



Safeguarding Children & Young People Policy

1. Principles

Oxford City Football Club ("the club") is committed to safeguarding children and fully accepts its responsibility for the safety and welfare of all children and young people who engage with the club. Simple process maps on how to respond to a safeguarding concern and what constitutes abuse and neglect can be found on pages 3-4.

The welfare of children and young people is paramount and all children and young people have a right to be protected from abuse regardless of their gender, race, disability, sexual orientation, religion, belief or age. Through the application of this policy and best practice, the club promotes the safety, welfare and well-being of all children and young people enabling them to participate in any club activity in an enjoyable, safe, inclusive and child-centred environment. This equally applies to the safety and security of those working with and who are responsible for the activities involving children and young people.

Employees and volunteers who come into contact with children and young people in club related activities should be positive role models and display high moral and ethical standards in line with the club's vision and values.

2. Scope

This policy is used across the club and is to be observed by all those working and coming into contact with children and young people to ensure best practice in safeguarding is promoted and adhered to.

Activities undertaken at the following departments are under the remit of this policy including:

- Oxford City Sport in the Community.
- Oxford City First and College teams.
- Oxford City Retail Store.
- Oxford City FC Matchday Operations.
- Oxford City Youth Teams.
- Oxford City Casual and Disability Teams.
- Oxford City FC Facilities Operations.



3. Definition of a Child

A child or young-person is defined as anyone up to their 18th birthday (Children Act, 1989).

Safeguarding children and young people is defined as (Working Together to Safeguard Children, 2015):

- Protecting children and young people from maltreatment;
- Preventing impairment of children or young people's health or development.
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children and young people to have the best life chances

4. Recruitment and Disclosure

As part of the club's recruitment and selection process, offers of work for positions which come into contact with children and young people are subject to a satisfactory criminal record check (CRC), appropriate references and qualification checks, when applicable. All offers of work are subject to satisfactory outcome to the screening process and until such time that all background checks are deemed as acceptable by the club, the person concerned is not permitted to commence work.

All employees and volunteers in a position of trust are required to undergo regular CRC disclosure clearances, normally every three years or earlier if required.

Should any person's CRC reveal any cautions, convictions, community resolutions, warnings or final reprimands the club will consider whether the nature of the offence renders the person concerned unsuitable for working with children and young people. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment is carried out to evaluate the information.

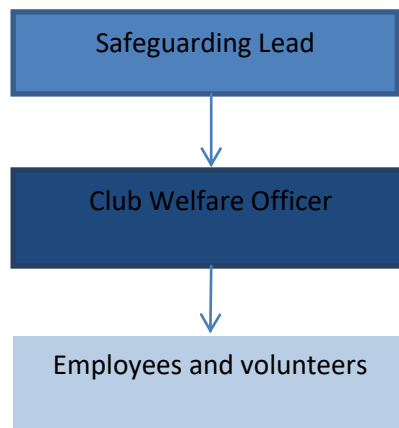
5. Training

Every employee and volunteer within the club will receive copies of the club's safeguarding policies and are expected to read and abide by it.



6. Roles and Responsibilities

The club has the following safeguarding structure in place.



Safeguarding Lead (SL): is responsible for providing club-wide strategic leadership that assists the club to deliver the safeguarding strategy, vision, values, priorities and policies. The SL is the lead point of contact should charity safeguarding concerns arise and will support the CWO where needed.

Club Welfare Officer (CWO): is the lead point of contact should club safeguarding concerns arise. CWO is also responsible for all vetting checks.

Employees and Volunteers

Are responsible for familiarising themselves with the club's policy ensuring the safety and welfare of all children and young people as well as promoting best practice and creating a safe and inclusive environment to prevent harm occurring.

7. Abuse and Neglect

7.1 Definition of Abuse

Abuse is defined as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children or young people may be abused in a family or in an institution or community setting by those known to them, or, by others. They may be abused by an adult or adults, or another child, children, young person or young people.



