



Pav Fun Ball Academy Safeguarding Children Policy

Pav Fun ball Academy acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity.

Aim:

The key principles of Pav Fun Ball Academy Safeguarding Children Policy are that:

- the child's welfare is, and must always be, the paramount consideration
- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- working in partnership with other organisations, children and young people and their parents/carers is essential. We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Pav Fun Ball Academy recognises that this is the responsibility of every adult involved in our club.

Safeguarding training

Pav Fun Ball Academy has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations ([The FA Policy Downloads](#) -see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- specify what the role is and what tasks it involves
- request identification documents
- as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- ask for and follow up with 2 references before appointing someone
- where eligible require an FA accepted Enhanced Criminal Record Check (DBS) with Barring List Check in line with current FA policy and regulations.



All staff undertake appropriate & mandatory child protection workshop (The FA Safeguarding Workshop), receiving mandatory certificate. This training must be taken every 3 years and is compulsory when working with children and young people. In addition, every member of staff will undertake first aid and DBS training every three years. In addition, Pav Fun ball Academy has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop which is valid 3 years of date of completion. This course cover safeguarding frameworks, taking action, recruitment, education, monitoring and compliance and children's voices It also explains where to go for professional support and guidance, and how to access more information if needed.

They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst Pav Fun Ball Academy members.

Roles & Responsibilities-Staff Members

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. We must to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so. We ensure we adhere to the principles of safer recruitment and therefore we:

- Gain enhanced DBS checks where current Government guidance requires us to as well as an in-date FA accepted Enhanced DBS with Barring List check as part of responsible recruitment practice.
- Ask for at least two written references, including the last employer
- familiarisation with our safeguarding policies and procedures

Our aim is to provide a safe environment which provides very best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made. Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We will take all possible steps to safeguard our children and to ensure that the adults in Pav Fun Ball Academy are safe to work with our children.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Pav Fun Ball Academy, guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the DBS Process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people. It is accepted that Pav Fun ball Academy aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.



Moreover, Each, staff member at the Pav Fun Ball Academy are required to complete an enhanced DBS check every 3 years. Any referrals made to DBS will be carried out by the Designated Safeguarding Officer and documented by the Academy. The Pav Fun Ball Academy has a legal duty to make referrals to the DBS should they have any concern that a person has either harmed or poses harm to a child or adult at risk. Staff members won't investigate these matters. Should an allegation be made against the Designated Lead Safeguarding Officer or Welfare Officer, this will be reported by the staff member raising the concern directly to the LADO. All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority Designated Officer (LADO) within 24 hours of a concern or allegation being made. The LADO can be contacted via the referral/consultation forms under 'how to raise a concern' at www.norfolkscb.org or a message left on 01603 223473 for ongoing cases. Staff will not investigate these matters.

Our Designated Lead Safeguarding Officer will liaise with Children's Services and other agencies where necessary. At all times the Designated Lead Safeguarding Officer and Welfare officer will ensure that safer recruitment practices are followed.

Designated Lead Safeguarding Officer and Welfare Officer Contact Details:

Pawel Guziejko-Designated Safeguarding Lead	07763819700 Pawel@pavfunballacademy.co.uk
Paul Hawes-Welfare Officer	07867920251 Paul.Hawes@pavfunballacademy.co.uk

Types of abuse

A form of maltreatment of a child. Somebody 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, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of



another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: - Provide adequate food, clothing and shelter (including exclusion from home or abandonment); - Protect a child from physical and emotional harm or danger; - Ensure adequate supervision (including the use of inadequate caregivers); or - Ensure access to appropriate medical care or treatment. - It may also include neglect of, or unresponsiveness to, a child's basic emotional need

Modern Day Abuse

Modern day slavery may include but is not limited to radicalisation, female genital mutilation, child sexual exploitation, gender-based violence, sexting and trafficking.

Safeguarding process-What to do?

Reporting your concerns about the welfare of a child or young person. Safeguarding 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.



Staff may raise a concern about a child or Adult at risk based on changes in their behaviour, marks on their body etc. A child or Adult at risk may also disclose information regarding themselves or abuse they have been or are being subjected to. The Pav Fun Ball Academy has a process in place to ensure that all staff are able to respond effectively.

