own transport arrangement to/from the venue (E.G. Away fixture) either with a parent/carer or driving themselves, this must be agreed (in writing) by the Academy Manager in advance.

### **In the event of a trialist, another learner/apprentice/player staying in Club accommodation, or an Apprentice being called up for the Senior First Team.**

For any young players, learners, apprentices (including vulnerable individuals), or attending the Academy on a temporary basis (such as trialists), a completed travel consent form is required - [Appendix 6](#) - must be completed/signed by parent/carer if the apprentice is under the age of 18.

Transport will be provided by taxis, (reputable and regular provider of transport services), or by club minibus, arranged through the Academy Manager.

Where an Apprentice is called up to the First Team, where transport is not provided - e.g. as the pre-match meeting at Ridding Park - a taxi will be arranged if group transport for the team is not in place. This will be paid by the club, in usual circumstances via the club's account, avoiding giving the apprentice cash in hand.

### **Travel arrangements for non-Academy First Team Players (including those attending on trial, not in the local area)**

Travel arrangements for young players, learners, and apprentices (including vulnerable individuals) attending the Academy for trials are the responsibility of the parent/guardians.

In exceptional circumstances (including hardship or equity issues for example) the Academy may make travel arrangements on behalf of an individual, with the consent of their parent or legal guardian. Completion of a travel consent form is required - [Appendix 6](#).

### **Apprentice or Young Person attaining their driving licence**

Due to the age of the individuals that are on the apprenticeship/course, it is natural that some apprentices and young people will acquire a driving licence during the period they are employed/enrolled - becoming newly qualified drivers. Newly qualified drivers lack experience on the road, and need to continue to develop their skills. Past studies have also shown that one in five newly qualified drivers will have a collision in their first year of driving. Harrogate Town AFC will send out information and educate, wherever possible, the importance of road safety - see [Appendix 11 - Academy and Youth Development - Information for New Drivers](#).

In the event of an apprentice, or other young person involved at HTAFC, attaining their driving licence, they **are not** permitted to travel to/from their place of work or offsite venue in their own vehicle, when the club or external

transport has been provided both to **and** from their departure and destination points. In all events the individual will be required to travel on club transport, or external transport arranged by the club. For the purposes of this policy a **permitted** example would be a residential apprentice travelling from home to their place of work after spending a weekend with their parents. Another **permitted** example would be a non-residential apprentice travelling to/from their permanent residency and their place of work or offsite venue. They are, however, **not permitted** to give lifts to anyone else.

Harrogate Town AFC will not ask young players, learners, or apprentices (including vulnerable individuals) to provide transport for peers or staff.

Where an apprentice or young person would like to liftshare as a passenger, consent will be needed from the parent/carer of the apprentice or young person in order to do liftshare – via the Life Share Consent Form.

It is important that if an individual is staying with a host family or in group accommodation, the procedures of their host are followed and respected. Any breach of such procedures may result in a disciplinary.

There is also a document in the Appendices that has been created for the purpose of this policy, to ensure the responsibility of insurance, and maintenance of vehicles and/or modes of transport to club related activities have been clearly identified - see Academy and Youth Transport Mapping Table on request with the appropriate risk assessments.

### **Travelling by Pedestrian Conveyances**

Apprentices or Young Persons whom wish to travel via Pedestrian Conveyances to/from a Harrogate Town AFC arranged activity, such as journeys for fixtures, training, education, off-site visits, tours and medical appointments/emergencies, are authorised to do so - as long as the most up to date Highway Code for Cyclists is always followed. This can be found on the government website.

If these regulations are not adhered and respected this could result in an internal disciplinary or further still, a Police sanction.

## **STAFF AND VOLUNTEERS TRANSPORTING APPRENTICES, LEARNERS AND PLAYERS UNDER THE AGE OF 18 (INCLUDING VULNERABLE ADULTS)**

### **Staff and Volunteers**

There may be occasions when adults are asked to transport young players, learners, and/or apprentices (including vulnerable individuals) as part of their duties. When a member of staff or volunteer is transporting a young player, learner, and/or apprentice (including vulnerable individuals), they must understand that the safety and welfare of the child is their responsibility until they are safely passed over to parent/carer, workplace, temporary residence or other intended destination.

When using Harrogate Town AFC's owned vehicles, the club will ensure:-

- The vehicle is roadworthy and is appropriately insured.
- It is driven by an individual who has insurance to drive the vehicle being used.
- A named person within the club monitors driver's information - Operations Director, assisted by Academy Secretary.

- A [code of conduct for staff/volunteers/interns \(Appendix 8\)](#), and all players under the age of 18 players ([Appendix 5](#)) is in place to ensure a safe environment during travel.
- All drivers understand the maximum capacity for the vehicle being used and that this must not be exceeded.
- The Academy Manager, Head of Education & Player Care, Academy DSO must be consulted before any arrangements are made. If staff are required, they are in agreement the individual can transport children (under the age of 18).
- The completion of a travel consent form is required to cover all journeys - [Appendix 6](#).
- Best practice is followed, and where an adult (additional to the driver) is not available, they have an in-date, valid CRC/DBS check.

All Harrogate Town AFC staff or volunteer involved in transporting players under the age of 18, or vulnerable individuals understand that:-

- they will ensure staff must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive.
- behaviour must be appropriate at all times and any incidents that occur on the journey must be reported to the Club WO and/or the DSO as soon as possible.
- all legal requirements must also be met when transporting anyone, such as not using mobile phones whilst driving.
- staff members must also take in recommendations such as taking breaks during long journeys and understand the dangers when driving tired.
- the young people / vulnerable individuals sit in the rear seats (wherever possible).
- they record details of the journey in accordance with agreed club procedures if using a club vehicle - i.e. driver/mileage log.
- there's thorough arrangements in place to ensure the vehicle, passenger and driver safety.
- there's approved and appropriate insurance (for the type of vehicle being driven, business use if appropriate, and any other intended use). This may involve making the insurance provider aware that the transportation involves apprentice professional football players, or other individuals (such as non-First Team Academy Players or Senior First Team Players).
- the driver must report any unexpected journey and the reasons for it to the Academy Manager / Head of Education and Player Welfare / DSO and the parent/s/carer/s (where possible), before beginning any unexpected journey, and where this is not possible - at the earliest opportunity.
- any important or emergency arrangements of lifts are recorded and can be justified if questioned.
- the importance of calling an ambulance to deal with serious medical emergencies.
- the driver must adhere to all legal requirements whilst driving and transporting players.

If possible, drivers should be accompanied by another member of staff when transporting young players as this can reduce the risk of any distractions, accident, injury or allegation of misconduct or abuse.

Where a chaperone/escort is available, they must understand they:-

- are made aware of all the arrangements for the duration of the journey, including any stops.
- keep a record/register of players and/or vulnerable individuals that are being transported.
- support the driver to ensure seat belts are worn by all.
- take responsibility for any communications during the journey to ensure drivers are not responsible for mobile phone calls.
- complete head counts at the start of each journey, during any breaks, and at the end of the journey.



- make the driver aware of any private transport arrangements made with the players and/or vulnerable individuals (such as travelling home with parents).
- reinforce the code of conduct with players and/or vulnerable individuals to ensure their behaviour during the journey is appropriate.

Staff should follow all safety rules and make sure that all passengers including themselves must wear a seatbelt at all times, however the responsibility lies with the passenger when travelling.

All staff and volunteers sign a [‘Drivers registration form’](#) at the start of the season and must update staff on any changes - [Appendix 10](#).

Staff and Volunteers **must not** offer lifts to players under the age of 18 / vulnerable individuals outside normal working hours / duty, unless in exceptional circumstances that have been agreed with the Academy Manager / Head of Education and Player Care / DSO, and the parent/s or carer/s.

**Harrogate Town AFC staff are not expected or asked to transport children and young adults in their private vehicles as part of their duty unless stated in their job description.** In all occasions transporting young players, learners, and/or apprentices (including vulnerable individuals), in private vehicles is only to be used as a last resort. In the event of a staff member being asked to transport young players, learners, and/or apprentices (including vulnerable individuals), they are within their rights to say “no” without giving reason. In some circumstances, the risk of not transporting a young person is greater than doing so - E.G. after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation, where other transport arrangements can not be made.

In the unlikely circumstance that a member of staff feels that they have to transport a young (or vulnerable) person in their private vehicle, because it is the safest or only option, they must adhere to the following protocols where applicable:

- Request permission from the Club DSO (unless emergency), who will inform the SSM of the journey, the reasons for the journey, any incidents that arise during the journey and when the journey is completed. This will need to be agreed and documented.
- Have an enhanced DBS through Harrogate Town AFC and The FA.
- Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road (the Club cannot take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles).
- Have documented permission from the young player’s parents/carers.
- Have another member of staff accompanying them (if possible) or more than one young person to accompany one another.
- The player is to be seated in the back where possible and wearing a seatbelt.

Adults, who use their own vehicles under these circumstances should ensure that the vehicle is roadworthy, appropriately insured for the intended use, that the maximum capacity is not exceeded and that they adhere to all other legal and company requirements.

To ensure that the duty of care, both to apprentices and to staff, the risks associated with the travel journey must be assessed and appropriate control measures put in place to reduce risk. There are 2 template Risk Assessments - for both club transport (including 3rd party companies) and use of private vehicles respectively, however this may need to be reviewed by the individual who is responsible for the transportation if there's different circumstances or an increased risk. These are available at request.

Harrogate Town AFC's medical staff may transport players for medical emergencies or appointments where the parent is not available E.G scans. All staff must make sure they have the correct insurance when transporting young players, and follow the appropriate regulations in this document.

### **Young players using club transport**

When using club transport all players should take full responsibility to ensure that they are well prepared and on time when club transport has been arranged by the club. Players must understand their personal responsibility when travelling for example wearing a seatbelt and not partaking in high risk behaviours such as distracting the driver. All players should understand that they must not ask any member of staff for lifts or accept any lifts in private vehicles unless in exceptional circumstances. If this situation was to arise, advice is given in the above section and should always be adhered to.

Parents/Carers should never ask staff members to provide transport for their son/daughter in a private vehicle. No parent/carers are allowed to travel on any form of club transport unless transport is sourced from an outside company. Parents/carers can only travel in club transport if there is a serious circumstance i.e. accompanying a child to hospital / home.

Parents/Carers at the start of the season must sign a transport arrangements form for their child to travel on club transport. The same is also done for any other academy player who may use the club transport when required.

### **Club Mini Bus Transport**

The club minibus/es must only be driven by those who have the correct entitlement on their driving licence. This generally is the D1 entitlement that is included on licences issued prior to 1997, are over the age of 25, with a minimum of 2 years driving experience, or hold an additional minibus licence, as per DVLA requirements - see Government website. Anyone aged 71 or over will have to be declared to the insurance company to be included on the policy - name, date of birth, driving record and medical history would be required.

The minibus is owned by Harrogate Town Football Club. The club has 2 x minibuses that are used to transport players, apprentices, students, staff and equipment to training, education and fixtures.

### **Driver Checklist**

The driver will always inspect the vehicle before travelling, and complete the required documentation that will be stored in the vehicle. The vehicle is also checked on a weekly basis on basic checks.

