



Devonshire Colts Football Club

CHILD SAFEGUARDING POLICY



1. PURPOSE

Through the establishment of this Child Safeguarding Policy, the Devonshire Colts endeavors to implement effective measures to ensure that football is played in a safe, positive and encouraging atmosphere for all children.

No form of child abuse is justifiable in football and Devonshire Colts believes that we must implement robust measures that will enhance both the enjoyment and performance of children involved in our beautiful game.

2. DEFINITIONS

CHILD - For the purposes of this policy, a child is defined as a person under the age of eighteen (18).

DIRECTOR – The Director of the Department of Child and Family Services

ABUSE - There are four (4) main areas of abuse:

1. Physical
2. Emotional
3. Sexual
4. Neglect

A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them or by a stranger.



3. CHILD SAFEGUARDING COMMITTEE

A new Standing Committee, the Child Safeguarding Committee, will be established. This Committee will consist of a minimum of 3 and a maximum of 9 individuals with the appropriate skill set. Members of the Committee will be selected based on professional qualifications and if they are suitably qualified members of the community at large.

The Chairperson of the Committee will be a member of the Devonshire Colts Executive Council

Each member of this Committee will be vetted by the police and the Department of Child and Family Services (DCFS) and SCARS certified.

The role of the Child Safeguarding Committee will be to assist the Association in the following areas:

1. Regular monitoring, review and revision of established Child Safeguarding Protocols at Devonshire Colts .
2. Alerting the Executive of potential new trends arising in the Community with children that are potential sources of endangerment to them.
3. Educating members of the Club on the importance of having a Child Safeguarding Policy.
4. Assisting the executive in updating and maintaining the Child Safeguarding Policy.
5. Regular review of the DCFS forms and policies that are attached to and form an integral part of this Policy to ensure that they are up-to-date and current.

The Mission:

Through the development, implementation and the monitoring of Devonshire Colts Child Safeguarding Policy, this Committee will work to prevent any risk of harm to children in football and to appropriately respond to a specific concern for a child or children who may be suffering or at risk of suffering harm or abuse.



Five Principles:

The work of this Committee will always be guided by the following five principles:

1. We will act in the best interests of children. Ensuring that children are safeguarded is part of a commitment to enhancing their enjoyment of and performance in football.
2. Children's rights, as set out in the United Nations Convention on the Rights of the Child (UNCRC), will be respected and promoted throughout the game of football.
3. The principles and practices in this policy will be applied to all children and without discrimination on account of race, skin color, ethnic, national or social origin, gender, disability, language, religion, political opinion, wealth, birth or any other status, sexual orientation or any other reason.
4. Safeguarding children is everyone's responsibility, regardless of the club we are from or the role we hold in football. This means that when children are in our care we have a duty to safeguard them, without exception. Every person who performs professional or official duties with respect to a child is mandated to report child abuse to the Director in accordance with the Children Act 1998 section 20 sub-sections (1) and (2). Incidents should be reported whether they occur domestically or internationally.

All incidents of alleged abuse/neglect must be reported to DCFS immediately via the Kidsline 278-9111 which is a 24-hour service. The DCFS's Child Protection Referral Form forms are attached and form an integral part of this Policy. This form must be completed and submitted to the DCFS as a written referral in support of the call to the Kidsline. If the incident requires immediate action, the report can notify the Devonshire Colts Chair or Deputy Chair of the Child Safeguarding Committee, at the same time as the DCFS.

If there are any questions regarding the incident and whether to report, the person reporting should call the DCFS's Kidsline 278-9111 and they will be given further instructions

The identity of any person who reports abuse is protected under section 20 (6) of the Children Act 1998.



5. Specific roles and responsibilities must be defined within the Devonshire Colts and all Devonshire Colts members and all concerns must be reported and dealt with immediately in accordance with stated procedures, in line with national legislation, and with the best interests of the child as the primary concern.

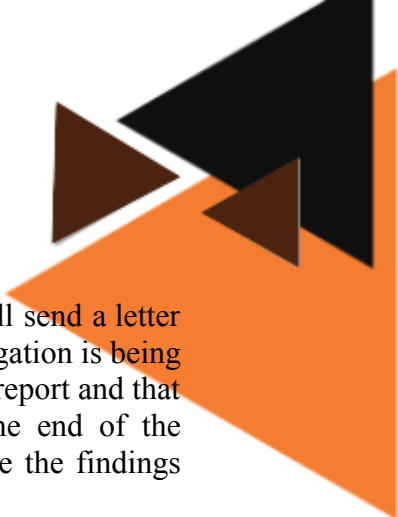

4. CHILD SAFEGUARDING OFFICERS

Devonshire Colts will identify, vet, and establish a Child Safeguarding Officer. This person will be the liaison between the Devonshire Colts Child Safeguarding Committee. The Chair of the Devonshire Colts Child Safeguarding Committee will fulfill this role on behalf of the club..