When you have a concern:

- If appropriate speak to the child or adult as risk making notes of the conversation.
- don't ask any leading questions and never make any promises
- Fill out the "have concern" form and contact the Designated Lead Safeguarding Officer and Welfare Officer

When dealing with a disclosure:

- Listen to the child or adult of concern, then making notes of what they say to you.
- Don't ask any leading question sand never make any promises
- Notify them that you must pass the information on to the relevant people so they can help
- Call the Lead Designated Safeguarding Officer and or Welfare officer and make them aware of the referral

Finally, if you have concerns regarding a young person or vulnerable adult that may be at risk should be recorded on the "have concern" form which each staff member should have with them. All staff should complete the form to the best of their knowledge, having in mind that this may be used by external agencies.

Additional contacts & The FA Whistle Blowing Policy

Pav Fun ball Academy supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about an adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

If we have a concern about a child or children, we will telephone the Children's Advice and Duty Service (CADS) on 0344 800 8021 immediately. We will speak to a Social Worker who will take all of the relevant details. We will have with full details of the child and family, as well as our concerns details of any support we have provided to the child/ family. We will have a consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not had consent from the parent/carer we will inform the CADS worker of this and the reason for this. The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police. We will make careful records of all conversations, in ink, including the dates and times of who we spoke to,



the information shared, and the action agreed. We do not need to send a written referral. Full details on this process can be found at www.norfolkscb.org under 'How to Raise a Concern'

Additional Contacts:

Local Authority Designated Officers (LADO) Team 01603 223473

Safer Programme 01603 228966

Norfolk Safeguarding Children Panel (NSCP)

Norfolk Safeguarding Children Panel (NSCP) www.norfolkscb.org

Children's Services 24 hours 0344 800 8020

Children's Advice and Duty Service (CADS) 0344 800 8021

Norfolk Police 101

Safeguarding Children Policy EFL Trust 01772 325940

Norfolk County FA Designated Safeguarding Officer: Ken D'Rosario E: Ken.D'Rosario@norfolkfa.com

FA Case Management Team 0845 210 8080

The FA E: Safeguarding@TheFA.com

The FA Safeguarding Children general enquiry line 0845 210 8080

In an emergency 999

Child Exploitation Online Protection Centre www.ceop.police.uk

NSPCC Helplines www.nspcc.org.uk / 0808 800 5000

Childline 0800 1111

Use of images, mobile phones, camera fitted devices and other electronic devices in the setting

Written permission from parents or carers will always be obtained before images and/or videos of children are taken, used or published at Pav Fun Ball Academy website and or social media platforms

- Written parental consent will always be sought to take and use photographs offsite for professional, marketing and training purposes. This may be in addition to parental permission sought for onsite images.
- Written consent from parents will be kept by the setting where children's images are used for publicity purposes, such as brochures or publications, until the image is no longer in use.
- Parental permission will be sought on an agreed basis
- A record of all consent details will be kept securely on file. Should permission be withdrawn by parents/carers at any time, then all relevant images will be removed and disposed of and the record will be updated accordingly.



All images taken by Pav Fun Ball Academy will be used in a manner respectful of the Data Protection Principles. This means that images will be processed:

- fairly, lawfully and in a transparent manner
- for specified, explicit and legitimate purposes
- in a way that is adequate, relevant limited to what is necessary o to ensure it is accurate and up to date

Specific Safeguarding Issues

At Pav Fun Ball Academy, we recognise that safeguarding incidents and/or behaviours can be associated with factors outside of our coaching environment and/or can occur between children outside of our sessions. It is key that all staff understand the definition of contextual safeguarding and consider whether children are at risk of abuse or exploitation in situations outside their families. Through training we will ensure that staff are aware that extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence. When reporting concerns, staff should include as much information and background detail as possible so the Welfare Officer and Safeguarding Lead can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse to include, but may not be limited

to:

1) Children with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

2) Child on child abuse



- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- upskirting;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

3) Child Sexual and criminal exploitation

All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about abuse. The Welfare Officer and Safeguarding Lead will respond to any concerns related to child We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

Children Advice and Duty Services flowchart

To evidence that the child is experiencing or likely to suffer significant harm?

If we have consent from parent to contact CADS we are following steps:

- 1) We will inform parents that we contact CADS, (only exception if this action will put child at immediate risk of harm) or we have an intention to do so.
- 2) Ensure we have necessary contact details
- 3) Call CADS (0344 800 8021)

If the child does not experience or likely to suffer significant harm, we ensure we follow up our safeguarding policy and ensure:

- 1) All coaches are fully safeguarding train and DBS checked, to make aware of children needs as well as having knowledge of any type of abuse.
- 2) Discuss with parents, consult with our Safeguarding Lead and Local FA Safeguarding Lead Officer to seek advice offer support to the family
- 3) Offer EHAP if necessary and review if required
- 4) If still unsure that children need been met, seek consent from parents and contact CADS



Date of Next Update June 2027