There is a generated form which is used to record any damage to bodywork, windscreen and any other general observations. The driver is also responsible to complete a vehicle checklist before driving the vehicle, and must report ANY concerns experienced during or at the end of usage, immediately, to the designated Facilities Manager.

The mini bus is issued with breakdown cover and full insurance for all intended use which includes the transportation of young footballers / apprentices / students.

All of these details are stored within a pack inside the mini bus which is available to the driver and/or staff if needed.

The mini bus insurance regulations state, only staff over the age of 25 are permitted to drive the vehicle providing that the club gives them permission to do so and that they can provide a full and valid driver's licence.

Harrogate Town Football Club follows the direction from the DFE driving school minibus, regarding eligibility (Departmental advice, updated: 26 April 2012). "... staff can drive the minibus without any special licence, as long as their employer agrees and the following conditions are met:

- The staff member obtained their car driving licence before January 1997
- The staff member obtained their car driving licence later than January 1997 - but has held it for at least two years - and is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver) and the minibus weighs no more than 3.5 tonnes and is not used for hire or reward.
- All drivers understand the maximum capacity for the vehicle they are using and know that this must not be exceeded.

Once these expectations are met there are additional requirements when transporting young players.

Members of staff must have an enhanced Disclosure Barring Service (DBS) and Criminal Record Check (CRC) through the FA's registered body and:-

- Staff are required to notify the Academy Manager of existing or impending disqualifications or convictions;
- Staff are required to submit their licence for regular checks as requested by the Club;
- Staff must report to the club details of any medical conditions which may affect their driving;
- Harrogate Town Football Club must issue consent forms to the parents/carers of all new players, apprentices, students, and vulnerable individuals under the age of 18 to obtain their permission to be transported in the Club vehicle or vehicles belonging to an external transport provider as is necessary for the duration of their registration at the Club. Parents and carers can withdraw this consent at a later date if they wish and their son/daughter will no longer be able to access any Club transport and transport provided by an external company. In the event that a player is touring with the Club, an additional consent form is requested for the tour (Football League Form T3a from the Tours and Tournaments document, 2016).

### **External Transport Providers**

There may be events within the football club that would require the club to source a coach company for example, FA Youth Cup fixtures, tours or friendly fixtures.

Harrogate Town Football Club have established relationships with reliable and trustworthy transport providers who understand the club commitment to safeguarding all young players.

All companies used will provide a copy of their public liability insurance, and ensure that all vehicles used when transporting our young players are safe and fit for purpose.

The Operations Director, SSM or DSO will collect all information for the external transport providers. When travelling via this method all players are accompanied by staff.

#### 16.0 Trips, Tours & Tournaments

**Policy statement:** Whenever HTAFC undertakes trip, tours or tournaments it will ensure the safety of children it is responsible for. The aim, while ensuring safety, is that children will have fun; grow in confidence and self-esteem; and develop useful skills. This guidance is designed to ensure that the Players and Staff can engage in a range of activities including trips, tours, tournaments, festivals and residentials with confidence; by having planned efficiently to try and ensure that you have everything in place to make the event safe and enjoyable.

All trip, tours and tournaments will be carefully planned and preparations will ensure that any parental/carer concerns in connection with their child being away will be addressed. HTAFC will ensure the safety of undertaking trip, tours and tournaments by following all elements of its **Safeguarding Policy** in relation to **Safer Recruitment**, adhering to all of its Safeguarding Policies & Procedures, as well as following HTAFC's **Code of Conduct for Staff and Volunteers (Appendix 15)**. Additional documentation will need to be completed pre, during and post trip or tour – this will fall in line with the EFL guidance, and EFL forms will be used where available. Additional forms may be required specific to HTAFC.

**Key Principles:** Generic Risk Assessments have been compiled by the Club's DSO and SSM to cover the following methods of travel: -

- Coach
- Air
- Ferry
- Euro-tunnel

Where deemed necessary, a tournament pre-visit is carried out by an experienced member of the Academy staff and the DSO to view the intended method/route of travel, accommodation and playing, training and medical facilities. Where this is a new venue the DSO and/or SSM may also be asked to accompany the pre-visit in order to compile an event specific Risk Assessment. Where the Academy has participated previously and are using the same method of travel and accommodation, a pre-visit will not be deemed necessary. The previous Risk Assessment is however reviewed on each and every occasion and amended accordingly.

Hotel/sport center accommodation is used for all tours and tournaments; host family placements are not

considered.

**The following are the core principles of HTAFC's Trip, Tours and Tournaments Policy which will be followed at all times:**

- The Club Academy Secretary is notified at least six weeks in advance of all Academy residential tours, festivals, and tournaments (appendix 15) and is asked to arrange the necessary insurance via the Club's designated insurers. The Club Academy Secretary also requests the necessary permission from the appropriate governing bodies, where applicable.
- The Academy Manager is responsible for liaising with the Academy coaching staff as regards suitable method of transport and accommodation for each tour, plus adequate staffing.
- The Academy Manager and/or Lead Professional Development Phase (PDP) Lead Coach is always an experienced full-time member of the Academy staff and has experience of supervising Academy players of the age group(s) participating on the tour (appendix 16). All other members of the tour party are either full-time or part-time Academy personnel and therefore have the relevant DBS checks in place. A member of the Safeguarding team will also be present.
- All Trips tours and tournament Forms within this policy are completed well in advance of each tour.
- No child will be permitted to undertake trip, tours or tournaments organised by HTAFC unless there is a relevant and valid signed consent form on file.
- When undertaking trip, tours and tournaments HTAFC will ensure that minimum staff ratios are met for the age of the children participating.
- Where same sex children groups are undertaking trip, tours and tournaments HTAFC will always ensure there is the same sex staff member or volunteer with that group.
- All HTAFC staff and volunteers will have a copy of the Emergency Procedures Guide relevant to the trip, tours or tournament being undertaken.
- Trip, tours and tournaments will always include 2 HTAFC staff members who are qualified first aiders and who carry a fully stocked first aid kit.
- HTAFC will ensure the appropriate insurance is in place and which will cover the following:
  - Public and civil liability
  - Personal accident
  - Vehicle
  - Breakdown cover for the transport
- HTAFC will ensure clear communication about meeting points etc. with children, parents and carers; and this will be confirmed in written schedules and information packs provided to everyone – in a format appropriate to the person receiving them.
- HTAFC will work with children to establish and agree rules for the trip, tours or tournament and

communicate the consequence of breaking them.

- HTAFC will commit to meetings with parents and carers to:
  - Introduce staff and volunteers who will undertake trip, tours and tournaments with children.
  - Confirm the roles and responsibilities of those traveling with children; especially the HTAFC person with responsibility for child welfare while away.
  - Provide appropriate information packs.
  - Ensure that up to date consent forms are in place for upcoming events - with all pertinent medical information completed and up to date.
  - That questions or concerns can be raised and addressed.
  - Confirm an HTAFC point of contact for parents and carers and who will not be away with the group

#### **Procedures:**

**The following are the core procedures of HTAFC's Trip, Tours and Tournaments Policy which will be followed at all times:**

- A pre-tournament staff briefing is held prior to departure where all staff are issued with the relevant documentation in relation to itineraries, tournament schedules, special needs, contact details, etc.
- Parental and school permission, where applicable, is always sought well in advance of each tour.
- For Academy players of school age, a parental pre-tournament briefing is held prior to each tour; for full-time scholars and players under 18 years of age, parental permission is obtained via Trip, Tour or Tournament Parent/Carer Consent Form. Parents are sent copies of the tour and tournament itineraries prior to departure.
- The Tour Leader is in possession of travel tickets, passports, European Health Insurance Cards and a contingency fund prior to departure, along with relevant information relating to British Embassies, emergency procedures, Home Contact Person, etc.
- Staff ensure that Academy players of school age are in regular contact with their parents throughout the tour, with particular emphasis on safe arrival and scheduled return time for collection of players at the end of the tour.
- Academy players on tour wear Club apparel at all times to ensure ease of identification, unless otherwise instructed.
- The Club Academy secretary is responsible for nominating a Home Contact Person who is contactable at all times for the duration of the tour. They should have a list of who is on the trip and their contact details (including the leaders/helpers).
- A member of the Safeguarding Team is included in tour groups and has specific responsibility for players welfare. Everyone in the group is aware of who this person is and what their role is on the trip.
- All staff will be provided with a copy of the Emergency Procedures Guidance and EFL Residential activities. They will be asked to sign to say that they have read both documents prior to going on

the tour.

- On completion of each tour an informal debrief is held between all relevant stake holders to assess all aspects of provision and to ensure good practice is maintained and any improvements incorporated into future events.
- The Clubs academy secretary maintains the club's trips, tours and tournaments records and sends all applicable notifications to the EFL/FA.

## **Pre-Tour**

When booking accommodation, you need to consider the following:

- What is the locality like?
- Is there secure parking?
- Can varied dietary needs be met?
- Can valuables be stored safely?
- What are the night-time security arrangements?
- Is there a current fire certificate?
- Are there en-suite facilities or separate facilities for children and adults? Remember all beds must be single and staff and players must not share a room.
- Work with players to establish a code of conduct and consequences.

**Ensure all** staff have completed and signed the declaration form and read EFL Residential Guidance Notes.

## **On Arrival**

- Ensure that everyone is aware of fire exits and emergency procedures and conduct a practice fire drill.
- Check that all windows and doors are safe.
- Remember to check the rooms for any damage and report any you find immediately.
- Ensure there is no access to alcohol in the rooms.
- Ensure movie/video access is appropriate or, indeed, not available in the rooms.

## **During the Tour**

- Make sure every apprentice has contact details and access to relevant communication devices at all times.
- If there is a social area decide on how it will be used and supervised.
- Check your insurance covers non-football activities.
- Players may take part in non-football activities, provided a risk assessment has been conducted and players have completed specific written consent for each activity.

- If there is a Lobby bar - ensure the players are supervised at all times when outside their rooms
- Ensure that you have your staff bedrooms spread out, for example – if the group is over three floors, there should be at least one adult room on each floor.
- If self-catering, who will do the cooking? Are there any special dietary needs? Agree the menu before you travel.
- Have a group meeting to review the program and rules.
- Hold daily group meetings and a staff meeting to discuss any issues or problems and solve them.

### **On Return**

- Ask the participants and the staff what they enjoyed and what they would change, this will help with next year's planning.

**Trips Abroad:** If the Club plans to take part in a tour or tournament abroad, then The FA regulations apply. These also apply when hosting a tournament involving teams from other countries or whilst playing a match against a foreign touring side. Further Information is available by downloading the relevant section in The FA Handbook. Permission is not needed for one-off matches against teams from Scotland, Northern Ireland or Wales. Documentation is required for matches against teams from the Republic of Ireland and other FIFA countries.

When planning to participate in a football tour or tournament abroad (not Northern Ireland, Scotland or Wales) or are hosting a foreign team at the Club, permission must be granted by the Club Academy Secretary to ensure the plans are approved and endorsed by the Club. Once this has been obtained, approval from The FA to participate or host an activity must also be given prior to the event.

The Club is required to give The FA at least 60 days' notice prior to the event. However, if plans are in place and you inform The FA less than the 60 days before, you may still apply to participate, and The FA will endeavor to grant you permission, but this may be delayed or result in permission not being granted.

