**KEEPING CHILDREN SAFE**

**This document is a Summary of the most important elements of ISFA’s Child Protection Policy. For more detailed information or in the event of a specific incident, staff should consult the “ISFA Safeguarding Children Policies and Procedure Handbook”.**

**INTRODUCTION**

* This document relates to ISFA events at which ISFA takes responsibility for the care of children. It does not include tournaments and events at which the schools attending retain responsibility for their children.
* Whilst ISFA takes temporary responsibility for the care and welfare of children during its some of its events, permanent responsibility will always remain with the child’s parents and school, who should be informed and consulted as appropriate.
* Safeguarding and promoting the welfare of children if everyone’s responsibility. Everyone who comes into contact with children has a role in safeguarding children. In order to fulfil this responsibility effectively, the approach of adults must be child centred. This means that, at all times, adults should consider what is in the **best interests** of the child.
* A child includes everyone under the age of 18. At ISFA events, this policy may also apply to young people who have reached their 18th birthday but who are under the care of ISFA for the duration of the event,

**THE ROLE OF ISFA STAFF AND VOLUNTEERS**

* All ISFA staff and volunteers have a responsibility to provide a safe environment for children attending ISFA events.
* A designated safeguarding lead should be appointed for each event, who will be responsible for supporting staff and ensuring that safeguarding duties are properly carried out. The Safeguarding Leader must possess a valid FA Safeguarding qualification (which can be renewed online). At residential events, the Safeguarding Leader must have attended The FA Welfare Officer’s Workshop.
* All ISFA staff and volunteers should be aware of ISFA’s Safeguarding Children Policy and Procedures.

**AREAS OF CONCERN**

* Areas of concern might include Neglect, Physical Injury, Sexual Abuse, Emotional Abuse, Domestic Violence
* Definitions of the above and Warning Indicators can be found in the document “ISFA Safeguarding Children Policy and Procedures Handbook”

**REFERRAL – WHAT TO DO**

* All ISFA staff and volunteers should be aware of what to do if a child tells them he/she is being abused or neglected or if he/she suspects such abuse is taking place or if he/she has concerns about another staff member.
* If a staff member or any volunteer has any concerns about a child, he/she will need to decide what action to take. Initially, this should normally be a conversation with the designated safeguarding lead at the event in question of the ISFA Child Welfare Officer.

**DISCLOSURE**

* Where a child reports a concern to a member of staff or volunteer, he/she should be taken seriously and reassured.
* The member of staff should listen and reassure.
* Under no circumstances should the member of staff (a) guarantee confidentiality; (b) attempt to investigate the allegation himself/herself; or (c) ask leading questions (eg did the coach hit you?)
* If there is an immediate risk of danger, the police must be informed.
* More detailed information on appropriate action and response can be found in the document “ISFA Safeguarding Children Policy and Procedures Handbook”.

**RECORD KEEPING**

* When a concern is raised, it should be recorded in writing, including date, time, place, important facts, names mentioned, etc.
* All subsequent discussions and decisions made, and the reasons for those decisions, should be recorded in writing and sent to the ISFA Welfare Officer.

**WHISTLE BLOWING POLICY**

* All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in ISFA’s procedures, in the knowledge that such concerns will be taken seriously by the senior leadership team.
* Where a staff member of volunteer feels unable to raise an issue or feels their genuine concerns are not being addressed, they may call the NSPCC Whistleblowing Helpline: 0800 028 0285 (available 8.00am-8.00pm) or e-mail [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
* Staff or volunteers reporting such issues are protected by law if they raise concerns in the right way.

**SOCIAL MEDIA AND COMMUNICATING WITH PLAYERS**

* Staff/volunteers should not e-mail players under the age of 16; all non-verbal communication should be with parents, not children.
* Staff/volunteers may e-mail groups of players aged 16-18 in relation to organisational matters for ISFA programmes and events. Such e-mails should be sent to the full group of players.
* In the event of an e-mail being sent to an individual pupil, a copy should be also be sent to parents and, if appropriate, any other appropriate adult
* Staff/volunteers must not undertake communication with children on social media.

**STAFF RATIOS**

* The minimum ratio of staff to pupils at events where ISFA has responsibility for pupils is 1:16 but there should always be a minimum of 2 staff at each event.

**PHOTOGRAPHY**

* Parents should be informed if photography is likely to take place at an ISFA event and given the opportunity to decline permission for their child to be photographed.
* Where photographs are published, FA Guidelines should be complied with – eg only groups of children to be shown, no individuals.

**TRANSPORT**

* The nature of ISFA demands that players and staff travel independently on most occasions. However, where transport is arranged by ISFA, it will adhere to guidance provided by The FA (Travel, Trips & Tournaments) and the Department of Education.
* Staff must ensure that children remain seated and wear seat belts.
* Except in an emergency, the transportation of children should not be carried out by ISFA staff in private vehicles.
* The use of school minibuses is prohibited unless ISFA has received full written permission from the school concerned. The school should accept and confirm full responsibility that the vehicle is roadworthy, taxed, tested and that the driver is suitably qualified. Furthermore the vehicle must be insured to carry pupils from other schools.

**DATA PROTECTION**

* Data acquired by staff and volunteers (eg parents contact details) remain the property of ISFA. This information is held by the coach on behalf of ISFA; it must be supplied to ISFA officers upon request and may not be passed on to a third party or used by the coach for his own purposes or benefit or for business reasons. A coach acting in this manner is breaching the Data Protection Act.
* Data should be deleted once it is no longer required.

**ORGANISATION OF EVENTS / INSURANCE**

* ISFA representative teams remain the property of ISFA and not the staff in charge
* Under no circumstances should staff/volunteers organise events without the knowledge of ISFA, in particular additional residential events or overseas events. Such events are unlikely to have cover for public liability insurance.

**MEDICAL PROVISION**

* As an absolute minimum it is mandatory to have someone who is Emergency Aid trained at all ISFA representative events and matches.
* A record should be kept of any illnesses/injuries sustained and an incident report form completed for any notable injure. An incident report form can be downloaded from the ISFA website (About ISFA/Dowloads)
* In the event an injury which requires hospital treatment to a player who has no parent or teacher in attendance, an ISFA member of staff must accompany the player to hospital and remain present until a parent or member of staff from the school arrives.

**CONSENT FORMS, INFORMATION, AREAS OF RESPONSIBILITY**

* No player should participate in ISFA representative matches and/or camps without the knowledge of his/her school and written approval from his/her parents/guardian who should provide details of any relevant medical conditions.
* At all events ISFA should make clear to parents and schools at what point ISFA will accept responsibility for the player and at which point ISFA hands that responsibility back to parents
* Where players do not arrive at the start of an event, ISFA should contact the parents to check on their whereabouts.
* When players leave ISFA’s care, staff should know how they are getting home and who with.
* A written register of players should be kept to include:
* Name
* Medical details (to be kept available at pitch side)
* Parents’ emergency contact details
* Registered In
* Transport details home
* Registered Out
* Any injuries/illness sustained whilst under the care of ISFA.