

**SPORTING CLUB**

**INKBERROW**

# Policy Manual



# Index

1. Policy Framework, Responsible Officers and Review Dates
2. Safeguarding & Welfare
  - a. Sporting Club Inkberrow Ltd Safeguarding Policy
  - b. Inkberrow Eagles FC Safeguarding Policy
  - c. Inkberrow Junior Cricket Club Safeguarding Policy
  - d. Anti-Bullying Policy
  - e. Photography and Image Sharing Guidance
  - f. Whistle Blowing Policy
3. Codes of Conduct
4. Privacy Policy
5. Equality Policy
6. Health & Safety Policy
7. Complaints Policy

## 1. Policy Framework, responsible Officers and Review Dates

<b>Policy/Procedure</b>	<b>Owner</b>	<b>Review frequency</b>	<b>Next Review</b>
Sporting Club Inkberrow Ltd Safeguarding Policy	SCI Compliance Officer	Annually	1/9/20
Inkberrow Junior Cricket Club Safeguarding Policy	Junior Football Safeguarding Officer	Annually	1/9/20
Inkberrow Eagles FC Safeguarding Policy	Junior Cricket Safeguarding Officer	Annually	1/5/20
Anti-Bullying Policy	SCI Compliance Officer	Annually	1/9/20
Photography and Image Sharing Guidance	SCI Compliance Officer	Annually	1/9/20
Whistle Blowing Policy	SCI Compliance Officer	Annually	1/9/20
Codes of Conduct	SCI Compliance Officer	Annually	1/9/20
Privacy Policy	SCI Compliance Officer	Annually	1/9/20
Equality Policy	SCI Compliance Officer	Annually	1/9/20
Health & Safety Policy	SCI Compliance Officer	Annually	1/9/20
Fire Safety Risk Assessment	SCI Compliance Officer	Annually	31/10/19
Environmental Health Procedures	SCI Food Safety Officer	Annually	1/9/20
Complaints Policy	SCI Compliance Officer	Annually	1/9/20

## 2. Safeguarding & Welfare

### **SPORTING CLUB INKBERROW LIMITED SAFEGUARDING POLICY**

The purpose of this policy statement is:

- to protect children and young people who receive Sporting Club Inkberrow Ltd's services. This includes the children of adults who use our services
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of Sporting Club Inkberrow Ltd, including the board of trustees, paid staff and volunteers.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a lead trustee/board member for safeguarding
- developing child protection and safeguarding policies and procedures which reflect best practice
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place

- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely

This policy statement should be read alongside our organisational policies and procedures, including:

- Inkberrow Eagles FC Safeguarding Policy
- Inkberrow Junior Cricket Club Safeguarding Policy
- Anti-bullying policy and procedures
- Photography and image sharing guidance
- Whistleblowing policy
- Complaints policy

#### Contact details

Senior lead for safeguarding and child protection

Name: Phil Scrafton

Phone: 07966 536642

email: [bigscraf@icloud.com](mailto:bigscraf@icloud.com)

# **INKBERROW EAGLES FC**

## **SAFEGUARDING POLICY**

Inkberrow Eagles FC 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 members. A child or young person is anyone under the age of 18. We subscribe to The Football Association's safeguarding and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

The key principles of The FA Safeguarding 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. Inkberrow Eagles FC recognises that this is the responsibility of every adult involved in our club.

Inkberrow Eagles FC 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 Safeguarding Policy applies to everyone in football. This includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's Safeguarding and Best Practice Guidelines for Recruiting volunteers and will:

- Develop a role profile
- Request identification documents.
- As a minimum meet and chat with the applicant(s) and where possible 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.

All current Inkberrow Eagles FC 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 Inkberrow Eagles FC, 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.

Inkberrow Eagles FC supports The FA's 'whistle blowing' policy. Any adult or young person with concerns about a colleague can 'whistle blow' by;

- contacting the FA Safeguarding Manager on 0207 745 1771
- 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.

Inkberrow Eagles FC encourages everyone to know about the FA's 'whistle-blowing' policy and utilise it if necessary.

Inkberrow Eagles FC has appointed a Club Welfare Officer (CWO) in line with the FA's role profile and required completion.

