

# Maypole Football Club



## Safeguarding Policy

<b>Club Policy Owner</b>	Callum Main
<b>Responsible Members</b>	Callum Main James Walker Nikki Richards Dane-Marie Miller
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## Safeguarding Policy

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## Safeguarding Policy

### 1. Policy Statement & Our Commitment to Safeguarding

Maypole FC is committed to ensuring the safety and wellbeing of every child and vulnerable adult involved in our activities.

Maypole FC regularly promotes the importance of all staff, coaches, volunteers, and parents/carers acting to protect children and vulnerable adults from harm.

Safeguarding is everyone's responsibility and will always remain our first priority as a club.

### 2. Purpose Of Our Safeguarding Policy & Key Responsibilities

Maypole Football Club acknowledges its responsibility to safeguard the welfare of every child and young person directly connected with the club and is committed to providing a safe environment for all.

We recognise that those aged under the age of 18 are legally defined as children and therefore we have a responsibility to ensure appropriate safeguards are in place. As such, we subscribe to the Football Association's (FA) Safeguarding Children Policy.

Maypole Football Club endorses the following key safeguarding principles:

- 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, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity.
- 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.

Maypole Football Club Football Club recognises that these are the collective responsibilities of every adult at in our club.

## Safeguarding Policy

### 3. Child Protection & Duty Of Care

Maypole FC acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, and complies with best practice requirements.

We recognise that the welfare and interests of children are paramount in all circumstances. We aim to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children have a positive and enjoyable experience of sport at Maypole FC in a safe and child-centred environment. We also aim to ensure that all young people are protected from abuse, neglect, and exploitation.

Maypole FC acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. We endeavour to promote and prioritise the safety and wellbeing of children and young people by ensuring that every individual associated with the club understands their roles and responsibilities in respect of safeguarding. It is equally important to us that individuals are provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns.

We aim to ensure appropriate action is taken in the event of incidents and/or concerns of abuse and support is provided to the individual(s) who raise or disclose the concern, to ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored. Full investigations are undertaken and information is withheld to prevent the employment/deployment of unsuitable individuals, and to ensure robust safeguarding arrangements and procedures are in operation.

Our procedures are widely promoted. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal from our club following a full investigation. We will review Child Protection procedures in line with our Safeguarding Policy review on a seasonal basis. In the event of changes in legislation and/or government guidance, the club reserve the right to make necessary adjustments. Any changes made will be shared with all club members following confirmation.

## Safeguarding Policy

### 4. Key Roles & Contacts

At Maypole FC, safeguarding is everyone's responsibility, and we know that inaction is not an option. If anyone is worried about a child it is important that they report their concerns to:

Safeguarding Lead: Callum Main

Deputy Safeguarding Lead: James Walker

Club Welfare Officers (CWOs): Nikki Richards & Dane-Marie Miller

Club Safeguarding Email: [cwo@maypolefootballclub.co.uk](mailto:cwo@maypolefootballclub.co.uk)

Direct Contact: 07498446780 (*Callum Main*)

All members of our Safeguarding Team hold FA Welfare Officer qualifications, as well as additional internal/external training. Our team is committed towards continued learning and training to enhance their knowledge, improve understanding, and provide the highest quality provision/support.

Our Safeguarding Team work collaboratively on every concern for accuracy and fairness. The Club Welfare Officers (Nikki Richards/Dane-Marie Miler) and qualified members of our Leadership Team will manage poor practice and seek advice from the CFA DSO where escalation is necessary.

Safeguarding/Deputy Safeguarding Lead or one of our Club Welfare Officers will make referrals about more serious concerns to the CFA DSO, or in an emergency contact the Police or Children's Social Care. We will ensure that if the child needs immediate medical treatment that we call an ambulance.

Incidents must be reported via email and followed up with direct contact to a member of the club's Safeguarding/Leadership team. If all members of our team are unavailable at any time, or the matter is clearly serious:

- Contact the CFA DSO directly
- Contact The FA's Safeguarding Team on 0800 169 1863 or [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)
- Contact the Police or Children's Social Care
- Call the NSPCC 24-hour Helpline for advice on 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## Safeguarding Policy

### 5. Key Definitions

Safeguarding – The action taken to protect individuals' health, wellbeing, and human rights, and to ensure they are free from abuse, harm, and neglect. It involves preventing harm, promoting safety, and responding effectively when concerns arise.