As a minimum, the Child Safeguarding Officer must be SCARS certified. The

Child Safeguarding Officers role is to:

1. Ensure all volunteers, employees, coaches and Officers of the Club are vetted by the Police Service **AND** DCFS.
2. Ensure all staff, volunteers and coaches are trained in basic Child Safeguarding.
3. Ensure all staff, volunteers and coaches are SCARS certified.
4. Assist the Program with the identification and implementation of measures, through policies, procedures and physical, to create a safe environment for our children.
5. Conduct regular reviews, observations and inspections of the measures outlined in number 4 and make recommendations for improvements and corrective action. Follow up to ensure improvements and corrective action have been implemented.
6. Ensure that all mandated reporters complete the referral to DCFS.
7. Make referrals for non-mandated reporters if that person is not comfortable reporting.
8. Record, report on and ensure the necessary corrections/improvements are made regarding incidents of bad practice. They should also monitor to ensure that the bad practice is not repeated/does not happen again. A monthly report of all incidents of bad practice should be provided to the Devonshire Colts Child Safeguarding Committee and the Officers of the Program, by each Child Safeguarding Officer.





If a case is reported to the DCFS that requires investigation, the DCFS will send a letter to the Devonshire Colts advising them of the complaint and that an investigation is being initiated. All mandated reporters also receive an email acknowledging the report and that stipulates the designated response time and the assigned worker. At the end of the investigation, the Devonshire Colts will receive a report that will outline the findings along with recommendations.

5. EMPLOYEE/VOLUNTEER SCREENING AND SELECTION

The process of selecting coaches, assistant coaches, team managers, medics, photographers, videographers, match commissioners, referees and anyone else with direct contact with the children should include the following as a minimum:

1. Background/Police Checks
2. Child Abuse Vetting using the DCFS Child Abuse Clearance Request Form
3. Personal References
4. In-Person Interviews
5. SCARS and First Aid/CPR Certification
6. Receive training in organizational policies, procedures and Codes of Conduct.
7. Required to undergo the appropriate regular retraining.

6. ADULT/CHILD INTERACTION

1. As much as possible, male coaches/assistant coaches should be assigned to male teams and female coaches/assistant coaches should be assigned to female teams.
 2. Appropriate, watchful, and harmful interactions between employees/volunteers and children are as defined in a Code of Conduct.
 3. Appropriate Adult child ratios should be maintained to minimize one-adult/one-child situations. When this is not possible or when one-on-one time is necessary the adult/child interaction should be held in an open, highly visible area whilst avoiding close contact or in an area where the interaction can be easily interrupted.
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4. Contact between employees/volunteers and children outside of organization sanctioned activities is prohibited. Sanctioned activities must be approved in writing by the Devonshire Colts.
5. A system must be in place that allows for employees/volunteers to monitor the presence and movement of adults that are not affiliated with the organization (eg. visitors must wear badges and/or are not allowed in certain areas).
6. Measures must be in place to address the possible presence of people convicted of a sexual offense or some other form of abuse against a child (eg. caregivers, relatives or strangers) on site or at program activities.
7. The Devonshire Colts/Affiliate and Child Safeguarding Officer should be aware via the child's registration of any court orders that are in place that pertain to the child (eg. Custody, access, Protective Intervention Orders).

7. CHILD/CHILD INTERACTION

1. All children must be properly supervised at all times, especially in private/isolated areas.
2. Appropriate, watchful, and harmful interactions between children in the program are as defined in a Code of Conduct.
3. Measures must be in place to address youth on youth violence and bullying.
4. A system must be in place that allows for employees/volunteers to monitor the presence and movement of children that are not affiliated with the organization (eg. visitors must wear badges and/or are not allowed in certain areas).

Measures must be in place to address the possible presence of a child convicted of a sexual offense or some other form of abuse against a child (eg. siblings, relatives or strangers) on site or at program activities.



8. PROCEDURES DURING DCFS INVESTIGATION

If an investigation has been initiated on a coach, administrator, volunteer or referee, etc. then the Devonshire Colts/ Affiliate should suspend that individual from their duties/ responsibilities for the duration of the investigation.

Once the investigation is complete and if the allegations are substantiated, the Devonshire Colts/Affiliate should look to implement the recommendations contained in the report and consider further disciplinary action which may include but not be limited to an increased suspension, additional training, and revocation of license or a ban.

If the allegations are unsubstantiated the Devonshire Colts/ Affiliate should consider reinstatement. Reinstatement may be unconditional or conditional, implementing the recommendations contained in the report and on improvements being made to the safeguarding environment in which the allegations arose.

If the abuse is Child on Child, then the Devonshire Colts/ Affiliate should seek guidance from the DCFS and any other relevant Helping Agency as may be recommended by the DCFS on a case by case basis.