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 to the welfare of any child or young person. They will liaise directly with the Worcestershire FA Club Welfare Officer (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 players, Parents and/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, The Worcestershire FA CPO.

Inkberrow Eagles FC have implemented Codes of Conduct for Players, Club Members and Team Officials, Managers/Coaches and Parents/Spectators.

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 Worcestershire FA in more serious circumstances. All prospective members will be informed of these codes.

Further advice on safeguarding matters can be obtained from: The Club Welfare Officer, The County Football Association's Club Welfare Officer, The Football Association, NSPCC Safeguarding, 24-Hour Helpline 0808 800 5000, [www.TheFA.com](http://www.TheFA.com), The FA safeguarding team on 0207 745 4649.

#### Contact details

Club Welfare Officer

Name: Heather Coughlin

Phone: 07798 671395

email: [heather.coughlin@hacw.nhs.uk](mailto:heather.coughlin@hacw.nhs.uk)

# **INKBERROW JUNIOR CRICKET CLUB**

## **SAFEGUARDING POLICY**

Inkberrow Junior Cricket Club (The Club) is committed to ensuring all Children (i.e. all persons under the age of 18) participating in cricket have a safe and positive experience. We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to have fun and be protected from harm in a safe environment
- Ensuring individuals working within cricket at, or for, our club provide a welcoming, safe, and fun experience for children
- Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children”
- Appointing a Club Welfare Officer and ensuring they attend training modules required by the ECB,
- Ensuring all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) understand how the “Safe Hands Policy” applies to them
- Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation
- Ensuring all individuals working within cricket at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines defined by the ECB, and the club
- Ensuring the name and contact details of the Club Welfare Officer is available: - As the first point of contact for parents, children and volunteers/staff within the club - As a local source of procedural advice for the club, its committee and members - As the main point of contact within the club for the ECB County Welfare Officer and the ECB Safeguarding Team, and - As the main point of contact within the club for relevant external agencies in connection with child safeguarding Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.
- Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns (about possible suspected child abuse/neglect, and/or about poor practice) to the Club Welfare Officer. Details of the County Welfare Officer will be made available, in case the Club Welfare officer is unavailable, or the concern relates to the Club Welfare officer.
- Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately
- Ensuring access to confidential information relating to child safeguarding matters is restricted to those who need to know in order to safeguard children – including the Club Welfare Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures

### Contact details

Club Welfare Officer

Name: Stuart Freeman

Phone: 07957 545581

email: stuart.freeman1980@live.co.uk



# ANTI BULLYING POLICY

## Statement of Intent

Sporting Club Inkberrow Ltd is committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to inform about bullying and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any committee member.

## What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional (being unfriendly, sending hurtful text messages, tormenting, e.g. hiding football boots/shin guards, threatening gestures)
- Physical (pushing, kicking, hitting, punching)
- Racist (any use of violence racial taunts, graffiti, gestures)
- Sexual (unwanted physical contact or sexually abusive comments)
- Homophobic (because of, or focussing on the issue of sexuality)
- Verbal (sarcasm, spreading rumours, teasing or name-calling)
- Cyber bullying (This can take the form of any of the above on line or by mobile phone. It can appear on web sites such as Facebook, You Tube, Twitter and other social media)

## Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

## Objectives of this Policy

- All club members, coaches, officials and parents should have an understanding of what bullying is.
- All, club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.
- All players and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported. Bullying will not be tolerated.

## Signs and Indicators

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn, anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged or
- has possessions go "missing"
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises

- is frightened to say what's wrong
- gives improbable excuses for any of the above

In more extreme cases:

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated

### **Procedures**

1. Report bullying incidents to the Club Safeguarding Officer, Club Chairman, Team Coach or a member of the club's executive committee.
2. In cases of serious bullying, the incidents will be referred by the club to Worcestershire FA and Club Safeguarding Officer for advice and possibly to the FA Case Management System.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted, but this will only be appropriate in the most serious of cases.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club procedures.

### **Club Actions**

If the club decides it is appropriate for us to deal with the situation we will follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a panel of 3 club officials (made up from Club Welfare Officer(s), Chairman, and another executive committee member(s)) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the bully or bullied player can be asked to attend our football training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.

