

# 1874 Northwich Football Club

## Responding to concerns, allegations and disclosures

### SG30



## 1.0 Introduction

Safeguarding children is everyone's responsibility. If you are worried about a child it is important that you report your concerns - **no action is not an option.**

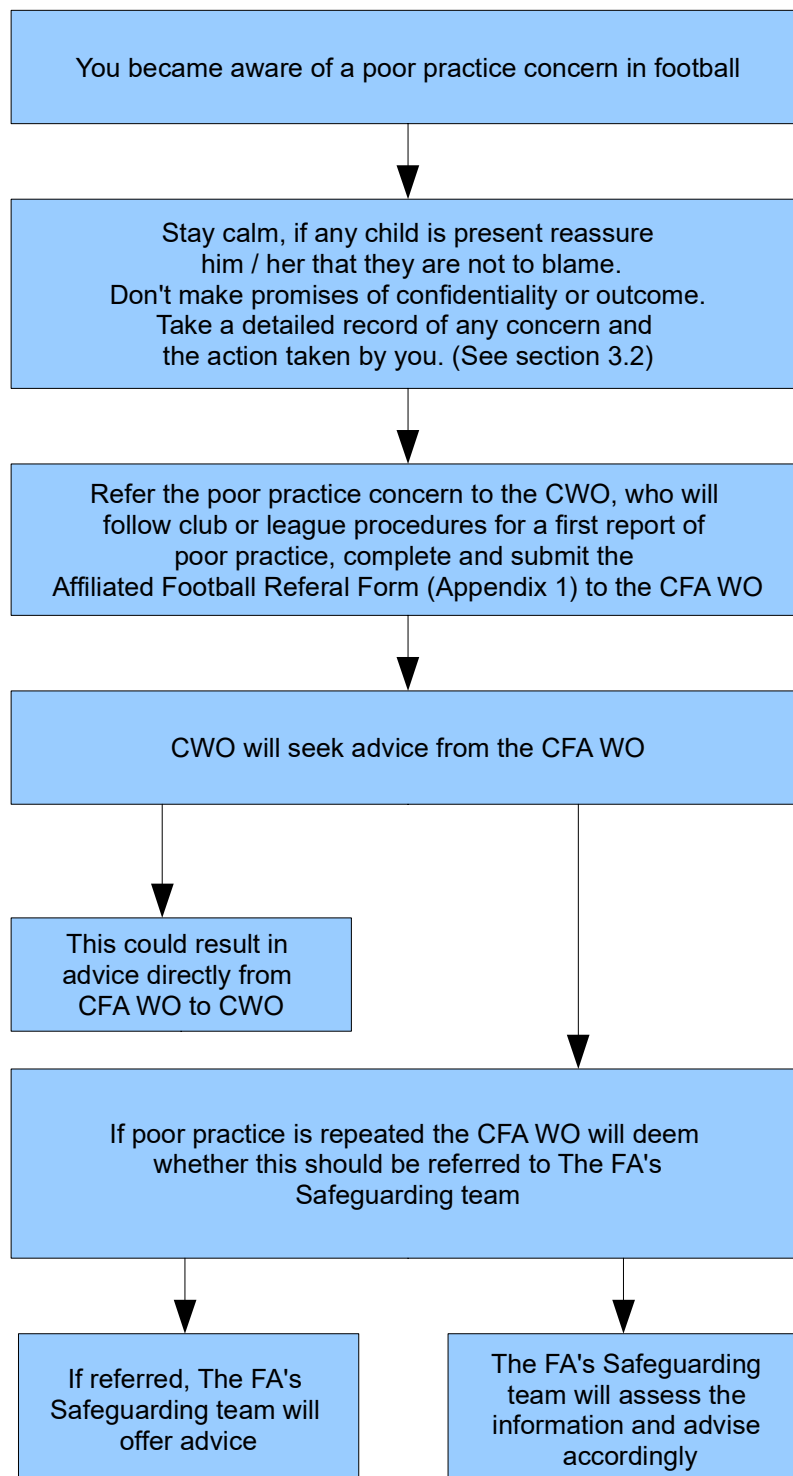
The following procedure sets out how 1874 Northwich FC will comply with the FA's reporting procedures and shows the steps to be followed for instances of possible poor practice, possible child abuse and concerns outside of football affecting a young player / referee.