During the investigation, in the event that it is deemed necessary for the Director or their Agents to interview the child at the facility of the Devonshire Colts/Affiliate, the procedures to be followed are those as contained in the DCFS' s Policy and Procedures for conducting enquiries of a Child under section 42 of the Children Act 1998 as it pertains to Social or Community Activity Sites. This document also outlines the expectations of the heads of the Social or Community Activity and what they can and cannot do. This Policy is attached and forms an integral part of this Child Safeguarding Policy.

9. EMPLOYEE/VOLUNTEER GUIDELINES

The following are best practice recommendations when dealing with children in the areas of verbal communication, physical contact, social media use and transportation:

a. Verbal (Oral) Communication

Appropriate:

- Praise
- Positive reinforcement



Inappropriate/Harmful:

- Sexually provocative or degrading/ridiculing comments
- Profanity
- Threatening comments
- Teasing comments
- Racist comments
- Homophobic comments

b. Physical Contact and Behavior

Appropriate:

- Pats on the back or shoulder or head
- High fives
- Handshakes or fist bumps

Inappropriate/Harmful:

- Patting the buttocks
- Intimate/romantic/sexual contact
- Corporal punishment
- Touching the genital areas (private parts)
- Involvement in pornographic activities

c. Social Media Use

- Never engage with a child through email or in private social media conversations, without including and/or copying the parent in the conversation (or another senior employee/volunteer of the Devonshire Colts/Affiliate).
- Taking photos of children and putting them in the media or social media should be prohibited unless express written permission has been granted by the parent/guardian in advance.

d. Transportation Policy

- A child or children should never be left alone or unsupervised.
- At the end of training a child should wait for their parent or guardian in an open/visible area
- A child that has not been collected by their parent or guardian and who must be transported by an employee/volunteer should sit in the back seat
- An employee/volunteer should advise another employee/volunteer that they are transporting a child.
- Have the child call their parent to advise them that you are bringing the child home and have the child stay on the phone with the parent for the



- or volunteer and have them stay on the phone with the child for the duration of the trip.

10. TRAVEL POLICY

- All trips should have a designated and accountable Group Leader. The Group Leader will have overall responsibility for supervision of the trip whilst paying great attention to safeguarding and health and safety guidelines for the children in their care.
- The Group Leader should be responsible for ensuring that everyone is clear about their specific responsibilities. They should be expected to take the role of a responsible parent/leader/coach. Parents/guardians should expect their children to be cared for safely and responsibly.
- The Group Leader should hold a face-to-face briefing session for everyone (inclusive of parents/guardians) before the trip begins. All leaders should know who to go to if they have a concern about a child or have any other worries.
- As part of the planning process the Group Leader should consider any specific needs relating to any disability, medical considerations, dietary requirements, or cultural or ethnic considerations of those taking part. Students should not have prescribed medications in their possession. All medications should be administered by Chaperone or Group Leader.
- The Group Leader should enquire about the accommodations in terms of sleeping arrangements in advance of any overseas travel. Three to a room - 1 Adult 2 children per room; one child per bed unless parent is in the room with their child. The rule of three always and same gender preferred. A cot should be arranged with the hotel in advance. All rooming assignments should be signed and agreed by parents in advance.
- Mixed gender groups should be accompanied by at least one male and one female employee, leader or volunteer.
- All Leaders/Coaches are advised to carry a mobile phone and have the phone numbers of other leaders saved on their phone.



- All Leaders should always carry a list of details of all children, including emergency contact details for parents. A copy of this list must also be held by a designated person at home, who will act as the intermediary in the event of emergency between the group and the Devonshire Colts/Affiliate and with parents/guardians.
- The Coach/Group Leader should take a register at the start and at the end of each activity and at regular pre-arranged intervals in between.
- Should there be a serious incident then the Coach/Group Leaders must report as such to the designated person at home, who will in turn pass on appropriate information. Written records must be made as soon as possible after the incident environment is safe for all parties present.
- Staff should familiarize themselves with the Fire Exits and appliances where they are staying and ensure that they are working. Any health and safety hazards should be reported to the Hotel.
- Individual adults should never be in isolated one-on-one situations with children or young people.
- Children will be told to act responsibly whilst not taking any unnecessary risk and must follow the instructions of any adults in a supervisory position.
- An agreement should be reached between the Group Leader and parents/guardians to how much independence is appropriate for their respective children, but the leadership should be clear.
- If a child is seen to cause any potential risk to themselves or others they should be withdrawn from the trip, if practicable.
- Leaders must not consume alcohol, drugs, including marijuana on the trip.
- No child under the age of 10 can be taken away on overnight stays without his or her parent or guardian accompanying them.
- Upon return from the trip, a face-to-face postmortem/debriefing session should be held with everyone, inclusive of parents/guardians.



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