Child Protection – Refers to the specific actions taken to protect children who are suffering, or are at risk of suffering, significant harm.

Child: Anyone under the age of 18

Vulnerable Adult: Anyone 18+ unable to protect themselves from harm or exploitation.

Abuse – Any action or failure to act that causes harm, distress, or exploitation.

Abuse Types: Physical, sexual, emotional, neglect, bullying, financial

- Physical – The intentional use of force that results in, or may result in, bodily injury, pain, or impairment. This includes hitting, shaking, pushing, burning, poisoning, misuse of medication, or inappropriate restraint.
- Sexual – Any sexual activity or behaviour that occurs without consent, or where consent cannot be given. This includes sexual assault, rape, inappropriate touching, exploitation, grooming, or exposure to sexual content.
- Emotional – Behaviour that persistently harms an individual's emotional wellbeing, confidence, or sense of self-worth. This includes threats, intimidation, humiliation, controlling behaviour, verbal abuse, or isolation.
- Neglect – The ongoing failure to meet an individual's basic physical and/or psychological needs, resulting in harm or risk of harm. This includes lack of adequate food, shelter, clothing, supervision, medical care, or emotional support.
- Bullying – Repeated behaviour intended to hurt, intimidate, or control another person, often involving a power imbalance. This can be physical, verbal, social (e.g. exclusion), or online (cyberbullying).
- Financial – The unauthorised or improper use of an individual's money, property, or resources. This includes theft, fraud, coercion, misuse of funds, or restricting access to finances.

## Safeguarding Policy

Duty of Care – A legal responsibility to ensure safety and wellbeing.

Disclosure – When a child or adult shares information about abuse or harm they have experienced or are at risk of.

Concern – Any worry that a person may be at risk of harm or abuse, even if there is no proof.

Risk – The likelihood that harm or abuse may occur.

Early Help – Support provided at an early stage to prevent problems from escalating into more serious harm.

Multi-Agency Working (External Links) – Different organisations (e.g. schools, health services, social care, police) working together to safeguard individuals.

Whistleblowing – Reporting concerns about poor practice or abuse.

Confidentiality – Keeping personal information private, while sharing it appropriately when there are safeguarding concerns.

Consent – Agreement to something happening, given freely and with full understanding (note: children or vulnerable individuals may not always be able to give informed consent).

### **6. Recognising Abuse & Poor Practice**

Maypole Football Club has a vital 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, bullying, or exploitation.

It is noted and accepted that The FA's Safeguarding Children Regulations (see The FA Handbook [TheFA.com/football- rules-governance/lawsandrules/ fa-handbook](https://www.thefa.com/football-rules-governance/lawsandrules/fa-handbook)) apply to everyone in football whether in a paid or voluntary capacity, including coaches/managers, volunteers, match officials etc.

The Safeguarding & Leadership Team at Maypole Football Club are held responsible for upholding and implementing strong safeguarding procedures.

## Safeguarding Policy

### 7. Codes Of Conduct

Coaches:

<https://www.thefa.com/-/media/thefacom-new/files/get-involved/respect/efcom---respect-assets---september-2021/respect-code-of-conduct---coaches.ashx>

Match Officials:

<https://www.thefa.com/-/media/thefacom-new/files/get-involved/respect/efcom---respect-assets---september-2021/respect-code-of-conduct---match-officials.ashx>

Spectators and Parents/Carers:

<https://www.thefa.com/-/media/thefacom-new/files/get-involved/respect/efcom---respect-assets---september-2021/respect-code-of-conduct---parents.ashx>

Youth Players:

<https://www.thefa.com/-/media/thefacom-new/files/get-involved/respect/efcom---respect-assets---september-2021/respect-code-of-conduct---youth-players.ashx>

Adult Players:

<https://www.thefa.com/-/media/thefacom-new/files/get-involved/respect/efcom---respect-assets---september-2021/respect-code-of-conduct---adult-players.ashx>

## Safeguarding Policy

### 8. Safer Recruitment

We endorse and adopt The FA's Safer Recruitment guidelines 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 references before appointing someone.
- Where eligible, require an FA-accepted DBS enhanced with barred list Check, in line with The FA's current Safeguarding Children Policy and Regulations.