The FA 'Application to Play Matches against Foreign Opposition' form is obtainable from The FA website. This form is to be completed in full and sent to The FA either by email or fax and a copy should be sent to the Youth Co-Ordinator, at the EFL via email, for information only.

All trips, tour information will be kept for a minimum of 3 years by the Academy for safeguarding purposes.

### **17.0 Harrogate Town AFC Youth Equality, Diversity, and Inclusion**

Harrogate Town AFC (HTAFC) is responsible for setting standards and values to apply throughout its system at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

HTAFC's commitment is to challenge and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities.



HTAFC is also committed to promoting equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community.

The aim of this policy is to ensure that everyone is treated fairly and with respect and that HTAFC is equally accessible to them all. HTAFC is responsible for setting standards and values to apply throughout football at every level within its system.

This policy is fully supported by the Club and the Designated Safeguarding Officer is responsible for its implementation

HTAFC., in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, religion or belief, ability or disability. HTAFC will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

HTAFC will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. HTAFC will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

HTAFC is committed to the development of a programme of ongoing training and awareness raising events and activities to promote the eradication of discrimination within the club and beyond.

HTAFC is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation under the Equality Act 2010. HTAFC commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop, and sanctions imposed as appropriate.

Inclusion is about making sure everyone has a chance to be involved within HTAFC, regardless of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, religion or belief, ability, or disability. It is also about:

- encouraging and increasing the involvement of groups at all levels of football by recognising that inequalities exist and taking action to address them.
- making opportunities available where currently there are few available.
- about using the power of football to build a better future, to achieve these objectives.

HTAFC as an organisation evaluate the risk of individuals or communities being excluded from mainstream society for social reasons such as:

- Unemployment
- Low income
- Poor housing
- Family conflict/breakdown

If you wish to report an incident of abuse and/or discrimination, please use the contact details below:

**Dave Riley**

**HTAFC Operations Director / Senior Safeguarding Officer**

**e-mail: [daveriley@harrogetownafc.com](mailto:daveriley@harrogetownafc.com)**

**Or alternatively the F.A.**

**Tel 0800 085 0508\***

**E-mail [FootballForAll@TheFA.com](mailto:FootballForAll@TheFA.com)**

The contact details above are **strictly reserved** for those wishing to report allegations of abuse and/or discrimination such as incidents of racism or homophobia.

Discriminatory concerns can relate to ethnic origin, race, religion or belief, gender, gender reassignment, sexual orientation, ability and disability.

#### **18.0 Photography & Video**

Policy statement: HTAFC is committed to ensure that all children are kept safe and that everyone responsible for children within the organisation takes all necessary steps to prevent inappropriate images from being taken; and that innocent images are not used inappropriately. HTAFC staff and volunteers are best placed to implement this policy and are trained to understand the risks and take the appropriate steps to keep children safe. Parents and carers will not be prevented from taking appropriate pictures or filming their children. HTAFC believes that this is normal family practice and is incredibly important in marking milestones in a child's life and therefore encourages the taking of appropriate images of their children. However, appropriate photographic and video controls are an essential element of good safeguarding practice.

Understanding the law: It is not an offence to take appropriate photographs in a public space, even if asked not to do so. No one is permitted to decide who can and cannot take images on public land. Therefore, should there ever be concerns about safeguarding in relation to images and footage being taken in a public

space and a staff member or volunteer genuinely and in good faith believe that someone is acting unlawfully or putting a child at risk then they should call the Police. Concerns relating to images and footage being taken on HTAFC premises and land should be raised immediately with HTAFC's Designated Safeguarding Officer.

When activities are being undertaken on private land, then it is at the discretion of the land or facility owner whether images and footage can be taken. However, whether permission for images or footage to be taken is granted must be made clear to individuals prior to them being allowed access to the private property. If someone then fails to comply with the "no images or footage" instruction they can then be instructed to leave.

### **Understanding the risks:**

- Images in which children are named can create opportunities for people to groom a child.
- Some individuals use activities undertaken in public places as an opportunity to take inappropriate images and footage of children.
- Images and footage of children can be used inappropriately and be circulated and copied via websites and email.
- Children can be identified and located in circumstances where this would be inappropriate and unsafe for the child and/or parent and carer.

### **Photography and video use principles:**

- Parents and carers will be permitted to take appropriate photographs and footage of their children.
- If HTAFC wishes to take photographs or footage of a child, a Parental & Child Consent Form will always be used - in line with HTAFC's Safeguarding Policy.

Where possible and appropriate HTAFC will also obtain a child's permission to use their image.

- No images will be used by HTAFC - for any purposes - without consent having been provided for that use.
- HTAFC will avoid using children's names (first name or surname) in photograph captions.

If the child is named, then HTAFC will avoid using the photograph.

If the photograph is used, then HTAFC will avoid naming the child.

- Where permission has been granted HTAFC will only use images of children in a suitable dress to reduce the risk of inappropriate use.

HTAFC is very aware that certain activities e.g. swimming, gymnastics and athletics presents much greater risk of potential misuse and will therefore risk-assess appropriately in relation to permission to photograph such activities.

- HTAFC will take all steps necessary to ensure that a child who is under care proceedings is protected and ensure that their image is not placed in the public domain. This will be achieved through requesting appropriate information on the Parental & Child Consent Form.

- All images and footage taken will focus on the activity and not the child.

- Unsupervised access to children - or a child - on a one to one photo shoot will not be permitted.

- HTAFC will not use authorised images and/or footage where children are wearing jewellery.

- Images and footage will represent the diversity of children at HTAFC.

- HTAFC will not permit - and will take all steps necessary to prevent - images or footage being taken in changing rooms, showers or toilets.

Use of professionals: Where HTAFC engages with professionals to take images or footage it will be clear at the outset as to the organisation's expectations in relation to HTAFC's Photography & Video Policy. In addition, HTAFC will:

- Provide the professional with a clear brief about appropriate content and behaviour.

- Provide the professional with a copy of HTAFC's Photography & Video Policy and explain its commitment to safeguarding children.

- Establish who will hold the images and footage and the intended use.

- Provide the professional with identification which must be worn at all times.

- Inform children, parents and carers of the professional being in attendance and explain that no child's safety and safeguarding will be compromised.

Coaching: If HTAFC should want to utilise images or footage as a coaching aid this will be explained to the child and parents/carers and explicit appropriate consent will be gained prior to the taking of any images

or footage. Where consent to utilise images or footage as a coaching aid has been given, HTAFC will ensure the security of such files in line with its Recording, Storing and Sharing Information Policies & Procedures.

Reporting concerns: HTAFC requires its staff and volunteers to report any kind of behaviour which breaches this Photography & Video Policy or causes them concern. HTAFC strongly encourages all children, parents and carers to raise any questions or concerns in relation to this Photography & Video Policy. Questions and concerns should be directed to HTAFC's Designated Safeguarding Officer.

All elements of HTAFC's Photography & Video Policy apply to any equipment that is capable of taking photographic images or video footage - and expressly includes the use of mobile phones and tablets.

### **19.0 Safer Recruitment**

Policy Statement: HTAFC is committed to promoting the welfare of all children and young people who use and interact with the Company's services and for keeping them safe. In line with the Equal Opportunities Policy contained in this Handbook, HTAFC is committed to equality, valuing diversity and working inclusively across all of its activities - and this applies also to the selection, recruitment and induction of new staff and volunteers. To this end, HTAFC aims to have a workforce that reflects a variety of backgrounds and cultures and who can provide the relevant knowledge, abilities and skills that are required for the organisation.

All elements of HTAFC's Part 1: Safer Recruitment Policies & Procedures applies to any person responsible for the recruitment, selection and induction of employees and volunteers at HTAFC - as well as those who participate in shortlisting and interview panels.

The purpose of this Safer Recruitment Policy is to ensure that HTAFC:

- Recruits and selects the best possible people available to join the organisation
- Takes all reasonable steps to prevent unsuitable people joining the organisation
- Recruits, selects and manages all employees and volunteers in a way that complies with legislation designed to combat inequality and discrimination
- Does all it can to achieve and maintain a diverse workforce
- Has recruitment and selection processes that are consistent and transparent
- Assesses and judges applicants as competent before an offer of employment/volunteering is made
- Inducts properly and fully all new staff and volunteers
- HTAFC recognises that:
  - Its workforce is its greatest asset
  - Unsuitable individuals sometimes seek out opportunities via employment and volunteering to have contact with children in order to harm them
  - Some groups face unfair discrimination in the workplace

- Children, as well as their families and carers, all benefit from the organisation's efforts to recruit and select a skilled and committed workforce, drawn from a diverse range of backgrounds
- Newly recruited employees and volunteers cannot possibly perform their roles effectively unless they are inducted properly and receive on-going support and supervision as appropriate.

Single central record: HTAFC will ensure it meets its legal requirements for vetting staff and volunteers who work with children and work in Regulated Activity. To this end, HTAFC will ensure its safe recruitment processes are recorded on a Single Central Record - and which will include information on DBS checks. HTAFC's Single Central Record is a comprehensive record on which the safe recruitment of all HTAFC staff and volunteers (who work with children) will be recorded. The details collected on HTAFC's Single Central Record will include the following information relating to the staff member or volunteer:

- Identity details: Including full name, full address, date of birth, date employment/volunteering commenced and ID verification details.
- Role details: Including job role, department and contract type.
- Safeguarding qualifications: Including copies of certificates, dates of safeguarding training and FAN number.
- Vetting details: Including dates of checks relating to DBS.
- Right to work details: Including types of evidence used to complete the check.
- YD2 self-declarations: Where these are required.
- Referencing details: Including when references were requested and received and who, HTAFC will require 2 written references for all new and external appointments (1 been from the latest employer) and also a written application from the applicant
- Leaver details: Including dates, exit interviews and whether references have been issued.

Where an HTAFC staff member or volunteer leaves the organisation - as a consequence of a safeguarding concern, complaint or allegation - the Single Central Record will record this event. HTAFC will always have taken advice in line with HTAFC's Child Protection Procedures in these circumstances prior to this happening.

HTAFC uses the Single Central Record to support its Safer Recruitment of Staff and Volunteers.

#### **20.0 Accommodation (Group Accommodation)**

Harrogate Town Football Club takes responsibility for placing young players in accommodation of an excellent standard within the area local to Harrogate Town AFC. Within the Service Level Agreement, between Harrogate Town AFC and Ashville College, it states that Ashville College are responsible for safeguarding the Academy Players, and thus they will be enrolled to the college as an Ashville Student. Please refer to the "Check and Challenge Tool" for more detailed information. This includes who holds the responsibility of ensuring Disclosure and Barring Service (DBS) checks are completed for each member of staff that may be unsupervised or in contact with the Academy Players whilst on site. If, at any time, an

Academy Player is (or has been) a Looker After Child, the Club will work together with Ashville College to ensure the working relationship with the social worker is positive.

Players staying within group accommodation are required to adhere to the code of behaviour as stated. This is signed by all players through the matching form prior to placement. It is expected that players follow this code of conduct (Appendix 15).