6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning. In the case of adults reported to be bullying anyone within the club under 18.
7. Worcestershire Football Association and The Club Safeguarding Officer should always be informed and will advise on action to be taken
8. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's child protection and best practice awareness training may be recommended.
9. More serious cases may be referred to the police, social services or judicial complaints procedure.

**Prevention:**

- The club has a written code of conduct, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
- All club members and parents will sign to accept the code upon annual registration.
- The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

*Note: This policy is based on guidance provided by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via [www.kidscape.org.uk](http://www.kidscape.org.uk)*

## **PHOTOGRAPHY AND IMAGE SHARING GUIDANCE**

Sporting Club Inkberrow Ltd encourages parents/carers to take pictures or video of their children playing football and training. Having a visual memento of our children playing and enjoying football is priceless ... *'The FA (Football Association) would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football'* ([extract from The FA Guidance](#))

As an FA Charter Standard Club we follow FA Guidance on taking and using photographic images and video of children and have the following specific guidance for parents, carers, spectators and club officials:

1. Please do NOT identify a child or children by name when posting a photograph or video online or in the press, or publish any other personal details or information that will assist a third party in identifying the child.
2. The Club does NOT allow images to be recorded in changing rooms, showers or toilets – this includes the use of mobile phones that record images.
3. Coaches and Club Officials will from time to time photograph or video matches or training to post on our website or other media, e.g. Facebook, or to use as an aid to training. If at any point you have Safeguarding concerns about your child appearing in a photo (e.g. the child is subject to care proceedings), it is important to discuss this with your child's Coach, our Head Coach or Safeguarding Officers who will ensure the club is made aware and appropriate and agreed action is taken.
4. Club Officials may take photos or video at away matches but this will have been discussed with the home team Coach or Officials PRIOR to the match. Other clubs may have different policies

relating to photography and without prior permission, parent/carers should NOT take photos or video.

5. When taking photos or video, try and focus on the activity rather than the individual.
6. Ensure that all children featured in a photo or video are appropriately dressed with a minimum of shirt and shorts.
7. Club Officials should aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.
8. Please ensure any photos or videos you take are stored securely.
9. If you are concerned about the inappropriate use of images please report this to your Welfare Officer, Coach or Club Official.

To report potentially unlawful materials on the internet please contact the Internet Watch Foundation Email: [report@iwf.org.uk](mailto:report@iwf.org.uk) Telephone: 01223 237700 [www.iwf.org.uk](http://www.iwf.org.uk)

## WHISTLE BLOWING POLICY

Whistle blowing can be used as an early warning system or when it's recognised that appropriate actions have not been taken. This could mean you are not happy of the outcome of a complaint within the club.

Any adult or young person with concerns about a child, parent, supporter, coach, manager or member of Sporting Club Inkberrow Ltd staff can also use whistle blowing. If standards ever fall short with poor practice or unacceptable behaviour, there's a framework in place to make sure we can deal with it. By reporting a concern you can help us make sure that the youth game stays safe and strong. It is about revealing and raising concerns over misconduct or malpractice within the club or within

Any structure associated with it.

Sporting Club Inkberrow Ltd will ensure that any member of staff who makes a disclosure in such circumstances will not be penalised or suffer any adverse treatment for doing so. Anonymous complaints will be investigated and acted upon as the person receiving the complaint sees fit, having regard to the seriousness of the issue raised, the credibility of the complaint, the prospects of being able to investigate the matter, and fairness to any individual mentioned in the complaint.

Referring a concern can be done via your club to the Designated officer (DSO), to the league or County FA or by calling 0800 169 1863 and asking for The FA's safeguarding team, via email on: [safeguarding@TheFA.com](mailto:safeguarding@TheFA.com), The ECB County Board Welfare Officer and the ECB Safeguarding Team 07791 047073, [wcbwelfare@wccc.co.uk](mailto:wcbwelfare@wccc.co.uk)

Alternatively you can go direct the Police or Children's Social Care and report your concerns there, or to the Child Protection in Sport Unit via [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk) or the NSPCC Helpline via 0808 800 5000 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

The NSPCC Whistleblowing Advice Line is for anyone with child protection concerns in the workplace. The helpline provides support and advice to those who feel unable to get a child protection issue addressed by their employer. It can be contacted anonymously on 0800 028 0285.

