



# BIRMINGHAM CITY LADIES FOOTBALL CLUB LTD

COMPANY NUMBER 8308133

Birmingham City Ladies Football Club (BCLFC) acknowledges its responsibility to safeguard the welfare of all persons affiliated to the BCLFC Regional Talent Club (RTC). As such, the Club will continue to adopt the key principles of The FA child protection policy as is evidenced in this submission:

## **BCLFC Girls Centre of Excellence Safeguarding Policy Statement**

BCLFC Girls Centre of Excellence acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all players and staff. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

The key principles of The FA child protection policy are that:

- 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 or 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 or carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. BCLFC Girls Centre of Excellence recognises that this is the responsibility of every adult involved in our club.

BCLFC Girls Centre of Excellence has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's child protection regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, football coach, club official or medical staff.

We endorse and adopt The FA's child protection and best practice guidelines for recruiting staff and volunteers and will:

- Develop a role profile
- Request identification documents
- Conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.



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All current BCLFC Girls Centre of Excellence members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of BCLFC Girls Centre of Excellence, guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

BCLFC Girls Centre of Excellence supports The FA's whistle blowing policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Manager on 0207 745 4771, by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC. BCLFC Girls Centre of Excellence encourages everyone to know about it and utilise it if necessary.

BCLFC Girls Centre of Excellence has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the child protection and best practice workshop. The post holder will be involved with designated person's training provided by The FA. The CWO is the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person. They will liaise directly with the CFA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer, a member of the committee or, in cases of serious bullying contact the County Football Association Child Protection Officer.

Codes of conduct for players, parents or spectators, officials and coaches have been implemented by BCLFC Girls Centre of Excellence.

In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the County Football Association in more serious circumstances. All prospective members will be informed of these codes.

Further advice on child protection matters can be obtained from:

- The Club Welfare Officer – Emily Westwood 07581 352928
- The County Football Association's Child Protection Officer, whose details can be found in the County Handbook
- The NSPCC - [www.nspcc.org.uk/inform](http://www.nspcc.org.uk/inform)
- NSPCC 24-Hour Helpline: 0808 800 5000
- The FA - [www.TheFA.com/Goal](http://www.TheFA.com/Goal)
- The FA child protection team: telephone 0207 745 4649



**Additional Safeguarding Policies & Procedures**

Whilst the Club adopt the principles and policies of The FA, an extension to the current safeguarding shall be adopted via the use of BCFC's Safeguarding Policies & Procedures. This is fully detailed below:

SECTION	GENERAL DESCRIPTION	OVERVIEW
<b>SECTION ONE</b>	<b>PRINCIPLES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• <i>Foundation principles and mission statement</i></li> <li>• <i>Head of Safeguarding role and responsibilities</i></li> <li>• <i>Board of directors undertaking</i></li> </ul>	This <i>section</i> identifies BCLFC's core values and principles surrounding safeguarding. Moreover, allocates roles and responsibilities acting on behalf of the Club.
<b>SECTION TWO</b>	<b>CHILD PROTECTION PROCEDURES FOR ALL STAFF</b> <ul style="list-style-type: none"> <li>• <i>Introduction</i></li> <li>• <i>Working guidelines</i></li> <li>• <i>Awareness of abuse</i></li> <li>• <i>Why are you concerned</i></li> <li>• <i>Main forms of abuse</i></li> <li>• <i>What are the indicators of abuse</i></li> <li>• <i>What to do if concerns are expressed to you</i></li> <li>• <i>What happens next</i></li> </ul>	<i>Section two</i> clarifies the Club's procedures surrounding child protection, including working guidelines, education on awareness of abuse and the process of expressing concern,
<b>SECTION THREE</b>	<b>SAFEGUARDING POLICY AND PROCEDURES</b> <ul style="list-style-type: none"> <li>• <i>Introduction</i></li> <li>• <i>What is child abuse?</i></li> <li>• <i>What is safeguarding?</i></li> <li>• <i>How to recognise forms of abuse</i></li> <li>• <i>The five main forms of abuse</i></li> <li>• <i>The indicators of abuse</i></li> <li>• <i>How to respond to abuse/ possible abuse</i></li> <li>• <i>How to respond if concerns are expressed directly to you</i></li> <li>• <i>Ongoing responsibilities- what happens next</i></li> <li>• <i>Potential outcomes following an allegation of child abuse being made</i></li> <li>• <i>Golden rules</i></li> </ul>	This <i>section</i> breaks down the full policy and procedures regarding safeguarding, whilst educating all staff in recognising forms of abuse.  The policy and procedures further detail how to respond appropriately where abuse has/ or may have occurred and ongoing responsibilities and outcomes following an allegation.