To ensure consistency across the accommodation site, they should ensure they support the following:  
Players should:

1. Demonstrate conduct and behaviour to a high standard, this includes showing courtesy and respect to all persons at the site, the building/home itself, the appropriate treatment of furniture and appropriate use of language at all times.
2. Eat meals with others in the group accommodation (if applicable), and engage in conversation to improve social skills and enhance relationships. The player should also play their part in cleaning/washing up after meals.
3. Expect that their room may be inspected by any Club Official and/or college staff at any reasonable time, without prior notice.
4. Turn off all electric appliances when not in use and under no circumstances should any appliance be left on standby.
5. Each player will be issued with an accommodation code to the building and codes that are shared/stolen must be reported to the accommodation provider immediately. Where locks/keys are involved, if keys are either lost, players will be required to fund the cost of replacements which may include lock changes. Players should ensure that the accommodation is properly secured where they are leaving it unoccupied or whilst they are alone in the building.
6. Ensure that they reimburse their matched placement for any additional costs incurred by him, and in particular must pay for all telephone calls, or additional subscriptions such as pay per view or rentals, that are not included in the service level agreement.
7. At all times, act in a manner which reflects their position as a representative of Harrogate Town AFC.
8. Will only make use of those facilities within group accommodation as permitted by the college.

9. Ensure that they actively seek permission for visitors before they arrive, no permission will be given for any visitors to stay overnight.
10. Behave with self-discipline and give notice to their House Mistress of any reasons for any absence, such as mid-season breaks, returning to their family home or reporting for international duty. He must also inform his House Mistress of any changes to normal routine.
11. Follow a lifestyle appropriate to the professional development phase - spending leisure time positively and sensibly.
12. The Club does not permit the player to consume alcohol or smoke. Any issues resulting from the consumption of alcohol or substances at the group accommodation provider or elsewhere is classified as a serious breach of Club rules.
13. Treat fellow guests/residents and fellow players as they would wish to be treated.

#### **21.0 U18s Senior Appearance**

##### **U18 Debut**

If an U18 player gets the opportunity to play in the First Team, or Development Squad it probably feels to him like the many years of training and coaching have resulted in him achieving his ultimate footballing ambition.

A senior team match is not an activity specifically designed for players U18 therefore some safeguards should be considered, however these will not be as stringent as if you are planning for an activity which is wholly targeted at players U18 years. When inviting a young player under 18 to a senior or first team game you should consider all the risks and put in place some safeguards.

In general terms, open age football is for anyone over the age of 16 years. As an employer you have a 'duty of care' to ensure that you put in place safeguards to protect those young people who are under 18 and who, in law, are still considered to be a child.

Questions have been asked in the past regarding those travelling to an away game, for example,

"When a player U18 is staying overnight at a hotel as part of the senior team, does everyone travelling need a Disclosure and Barring Service (DBS) Criminal Records Check (CRC) and must the First Team Manager have a DBS/CRC when a player who is U18 is involved in a First Team game?"

The answer to both questions is NO.



If the debut of the young player is going to occur during an away game, then good practice would be to ensure that one person travelling has a DBS/CRC certificate. Recent changes to the DBS/CRC (previously known as CRB) means that the certificate is now workforce specific. This means that the document will state if the person has clearance for work with the children's workforce or for work with the adult workforce. Those medical professionals who work with both adults and with U18s will require 'child and adult workforce' on their DBS/CRC certificate. Generally speaking, the club physio is likely to already have an existing CRB or new DBS/CRC certificate.

Speaking with the player, his parents and all other interested parties, before any debut, would ensure that all of those involved will know what to expect, especially if the team is travelling to an away game. It is important to ensure that everybody understands that no single person is solely responsible for the care of the young player. Safeguarding is everyone's responsibility. Therefore, all of those involved should be made aware of their personal responsibilities when a young player is making his debut for the first team. Whilst this guidance is written around a debut appearance, the principle will apply for more regular senior appearances. Note: The younger the player is, the more vulnerable he may be.

Additional vulnerabilities to consider include:

1. The excitement and anxiety of playing for the first team or senior squad;
2. His keenness to do well and to impress and please the manager, coaches and team;
3. Travelling to an away game as the only U18;
4. Wanting to be one of the 'grown-ups', but being cautious and reminded of the code-of-conduct for U18s.

This Toolkit has been designed to help Designated Safeguarding Officers to prepare and think things through in advance in order to support your club in safeguarding their young players on their debut. This guidance provides information on good working practices which will be regularly reviewed and, where appropriate, improvements made. Suggestions to improve working practice and safety are welcomed from any source. The information contained in this document has been developed to help Football League Clubs support the transition of young players into the adult game. Ensure you read through the whole document before making any plans.

### Step 1 - Talking to parents

Talk to parents outlining some of the issues detailed in a) – e) below then follow up with a letter enclosing a consent form. Ask the parents to sign and return the consent form. Template examples of a letter to parents, a consent form and Code of Conduct are enclosed as Appendix 12 - 14.

a) Outline what a great achievement it is that their son has been offered the opportunity to debut with the First Team. If the match is an away game, explain that they are likely to be the only U18 travelling (if that is the case). Explain that they may have been called up, but that does not automatically mean they will actually play on the day.

b) Explain that you understand that their son may be thrilled at the prospect of playing but you are aware that he may be nervous and even a little anxious. Also, tell them that you will be speaking to him (or have already done so) to reassure him and ensure he is comfortable and knows what to expect.

c) Explain that if away travel is involved he will be in a hotel room alone and will not be sharing with any of the other players. The only exception to this would be if two U18s are travelling with the team, in which case they can share a room.

d) Explain that you intend to 'buddy up' their son with one of the senior players. Seek their support, explain that you would like them to talk to their son to prepare him and try to ensure he knows that this is a great opportunity and he should enjoy it. They should reinforce the fact that if he is uncomfortable about anything he should talk to someone he trusts.

e) Explain that the reason you are going through this process with them is to try to ensure that everything goes as smoothly as possible for his potential first team appearance.

## Step 2 - Talking to the player

It is highly likely to have been the Academy Manager or First Team Manager who has informed the player that he has been called up. The information in a) – g) below is a follow up conversation which should be undertaken by either the Designated Safeguarding Officer (DSO) or by another appropriate person who the player knows and trusts. Therefore, the timescales for talking to players and parents may be interchangeable.

a) Congratulate the player on being selected to join the first team squad. Explain that he may have been called up, but that does not automatically mean he will actually play on the day. Be diplomatic in preparing them for this possible disappointment.

b) Discuss with the player that while you understand that he must be very proud at the prospect of playing, you also understand that he may be nervous and even a little anxious.

c) Explain that you will try to identify a 'Buddy' for him, and this may be a senior player who can provide support for him during his possible debut. Ask him if there is someone he thinks he would feel comfortable with. However, be clear that this may not necessarily be the person who is identified as his

'Buddy'.

d) Explain to the player that he does not have to tolerate any unacceptable 'banter' or behaviour and that he needs to set his own boundaries and know what 'line' must not be crossed personally. Explain that there may be quite a bit of 'down-time' and he should think about what he takes with him to fill the time.

e) He also needs to know that if the team is travelling to an away game, he will be staying in a separate hotel room and should not share a room with any adult over 18.

f) Outline what is expected of him in respect of a 'code of conduct'. That is what his personal responsibilities are during the trip. This includes, specifically, ensuring that he understands he must

g) have no access to alcohol (including the mini-bar); no access to adult television or any adult materials; he should not engage in gambling; that he should use any social media platform in a responsible manner, in line with any club policy and must be careful about comments which may be misinterpreted or insulting to others in any way; clarify that he must not make any inappropriate comments about the football environment. The club may have additional responsibilities to add to this list.

h) Ensure the player knows and understands that if he has ANY concerns he can speak to his 'Buddy', or someone else that he trusts.

### Step 3 - Talking to the 'Buddy'

As the DSO you will need to identify who may be the most suitable 'Buddy' for the young player. You may need to seek advice on this from the Academy Manager or other members of staff. Remember, however, to be sensitive when making a decision on this issue. The idea is to try to support the player through a well-planned transition and not to create an environment where he 'stands out more' and is the focus of more attention.

Also remember the 'Buddy' should be someone that the player will feel comfortable with, however, it should be one of the senior players.

When you talk to the 'Buddy', it is important to stress that they are not responsible for the care of the young player. You are simply asking them to be a sympathetic ear, if required, and a mentor for the young player.

### Step 4 - Talking to the person with the DBS CRC Disclosure

As stated earlier a First Team or Development Squad Match is not an activity designed for U18s, therefore DBS/ CRCs are not required by all of the adults involved. However, to provide additional safeguards, one member of the support team should have an FA CRB DBS/CRC certificate and be cleared through The FA for work in football. Generally, the club physio may hold an appropriate disclosure.

When you talk to the physio, or other person with the appropriate DBS/CRC, it is important to stress that they are not solely responsible for the care of the young player during any trip. The young player will not need constant independent supervision. You are simply asking them to be available for the young player, if required.

Young people over 16 years of age are often capable and legitimately entitled to live independently. A one night stay in a hotel room alone is something young players may already have done as part of family holidays.

#### Step 5 - Talking to the Manager and the team

Realistically, it may be only a few days before a game when you are informed that a young player is going to be called up. Therefore, the best approach for ensuring everyone knows and understands their responsibilities when a young player is called up is to ensure that as DSO you address this issue during an in-house safeguarding training session.

Through well planned training and using this guidance as part of a club education programme, you should be better prepared for last minute confirmations of call-up which may occur a couple of days before an important game

#### **22.0 Record Keeping**

All player data and information as sensitive information is recorded, managed and kept securely with access only permitted with the DSO.

The information should only be shared with relevant parties in the interests of safeguarding children.

#### **23.0 Privacy Policy (GDPR)**

Harrogate Town AFC is committed to complying with the UK's Data Protection Law and the EU General Data Protection Regulation 2018 (GDPR) for the protection of personal data, as well as the principles of data security in the configuration of our services. To ensure we remain compliant with this regulation, we have to let you know the following information:

The controller is Harrogate Town AFC and we are committed to complying with the UK's Data Protection Law and the EU General Data Protection Regulation 2018 (GDPR) for the protection of personal data, as well as the principles of data security in the configuration of our services. We can be contacted at our registered office address: Harrogate Town AFC, EnviroVent Stadium, Wetherby Road, Harrogate, North Yorkshire, HG2 7SA.

All staff and volunteers should be aware that in order to safeguard children there is an obligation to share safeguarding information with other agencies. However, staff should also be reminded of reports of concerns and investigations involving sensitive information and that discretion should be maintained and confidentiality protocols be followed. Matters are confidential and should not be discussed with any other persons unless it is necessary for them to know.

Where parents provide their own data, to enable us to provide services to their children, the purpose for processing your personal information is to allow us to administer your account with us and to provide the products and services you have requested from us. In order to enter into an agreement with Harrogate Town AFC, we will collect, store and use elements of your personal data. The lawful basis for processing of this personal data is known as contractual basis and is necessary by Harrogate Town AFC in order to administer your account and to provide the products and services you have requested from us.

When engaging with Harrogate Town AFC, you will usually need to disclose the following:

- Title
- First name(s), surname or company name (including representation as the case may be)
- address (street, street number, postal code, city and country/region)
- email address
- telephone and mobile number
- bank details (account number, account holder and card number)

We may also monitor, record, store and use any telephone call, email or other electronic communications with you for training purposes so that we can check any instructions given to us and to improve the quality of our customer service.