(Refer to Sexual Offences Act 2003)

### 3. Codes of Conduct

## CODE OF CONDUCT FOR MEMBERS, GUESTS, PARENTS & SPECTATORS

All Members and Guests\* of Sporting Club Inkberrow Limited will:

- Respect the rights, dignity and worth of every person within the context of cricket
- Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Display high standards of behaviour
- Promote the positive aspects of sport, for example fair play
- Encourage all participants to learn the Laws and rules and play within them, always respecting the decisions of match officials
- Actively discourage unfair play, rule violations and arguing with match officials
- Recognise good performance not just match results
- Place the well-being and safety of children above the development of performance
- Ensure activities are appropriate for the age, maturity, experience and ability of the individual
- Respect children's opinions when making decisions about their participation in Football and cricket
- Not smoke, drink or use banned substances while working with children in the club
- Not provide children with alcohol when they are under the care of the club
- Follow the FA & ECB guidelines set out in the respective Safeguarding Policies
- Report any concerns in relation to a child, following reporting procedures laid down by the FA or ECB

\* Members and guests include all members and officers of Sporting Club Inkberrow Limited and all guests of those members and officers, as well as all individuals who watch/attend/participate/ officiate in matches hosted by the club in whatever capacity.

In addition to the above, all club officers and appointed volunteers will:

- Have been appropriately vetted, if required
- Hold relevant qualifications and be covered by appropriate insurance
- Always work in an open environment (i.e. avoid private, or unobserved, situations and encourage an open environment) NB. This includes the online world – club officers and volunteers are discouraged from online or other electronic communication with children – any such communication should be via parents.
- Inform players and parents of the requirements of cricket
- Know and understand the FA's & ECB's policy for Safeguarding Children
- Develop an appropriate working relationship with young players, based on mutual trust and respect
- Ensure physical contact is appropriate and necessary and is carried out within recommended guidelines with the young player's full consent and approval
- Not engage in any form of sexually related contact with a young player. This is strictly forbidden, as is sexual innuendo, flirting or inappropriate gestures and terms.
- Attend appropriate training to keep up to date with their role, especially with respect to the safeguarding of children

## **MATCH CODE OF CONDUCT FOR MEMBERS, GUESTS, PARENTS & SPECTATORS**

Welcome to Sporting Club Inkberrow Limited. We hope you enjoy the game today.

We are committed to encouraging a positive sporting experience for all players and the behaviour of spectators is a critical part of that experience. Spectators have a strong influence upon young people playing sport and we ask that they set a good example in their attitude and behaviour. Fair play, encouragement and respect for all others involved in the game are fundamental to creating this positive experience.

Please support us by following our Spectator Code of Conduct.

Members, Guests, Parents and Spectators **should**:-

- a) Show respect for all players and officials
- b) Respect and support the decisions of the officials
- c) Offer encouragement to all players
- d) Applaud the opposition as well as their own team

Members, Guests, Parents and Spectators **should not**:-

- a) Coach any child during the game
- b) Shout or scream in a discouraging or disparaging manner
- c) Use foul or aggressive language
- d) Interfere in any way with the organisation or instruction of players

Please stand at least two steps back from the playing area or behind the marked area. This will allow all spectators to see the game, the officials to make the best decisions and ensure the safety of all players.

In the interests of the players we respectfully ask you to refrain from smoking.

For football, spectating behind the goal is not permitted.

### **CODE OF CONDUCT FOR SENIOR PLAYERS**

1. Players must be committed to the development of their own technique and attitude.
2. Players must show respect for team-mates, opponents, officials and supporters
3. Players must support and encourage their colleagues
4. Players should, at all times, give maximum effort in the interests of their own and the team's performance
5. Players should work hard and not waste time
6. Players should listen and not interrupt
7. Players should look after property and not cause damage to equipment

8. Players should, at all times, be honest and committed to the principles of fairness, fair play and sporting behaviour
9. Players should compete to win and be gracious in defeat