7.2 Category Definitions of Abuse

There are 4 recognised categories of abuse as defined in Working Together to Safeguard Children (2015):

1. Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.
2. Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or young people to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children or young people.
3. Emotional abuse: The persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on the child or young person's emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child or young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children or young people. These may include interactions that are beyond a child or young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children or young people. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.
4. Neglect: The persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - b. Protect a child or young person from physical and emotional harm or danger;
 - c. Ensure adequate supervision (including the use of inadequate care-givers); or
 - d. Ensure access to appropriate medical care or treatment.



It may also include neglect of, or unresponsiveness to a child or young person's basic emotional needs

8. Radicalisation and Extremism

Radicalisation and extremism of children and young people is a form of emotional abuse. HM Government states that the aim of radicalisation to attract children and young people to a particular extremist ideology. In many cases it is with a view to inspire children and young people eventually to become involved with harmful or terrorist activities. Radicalisation can take place through direct personal contact, or indirectly through social media. Extremism is defined as 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.

9. Looked after Children and Young People

Looked after (such as those living in foster care) children and young people may be especially vulnerable to abuse and neglect for a number of reasons:

- Experienced abuse and neglect previously;
- Living with people who are not their immediate family or friends;
- Less support networks; and
- Stigma for being in care.

10. Deaf and Disabled Children and Young People

The Equality Abuse (2010) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day-to-day activities. This definition includes conditions such as cancer, HIV, mental illness and learning disabilities.

Deaf and disabled children and young people may be vulnerable to abuse for a number of reasons:

- Increased likelihood of social isolation.
- Dependency on others for practical assistance in daily living.
- Impaired capacity to resist, avoid or understand abuse.
- Speech and language communication needs may make it difficult to tell others what is happening.

There is no single route to ensure that children and young people are protected, especially those with additional vulnerabilities. However, the safest environments are those that help children and young people to protect themselves by helping them to speak out and do their best to stop any abuse or neglect from happening and take responsibility for observing, challenging and reporting any poor practice and suspected abuse and neglect.



11. Use of Photography and Film

Where appropriate and possible, parent/carer consent is sought in writing at the start of the season or prior to an event. The club adhere to the following principles when using photography or film:

- Only photographers that have sought the written or verbal consent of the senior management team will be allowed to take photos of the children and young people on site. The images from anyone who hasn't gained written or verbal consent from the senior management team will be destroyed and disciplinary action taken.
- All children and young people featured in club publications are appropriately dressed.
- When possible, the image will focus on the activity taking place and not a specific child or young person.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated club photographers will, where appropriate, undertake a DBS check and attend the club's and be personally responsible for keeping up to date with the latest guidelines from the relevant governing bodies.
- Children and young people who are subject to a court order will not have his/her images published in any club document.
- No images of children or young people featured in club publications are to be accompanied by personal details such as their name or home address.
- Recordings of children and young people for the purpose of legitimate coaching are only filmed by club officials and are stored safely and securely at the club's premises.
- Any instances of inappropriate images in football should be reported to the Club Welfare Officer.
- Where possible the videos and photographs will be stored on a club issued phone or Ipad.
- Any parent or child is allowed to opt out of being involved in photographs and videos.

12. Good Practice and Code of Conduct

To ensure all children and young people have the most positive and safe experience when engaging with the club, all employees and volunteers should follow the below principles:

- Listen carefully to children and young people about his/her needs, wishes, ideas and concerns and take them seriously.
- Treat all children and young people equally showing no favouritism.
- Always work in an open environment.
- Make the experience of the activity fun and enjoyable.
- Promote fairness, confront and deal with bullying.
- Maintain a safe and appropriate distance with children and young people and avoiding any unnecessary physical contact.
- Where any form of manual/physical support is required, it should be provided openly and with the consent of the child or young person.



- If children and young people have to be supervised in changing rooms always ensure to work in pairs.
- Request written consent if an employee or volunteer has to transport children and young people for any activities or events.
- Maintain all qualifications and professional development in line with FA policy.
- Ensure a qualified first aider is in attendance at all club activities.
- Promote the club's vision and values and be an ambassador for those values.
- Challenge unacceptable or inappropriate behaviour.
- Encourage children and young people to take responsibility for their own behaviour and performance.
- Keep a written record of any incident or injury that occurs, along with details or any treatment given or action taken using club's Accident and Incident Report Form.