Where parents provide us with their child's information (anyone under 18), or for a child they hold parental responsibility for, to enable us to provide services to their children the purpose for processing your child's personal information is to allow us to provide the products and services you have requested from us, to them. In order to enter into an agreement with Harrogate Town AFC, we will collect, store and use elements of your child's personal data. The lawful basis for processing of this personal data is known as explicit consent and will be required from the parent or person with parental responsibility and is necessary for Harrogate Town AFC in order for us to provide the required service to your child. We will never share your child's data and will ensure any data is disposed of once it has been used for its initial purpose.

When engaging with Harrogate Town AFC you will usually need to disclose the following information for your child:

- First name(s)
- address (street, street number, postal code, city and country/region)
- emergency contact details
- previous and existing medical conditions
- dietary requirements
- sex and ethnicity

Where anyone over the age of 18 provides us with their information to enable us to provide services to them, the purpose for processing their personal information is to allow us to provide the products and services you have requested from us. In order to enter into an agreement with Harrogate Town AFC, we will collect, store and use elements of your personal data. The lawful basis for processing of this personal data is known as explicit consent and is necessary by Harrogate Town AFC in order for us to provide the required service to you.

When engaging with Harrogate Town AFC, you will usually need to disclose the following information:

- title
- first name(s), surname or company name (including representation as the case may be)
- address (street, street number, postal code, city and country/region)
- email address
- telephone and mobile number
- bank details (account number, account holder and card number)
- medical information

We will also process your details through our internal systems to enable us to send you relevant communications. The lawful basis for processing this information internally will be Legitimate Interests. Any email or text communications we send will however comply with the Privacy and E- Communications Regulation (PECR). If you have chosen to opt-in to our direct marketing communications, we will use your information to tell you about products and services available from us which may be of interest to you. We may also use your information to tell you about products and services from our approved partners. You have a right to opt-out of our direct marketing communications at any time. You can opt-out by following the unsubscribe instructions or by emailing our compliance officer.

Data will not be stored from enquiries, only registered participants/parents or guardians of registered participants.

We may send or share your personal information with the following recipients:

- our Customer Service Relations (CRM) software
- the English Football League

Or:

- other parties where you have given us your consent to do so if it is necessary for the performance of an agreement of which you will be made aware in order to obtain professional advice (e.g. legal advice) we or others need to investigate or prevent crime (e.g. to fraud prevention agencies) the law permits or requires it a regulatory or governmental body requests or requires it, even without your consent there is a duty to the public to reveal the information

Where possible, Harrogate Town AFC will take steps to erase any personal data that is no longer necessary for the purposes for which it is collected or otherwise processed, or if you have withdrawn consent for its processing and retention. As a general rule, if you currently have a contract or intend to enter into a contract with Harrogate Town AFC, we will store the data for a period of six years after the contract ends, for compliance with our general legal obligations and for the exercise or defence of any legal claims.

Under the GDPR 2018, you have the right to 'block' or request the deletion or removal of personal data to prevent further processing. This right to erasure is also known as 'the right to be forgotten.' Specific circumstances in which you can request the deletion or removal of personal data include:

- where the personal data is no longer necessary for the purposes for which it is collected or otherwise processed
- where you withdraw consent
- when you object to the processing and there is no overriding legitimate interest for continuing the processing
- where the personal data was unlawfully processed (i.e. otherwise in breach of the GDPR)
- where the personal data has to be erased in order to comply with a legal obligation
- in case a deletion is not possible due to legal, statutory or contractual retention periods, or if it requires disproportionate efforts or prejudices your legitimate interests, the data will be blocked instead of deleted.

You also have the right to see what personal information we are processing. This can be requested by emailing our GDPR Officer. There will be no charge for this service. If, however, you log multiple requests, then there may be nominal charge, which we will request to cover the administration of these requests.

You may also request from us a copy of the personal data which has been processed through automated means. This will be provided in a structured, commonly used, and machine-readable format (where technically feasible) which you may then transmit to another controller. You have the right to request us to send this to another controller on your behalf, but only if this is technically feasible for us to do so.

You have the right to withdraw your consent for us to collect, process and store your data at any time. If you wish to withdraw your consent, please confirm this in writing to our compliance officer.

If you have a complaint about any aspect of data protection or if you feel your privacy has been breached by us, we would like to hear from you. To help us investigate and resolve your concerns as quickly as possible, please contact our GDPR Officer.

If you are unhappy with the final response you have received from Harrogate Town AFC, you have the right to complain to the supervisory authority, the Information Commissioner's Office (ICO). You can contact the ICO on 0303 123 1113 or by visiting their website: <https://ico.org.uk/>

You will be required to provide personal data, and this is a requirement so we can provide the services that we offer you. You are obliged to provide this data. Failure to provide this personal data may mean we will be unable to execute your request and could result in termination of our services.

If, at any time, we intend to further process your personal data for a reason not originally communicated, we shall provide you, prior to that processing taking place, all relevant information on the additional processing.



24.0 Appendices

Appendix 1 - Incident Notification Form

**HARROGATE TOWN FOOTBALL CLUB & COMMUNITY ACCIDENT & INCIDENT NOTIFICATION FORM**

All accident and incident notification forms must be submitted **within 24 hours.**  
In the event of **ANY** accident, incident, or Safeguarding Child/Adult issue, please contact your line manager as soon as it is safe to do so in line with the Incident Escalation Process.

**INDIVIDUAL AFFECTED BY THE INCIDENT**

Full Name	
-----------	--

Classification of person involved/affected/injured by incident/accident.	Participant <input type="checkbox"/>	Staff <input type="checkbox"/>	Volunteer <input type="checkbox"/>
	Other:		
Date of Birth and age of individual			
Gender & Ethnicity			
Address & Postcode			

### PROGRAMME DETAILS

#### Incident Category

Please choose the relevant category and type of issue your concern is about.

<b>Accident</b>	Break	Epi Pen / Asthma	Fall / Trip	Sprain /Strain
	Graze	Hit by Object	Near Miss	Nosebleed
<b>Safety and Wellbeing</b>	Behaviour	Bullying or Cyber Bullying	General Wellbeing	Domestic Violence
	Medical Issues	Home Issues	Female Genital Mutilation (FGM)	Child Sexual Exploitation
	Educational Needs	Mental Health	Ratio Breach	Soiling
<b>Incident</b>	Discriminatory Incident	Travel	Criminal Activity i.e., Drugs or Weapons	Verbal Aggression or Violence
	Other:			
<b>Complaint</b>	Member of Staff	Player/Participant	Supporter/Member of the Public	
<b>Allegation against a professional</b>				

**COACHING INFORMATION**

Programme Name:  
(PDC/ Academy,  
Afterschool Club)

Date and time of  
incident:

Other Staff/Partners  
Present:

Programme Manager

**DESCRIPTION OF INCIDENT (PLEASE USE THE CONTINUATION SHEET IF NECESSARY)**

Describe the incident /  
accident.

*NB: If information is  
unknown it is still  
crucial that you share  
the information that  
you do have.*

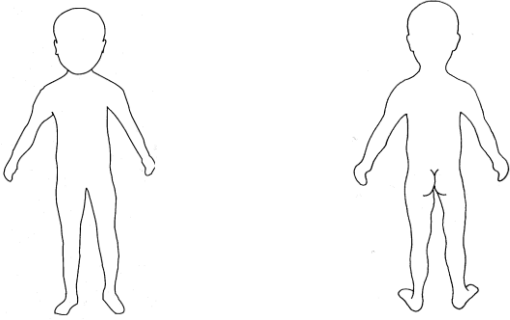
Outline any immediate  
action taken as a result  
of any injuries and the  
details of any first aid  
given (if applicable)

Who was the  
information formally  
referred to?

Does the child/young  
person/adult know that  
a referral is being  
made?

**Note: Do not inform  
parent/carer if there is  
any suspicion of their  
involvement.**

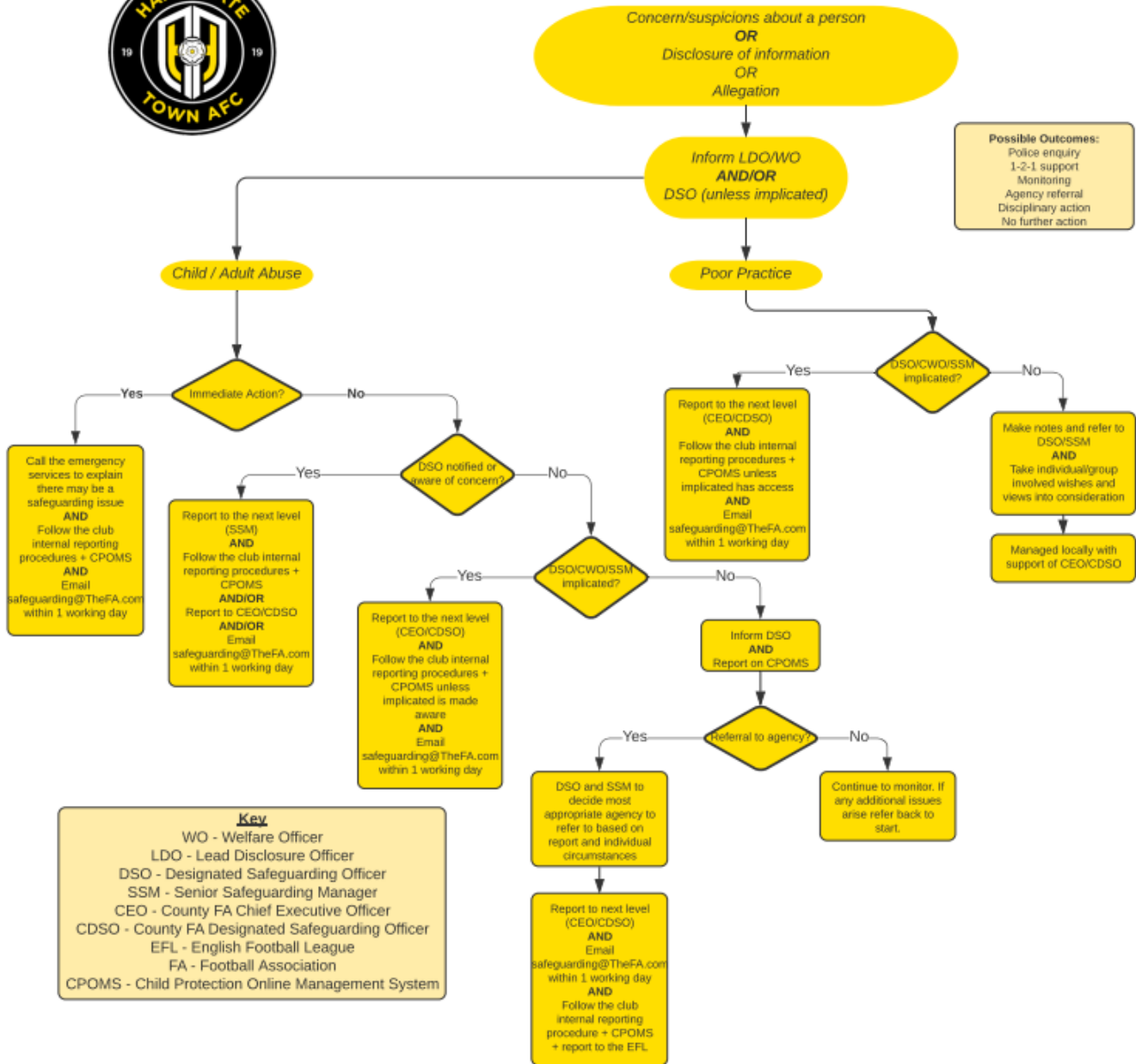
*Please handwrite in capital letters and report factual information  
rather than assumption or interpretation. Where an opinion is  
given this should be clearly stated.*