## **CODE OF CONDUCT FOR YOUNG PLAYERS**

### **On and off the field, I will:**

- Be committed to the development of my own technique and attitude at training and matches.
- Listen to my coach and do my best to do what they ask of me & understand that the coach does what's best for the team.
- Always show respect for team-mates, opponents, officials and supporters and I will refrain from any discussing or posting on any media platforms comments that are deemed hurtful, insulting, or offensive about another person.
- Ensure I support and encourage my colleagues
- I will do my best to have a positive influence over others.
- At all times, give maximum effort in the interests of my own and my team's performance.
- Look after my kit items supplied by the club and not cause damage to equipment.
- At all times, be honest and committed to the principles of fairness, fair play and sporting behaviour.
- Play by the rules and respect the referee's decisions.
- Compete to win and be gracious in defeat.
- Respect the facilities both home and away.

### **I understand that if I do not follow this code I may:**

- Be asked to apologise to whoever I may have upset
- Receive a formal warning
- Be dropped, substituted or suspended from training

## **CODE OF CONDUCT FOR COACHES AND TEAM OFFICIALS**

1. Coaches and Team Officials should at all times carry out their duties in accordance with the General Principles of the Football Club's Code of Conduct
2. Coaches and Team Officials must respect the rights, dignity and worth of all players and treat them equally
3. Coaches and Team Officials must place the well-being and safety of all players above all other considerations
4. Coaches and Team Officials must develop a relationship with players based upon mutual trust and respect

5. Coaches and Team Officials must not exert undue influence for the purpose of personal benefit or reward
6. Coaches and Team Officials must encourage players to take personal responsibility for their own behaviour and performance
7. Coaches and Team Officials must ensure that the activities they direct are appropriate for the age, maturity, experience and ability of players
8. Coaches and Team Officials must at all times uphold all rules and regulations, promote fairness and sporting behaviour and never condone breaches to laws or prohibited practice
9. Coaches and Team Officials must at all times display high standards of behaviour and appearance
10. Coaches and Team Officials must not use or tolerate inappropriate language

#### **4. Privacy**

### **SPORTING CLUB INKBERROW LIMITED PRIVACY POLICY**

Sporting Club Inkberrow Group ('Our Company') includes Sporting Club Inkberrow Ltd and SCI Trading Ltd. This privacy policy will explain how Our Company uses the personal data we collect from you.

#### **What data do we collect?**

Our Company collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Ethnic origin and gender
- Details of medical conditions
- Consent for the use of images

#### **How do we collect your data?**

You directly provide most of the data Our Company collects. We collect data and process data when you:

- Complete player registration forms
- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

#### **How will we use your data?**

Our Company collects your data so that we can:

- Manage your relationship with Our Company
- Contact you with communications and services we think you might like.

#### **How do we store your data?**

Our Company securely stores your data;

1. In a private database stored both locally on a pc and in the cloud.



2. paper copies are retained at our Company's Registered Office

Our Company will keep your data for as long as you are a member of our club. Once your membership has expired (defined by not registering your membership for the following season, we will delete your data by permanently removing all records.

### **Marketing & Communication**

Our Company would like to send you information about Our Company that we think you might like. If you have agreed to receive marketing, you may always opt out at a later date by emailing the contact details below. You have the right at any time to stop Our Company from contacting you for marketing purposes or giving your data to other members of the Our Company Group.

### **What are your data protection rights?**

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.
- The right to rectification – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.
- The right to erasure – You have the right to request that Our Company erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.
- The right to object to processing – You have the right to object to Our Company's processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email [SCInkberrow@gmail.com](mailto:SCInkberrow@gmail.com)

### **Privacy policies of other websites**

Our website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

### **Changes to our privacy policy**

Our Company keeps its privacy policy under regular review and places any updates on our web page.

### **How to contact us**

If you have any questions about Our Company's privacy policy, the data we hold on you or you would like to exercise one of your data protection rights, please do not hesitate to contact us. Email us at: [SCInkberrow@gmail.com](mailto:SCInkberrow@gmail.com)

### **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office:

<https://ico.org.uk/global/contact-us/>

## 5. Equality & Diversity

### EQUALITY AND DIVERSITY POLICY

This policy aims to protect all directors, committee members, managers, players and third parties from discrimination. Sporting Club Inkberrow Ltd aims to prevent any discrimination related to the nine protected characteristics within the Equality Act 2010, which are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

The *Chairman* is responsible for ensuring that this policy is published, implemented and accessible to all directors, committee members, managers, players and third parties. The *Chairman* will also ensure that all personnel have read and understood this policy and that any amendments to the policy are communicated to relevant parties.