This list is not exhaustive.

13. Lost or Missing Children and Young People

During club activities every effort is made to ensure children and young people remain with their parents/carers or activity leaders. Should a child or young person become lost or go missing during a club activity every effort will be made to locate the child or young person as quickly as possible. Should a child or young person not be located within a reasonable timeframe, contact will be made with their parents/carers and the police to file a missing child/young person's report.

14. Children and Young People Who are Not Picked Up on Time

All parents and carers should collect their child or young person on time in line with the instructions given by the club. Should the child or young person not be collected on time a minimum of two appropriate adults will wait at the venue until the parent or carer arrives. Should the child or young person not be picked up at all, a club employee or volunteer will contact the CWO/CSO. Should sufficient time pass, the club may contact the police and/or children's services to take care of the child or young person until their parent or carer is contacted.

15. Confidentiality

Every effort should be made to ensure that confidentiality of safeguarding cases is maintained for all concerned. Confidential information about a child or young person should never be used causally in conversation, or shared with any person other than on a need to know basis.

16. Review

The club shall review this Policy at the end of every season or whenever there is a change in legalisation, guidance, governing body rules or learning from safeguarding cases.



17. What to do if you suspect abuse or poor practice has occurred?

If you are concerned about the safety or welfare of a child or young person you must act. Do not assume that someone else will help the child or young person. Safeguarding children and young people is everyone's responsibility.

It is important that you report your concerns to the CWO or CSO.

Taking no action is not an option.



18. What to do if you receive a safeguarding concern from a child or young person.

18.1 Stage 1

Ensure the child or young person's immediate needs are met and that they feel supported. It is important to understand that you should not deal with the concern yourself. The concern must always be taken seriously and dealt with according to the guidelines of this policy. You are expected to act in the best interest of the child or young person who may be at risk.

You Must:

- Put your own feelings aside and listen as if the information is not sensational.
- Allow the child/young person to lead the discussion and to talk freely.
- Listen to what the child/young person is saying without investigating. Try not to interrupt them or ask lots of questions.
- Allow the child or young person to tell you at their own pace.
- Don't worry if the child/ young person stops talking for a while, silences are ok.
- Accept what the child/young person says without challenge.
- Protect the child/ young person from sharing the information with too many other people.
- Provide reassurance that you are taking them seriously and they have done the right thing speaking about the concern.
- Let the child/young person know it is recognised how hard it is for them to tell you.
- Avoid asking leading questions.
- Never ask questions that may make the child/young person feel guilty or inadequate.
- If physical abuse has taken place, you may observe visible bruises and marks but do not ask a child/young person to remove or adjust their clothing to observe them and do not take photographs of the injuries.
- Tell the child/ young person who you will be contacting e.g. Club Welfare Officer and that you will support them through that process.



- Respect the confidentiality of the concern and do not share the information with anyone other than those who need to know. Those who need to know are defined as those who have a role to play in protecting children/ young people.

18.2 Stage 2

ASAP, once the immediate comfort and safety of the child or young person is secured, you must inform your Club Welfare Officer [CWO] or Safeguarding Lead [SL]. You may make a referral yourself directly to the relevant agency if you are concerned that the child/young person is in immediate danger and/or having difficulty contacting the CWO or SL or if the CWO or SL is the alleged abuser. Every effort should be made to ensure that confidentiality is maintained for all concerned.

