



## **ECFC Academy Safeguarding Policy**

### **Proposed Draft Policy 2018/19**

**With sign-posting references to relevant separate Academy policies  
and The Academy's Performance Plan ('The Grecian Plan')**

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## Statement

“ECFC Academy seeks to ensure the safety and well-being of all children & young people who engage in its activities”.

### 1.0 Aims & Key Principles

The aims of the Academy’s Safeguarding Policy & Practice are as follows:

- To create a happy, secure environment in which the football development and well-being of every player matters.
- To develop a learning environment wherein players of every race, gender and learning need are valued, respected and welcomed.
- To safeguard all children and young people who interact with the Academy and other associated Club activities.
- To proactively develop a positive welfare environment to enable all children and young people to participate in an enjoyable and safe programme.
- To promote high ethical standards throughout.
- To demonstrate best practice in the area of safeguarding children.

1.1. The key principles underpinning this policy are:

- *The player’s welfare is of paramount consideration.*
- *All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, racial origin, religious beliefs or sexual identity.*
- *Allegations of abuse will be taken seriously & responses will be appropriate & empathic.*
- *Multi-disciplinary staff, coaches, parents and other adults who come into contact with players should be good role models in their behaviour.*
- *The Academy will support this principle, by facilitating the provision of a range of child protection and awareness training for staff in conjunction with, and supported by, the Football Association, the English Football League, the Premier League and the NSPCC, in line with guidance from Local Safeguarding Children Boards (LSCBs).*
- *The Academy will continue to embed a culture of promoting the legal and moral responsibility to protect children by ensuring adults working at The Academy understand their individual & collective responsibilities.*
- *All staff must safeguard the welfare of children and young people by creating & maintaining an environment that protects them from harm.*
- *Further, staff will require checks (DBS) & receive appropriate training relative to the well being of children & vulnerable adults.*

1.2. The Academy will seek to safeguard children by:

- *Listening to them, respecting them and valuing them.*
- *Adopting realistic, proportionate & sustainable best practice in managing safeguarding.*
- *Ensuring all staff are recruited appropriately for working with children.*
- *Liaising effectively both within the Club and with external Safeguarding agencies.*
- *Providing appropriate, up to date & on-going training for all staff.*
- *Incorporate a specific & integrated remit for safeguarding within the scope of the Head of Education & Welfare's job specification.*

## **2.0 Welfare Strategy throughout the Academy**

The Academy has a specific & integrated plan to ensure the well being of its players across each of the Age Phases.

### **2.0.1. Induction of players**

Players' induction is vitally important to their overall well-being at the Academy. It provides both the player and their parent(s)/carer an insight into the Academy philosophy, which sits alongside the values and normalised expectations around behavior, commitment & values.

2.0.2. The Academy holds specific induction evenings for parents each year: one for Foundation Phase players and one for Youth Development Phase. Academy management and appropriate multi-disciplinary Staff attend the meetings.

2.0.3. Meetings highlight aspects of the Academy, with inputs from the Academy Management Team (AMT), supplemented by additional inputs from others & the Club Chairman.

2.0.4. New scholars and their parents/carers have a separate Induction with presentations from the League Football Education (LFE). Scholars also have an additional induction presentation from the Head of Academy Operations, Head of Coaching and Members of the AMT.

### **2.0.5. Procedure for Trialling Players**

*The process is outlined in the diagram below:*



**Ref: Grecian Plan Section 3**

## 2.0.6. Procedure for New Player Induction

The process is outlined in the diagram below:



**Ref: Grecian Plan Section 3**

### 2.1 Welfare and Safeguarding

Parents/carers are made aware of the Academy Head of Education & Welfare's role and Designated Person responsible for Safeguarding within the Club. Details are provided within this policy document and can be accessed via The Academy's web-site.

2.1.1. Awareness information is also displayed around the Cliff Hill Training site and other educational establishments used by the Academy for training and games.

2.1.2. Additional Club information can be found on the Club's web-site regarding safeguarding practice across the other sectors of operation.