<p>If relevant, please indicate where upon the body the injury occurred:</p>	
<p>What was done immediately after the accident / incident?</p>	
<p>Were the emergency services called? If so, what further action was taken</p>	
<p>Who has been notified so far?</p>	

<b>INCIDENT REPORTER SIGN OFF</b>	
<p>Signature of HTAFC staff member:</p>	
<p>Signature of parent/carer (<i>if applicable</i>) or another adult (<i>if there is suspicion of parent/carer's involvement</i>):</p>	

**Appendix 2 - Raising Concerns Procedure**

## Harrogate Town AFC Safeguarding / Complaints - Raising Concerns Procedure



### APPENDIX 3 - Report Your Concerns Form



## Crisis Checklist - Safeguarding

Are any urgent actions needed to safeguard a child or children in an emergency? If so call LADO, Police or other emergency services 999.	
Are there other children who may be at immediate risk in addition to the child or children in the allegation? If so, notify LADO/Police.	
Which agencies need to be informed immediately (e.g. LADO, Police, Childrens Services)?	
Does any other body need to be informed (e.g. Charity Commission or other regulatory body)?	
What are your immediate next steps? Take telephone advice from LADO/Police/Childrens Services and agree your actions.	
Will Police be coming on site (e.g. to arrest or conduct a search)? Discuss with LADO and Police the best approach so as not to cause unnecessary anxiety to other children or parents.	
Who do you need to speak to in order to implement the agreed actions? Speak to them and implement actions.	
What do you need to say to the child, his/her parents and the staff member concerned now? Agree this with the LADO, Police or Childrens Services as appropriate.	
Has LADO convened a strategy meeting? If so, decide who attends and what you want to achieve.	
Work with the authorities not against them. But remember the organisation has priorities too, so identify them in advance and be sure to include them in any discussions around future strategy.	



## Crisis Checklist - Management/HR

Who in the organisation (Including CEO) needs to be made aware immediately? Inform them	
Where is the staff member now? Is he/she in contact with children and if not when will the next opportunity for contact be? Agree with LADO and/or Police your next steps. Do not inform or suspend the staff member before reaching that agreement – you could be tipping off.	
Whilst Police investigations are underway, how do you ensure the staff member's duties are carried out in the coming days and how do you explain his/her absence?	
Does any other body need to be informed (e.g. Charity Commission or other regulatory body)? Does the EFL, FA, DBS need to be informed?	
What information is known about the staff member? Ensure you locate and provide all information to LADO or Police (probably at strategy meeting).	
How long will Police investigation and potential criminal prosecution take? If there is already clear evidence of misconduct consider dismissal	
Has crisis shown up any immediate staff training issues (e.g. reporting of allegations or concerns)? If so, organise	
Do you need to bring in any additional external resource to assist?	
If Police/LADO do not pursue the matter themselves conduct your own investigation and risk assessment.	
Where dismissal of staff member results (or resignation pending outcome of investigation) notify DBS/NCTL or other relevant agencies as appropriate. Never use compromise agreements, agreed resignations or agreed references.	

## Crisis Checklist - Communications

Don't wait for a crisis to happen before you act. Develop a safeguarding risk register and crisis management plan. Agree the constituents and roles of your crisis response team, including specialist legal and communications advisors and spokesperson.	
Time is of the essence. Agree who is authorised to make final decisions quickly.	
Ensure coordination between your legal and communication strategies and get advice early in the process	
What factors govern or limit communications? Check your safeguarding policies and consider any statutory rules about anonymity. Take advice from the LADO, Police and Children's Social Care services.	
Don't be in denial – establish the facts and consider the broader context. Are there other issues which can be conflated to suggest a pattern of behaviour?	
Be honest and transparent. Do not risk being accused of a cover-up or brushing things under the carpet as this will undermine trust.	
Get the tone right by putting yourself in the shoes of the receiving audience. Explain the actions you are taking and demonstrate care and concern for those affected. Have a plan to ensure it will not happen again.	
Consider the needs of all your stakeholder audiences and pre-empt their questions by providing them with sufficient information. Provide appropriate lines of communications for them and be responsive.	
Don't procrastinate. Demonstrating that you are managing the situation well will help retain trust. Stakeholders prefer to hear about issues from you rather than from the media.	
Don't say anything that you aren't prepared to see in print or online.	

# Crisis Response Team

## **Sarah Barry - CEO**

Lead decision maker

[sarahbarry@harrogetownafc.com](mailto:sarahbarry@harrogetownafc.com)

## **Dave Riley - Operations Director / Senior Safeguarding Manager**

Ensure completion of checklist, Report into local authorities & EFL & DBS, Complete risk assessment.

[daveriley@harrogetownafc.com](mailto:daveriley@harrogetownafc.com)

## **Hal Boxhall - Manager of Communications**

Lead on Media crisis checklist

Speak directly with press

[halboxhall@harrogetownafc.com](mailto:halboxhall@harrogetownafc.com)

## **Abbey Smith -Head of Football Operations**

Communications with EFL and knowledge of regulations

[abbeysmith@harrogetownafc.com](mailto:abbeysmith@harrogetownafc.com)

## **Paul Stansfield - Head of Academy**

Key liaison for any academy crisis

[paulstandsfield@harrogetownafc.com](mailto:paulstandsfield@harrogetownafc.com)

## **Richard Jones - Head of Education / Designated Safeguarding Officer**

Safeguarding advice and report to authorities

[richardjones@harrogetownafc.com](mailto:richardjones@harrogetownafc.com)

## **EFL Safeguarding Contacts**

**Alex Richards 07792284740** [arichards@efl.com](mailto:arichards@efl.com)

**Debbie Lyons-Treadell 07583 186279** [dtreadell@efl.com](mailto:dtreadell@efl.com)

Concern of a child or Young Adult under the age of 18, or a vulnerable adult contact NYCC direct on 01609 780780

Local Authority Designated officer ( LADO ) 01609533080

West Riding FA: out of hours **07912 309565**

FL Child Protection Advisor: **01772 325 811/07795 628 379**

FA Safeguarding Team: **0800 169 1863**

Police **999** (Emergency) **111** (non-emergency)

Childline **0800 1111**

Appendix 5 - Staff driving credentials to transport young players

PROUD  
TO BE  
TOWN



STAFF DRIVING CREDENTIALS TO TRANSPORT YOUNG PLAYERS

This form should be completed for the term of the Season

Staff Member \_\_\_\_\_ Licences Number \_\_\_\_\_

Valid From \_\_\_\_\_

Expiry \_\_\_\_\_

Convictions and Penalty Points please state (including date/s)

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

I hereby confirm that the above information is correct, and I agree to a licence check via the Government's website.

Name (PRINT) \_\_\_\_\_ Job Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Office Use Only)**

Licence Valid (Please circle) - Yes / No

Does the above persons' driving licence pass the requirements of Harrogate Town AFC, and the Government "check someone's driving licence" check - in order to transport young players, learners, and apprentices (including vulnerable individuals)?

(Please circle) - Yes / No

Verified By \_\_\_\_\_ Job Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

PROUD  
TO BE  
TOWN



## PARENT/CARER TRANSPORT ARRANGEMENTS FORM

This form shall be valid for the term of the season, unless the young person is an Apprentice, or a Learner on an alternative programme. In the event of this form being completed by an Apprentice or Learner, the consent is given for the term of apprentice/learning agreement (normally 2 years).

**This form covers transport arrangements that are organised by Harrogate Town AFC, and includes journeys to/from fixtures, training, education, off-site visits, tours and medical appointments/emergencies.**

Where arrangements are made by the club for transport, best practice must be adhered to. This includes:-

- Arrangements will be made to collect and return individuals to specific pick-up points.
  - At no point will Harrogate Town AFC leave a child unattended.
- The club's responsibility stops and starts at these points.
- It is your responsibility to arrange safe travel to and from the pickup points.
  - It is the responsibility of the child's parent/carer to be on time at the arrangement pick-up point/s.
- If you are ever delayed in collecting your child/vulnerable individual, please make every effort to contact the designated contact person, so we can discuss alternative arrangements.
  - The HTAFC "Late collection policy" will be followed if no contact is made with parents/carers due to a no-show of a parent/carer.
- The club will not make arrangements to pick-up/drop-off at your own address.
- Harrogate Town AFC will ensure that all designated drivers have been recruited in line with the Clubs Safeguarding and Safer Recruitment and selection policy and have undertaken an enhanced CRC/DBS check (if they are unsupervised) and they have also completed the EFL Safeguarding Essentials Course.
- All drivers are required to have a full and valid UK driving licence and correct and valid insurance documentation (including business use).
- Vehicles must be in a roadworthy condition and comply with VOSA regulations (taxed, tested, insured and maintained in a roadworthy condition).
- Drivers should be fit to drive and free from the influence of drugs & alcohol and observe the Highway Code.
- Drivers are not permitted to take, make, read or send any mobile calls or text messages.
- Young persons under the age of 18 or vulnerable individuals should sit in the rear of the vehicle, and seatbelts should always be worn.

Arrangements for a staff member to transport an individual/group in their private vehicle will be as a last resort - I.E. Emergency situations, or where not to give a lift may put the individual at risk. In this situation additional consent will be needed, and you (as the parent/carer) will be contacted on each occasion. If arrangements have been made that you have not been aware of, please email **safeguarding@harrogatetownafc.com**.

Any concerns can be discussed in confidence with the Designated Safeguarding Officer.

Name of parent/carer \_\_\_\_\_ Name of Child \_\_\_\_\_

Address

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

Postcode \_\_\_\_\_ Age Group of Player \_\_\_\_\_

I hereby confirm:-

- I agree for my son / daughter to travel on transportation put in place by Harrogate Town AFC. These vehicles/drivers could be provided directly from Harrogate Town AFC, or a third party.
- I have been sent and agree to the Academy Transport Policy

Son / Daughters Name \_\_\_\_\_

Parent / Carer Name (PRINT) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### LIFT SHARE CONSENT FORM

This form shall be valid for the term of the season, unless the young person is an Apprentice, or a Learner on an alternative programme. In the event of this form being completed by an Apprentice or Learner, the consent is given for the term of apprenticeship/learning agreement (normally up to 2 years).

Due to the age of the individuals that are on the apprenticeship/course, it is natural that some will acquire a driving licence during the period they are employed/enrolled - becoming newly qualified drivers. Due to the associated risks, the Academy Transport Policy clearly outlines the procedures that are in place regarding individual transport and lift sharing, some listed below:-

- Under normal circumstances, Academy Players, nor young people are “**not permitted** to give lifts to anyone else.”
- “Harrogate Town AFC will not ask young players, learners, or apprentices (including vulnerable individuals) to provide transport for peers or staff.”
- “Where an apprentice or young person would like to liftshare as a passenger, consent will be needed from the parent/carer of the apprentice or young person in order to do liftshare – via the Life Share Consent Form.”
- There may be additional requirements and procedures, that need to be adhered to and respected, if residing with a host family or group accommodation provider.