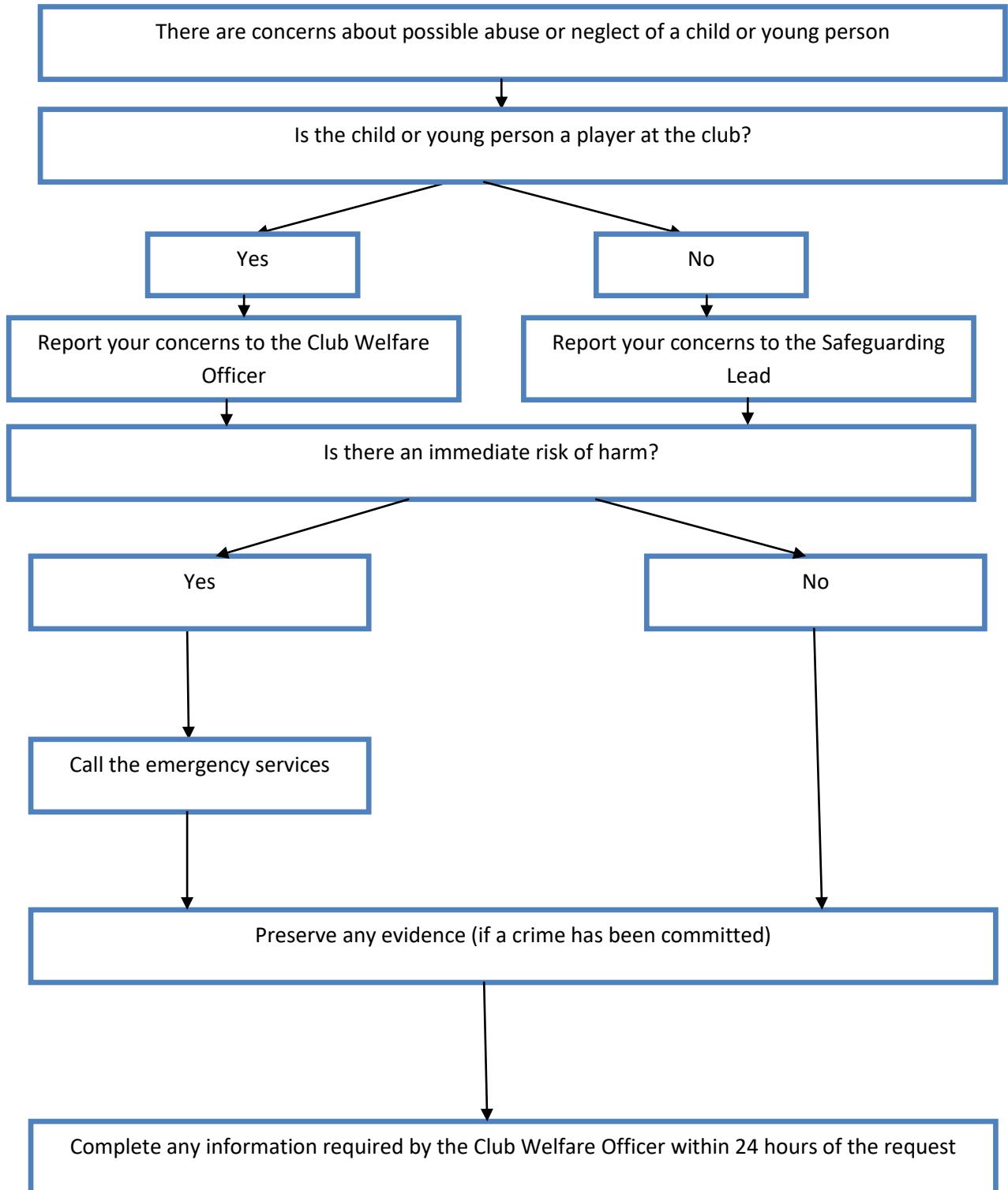
18.3 What happens next?

You should comply with any request made by the CWO or SL or relevant external agency, depending where the referral was sent to. It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. You should be informed by the CWO or SL what has happened following the report being made. If you do not receive this information, you should be proactive in seeking it out.

If you have concerns that the report has not been acted upon appropriately, you should inform the club's Senior Management Team and contact the relevant external agency.

