

MJFC Safeguarding Guide 2023/2024

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Safeguarding Policy

[safeguarding-policy-and-procedures-club-template.pdf](#)



Moretonville Junior Football Club
University Playing Fields
Buckingham Road
Gawcott, Buckingham MK18 4JD
www.moretonville.org.uk



MJFC Safeguarding Procedures

Safeguarding is everyone's responsibility.

But as a Welfare Officer we are key, along with the committee, to ensure safeguards and procedures are in place at Moretonville club.

What to do if you have a concern:

Reporting Process

- Please complete MJFC Incident/Accident report. (A copy can be obtained from the club house, MJFC webpage or the safeguarding team.)
- All Safeguarding concerns/incidents no matter how big or small, please report to the safeguarding team:
 - Child Welfare Officer: Amanda Lee cwo@moretonville.org.uk

All volunteers that coach children need to have access to the above report. Or keep hard copies, when coaching. If you are worried about a child, it's vital you report your concerns. Doing nothing is not an option.

Other ways to report a concern

- Berks and Bucks Designated Safeguarding Officer: Graham Fisher -
Phone: 01235 544894 Email: Safeguarding@Berks-BucksFA.com
- You can contact the NSPCC Helpline for expert advice and support on 0800 800 5000 or help@nspcc.org.uk
- If it is an emergency because a child is at immediate risk, then call the Police or Milton Keynes Multi-Agency Safeguarding Hub (MASH) 9am-5pm Mon-Thurs and 9am-4.30pm on Fri by calling 01908 253169 or 01908 253170 or emailing children@milton-keynes.gov.uk. Outside these hours contact the Emergency Social work team on 01908 265545.

Storing Information



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All safeguarding incidents are recorded and stored on CPOMS-safeguarding software tool. It's a child protection online Management system that keeps everyone's personal data safe following 'The General Data Protection Regulation (GDPR)', which came into effect on 25th May 2018, it's a robust place for handling and storing personal information.

Safeguarding Team and Child Welfare Officer Role and Responsibilities

THE CODE OF A WELFARE OFFICER:

- Be always child-centred and promote a fun, safe environment for children and young people;
- Follow all The FA's policies and in particular procedures for reporting safeguarding concerns, including discrimination;
- Act appropriately in all situations brought to your attention;
- Champion best practice within your club/league;
- Communicate and positively engage with the County FA Designated Safeguarding Officer (CFA DSO) on all poor practice/safeguarding matters brought to the attention of County FA/ The FA;
- Attend meetings as reasonably required by your committee, league and County FA;
- Manage and deal with poor practice issues in an appropriate and timely manner;
- Ensure appropriate levels of confidentiality and data security are always maintained;
- Implement and manage a responsible recruitment process in line with The FA's policy and procedures;
- Attend Continued Personal Development (CPD) opportunities as offered by your County FA or The FA and show a commitment to keeping your training and qualifications up to date.



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FA Safeguarding Children Policy and Procedures can be found on our website, please follow the link

The FA respect codes of conduct

WHEN PLAYING FOOTBALL, I WILL:

- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager
- Play by the rules, as directed by the referee
- Be gracious in victory and defeat – I will shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Understand that a coach must do what is best for the team and not one individual player
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club



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SPECTATORS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct for spectators at all times.

I WILL:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from
- Remain behind the touchline and within the Designated Spectators' Area
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively and offer players encouragement not criticism
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

COACHES, TEAM MANAGERS AND CLUB OFFICIALS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct at all times.

ON AND OFF THE FIELD, I WILL:

- Use my position to set a positive example for the young people I am responsible for
- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be gracious in victory and defeat.

WHEN WORKING WITH PLAYERS, A COACH NEEDS TO:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g., officials, doctors, physiotherapists, welfare officers) for each player's best interests.

MATCH OFFICIALS



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We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct of match officials at all times.

I WILL:

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and team officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour from players and team officials
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for each match
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate



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Managers Guide to S.E.N.D Players

Moretonville are an inclusive grassroots football club.

If a child has an SEN that is likely to affect their behaviour or understanding, then the club, coach, parent/carer and player, should get together and discuss what reasonable adjustments can be made to allow the young person to participate in an appropriate manner. The support requested must be reasonable in relation to the fact that the coach has several other children to look after and is not a child behaviour or mental health professional.

So, for example, requests for 1-2-1 support are not acceptable, but a request for the parent to attend all training and matches and take over the care of their child if there is an issue of any sort, may well be.

If a player struggles in mainstream football, there are other inclusive forms of football that may be better suited. Please contact the club welfare office for more information.

Attached is a guide around ADHD that can be shared with managers.



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