All current Maypole Football Club members and/or volunteers working in eligible roles with children and young people are required to hold an in-date FA accepted DBS enhanced with barred list check as part of our safer recruitment practice.

Roles involving contact with children/vulnerable adults require DBS clearance. DBS re-checks take place every 3 years. Central records of valid DBS checks are held by the club.

Role descriptions include safeguarding responsibilities. References must be verified. No role begins until clearance (exceptions risk-assessed and approved) has been gained from our Leadership Team.

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.

If there are concerns regarding the appropriateness of a club official who is already involved or who has approached us to become part of Maypole Football Club then guidance will be sought from the County FA.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people at any point. Maypole FC aims to adopt and support this approach as part of our safer recruitment process.

This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

## Safeguarding Policy

### 9. Training & Induction

Maypole FC is committed to ensuring that all staff, coaches, and volunteers are appropriately trained and supported to fulfil their safeguarding responsibilities. Effective induction and ongoing reminders are essential to creating a safe and positive environment for all. Through effective induction and training, Maypole FC promotes a culture of awareness, confidence, and accountability in safeguarding.

Our club induction process includes an introduction to the club's safeguarding policies and procedures, a clear understanding of roles and responsibilities including duty of care, guidance on recognising and responding to safeguarding concerns, and an introduction to our Safeguarding Leads/Club Welfare Officers.

All individuals working with children or adults at risk must complete safeguarding training in line with requirements set by the FA. This includes completion of FA-approved safeguarding courses, such as the Safeguarding Children Course, alongside any other relevant coaching qualifications. Safeguarding refreshers are provided on a seasonal basis

### 10. Reporting & Responding To Concerns & Allegations

1. Concern Identified → Immediate risk? → If yes, call 999.
2. Report to Child Welfare Officer (Nikki Richards or Dane-Marie Miller) immediately.
3. Record concern using safeguarding form.
4. Child Welfare Officer contacts Birmingham Local Authority Safeguarding Team within 24 hours.
5. Follow advice from Local Authority.
6. If a Child Welfare Officer is implicated → escalate to Club Leadership.
7. Allegations Management – All allegations against staff/volunteers recorded and referred to the Local Authority Designated Officer (LADO), Birmingham. Committee informed immediately.

## Safeguarding Policy

All safeguarding concerns are taken seriously and responded to promptly, appropriately, and in line with our procedures. Any disclosure will be taken at face value and not dismissed.

Ongoing support will always be provided to the individual, ensuring their safety and wellbeing remain the priority at all times.

Our Safeguarding Team will record the concern as soon as possible, using clear, factual language, including dates, times, and exactly what was observed or said.

Key information will then be communicated with the wider team, allocated to a member of the team to conduct an investigation, and escalated where appropriate.

Confidentiality will always be maintained; however, information should be shared on a need-to-know basis where there is a risk of harm. Staff will not promise to keep secrets.

If a child or vulnerable person is in immediate danger, emergency services will be contacted without delay.

All actions taken will follow current safeguarding guidance, such as that provided by the NSPCC, and comply with local safeguarding procedures.

### 11. Whistleblowing

Maypole Football Club supports The FA's Whistle Blowing policy, which requires any adult or young person with concerns about an adult in a position of trust within football to 'whistle blow' by contacting:

- The FA Safeguarding Team on 0800 169 1863
- Writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ
- Emailing [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)
- Going direct to the Police, Children's Social Care or the NSPCC.

Maypole Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

## Safeguarding Policy

### 12. Information Management & Confidentiality

Maypole FC is committed to ensuring that all personal and safeguarding information is managed appropriately, securely, and in line with data protection legislation. Information will be recorded accurately, stored safely, and only shared when necessary to protect the welfare of children and adults at risk.