## 2.0 Responding to concerns, allegations and disclosures

Whether informed directly by a child or young person (disclosures), via a third party (allegations), or through your own observations within a football setting, you should follow steps shown in the flow diagrams on pages 2, 3 and 4. In all cases, you should:

- Ensure the immediate safety of the child or young person
- Report the concerns to the Club Welfare Officer (CWO) or the person in charge immediately, unless the concern is about this individual
- If the child has a disability or extra communication needs share the needs with the people you report to so they can communicate effectively with the child or young person
- Remember if the concern is about someone involved within a football setting and you are unable to contact the CWO or Cheshire FA Welfare Officer (CFA WO), then you should also inform The FA's safeguarding team on 0800 169 1863 Extension 6300 or 6400 or via email on [safeguarding@TheFA.com](mailto:safeguarding@TheFA.com) and let them know what action, in line with FA procedures, you have taken.

## 2.1 Dealing with possible poor practice in a football setting



NB If the designated person is not available, or the concern is about this person, report your concerns directly to The FA Safeguarding team.

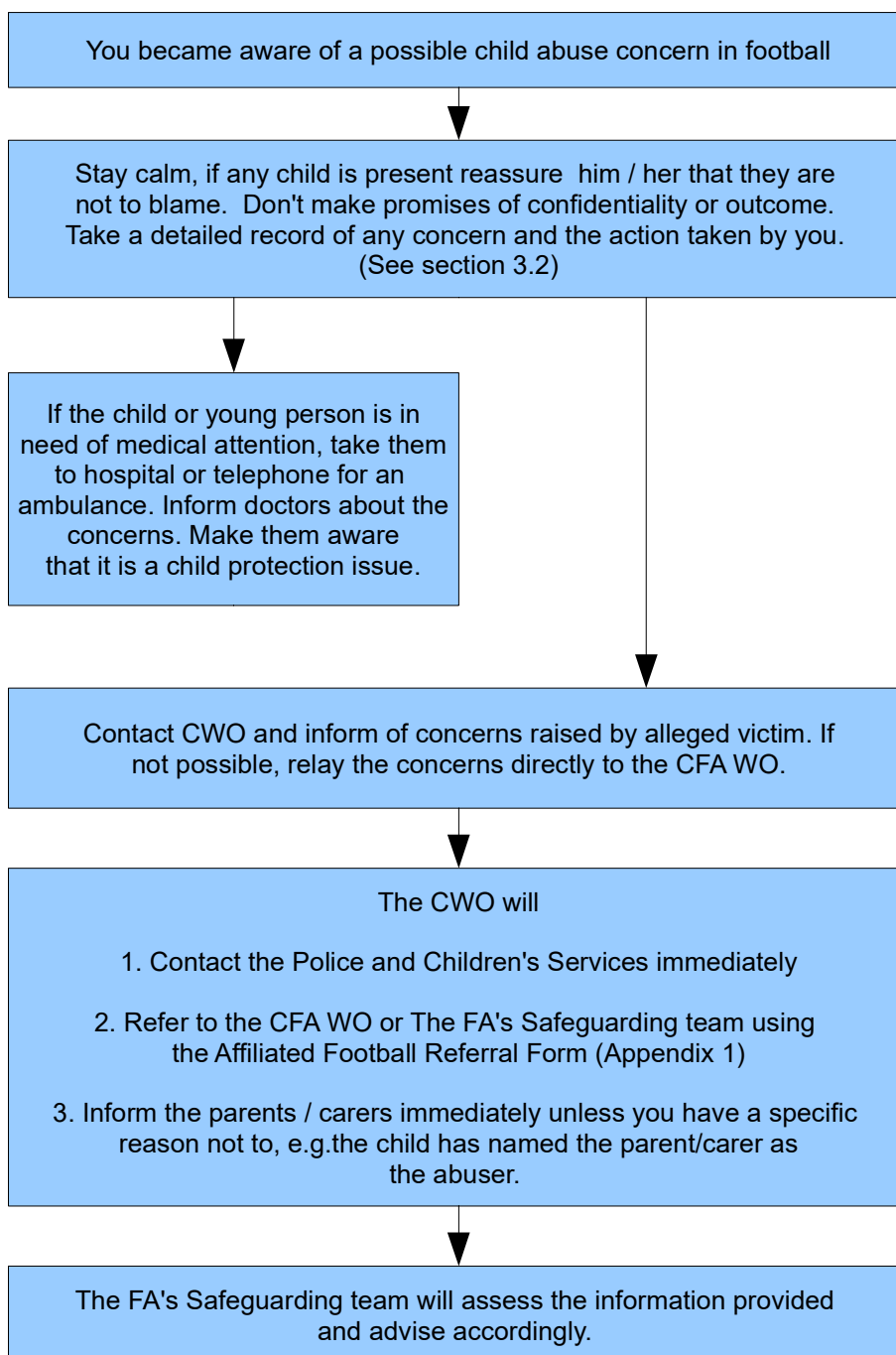
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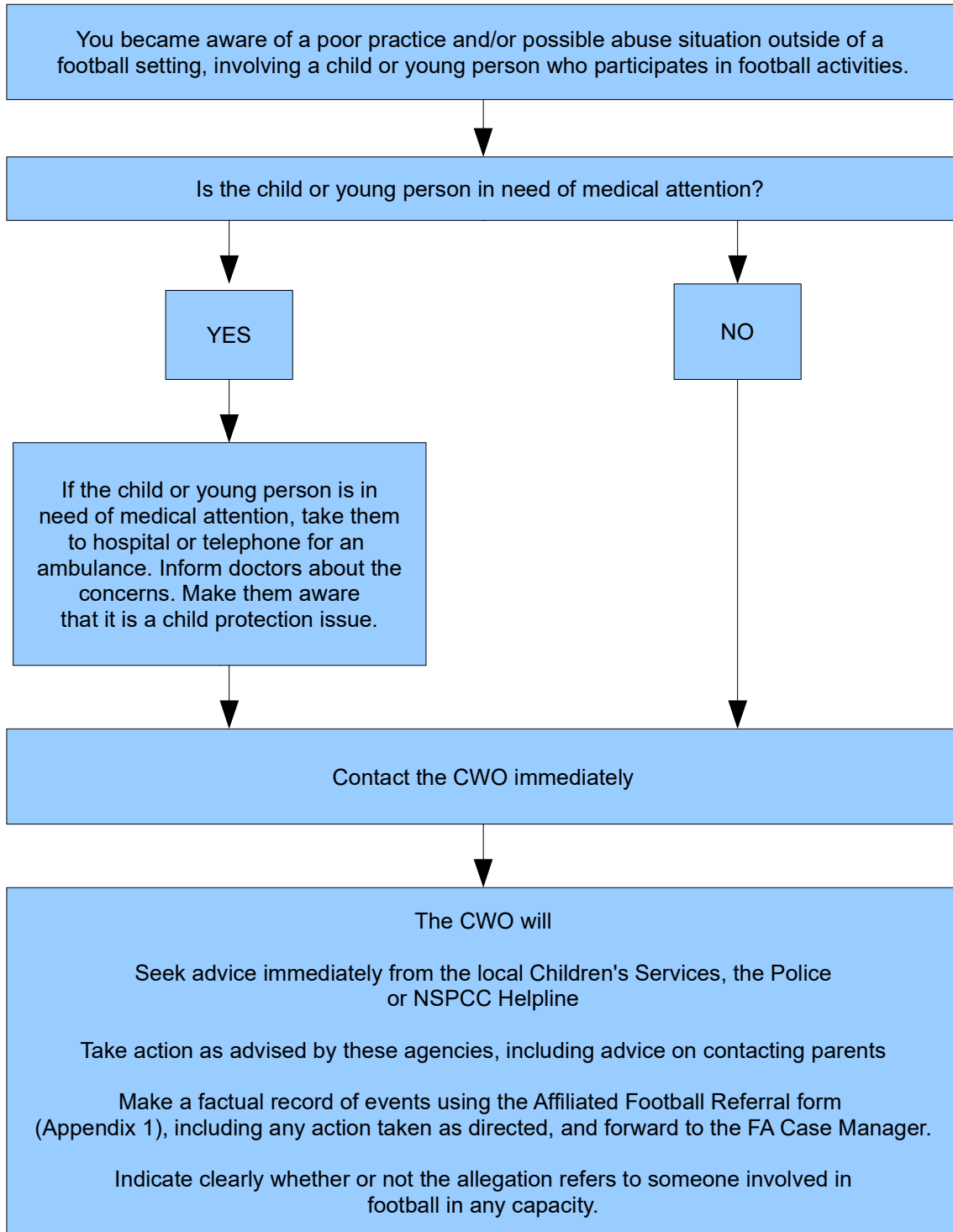