<p><b>SECTION FOUR</b></p>	<p><b>GENERAL CODE OF CONDUCT FOR ALL STAFF</b></p> <ul style="list-style-type: none"> <li>• <i>Introduction &amp; guiding principles</i></li> <li>• <i>Safeguarding children guidelines for personal conduct</i></li> <li>• <i>Mascot coordinator &amp; junior fan clubs</i></li> <li>• <i>Mascot beau brummie and belle figures</i></li> <li>• <i>First team players</i></li> <li>• <i>All media and communications officers</i></li> <li>• <i>Photography / imagery</i></li> <li>• <i>Coaches at all sites from all departments</i></li> <li>• <i>Scouts</i></li> <li>• <i>Designated drivers</i></li> <li>• <i>Medical and health personnel</i></li> <li>• <i>Visiting officials (away &amp; referees)</i></li> </ul>	<p><i>Section four</i> is an extension to the safeguarding policies and procedures, with specific processes varying on a departmental basis.</p>
<p><b>SECTION FIVE</b></p>	<p><b>GUIDANCE, BEST PRACTICE AND MISCELLANEOUS POLICIES</b></p> <ul style="list-style-type: none"> <li>• <i>Missing persons protocol (academy &amp; community)</i></li> <li>• <i>Missing persons protocol (stadium)</i></li> <li>• <i>Parental hospitalisation/removal/detention/unaccompanied</i></li> <li>• <i>Management of children found to be under influence of alcohol/drugs/substances</i></li> <li>• <i>Transport arrangements and responsibilities</i></li> <li>• <i>Changing room supervision</i></li> <li>• <i>Search protocol</i></li> <li>• <i>Away travel</i></li> <li>• <i>Guidance 1 away travel unaccompanied</i></li> <li>• <i>Guidance away travel learning disabilities accompanied</i></li> <li>• <i>Consent form / conditions of travel for under 18's with special needs</i></li> <li>• <i>Scouts/recruitment/training/monitoring</i></li> <li>• <i>Tours and tournaments</i></li> </ul>	<p>This <i>section</i> recognises best practice examples and provides guidance notes on varying circumstances regarding safeguarding across the board.</p>
<p><b>SECTION SIX</b></p>	<p><b>SAFEGUARDING CHILDREN POLICY</b></p> <ul style="list-style-type: none"> <li>• <i>Rules &amp; regulations, aims &amp; principles</i></li> <li>• <i>Disclosure barring system (DBS)</i></li> <li>• <i>Responding and recording concern to concern</i></li> <li>• <i>Children with disabilities</i></li> <li>• <i>Code of practice</i></li> <li>• <i>Internet safety</i></li> <li>• <i>Appendix i- sample images information letter</i></li> </ul>	<p><i>Section six</i> is the full policy for safeguarding children, with an overview of rules &amp; regulation and code of practice.</p>



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<b>SECTION SEVEN</b>	<b>SAFEGUARDING VULNERABLE ADULTS</b> <ul style="list-style-type: none"><li>• <i>Rules &amp; regulations, aims &amp; principles</i></li><li>• <i>Disclosure barring system (DBS)</i></li><li>• <i>Responding and recording concern to concern</i></li><li>• <i>Vulnerable adults with disabilities</i></li><li>• <i>Code of practice</i></li><li>• <i>Internet safety</i></li><li>• <i>Appendix i- sample images information letter</i></li></ul>	This <i>section</i> shows the Club's policy on safeguarding vulnerable adults, similar to the previous safeguarding policy it includes rules & regulations as well as code of practice.
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For all pretence and purposes the Club have provided an overview of Safeguard Policies & Procedures, this is due to the considerable size of the documentation. If you wish to request any of the above policies please email [Heather.Cowan@bclfc.com](mailto:Heather.Cowan@bclfc.com) .

The purpose of utilising BCFC's policies & procedures is to ensure consistency and continuity with the club's overall value and obligations, whilst also maintaining an appropriate level of governance.