All safeguarding concerns, disclosures, and incidents will be documented clearly and factually, including relevant dates, times, and details of what was observed or reported. Records will be kept secure, with access restricted to the Safeguarding Lead, Deputy Safeguarding Lead, and Club Welfare Officers.

Confidentiality will be respected at all times; however, it is recognised that safeguarding concerns must be shared on a need-to-know basis where there is a risk of harm. Staff and volunteers must not promise to keep secrets and should always explain that information may need to be shared to keep individuals safe.

Information sharing will follow guidance from the Football Association and relevant safeguarding authorities, ensuring that concerns are passed promptly to appropriate agencies when required. All staff and volunteers are responsible for handling information sensitively and in accordance with this policy. Breaches of confidentiality or poor information management will be taken seriously and addressed in line with disciplinary procedures.

### 13. Online Safety & Social Media Use

Maypole FC is committed to promoting safe and responsible use of online platforms and social media. All players, coaches, staff, and volunteers are expected to behave respectfully and appropriately in all digital communications.

We aim to ensure that communication, is appropriate, and transparent. Personal contact details will be handled in line with safeguarding and data protection guidance.

Any form of online abuse, bullying, or inappropriate content will not be tolerated and will be addressed in line with club procedure. Concerns about online safety must be reported to the Safeguarding Lead.

## Safeguarding Policy

### 14. Photography, Video & Media Guidance

Maypole FC is committed to ensuring that photography and media use is safe, appropriate, and respectful. Images and videos of players, particularly children, will only be taken and used with appropriate consent from parents or carers.

All photography must be appropriate to the activity and focus on the sporting context. Personal information will not be shared alongside images, and individuals will not be identified by full name without permission.

The use of images on social media and club platforms will be carefully managed in line with safeguarding and data protection requirements. Any concerns regarding photography or media use should be reported to the Safeguarding Lead.

### 15. Anti-Bullying

Maypole FC is committed to providing a safe, inclusive, and respectful environment for all players, coaches, staff, and volunteers. Bullying of any kind is not tolerated and will be taken seriously.

Bullying is defined as repeated behaviour intended to hurt, intimidate, or harm another individual, often involving an imbalance of power. This may include physical, verbal, emotional, social, or online (cyber) bullying.

The club will take a proactive approach to preventing bullying by promoting a positive culture based on respect, teamwork, and inclusion. All members are expected to treat others with dignity and act as positive role models.

Any incidents or concerns of bullying should be reported promptly to a coach, CWO, or the Safeguarding Lead/Deputy Safeguarding Lead. All reports will be taken seriously, recorded, and investigated appropriately. The club will ensure that individuals affected by bullying are supported, and appropriate action will be taken in line with club procedures.

Where bullying behaviour is identified, steps will be taken to address it, which may include education, mediation, or disciplinary action depending on the severity. Parents or carers will be involved where appropriate.

This aligns with guidance from the Football Association and supports the club's wider safeguarding responsibilities.

## Safeguarding Policy

### 16. Mental Health

Maypole FC is committed to promoting positive mental health and wellbeing for all players, coaches, staff, and volunteers. The club recognises that mental health is as important as physical health and is dedicated to creating a supportive, inclusive, and respectful environment where individuals feel safe, valued, and able to seek support when needed.

The club will encourage open conversations about mental health, challenge stigma, and ensure that individuals are treated with understanding and respect. Coaches and staff will be supported to recognise signs of mental health difficulties and respond appropriately, including signposting individuals to relevant support services where necessary.

All members of Maypole FC are expected to contribute to a culture that promotes wellbeing, respect, and inclusion. Bullying, discrimination, or behaviour that negatively impacts mental health will not be tolerated and will be addressed in line with club procedures.

Through this commitment, Maypole FC aims to support the overall wellbeing of its community and ensure that everyone involved in the club can participate in a safe and positive environment.

### 17. Equality, Diversity & Inclusion

Maypole FC is responsible for setting standards and values to apply throughout the club at every level. We will ensure that we treat people fairly and with respect and will provide access to opportunities for all members of the community.