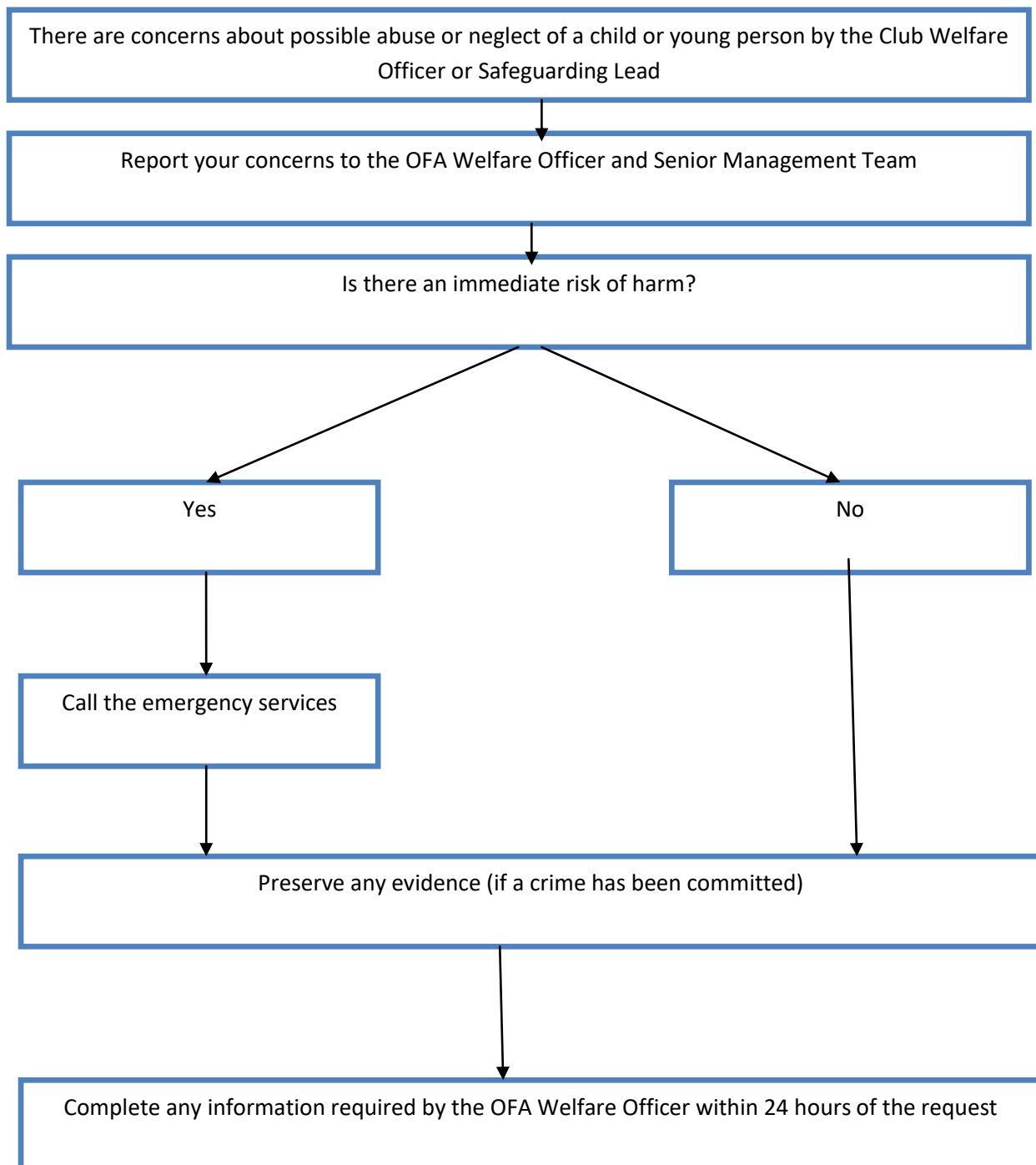


Raising a Safeguarding Concern





Raising a Safeguarding Concern about the Club Welfare Officer or Safeguarding Lead





Key Safeguarding Contacts

Club Welfare Officer

safeguarding@oxcityfc.co.uk

Paul Lyon: 07876682501

Oxfordshire FA County Welfare Officer

Nigel Saverton: safeguarding@oxfordshirefa.com

MASH (Multi-Agency Safeguarding Hub)

03450507666 (Option 2)

Mash-childrens@oxfordshire.gcsx.gov.uk