#### Different Types of Discrimination

Direct Discrimination	Where someone is treated less favourably than another person because of a protected characteristic.
Discrimination by Perception	A person being treated differently due to others thinking they have a disability when they do not.
Indirect Discrimination	A person or organisation has arrangements in place that seem to treat everyone in an equal, non-discriminatory way but these arrangements put people with the same disability at a disadvantage to others who do not have a disability.
Harassment	Behaviour that is deemed offensive by the recipient. This could be a person creating an environment that is intimidating, degrading, offensive because to people with a disability.
Victimisation	When an organisation puts a person at a disadvantage because they have made an allegation or supported an allegation about discrimination.

Sporting Club Inkberrow Ltd aim to promote equal opportunities and eliminate discrimination by:

- Ensuring that all directors, committee members, managers, players and third parties are treated equally at all times.
- Ensuring that all directors, committee members, managers, players and third parties are responsible for creating an open and friendly learning environment.
- Taking all allegations or incidents of discrimination seriously and responding to them swiftly.
- Ensuring a zero tolerance on any acts of discrimination on the nine protected characteristics outlined in the Equality Act 2010.

To ensure that we can assist all directors, committee members, managers, players and third parties in managing their individual situation and create an accessible environment for all we intend to:

- Ensure this equality and diversity policy is understood and complied with by all directors, committee members, managers, players and third parties.
- Promote equality within each and every sporting interaction.
- Ensure buildings, communal areas and changing facilities are accessible to all directors, committee members, managers, players and third parties.

## **6. Health & Safety**

### **HEALTH AND SAFETY POLICY**

Sporting Club Inkberrow Ltd is committed to providing a safe working, coaching, teaching and learning environment for all personnel, learners and any related third parties. The *Chairman* is responsible for ensuring that this policy is published, implemented and accessible to all personnel, learners and any relevant third parties. The Chairman will also ensure that all directors and committee members have read and understood this policy and that any amendments to the policy are communicated to relevant parties.

#### **Objectives**

All directors, committee members, managers, players and third parties have a responsibility to prevent any accidents or injuries taking place. This is a legal responsibility under Section 7 of the Health and Safety at Work Act 1974.

Sporting Club Inkberrow Ltd aims to promote health and safety in the workplace and learning environment by:

- Providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health.
- Ensuring sufficient first aid cover is available during matches/training.
- Implementing regular emergency and evacuation procedures in case of a significant incident.
- Providing information on escape routes and emergency exits in case of a fire
- Providing signage or information on the identification or location of fire-fighting equipment
- Ensuring Environmental Health and Food Safety standards are met
- Protecting the health and safety and welfare of individuals/vulnerable learners via systematic risk management.
- Engaging with all directors, committee members, managers, players and third parties, to provide relevant information, instruction, training and supervision, as is necessary to ensure health and safety.
- Providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments.
- Having liability and indemnity insurance, which covers all directors, committee members, managers, players and third parties.

#### **Risk Assessment Procedure**

Risk Assessments will be carried out for all relevant activities/venues as follows;

1. The Designated Health and Safety Officer will carry out the risk assessment
2. Risks identified are recorded onto the Risk Assessment Record and made available to relevant club officials.
3. Controls put in place to minimise the identified risks.

4. Risk Assessment Records to be kept for a minimum of two years.

### Risk Assessment Record

Location/Site			
Activity			
Risk assessor		Date	

Hazard Description	Cause and Consequence (what causes the hazard and why is it harmful)	Control Measures in Place (preventive action)	Recovery Measures in Place (corrective action)	Severity/level of risk (low/medium/high based on evaluation of likelihood and impact)	Action Completion Details (date and nominated staff)
Signed			Time risk assessment completed		

## First Aid Procedure

Designated First Aiders	Contact details
Location of First Aid boxes	

All designated first aiders are appropriately qualified. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

It is the responsibility of the tutor/assessor to make learners aware of whom their nominated first-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

All accidents/ incidents will be recorded on an Accident Report Form which should be sent to the Designated Health and Safety Officer who will decide whether further action needs to be taken and whether a report under RIDDOR<sup>1</sup> is required.