Football belongs to and should be enjoyed by anyone who wants to participate in it. Maypole FC will not discriminate or in any way, treat anyone less favourably on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.

Maypole FC will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminative behaviour, whether physical or verbal. The club will work to ensure that such behaviour is met with appropriate action.

## Safeguarding Policy

Maypole FC is committed to taking constructive action where any inequalities exist and to ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Maypole FC commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a full investigation will take place at the earliest opportunity with all relevant parties.

We are committed to a collective policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010.

### **18. Health & Safety**

Maypole FC is committed to providing a safe and healthy environment for all players, coaches, staff, volunteers, and visitors. We recognise our responsibility to minimise risks and ensure that all activities are carried out in a safe and controlled manner.

We will comply with all relevant health and safety legislation and guidance. Regular risk assessments will be conducted for training sessions, matches, and club events to identify potential hazards and implement appropriate control measures.

All equipment and facilities will be checked regularly to ensure they are safe and fit for use. Coaches and staff will be responsible for ensuring safe practices during sessions, including appropriate supervision, use of equipment, and consideration of participants' abilities and conditions.

The club will ensure that appropriate first aid provision is in place at all times, including access to trained first aiders and necessary equipment. Accidents, injuries, and near misses will be recorded and reviewed to improve practices.

All members of Maypole FC share responsibility for health and safety and are expected to follow club procedures, report hazards or concerns promptly, and act in a way that protects both themselves and others. Through this approach, the club continues to aim to create a safe and positive environment for everyone involved.

## Safeguarding Policy

### 19. Communication Strategy

Maypole FC is committed to promoting clear, respectful, and positive communication across all areas of the club. Effective communication is essential to creating a safe, inclusive, and supportive environment for players, coaches, staff, volunteers, and parents.

The club will ensure that information is shared in a timely, accurate, and accessible manner using appropriate channels. All communication will reflect the club's values of unity, respect, and professionalism. Coaches and staff are expected to communicate clearly with players and parents, providing constructive feedback, encouragement, and guidance in a way that supports development and wellbeing.

The club promotes open communication and encourages questions, concerns, or feedback without fear of judgement. Any concerns, including safeguarding issues, will be listened to and addressed appropriately in line with club procedures.

Through a positive communication approach, Maypole FC aims to build trust, strengthen relationships, and ensure that everyone feels informed, supported, and valued within the club.

### 20. External Links

**NSPCC** – Safeguarding and Support

<https://www.nspcc.org.uk>

Helpline: **0808 800 5000** (free) | Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Childline** – Support for Young People

<https://www.childline.org.uk>

Free, confidential support for under 19s – call **0800 1111**

**The Football Association** – Safeguarding in Football

<https://www.thefa.com/football-rules-governance/safeguarding>

Guidance, policies, and reporting concerns within football

## Safeguarding Policy

**The Football Association** – Respect Programme

<https://www.thefa.com/football-rules-governance/respect>

Promoting positive behaviour and safe environments in football

**NHS** – Health and Wellbeing Support

<https://www.nhs.uk>

Advice and services relating to physical and mental health

If a child or adult is in immediate danger, always contact emergency services (999).

### 21. Monitoring & Review

Safeguarding Policy will be reviewed on a seasonal basis. As referred to previously, in the event of changes in legislation and/or government guidance, we reserve the right to make necessary adjustments. Any changes made will be shared with all club members following confirmation.

### 22. Complaints & Escalation

Maypole FC is committed to providing a safe, positive, and respectful environment for all players, coaches, staff, volunteers, and parents. Any individual who wishes to raise a concern or complaint can do so verbally or in writing to a coach, committee member, or the Safeguarding Lead.

Upon receiving a complaint, the club will acknowledge it and carry out an appropriate review or investigation. This will involve gathering relevant information and, where necessary, speaking to those involved. The club will aim to resolve complaints in a timely and fair manner, ensuring that all parties are treated appropriately. Where appropriate, outcomes may include mediation, agreed actions, or disciplinary measures. Individuals raising concerns will be informed of the outcome where possible.

If a complainant is not satisfied with the outcome, they may escalate the matter in line with guidance from the FA or other relevant bodies.