

**Borehamwood 2000 Football Club**

**Child Protection Guidelines**

 Borehamwood 2000 Football Club already abides by and adheres to the FA guidelines on Child Protection.

 **In addition**, the following guidelines will be enforced. Borehamwood 2000 Football Club recognises that the role of a volunteer with Borehamwood 2000 FC places an individual in a position of trust particularly with regard to those activities involving children. Borehamwood 2000 FC employs volunteer staff including football coaches. These guidelines are applicable to them and it is expected they will adhere to them. Borehamwood 2000 FC has a duty of care to all volunteers and members and undertakes to uphold that trust and duty of care at all times.

 Borehamwood 2000 FC is fully aware of the Children Act 1989, under which a child is defined as a person under eighteen years of age for most purposes. Under the provisions of the Act, it is the responsibility of all of our members, staff and volunteers to prevent the physical, sexual or emotional abuse of children and young people who are left in our care.

 The Chairman of Borehamwood 2000 FC and the Club’s Welfare Officer will oversee the application of these Guidelines.

 All volunteers and employees will ensure that any interaction between them and those under the age of eighteen is such that no reasonable person observing that interaction could construe its nature to be abusive or inappropriate.

 All volunteers and employees will not supply, or attempt to supply, alcohol to those under the age of eighteen.

 All volunteers and employees will take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions and must co-operate with Borehamwood 2000 FC representatives in all matters of Health and Safety, so as to enable compliance with the law.

 All volunteers and employees will conduct themselves appropriately at all times when representing or may be considered to be representing Borehamwood 2000 FC.

 All volunteers and employees will accept that Borehamwood 2000 FC does not condone the use of any illegal substance or the abuse of any prescribed medication and that, if in the reasonable opinion of Borehamwood 2000 FC, a volunteer is found to be under the influence of drugs or in possession of drugs or to be selling or to have sold drugs, then the volunteer or employee will have committed a serious breach of this Code of Conduct and may face criminal charges.

 Arrangements for the adequate supervision and safety of young people at Borehamwood 2000 FC events are the responsibility of all members, employees and volunteers.

 In the case of doubt as to the appropriate course of action, the overall guiding principle is that the welfare of the child is paramount.

 No child, or group of children, should be left unattended at any time.

 There should be a minimum of one adult (over eighteen) to every 15 children, and at least two adults for each group in total, to ensure that the group need never be left unattended. Avoid leaving children alone with an adult, unless they can be easily observed by others nearby.

 Volunteers and employees should avoid being alone with a child where they cannot be clearly seen by other adults.

 When in a car, if possible, volunteers and employees should avoid having a child in the front seat. If this is not possible, the child in the front seat should be the son or daughter of the driver. If this is not possible, the driver should ensure that the same child does not sit in the front seat on each occasion.

 If anyone has any doubts or suspicions that any form of abuse is occurring to any child who is part of Borehamwood 2000 FC they must report their concerns as detailed below.

 If a child makes any sort of allegation, the following basic principles must be observed:

 • Listen to the child and believe the child

 • Never stop a child who is freely recalling significant events

 Always:

 1. As soon as is practicable make a written record/summary of the conversation, taking care to note the date, time, setting and who was present, as well as the child's actual words.

 2. As soon as is practicable make a note of all relevant facts, events and conversations, distinguishing known facts from allegations and opinions.

 3. If a child/young person is at immediate risk, report the allegation immediately to either the Club Welfare Officer, the Police or the NSPPCC.

 4. Compile a report from [1] & [2] and email it to the Club’s Welfare Officer and Chairman

 When any report is received by Borehamwood 2000 Football Club then it must be drawn to the attention of the relevant authorities. Where appropriate, immediately. Any delay can increase the risk to the child.

 All reports will be investigated. The Borehamwood 2000 FC Child Welfare Officer will be responsible for leading any investigation in accordance with FA and Borehamwood 2000 Football Club procedures.

 Anyone who is found to be in breach of any of the codes of conduct of Borehamwood 2000 FC will be made aware of this. If this is a child there should always be at least two adults present and it should not be done in public.

 It is the responsibility of all Borehamwood 2000 Football Club members to promote the physical and emotional well-being of all children.