In regards to newly qualified drivers, and the information covered in the Academy Transport policy, I hereby confirm:-

- I understand the associated risks with newly qualified drivers
- I agree for my son to lift share, with other Academy apprentices/players and/or young people. This is for the purposes of travelling with an individual/s to/from an area that is within reasonable distance (or on-route) of a permanent residential address:-

Son's Name \_\_\_\_\_ Parent / Carer Name (PRINT) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## TRANSPORT CODE OF CONDUCT FOR STAFF, VOLUNTEERS AND INTERNS

- In line with the Academy Transport Policy all drivers are required to have completed a Driver Registration form - [Appendix 6](#) - confirming that they are fully compliant and have had their documentation checked with relevant copies held on file by the named person within the club who monitors driver's information - Operations Director, assisted by Academy Secretary / Academy Manager.
- All designated drivers (staff/volunteers/interns) and chaperones must have been recruited in line with the Clubs safeguarding and safer recruitment & selection policy and have undertaken an enhanced CRC/DBS check (if unsupervised) and hold a current Safeguarding Children Certificate and/or EFL Safeguarding Essentials. In the event of a driver not having a CRC/DBS check, a chaperone must be available.
- The Academy Manager / Head of Education and Player Care, Academy DSO and Senior Safeguarding Manager (SSM) should be informed before any travel arrangements are confirmed or staff agree to transport U18's or vulnerable individuals.
- Vehicles must be in a roadworthy condition and comply with VOSA regulations (taxed, tested, insured and maintained in a roadworthy condition).
- All drivers must understand the maximum capacity for the vehicle being used and that this must not be exceeded and adhere to all legal requirements whilst driving and transporting players U18 and vulnerable individuals.
- Drivers should ensure they are compliant with the Highway Code in respect of the laws regarding seat belts and child restraints.
- Drivers must be fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive.
- Drivers are NOT permitted to take, make, read or send any mobile calls or text messages.
- A Transport Agreements Form - [Appendix 2](#) - completed by the parent/carer is required - this will cover every journey with the Academy and Youth Development. In the event of a journey falling outside the terms of the Transport Agreement



Form, additional consent will need to be provided by parent/carer. This will include being transported in a staff/volunteer/intern private vehicle.

- Arrangements will be made to collect and return individuals to specific pick up points.
- The clubs/driver responsibility stops and starts at these points.
- It is the parent's responsibility to arrange safe travel to and from the pickup points. For individuals under the age of U18, it is paramount that they are not left without parent/carer at the arranged pickup points, and that a member of staff remains with the individual/s until the parent/carer of the individual is in supervision. In the event that one individual is left, a second supervisory member of staff is required - a staff member should NEVER be left alone with an individual, either vulnerable or under the age of 18.
- U18's/vulnerable individuals should sit in the rear of the vehicle and seatbelts should always be worn.
- If more than one young person is being transported then the front seat may be occupied if no other seats remain vacant. This will be dependent on what vehicle is being used. If there are multiple passengers those in the closest proximity to the driver should alight first so that at no time is the driver seated with the young person.

**Staff and volunteers involved in transporting players/activity participants U18 and vulnerable individuals must understand:**

- **That they may only transport apprentices/players/activity participants U18/vulnerable individuals in emergency situations or where not to give a lift may put the individual at risk.**
- That the safety and welfare of the child/vulnerable individual is their responsibility until they are safely passed over to a parent/carer.
- That they record details of the journey in accordance with agreed Club procedures. (Consent forms completed, driver/mileage log).
- That their behaviour is appropriate at all times (No inappropriate language).
- That they must report any unexpected journey and the reasons for it to the Academy Manager/Head of Education, Welfare & Player Care/Foundation DSO/HOS. Inform parents/carers, if possible, before beginning any unexpected journey and if not at the earliest opportunity.
- That any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned.
- The importance of calling an ambulance to deal with serious medical emergencies.
- Staff understand that they must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving.

- That drivers must also be responsible for the laws relating to the use of mobile phones whilst driving. In the event of an accident mobile phone records may be examined to ascertain whether the driver was engaged on a call at the time of the accident.

### **Escorts & Chaperones**

- Must be aware of all arrangements for the duration of the journey including any stops.
- Keep a record/register of apprentices/players/activity participants U18/vulnerable individuals being transported.
- Support the driver to ensure seat belts are worn by all.
- Take responsibility for any communications during the journey to ensure drivers are not responsible for mobile phone calls/text messages.
- Complete head counts at the start of each journey, during any breaks and at the end of the journey.
- Make the driver aware of any private transport arrangements made by apprentices/players U18 (such as travelling home with parents).
- Re-enforce the code of conduct with U18's and ensure that their behaviour during the journey is appropriate.

**Staff/Volunteers/Interns must not** offer lifts to apprentices/players/activity participants U18/vulnerable individuals outside of normal working hours/duty unless this has been agreed with the Academy Manager/Head of Education and Player Care, Academy DSO, Senior Safeguarding Manager, and parents or carers have consented.

### **To be completed by member of Staff, Volunteer, or Intern**

I can confirm I have read and understood the Transport Code of Conduct for staff, Volunteers and Interns. By signing below I agree to follow the procedures.

Name (PRINT) \_\_\_\_\_ Job Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## TRANSPORT CODE OF CONDUCT FOR ACADEMY PLAYERS, YOUTH PARTICIPANTS AND VULNERABLE INDIVIDUALS

Harrogate Town AFC will ensure Academy Players, Youth Participants and Vulnerable Individuals understand that they should:

- Observe the Club code of conduct.
- Check travel arrangements and take responsibility for confirming travel times.
- Always wear a seatbelt during travel.
- Understand their personal responsibilities. Be aware of personal safety and do not participate in any high-risk behaviour.
- In the event of an accident or breakdown they should remain together with the group and await instruction from the group leader.
- In this event of an accident or emergency situation the use of social media applications is forbidden.

Harrogate Town AFC will ensure Academy Players, Youth Participants and Vulnerable Individuals understand that they should not:

- Do anything which may distract the driver or disturb their concentration.

- Tamper with any of the vehicle’s equipment or driving controls
- Tamper with any of the vehicles emergency exits unless a true emergency arises
- Block or obstruct aisles or emergency exits
- Lean out of, or throw objects from the window of the transport
- Accept lifts from staff/volunteers outside of normal working hours, unless this has been agreed by the Academy Manager/Head of Education Welfare and Player Care/Foundation DSO /HOS and their parents /or carers (includes accommodation providers) know about the arrangements and have consented.

**To be completed by Academy Player, Youth Participant or Vulnerable Individual**

I can confirm I have read and understood the Transport Code of Conduct for Academy Players, Youth Participants and Vulnerable Individuals. By signing below I agree to follow the procedures.

Name (PRINT) \_\_\_\_\_ Signature \_\_\_\_\_

Position at the club \_\_\_\_\_ Date \_\_\_\_\_

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### DRIVER REGISTRATION FORM

<b>Name (PRINT)</b>		<b>Job Title</b>	
<b>Home Address (including postcode)</b>			
<b>Vehicle Make</b>		<b>Vehicle Model</b>	
<b>Registration Number</b>		<b>Approx. Mileage</b>	

- I hereby confirm that I am willing to use my own vehicle for transporting young people/vulnerable individuals where this is necessary and approved by the Club/Academy Manager and Senior Safeguarding Manager (SSM).
- I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover.
- I confirm that I have a valid driving licence.
- I confirm that I am not currently banned from driving.
- I confirm that I have read the Academy Transport Policy for the safe transport of young people/vulnerable individuals.

- I accept that I will provide original documents for viewing and supply copies of all relevant documentation with this Registration Form: e.g., registration document, MOT certificate, driving licence, insurance certificate on request.
- I confirm I hold an up to date CRC/DBS Enhanced Disclosure Certificate.
- I confirm I hold a current FA Safeguarding Children Certificate and/or EFL Safeguarding Essentials.
- I am aware that, although I have completed this form, I am within my rights to say “no” at any point, without giving reason.
- If any of the above details change I will inform my departmental Manager, who will inform the SSM or DSO, and I will complete a new Driver Registration Form.

Name (PRINT) \_\_\_\_\_ Signature \_\_\_\_\_

Job Title \_\_\_\_\_ Date \_\_\_\_\_

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## ACADEMY AND YOUTH DEVELOPMENT - INFORMATION FOR NEW DRIVERS

Mainly newly qualified drivers lack experience on the road and need to continue to develop their skills. There is a wealth of statistics and resources, available at the Rospa (The Royal Society for the Prevention of Accidents) website - <https://www.rospa.com/>. This site provides information and Activity Guides for young drivers. Although primarily aimed at young people driving company vehicles it still provides prompts and information which apprentices may find interesting from a driver education point of view.

Statistics suggest that as many as one new driver in five has some kind of collision in their first year of driving. The 'Safety Code for New Drivers' can be found online, on the Government's website. The site provides advice to help new drivers through the first twelve months after passing the driving test.

### Advice from the club for the new driver to consider:

- Avoid driving between midnight and 6am unless it's really necessary. Many of the worst collisions happen at night.
- If driving with passengers, the driver is responsible for their safety. Don't get distracted or be encouraged to take risks. Drivers should concentrate in order to get to their destination safely. Do not allow more passengers than your vehicle is suited for (check the number of seat belts).
- Make sure everyone in the car is wearing a seat belt throughout the journey.
- Adhere to the legal requirements in respect of the use of mobile phones.
- Never show off or try to compete with other drivers, particularly if they are driving badly.
- Don't drive if you have consumed any alcohol or taken drugs. Even over-the-counter medicines can affect the ability to drive safely - read the label to see if they may affect driving.
- Keep your speed down - many serious collisions happen because the driver loses control, particularly on bends.
- Take regular breaks on long journeys and be aware of the dangers associated with tiredness when driving.

- Be aware of the dangers associated with tiredness, particularly after a game or after a long coach journey – keep the vehicle well ventilated to reduce the risk of drowsiness.
- Most new drivers have no experience of driving high-powered or sporty cars, unless they have learnt to drive in such a vehicle. You are advised to get plenty of experience driving on their own before driving a more powerful car.
- Driving while uninsured is an offence.
- There are several types of insurance cover available. Apprentices and their parent(s)/legal guardian(s) should be advised to seek guidance from their own motor insurance provider to ensure they have the correct cover to meet the driver's needs. Consideration should be given to 'business use cover, and also to specific cover for their role in professional football. If the apprentice is driving during working hours as part of their apprenticeship programme, thought should be given to their role in transporting 'trainee footballers'.
- "Student" is not an appropriate role as Apprentices have "employed status"

**REMEMBER** that under the New Drivers Act a licence can be revoked if a driver receives six penalty points on their licence within two years of passing their first driving test. They would then need to pass both the theory and practical tests again to get back a full licence.

New drivers may consider taking further training such as 'Pass Plus', which may also save them money on insurance premiums, as well as helping to reduce the risk of being involved in a collision. The 'Pass Plus' scheme is designed by the Driving Standards Agency and its aim is to help new drivers to become better drivers.

**Anyone involved in an accident: -**

- That causes damage or injury to any other person, vehicle, animal or property, the driver must give both their own and the vehicle owner's name and address, along with the registration number of the vehicle, to anyone having reasonable grounds for requiring them.
- Provide details of their insurance provider to any person involved in the accident.
- If there is damage to another motor vehicle they should ask the driver for all of the details identified above.