### 2.2 Welfare Through The Age Phases

As well as the induction process, the Academy implements differentiated and relevant strategies throughout each of the three Age Phases:

**Viz:**

#### 2.2.1. Generic

- *The Academy works under the guidelines of the Local Safeguarding Board.*
- *The Academy continues to develop appropriate Safeguarding policy and procedures under the guidance of the Local Safeguarding Board.*
- *Multi-disciplinary staff working with young players undertakes Safeguarding training.*
- *Multi-disciplinary staff working with young players undertakes First Aid training.*
- *Multi-disciplinary staff working with young players is DBS checked.*
- *Academy gathers medical information on all players prior to undertaking training sessions and games.*

#### 2.2.2a. **Age Specific-Foundation Phase (FDP) U8 to U12**

- *Academy establishes links with all players' schools.*
- *Academy risk assesses all venues used for training and matches.*
- *Club follows all FA/EFL/LFE guidelines in relation to any tournaments or trips abroad.*
- *Multi-disciplinary staff provide a positive environment for all learning activities.*
- *Multi-disciplinary staff provide advice on nutrition to players and parents.*
- *Multi-disciplinary staff develop professional relationships with parents/carers & discuss overall player/child/young person well-being.*
- *Regular player reviews are held to discuss player progress.*
- *Transportation of players is done in accordance with the Transport policy.*
- *Regular staff meetings are held to discuss individuals & any welfare issues arising.*

#### 2.2.2b. **Age Specific-Youth Development Phase (YDP) U12 to U16**

The above strategies will be implemented. In addition;

- *Agreed & robust procedures for the welfare of players.*
- *Agreed & robust procedures for establishing Academy/school contact for players.*
- *Multi-disciplinary staff & players to undertake workshops on equality and diversity.*

#### 2.2.2c. **Professional Development Phase (PDP) U17 to U21**

Some of the strategies outlined above, as well as:

- *Head of Coaching & Head PDP coach to have more opportunities for informal & formal 1- to- 1 meetings with players.*
- *Regular review meetings, monitoring & contact regarding education through LFE and the Academy's Head of Education & Welfare.*
- *Academy to provide meals to ensure players' health and well-being is considered.*

### **3.0 Transport**

The Academy has a separate Transport Policy that is available to staff, parents/carers and players through the Academy web-site and Academy Employee Handbook.

3.0.1. Prior to any training session taking place parents/carers need to have completed a transport consent form.

#### **3.1. Academy Players U9 to U16**

3.1.1. No transport is provided/used for training sessions, unless specifically requested and with good reason. Transport to and from training is the parent/carer's responsibility.

3.1.2. With regard to matches: the Academy has access to Club owned, other hired-in minibuses and coaches (where applicable) for travel to games.

3.1.3. Each Lead Coach will determine from parents whether a player is to travel independently or by safe transport provided. These details are checked prior to match day. Information on travel arrangements (times/pick-up points) are displayed on the website early during the week.

3.1.4. There is also a missing player protocol, which parents have access to that deals with the situation a player should get lost in transit.

3.1.5. It is the Academy's obligation to ensure drivers are suitably qualified to drive a minibus.

**(ref: separate Academy Transport Policy for all other information).**

#### **4.0 Accommodation**

Academy policy involves the need for a thorough and robust set of policy; practices and procedures, aimed at ensuring triallists or players living away from home are safe, warm, comfortable, well nourished and immersed in a happy environment.

4.0.1. Should existing policy need to change or be reviewed and amended: the Academy will liaise with the Local Safeguarding Board to develop proportionate policy & procedures that align with current accepted practice.

4.0.2. A separate Academy Policy document regarding Accommodation is available to staff, parents/carers and players through the Academy web-site and Academy Employee Handbook.

***(ref: separate Academy Accommodation Policy for all other information).***

#### **5.0 Complaints & Bullying**

The Academy policy applies only to incidents of bullying which take place during Academy training, match days (including travelling), education and any other time where the Academy players and staff get together. ECFC Academy is not **legally** responsible for bullying which takes place elsewhere.

5.0.1. The Academy's definition of bullying, upon which appropriate and proportion action will be taken is:

*"...Interaction between an individual or group of people with a more powerful individual or group **perceived** or **intended** to cause hurt, pain, suffering, humiliation or degradation."*

5.0.2. Complaints and incidents regarding peer-to-peer or adult-to-child will be taken seriously and dealt with in pursuit of the stated process in The Academy anti-bullying policy document.

5.0.3. The Academy policy document clearly outlines the principles, scope, preventative strategies and interventions that will be adopted in The Academy's best efforts to resolve Complaints and bullying.

5.0.4. The document is available to staff, parents/carers and players through the Academy web-site and Academy Employee Handbook.

