

## Safeguarding Policy

### 1. Introduction

Cardiff & Vale Schools Football Association (CVSFA) is committed to ensuring the safety and well-being of all children and young people involved in football activities. The purpose of this Safeguarding Policy is to set out the principles, processes, and procedures that CVSFA will follow to protect children and vulnerable groups from harm, abuse, and neglect.

This policy is underpinned by the values of respect, inclusivity, and the belief that all children have the right to enjoy football in a safe environment.

#### 1.1 Scope

This policy applies to all individuals involved in CVSFA, including but not limited to:

- Coaches, team managers, and volunteers
- Referees and officials
- Parents and carers
- Players and participants
- Committee members and staff

#### 1.2 Review

This policy will be reviewed annually to ensure its effectiveness and to reflect any changes in legislation or best practice.

## 2. Statement of Commitment

CVSFA is fully committed to:

- Providing a safe, positive, and supportive environment for all children and young people.
- Protecting children and young people from harm, abuse, and exploitation.
- Adopting best practice in the recruitment, training, and supervision of those working with children.
- Ensuring that any concerns or allegations of abuse are responded to quickly and appropriately.

### **3. Safeguarding Objectives**

To meet the needs of children and young people, CVSFA will:

- Promote the welfare of children and young people.
- Prevent all forms of abuse and neglect.
- Ensure that children are treated with respect and dignity at all times.
- Ensure that all coaches, volunteers, and staff are trained and aware of safeguarding procedures.
- Ensure that any concerns about a child's safety are reported promptly and dealt with according to this policy.
- Promote a positive, inclusive, and respectful environment.

### **4. Definitions**

#### **4.1 Child Protection**

Child protection refers to the steps taken to prevent or respond to concerns about children who are at risk of harm, including physical, emotional, sexual abuse, or neglect.

#### **4.2 Safeguarding**

Safeguarding is broader than child protection and includes:

- Preventing abuse and neglect
- Promoting children's well-being, health, and human rights
- Creating a safe environment for children to develop and thrive

#### **4.3 Types of Abuse**

CVSFA recognises that abuse can take various forms, including but not limited to:

- Physical abuse: Causing harm to a child's body.
- Emotional abuse: Causing emotional harm through manipulation, threats, or rejection.
- Sexual abuse: Engaging a child in sexual activities.
- Neglect: Failing to meet a child's basic physical and emotional needs.

- Bullying: Repeated, intentional harm or intimidation through physical, emotional, or verbal means.

## 5. Roles and Responsibilities

### 5.1 Designated Safeguarding Officer (DSO)

The DSO will:

- Lead on safeguarding issues within CVSFA.
- Be the first point of contact for any concerns or allegations.
- Ensure that all safeguarding policies and procedures are followed.
- Liaise with external agencies as needed (e.g., local authorities, police).
- Ensure that safeguarding training is available for all coaches, volunteers, and staff.

The current Designated Safeguarding Officer for CVSFA is:

Dan Gwyn Hughes

[dgh.cvsfa@gmail.com](mailto:dgh.cvsfa@gmail.com)

07568544423

### 5.2 Safeguarding Team

In addition to the DSO, CVSFA may have a safeguarding team responsible for reviewing safeguarding concerns and ensuring proper actions are taken. This team could include:

- Committee members
- Senior coaches
- Parents' representatives

## 6. Recruitment and Training

### 6.1 Recruitment Process

CVSFA is committed to ensuring that all coaches, staff, and volunteers working with children undergo appropriate recruitment processes. This includes:

- Application process: All applicants will be required to complete an application form detailing their qualifications and experience.

- **Enhanced Disclosure and Barring Service (DBS) checks:** All individuals in regulated roles will undergo a DBS check (or equivalent) to assess their suitability to work with children.
- **References:** At least two references will be sought from individuals who can vouch for the applicant's suitability to work with children.

## **6.2 Training**

All coaches, staff, and volunteers will receive safeguarding training as part of their induction process. This training will include:

- Awareness of child protection issues
- How to report concerns or suspicions
- Understanding of the types of abuse and the signs to look for
- Regular updates on safeguarding best practice

Training will be refreshed every two years to ensure that safeguarding standards are maintained.

## **7. Reporting Safeguarding Concerns**

### **7.1 Reporting Procedure**

Any individual who has concerns about the safety or well-being of a child or young person should report their concerns to the Designated Safeguarding Officer (DSO) as soon as possible. If the DSO is unavailable or if the concern involves the DSO, the issue should be reported to an alternative member of the safeguarding team.

Concerns can be reported:

- Verbally or in writing
- Through email or phone
- Directly to the DSO or safeguarding team

If there is an immediate risk of harm to a child, the individual should contact emergency services or local authorities (e.g., Children's Social Services, police) immediately.

### **7.2 Confidentiality**

All safeguarding concerns will be treated confidentially, and information will only be shared with relevant individuals and agencies as necessary to ensure the safety of the child or young person.

## **8. Whistleblowing**

CVSFA encourages all staff, volunteers, parents, and participants to report any concerns they may have about inappropriate behaviour or unethical conduct, including concerns about safeguarding practices. Whistleblowing can be done in confidence and will be taken seriously.

Concerns can be raised through:

- The Designated Safeguarding Officer
- A member of the safeguarding team
- The CVSFA committee

## **9. Code of Conduct**

CVSFA expects all individuals involved in the association to adhere to a code of conduct that includes:

- Treating all children with respect and dignity
- Creating an environment free of discrimination and bullying
- Ensuring that no child is subjected to verbal, physical, or emotional abuse
- Acting as a positive role model at all times

All individuals should also understand and comply with this Safeguarding Policy and its procedures.

## **10. Responding to Allegations of Abuse**

### **10.1 Initial Steps**

If a child or young person discloses abuse, the person receiving the disclosure should:

- Listen carefully, without interrupting or questioning the child.
- Reassure the child that they are believed and that their concerns will be taken seriously.
- Avoid making promises about confidentiality.
- Record the information as soon as possible, including the time, date, and any relevant details.

## 10.2 Investigation

Upon receiving a safeguarding concern, the DSO will:

- Ensure the child's safety and well-being.
- Report the matter to the relevant authorities (e.g., local authority, police) if appropriate.
- Cooperate with any investigation into the matter.

All records relating to safeguarding concerns will be kept confidential and stored securely.

## 11. Partnerships with Parents and Carers

CVSFA is committed to working in partnership with parents and carers. This includes:

- Keeping parents informed about the safeguarding policies and procedures.
- Encouraging open communication between parents, players, and coaches.
- Providing support to parents when necessary and ensuring they are aware of the steps to take if they have concerns about their child's safety.

## 12. Monitoring and Review

CVSFA will monitor the implementation of this Safeguarding Policy to ensure its effectiveness.

This will include:

- Regular reviews of safeguarding practices.
- Feedback from players, parents, and volunteers.
- Annual audits of safeguarding training and compliance.

Approved by the CVSFA Committee

Date: June 2024

Next Review Date: June 2025

This policy provides a framework for ensuring the safety and well-being of children and young people within CVSFA activities. Please ensure that everyone involved in the association understands their role in safeguarding and protecting children.