If the driver does not give their details at the scene then they must report the accident to the police as soon as possible or at least within 24 hours.

**If involved in an accident with an uninsured motorist:-**

- Report any accident with an uninsured driver to the police.
- It is advised that any accident should also be reported to their insurer.

**Mobile Phones**

- Since February 2007 it is an offence for motorists to use a handheld mobile phone whilst driving. Drivers must be responsible for the laws relating to the use of mobile phones whilst driving and additional HTAFC guidelines



which state “Drivers are not permitted to take, make, read or send any mobile calls or text messages”. In the event of an accident mobile phone records may be examined to ascertain whether the driver was engaged on a call at the time of the accident.

## Appendix 12 – Template Example Senior Appearance Email



### Senior Appearance

Date: xx-xx-xxxx

Dear Parent/Guardian,

We are delighted to inform you that your son, **(insert name)**, has been selected to join the first team squad tomorrow in the match against **(insert opposition team)**. We are looking forward to having **(insert name)** with us for the match, but we want to ensure we put appropriate safeguards in place as he is still under 18 years of age.

Please complete the consent form (attached) and return it to the Designated Safeguarding Officer, Richard Jones, as soon as possible - an electronic copy with your typed signature will suffice.

This is a fantastic opportunity and we hope he really enjoys the experience. It is important to remember that being called into the squad does not automatically mean that he will play on this occasion; however, he should be congratulated on this achievement at such a young age. If he does not play on the day, we hope you can reassure him of how well he has done by being selected.

We understand that your son may be nervous and even a little anxious with this new and exciting challenge. In order to support him through this we are hoping to put a few things in place and we hope that you will also talk a few things through with him before the game.

We intend to identify a senior player who will act as a mentor and will 'buddy up' with your son. This is to provide him with someone he can turn to if he needs advice or support. It would be helpful if you discussed with him what a great opportunity this is, that he should try to enjoy the experience, but that if he is uncomfortable about anything or has any concerns then he should talk to his 'buddy' or someone he trusts.

We will also be providing your son with a Code of Conduct which we expect him to adhere to – this is also. This is just to outline standards of behaviour which the club expects of players U18 when placed in an adult environment. It would be helpful if you could support this guidance and reinforce the requirements of the club.

We know this is a great occasion for **(insert name)** and wish him luck with the opportunity and challenge.

Although this is an exciting time for you as a family, please refrain from discussing this matter with others and posting anything on social media as the squad announcement has not been made yet – we are sending you this to give you as much notice as possible, but we would appreciate your discretion in this matter.

We have allocated 2 complimentary tickets that you will be able to collect from the ticket office tomorrow evening – they will be under your son's name. If you have any other queries/questions, please don't hesitate to get in touch – see you tomorrow!

Designated Safeguarding Officer - Richard Jones - [richardjones@harrogatetownafc.com](mailto:richardjones@harrogatetownafc.com), 07522094004

Yours sincerely,  
Paul Stansfield  
Academy Manager

Appendix 13 – Template Example - U18 First Team Appearance Consent Form

HARROGATE TOWN FOOTBALL CLUB CONSENT FORM

**Congratulations to you and your son: he has been selected to join the senior squad in a forthcoming match against (name of club). In order that your child may participate in this fixture we are seeking your consent and support in preparing him for the game. It is essential that you complete and return this form to (name of person and contact details), supplying relevant information and your consent as parent/legal guardian.**

By consenting to this I am stating that my child is in good health and that he is not participating contrary to medical advice.

In the unlikely event of an accident occurring, I give my permission for a designated representative of the club to authorise emergency medical treatment, including the use of anaesthetic if deemed necessary. Appearance as part of the senior squad will include TV and use of photographs/digital images. A separate images consent form should have been signed by you at the start of the season/contract, if not ensure you speak to the DSO to request that consent form also.

Player/Child's name ..... Date of birth .....Age .....

Name of parent/guardian: ..... Relationship to child: .....

Address: .....

Emergency contact telephone no. .... Mobile tel: .....

Please provide a second emergency contact name and telephone number:

Name ..... Relationship to child .....

2nd Emergency contact telephone no. .... Mobile tel: .....

Please note: It is essential that we are able to contact one of these two numbers in the event of an emergency.

If your child has any medical conditions that may need to be taken into account, please give details below. The following information will assist the party leaders in caring for your child.

Special dietary needs: .....

Does your child suffer from: Asthma  Hayfever  Diabetes  Epilepsy  Nut Allergy

Any other allergies (e.g. Penicillin/nuts/anaesthetic) .....

Please add any other relevant information: .....

Important information to parents: The use of any regular medication by a professional player must be reported to the club medical team to ensure that anti-doping regulations are met. You must inform the team manager of the use of any medications including over the counter purchases.

I consent to my child participating as a member of the first team/senior squad on this occasion and for the rest of the season or scholar contract if required.

Signature: ..... Date: .....

Please write your name in full .....

Office use only: Ensure a copy of this is given to the Designated Safeguarding Officer and a copy kept on the player file.



## HARROGATE TOWN FOOTBALL CLUB FIRST TEAM APPEARANCE CONSENT FORM

**Congratulations to you and your son: he has been selected to join the senior squad in a forthcoming match on XXX vs XXX. In order that your child may participate in this fixture we are seeking your consent and support in preparing him for the game. It is essential that you complete and return this form to Richard Jones – [richardjones@harrogatetownafc.com](mailto:richardjones@harrogatetownafc.com) - supplying relevant information and your consent as parent/legal guardian as soon as possible.**

Player/Child's name ..... Date of birth .....Age .....

Name of parent/guardian: ..... Relationship to child: .....

Address: .....

Emergency contact telephone no. .... Mobile telephone: .....

Please provide a second emergency contact name and telephone number:

Name ..... Relationship to child .....

2nd Emergency contact telephone no. .... Mobile telephone: .....

Please note: It is essential that we are able to contact one of these two numbers in the event of an emergency.

If your child has any medical conditions that may need to be taken into account, please give details below. The following information will assist the party leaders in caring for your child.

Special dietary needs: .....

Does your child suffer from: Asthma  Hayfever  Diabetes  Epilepsy  Nut Allergy

Any other allergies (e.g. Penicillin/nuts/anaesthetic) .....

Please add any other relevant information:

.....  
.....

Important information to parents: The use of any regular medication by a professional player must be reported to the club medical team to ensure that anti-doping regulations are met. You must inform the team manager of the use of any medications including over the counter purchases.

As your son is under the age of 18 we want to ensure we put appropriate safeguards in place. Please could you answer the statements below. By ticking the box you are providing consent on behalf of your son. This consent will also be used both on this occasion, and for the rest of the season, or until the end of the apprenticeship contract (if applicable).

- My child is in good health and he is not participating contrary to medical advice.
- I give my permission for a designated representative of the Harrogate Town AFC to authorise emergency medical treatment, including the use of anaesthetic if deemed necessary.
- I can confirm that there's not any update to his medical conditions, nor information that the club should be aware of since consent was last given (unless stated above).
- I consent to my child participating as a member of the first team/senior squad on this occasion, including the involvement of an overnight stay (where applicable).
- Where an overnight stay has been arranged, I consent to my child, as he is under the age of 18, to stay in a separate room so he is not sharing with an over 18 player, nor a member of staff.
- If my son is staying in accommodation with another under 18 player, I consent that he can room share with this player, unless stated otherwise.
- I give consent for my son to get changed / showered in the first team changing rooms with the senior squad.

**OR**

- I would prefer for the club to make alternative changing / shower arrangements for my son.

Signature: ..... Date: .....

Please write your name in full .....

Office us only: Ensure a copy of this is given to the Designated Safeguarding Officer and a copy kept on the player file.



### Conduct for Young Players

We all have a responsibility to promote high standards of behaviour in the game.

As a participant, you have a big part to play. That's why we are asking every participant to follow a Respect Code of Conduct.

#### When I am involved in sport and activities, I will:

- Always play to be the best of my ability
- Play Fairly – I will not cheat or complain or waste time
- Respect my Team Mates
- Respect my Opponents
- Respect all officials
- Respect my Coach / Manager
- Listen and respond to what my Coach tells me
- Talk to my Welfare Officer if I'm Unhappy about anything

#### I understand that if I do not follow the Code, any / all the following actions may be taken I may:

- Be required to apologise to my team-mates, the other team, referee or coach
- Receive a formal warning from the coach

**Player Name:**

**Player Signature:**

**Dated:**





### **Conduct for Parents, Carers and Spectators**

Harrogate Town AFC Youth Development Respect Code of Conduct for Parents, Carers and Spectators. We all have a responsibility to promote high standards of behaviour in the sport

HTAFC promotes an enjoyable, safe, positive environment Every child matters. Remember children's sport is a time for them to develop their technical, Physical, tactical and social skills, winning is not everything.

Play your part and observe the Respect Code of Conduct for spectators, parents/carers at all time.

I will:

- Remember that Children play for FUN
- Applaud effort and good play as well as success
- Always respect match official's decisions
- Remain outside the respect barrier
- Allow the coach to do their job and not confuse the player by telling them what to do
- Encourage the participants to respect the opposition and Match officials
- Avoid Criticising a participant for making the wrong decision, mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour

I understand that if I do not follow the code, any /all of the following may be taken, I may be:

- Issued a verbal warning from a office of HTAFC
- Required to meet with someone from HTAFC OR Club Welfare Officer
- Obligated to undertake a child protection course
- Obligated to leave the venue

Name:

Relationship to the Player:

Signed:

Dated:



### Code of Conduct for Coaches, Volunteers and Helpers

Harrogate Town AFC Youth Development Respect Code of Conduct for Coaches, Volunteers and Helpers. We all have a responsibility to promote High standards of behaviour in the sport Before, During and after activities, I will:

- Show respect to others involved in sport including match officials and their decisions
- Show respect to opposition players, coaches and Spectators
- Adhere to the laws and spirit of the game we play
- Promote Fair play and high standards of behaviour
- Never Engage in. or tolerate offensive, insulting or abusive language or behaviour

When working with Young Children and Young People, I will:

- Place the wellbeing, safety and enjoyment of everyone involved
- Explain exactly what I expect of participants and what they can expect from me
- Ensure all parents and Carers of all participants under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every participant to build their self esteem
- Encourage each participant to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the participants ability level, age and maturity
- Co- operate fully with others involved (e.g. Officials, teachers, welfare officers and Volunteers)

I understand that if I do not follow the code, any / all of the following actions may be taken. I may be:

- Required to meet with the Club Welfare Officer
- Required to meet with other Club officers / officials
- Monitored by a senior coach

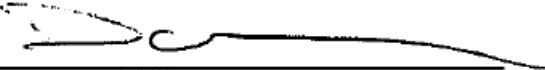
Signed.....

Print .....


Dated .....

**Sign-off**

By signing below I can confirm that I have carefully read, understood and accepted the Harrogate Town AFC – Safeguarding Policy, Document Version ... - to be implemented for us from the date stated below.

X   
\_\_\_\_\_  
Dave Riley  
Board Member (Operations Director)

01/07/2023

X   
\_\_\_\_\_  
Richard Jones  
Designated Safeguarding Officer

01/07/2023