***(ref: separate Academy Anti-bullying Policy for all other information).***

#### **6.0 Supporting Exit and Transition**

If a player is not successful in gaining further registration with the Academy or a professional contract at the end of his Apprenticeship, the following strategy will be pursued:

##### **6.0.1 At the end of the U16 season**

For players in the final year of the Youth Development Phase, the following support is offered for those who will not progress into the Professional Development Phase:

- *Meetings are held in November to discuss with parents/carers and player the current view on the possibility of a Scholarship.*
- *Decisions are taken as early as possible to facilitate the possibility of experiencing other Club(s) environments in pursuit of a Scholarship agreement with them.*
- *Subsequently, local Clubs will be circulated, notifying them of released players.*
- *Released players will be informed (in good time) of attendance at EFL exit trials.*
- *Players' schools will be notified as early as possible of those not offered scholarships.*

- *Players will be welcomed to continue training to ensure fitness for trials.*
- *Multi-discipline documentation is provided for coaches to support them in the process of holding player and parent/carer finalisation reviews.*
- *Final decisions are made in collaboration with Age group coaches, Head of Phase, Head of Coaching and member(s) of the Multi-disciplinary team, where appropriate.*

#### **6.0.2. Under 17 and Under 18**

The Academy, in conjunction with the LFE, aim to ensure that each Scholar moves in to one of the following areas upon completion of the ASE Modern Apprenticeship:

- Employment
- Education
- Training
- Sport (Semi Professional Football/Other Elite Sport)

#### **6.0.3. Administration and Standards**

The Exit and Progression arrangements are comprehensive and information is gathered about career aspirations and interests to enable the provision of appropriate and relevant progression pathways and support, including:

- *“Review” communication information on Exit and Progression arrangements*
- *Access to dedicated careers events (Year 1 and Year 2)*
- *Access to specialist career and transition support within the ES6 module*
- *Access to Assessment Trials*
- *Access to Higher Education Away Days*
- *Undertaking an Exit Survey with each Apprentice at final review meeting*
- *Access to on-programme Video Analysis, the footage from which is then made available worldwide via an online Scouting service upon the release of the player*
- *Access to a Player Placement Programme in Canada*
- *Access to post programme Exit and Progression support via an Alumni Liaison Officer*
- *Access to Online Careers Guidance Tool (U-Explore)*
- *Access to Online “Opportunities Board” and proactive opportunity marketing*

6.0.4. The Academy works with the LFE to secure placements wherever and whenever possible for Scholars unsuccessful in gaining a professional contract. In addition, it monitors the Tracking and Monitoring process to not only determine the career paths ECFC Apprentices have taken following the completion of their Apprenticeship, but also to identify the areas of industry and training in which they are interested.

6.0.5. The Academy & LFE are committed to engaging with Progression Partners to maximise the career opportunities available in professional football; looking at alternative or second careers and developing links independently and through LFE with well-established partners.

***(ref: The Grecian Plan Section 3 for all other related information).***



## 7.0 Academy & Other contacts include:

### *The Academy*

- **Tim Legg**  
Academy Education & Welfare  
Designated Safeguarding Officer (Academy)  
T: 01395 233 883  
[tim.legg@ecfc.co.uk](mailto:tim.legg@ecfc.co.uk)
- **Richard Brown**  
Academy Coach  
Academy Verifier  
T:01395 233 883  
[richard.brown@ecfc.co.uk](mailto:richard.brown@ecfc.co.uk)

### *The Club*

- **Paul Farley**  
Senior Safeguarding Manager (Director)  
Match day Safeguarding/Child Protection  
T: 01392 411 243  
[safeguarding@exetercityfc.co.uk](mailto:safeguarding@exetercityfc.co.uk)
- **Scott Walker**  
Club Welfare Officer/DBS Verifier  
T: 01392 255 611  
[scott.walker@ecfc.co.uk](mailto:scott.walker@ecfc.co.uk)

### *City Community Trust (CCT)*

- **Nick Murray**  
City Community Trust  
Senior Safeguarding Lead (Trustee)  
T: 01392 255 611
- **Danny Harris**  
City Community Trust and NCS  
Designated Safeguarding Officer  
T: 01392 255 611  
[fitc@ecfc.co.uk](mailto:fitc@ecfc.co.uk)

## 8.0 Child Abuse & Grooming

The Academy is aware of the possibility of allegations being made against members of staff or associated adults such as student interns and volunteers. Such allegations will be likely to include inappropriate behavior, language, comments of a sexual nature, excessive one-on-one attention beyond role requirements and the sharing or distribution of inappropriate images.