## 2.2 Dealing with possible child abuse in a football setting



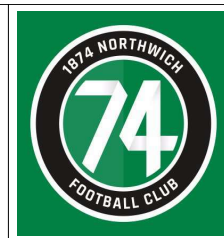
NB: If the designated person is not available, or the concern is about this person, report your concerns directly to the local Children's Social Care, the local Police or the NSPCC Child Protection Helpline.

## 2.3 Dealing with concerns outside of a football setting



NB: If the designated person is not available, or the concern is about this person, report your concerns directly to the local Children's Social Care, the local Police or the NSPCC Child Protection Helpline.

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### **3.0 Additional Information**

#### **3.1 Key roles / groups in the process**

Club Welfare Officer (CWO) - this is the first point of contact for safeguarding issues at 1874 Northwich FC. The current contact is Maggie Coats, who can be contacted at [cwo@1874northwich.com](mailto:cwo@1874northwich.com) or by mobile on 07808765110.

Cheshire FA Welfare Officer (CFA WO) – contact details [Nadine.Crane@CheshireFA.com](mailto:Nadine.Crane@CheshireFA.com),  
Tel: 01606302028, Mob: 07717 810409

The FA Safeguarding Team at [safeguarding@TheFA.com](mailto:safeguarding@TheFA.com) or by calling and asking for the team on 0800 169 1863.

If the situation is urgent and you cannot contact the CWO or Cheshire FA Welfare Officer, you should call the NSPCC 24 hour helpline on 0808 800 5000.

If it is an emergency because a child or children are at immediate risk, then call the Police or Children's Social Care in your area. All Police forces have dedicated Child Protection Teams (CPTs) which deal with allegations of abuse within the family setting and by people in a position of trust. In a real emergency dial 999 to involve the full squad.

#### **3.2 Record keeping**

When dealing with a disclosure, allegation or concern, ensure that you make a written note of what has been said / seen. If dealing directly with a child or young person, write down what the child said using their words and phrases or the signs and gestures they used.

Accurate recording is essential, as there may be legal proceedings at a later date. Referrals to Children's Social Care or Police should be confirmed in writing within 24 hours - if not, then at the earliest opportunity • Keep a record of the name and designation of the Children's Social Care member of staff or Police Officer to whom concerns were passed and record the time and date of the call in case any follow-up is needed • Ensure all information is maintained safely in accordance with data protection legislation • Information should only be shared on a strictly 'need to know' basis • Complete Appendix 7 (affiliated footballs referral form) and send this to the CFA WO. The CFA WO in turn will send this onto The FA's safeguarding team.

#### **4.0 Whistleblowing**

4.1 There is a legal and moral responsibility to report any concerns about a child or young person in any context. The FA and 1874 Northwich will support anyone

who, in good faith, reports his or her concern that a colleague is, or may be abusing a child or young person, even if that concern is proved to be unfounded.

#### **4.0 Periodic Review**

This procedure shall be subject to annual review to check for compliance with legislative / FA requirements and continued suitability for the purposes of 1874 Northwich FC.

Issue Status	Author – M E Coats CWO	Verified and Approved – R Ashcroft 1874 Northwich Society Secretary
1	17 <sup>th</sup> May 2018	17 <sup>th</sup> May 2018