---

<sup>1</sup> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

## Accident Report

Date, time, location and event details where the incident took place			
Date		Time	
Location (Venue)			
Event details (e.g. Qualification title and course number)			

Injured persons details			
Name:			
Occupation:			
Date of birth:			
Address:		Postcode	
Tel:			
Email:			

Details of all persons involved – insert details of all individuals actually involved in near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		

Details of all witnesses – insert details of all individuals who witnessed the near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		
5		

Incident details			
Time of injury		Date of injury	
Description of the incident			
Treatment applied			
Name of person giving treatment			
Role of person giving treatment			
Loss of consciousness:	Yes/No	Ambulance called:	Yes/No
Person sent to Hospital:	Yes/No	If Yes, which Hospital:	
Name of person completing this report			
Date of report		Office use only: date report received	



## 7. Complaints

### COMPLAINTS POLICY

In the event that any Youth Member, Parent/Carer, Club or FA/ECB Official or Coach feels that he or she has suffered discrimination, experienced or witnessed something of concern or that the Club's Policies, Rules or Code of Conduct has been broken they should report the matter to The Club.

#### Frontline Resolution

For issues that are straightforward and easily resolved, requiring little or no investigation, a private word to The Team Coach or other Club Official might remedy the issue or concern that has arisen. This is not to undervalue minor concerns, rather in some instances a remedy can be decided upon quickly and to the satisfaction of all (an apology, explanation or other action). For example, it may be some aspect of Club Policy has not been fully understood by a parent, or incorrectly applied by a Coach, or The Club policy itself is unclear or contradictory. A private word with the 'frontline' person (e.g. Coach) might be the obvious and simplest approach to take. The Club would expect the issue to be resolved within **one week** and The Coach or Club Official is required to report to The Chairman and Head Coach the concern and resolution offered so that this can be agreed and recorded in The Club minutes.

#### More Serious Concerns

There is always the potential for more serious concerns to arise that require a more significant intervention. In these instances, a more formal process is required so that the club can both record and address the issue or concern. Where a serious concern arises, this should be reported to any member of the Coaching Staff or Club Official who is required to pass this concern onto both The Head Coach and The Chairman of The Club. Once reported, The Chairman and Head Coach are collectively responsible for the investigation of the major concern and for applying the following guiding principles:

- The Complainant should be asked to make their complaint in writing to either The Head Coach or Chairman detailing their complaint, and how they can be contacted so The Club can keep them informed of progress or their complaint;
- That the Club will remain in contact with the Complainant and deal with the complaint constructively;
- The Complainant will receive timely confirmation by phone or email that The Club has received and is dealing with their complaint and that this should not be more than 5 days from receiving the complaint;
- That the Club will investigate the complaint and respond to the complaint within 20 days of receipt (either with a proposed resolution, or details of further actions to be taken);
- That the Club will investigate the complaint by looking at what might have gone wrong and/or what needs to be done to rectify the cause of the complaint. The Club will also assess whether someone has suffered any injustice, and what remedy would be fair and proportionate in the circumstances;
- The Club will consider whether to consult or inform the FA/ECB in relation to any breach of FA/ECB rules or guidelines;

- Where the complaint indicates a law may have been broken, The Club will inform the relevant statutory authority;
- Complaints that have a general significance across the Club might necessitate wider consultation, (e.g. selection process for matches) which might have implications for the interests of Parents, Youth Members and Coaches but from different perspectives, and therefore involve wider consultation and perhaps even discussion by The Club Committee;
- Sensitive complaints may need to be dealt with confidentially (e.g. that involve a Safeguarding context) and include guidance from specific Officers of The Club, e.g. Safeguarding or Respect Officer or from the FA/ECB;
- That learning from something that has gone, or is going wrong, and putting right mistakes, is paramount. Seeking to hide mistakes is counter to the wider interests of The Club, Its Youth Members and Volunteers and therefore any investigation should be open, fair and respectful to all concerned.