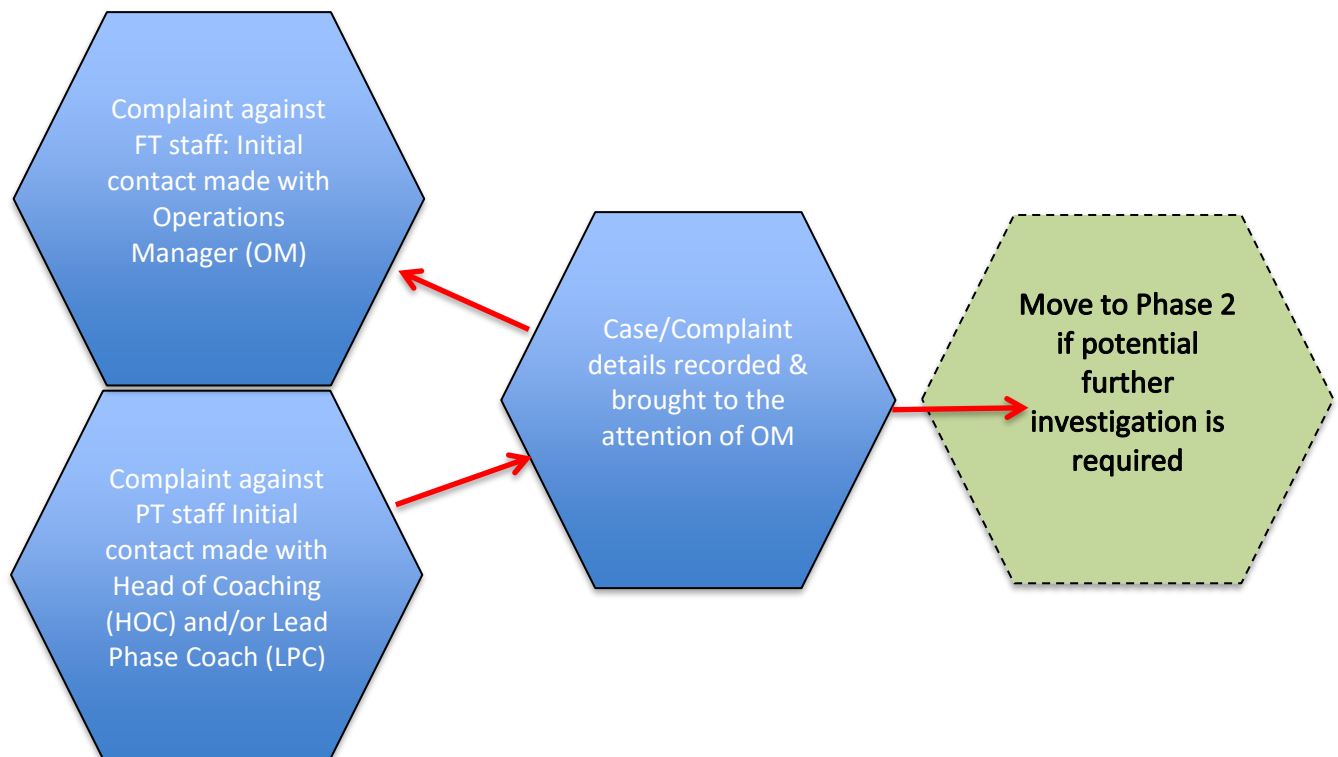
8.0.1. The Central Policy document: “Exeter City Safeguarding Policy” goes into further detail on obligations and actions that ECFC ‘The Club’ will undertake and pursue in instances where allegations are made against staff and other adults in various Exeter City FC setting (including The Academy).

8.0.2. The Academy is committed to cooperating within the scope of Central Services policy and procedure, in pursuit of fulfilling its undertakings on Safeguarding as stated in its, principles, aims and objectives, outlined in 1.0. of this policy.

8.0.3. In terms of alignment with existing procedure model: “Generic Complaints” the actions and procedure detailed below, take the place of Phase 2 (and beyond).

8.0.4. For the avoidance of doubt: Phase 1 of the Generic Complaints model is outlined below:

### 1<sup>st</sup> Phase. Information Gathering & Collation.



The flowchart ‘**What to do if you’re worried that a child is being abused**’ is supplied as Annex One of this policy document. It aims to provide explicit reference for staff and intends to detail the approach-adopted, which The Club will pursue and The Academy will cooperate in terms of supply of information where applicable and appropriate.

## **8.1. Further Information**

8.1.1. Further information and detail regarding policy & procedure is contained in The Club's 'Exeter City Safeguarding Policy.

8.1.2. The following areas are explained in this document and can be found on the Exeter City FC web site, employee handbook as well as the Central Policy System (CPS) of the English Football League (EFL CPS).

## **8.2 Club Policy Content**

*8.2.1. Purpose and aims*

*8.2.2. Ethos*

*8.2.3. Responsibilities and expectations*

*8.2.4. The Club's Safeguarding team*

*8.2.5. 'What to do if you are concerned*

*8.2.6. Managing allegations*

*8.2.7. Safeguarding training*

*8.2.8. Mobile phones and cameras*

*8.2.9 Further information and policy portals*

*8.2.10. Club's Safeguarding team contact details*