



## GUIDANCE NOTES

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# THE GIBRALTAR FA'S SAFEGUARDING CHILDREN POLICY AND PROCEDURES



# HOW TO USE THESE POLICY TEMPLATES

These policy templates allow you to add your club or ..... Youth League name to the relevant sections. It is important that the policy is discussed and understood by the relevant committee. Each club and ..... Youth League needs to be clear about its responsibilities and ensure that it adheres to the policy in full (in addition to The Gibraltar FA's Safeguarding Regulations). Having a proactive Welfare Officer in post will provide a key point of contact and help to embed an effective safeguarding children policy.

The Gibraltar FA recognises that clubs come in many shapes and sizes and are made up of a variety of age groups which can change each season. These templates have been developed to support ..... Youth Leagues and clubs that involve children and young people; defined as those under 18 years of age.

- **Template 1.4A is for clubs with youth teams;**
- **Template 1.4B is for Open-Age Adult Teams: this includes those clubs who run youth teams and open age adult teams as well as clubs who exclusively offer youth football only;**
- **Template 1.4C is for ..... Youth Leagues.**



# FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY

1. .... Football Club acknowledges its responsibility to safeguard the welfare of every child and young person and is committed to providing a safe environment for all. We recognise that a child is anyone under the age of 18 and subscribe to The Gibraltar Football Association’s Safeguarding Children Policy and Procedures.

..... **Football Club endorses and adopts 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 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; and
- 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.

..... Football Club recognises that this is the responsibility of every adult involved in our club.

2. .... Football Club 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 Gibraltar FA’s Safeguarding Children Regulations (see the Gibraltar FA Handbook) apply to everyone in football whether in a paid or voluntary capacity, including coaches/managers, volunteers, match officials, helpers on club tours, or medical staff or other club officials/helpers.

3. We endorse and adopt The Gibraltar 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 two references before appointing someone; and
- Where eligible require a Gibraltar FA- accepted RGP vetting enhanced with barred list Check, in line with the Gibraltar FA’s current Safeguarding Children Policy and Regulations.

All current ..... Football Club members working in eligible roles with children and young people, such as coaches/managers and physiotherapists, are required to hold an in-date Gibraltar FA accepted RGP vetting enhanced with barred list check as part of safer recruitment practice.

## 1.4 A – TEMPLATE FOR SAFEGUARDING CHILDREN POLICY FOR CLUBS WITH YOUTH TEAMS

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of ..... Football Club, guidance will be sought from the Gibraltar Football Association. It is noted and accepted that the Gibraltar FA will consider the relevance and significance of the information obtained via the RGP vetting 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 the Gibraltar FA 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.

**4.** ..... Football Club supports the Gibraltar FA’s Whistle Blowing policy (as described in this paragraph) which requires any adult or young person with concerns about an adult in a position of trust within football can ‘whistle blow’ by contacting the Gibraltar FA Safeguarding Team on +350 200 42941, by writing to the Gibraltar Football Association, 7.01b World Trade Center, Gibraltar, GX111AA, by emailing

info@gibraltarfa.com.

..... Football Club encourages everyone to know about the Gibraltar FA’s Whistle Blowing Policy and to utilise it if necessary.

**5.** ..... Football Club has appointed a Club Welfare Officer (Youth Teams) (“CWO”) in line with the Gibraltar FA’s role profile who has completed the Safeguarding Children and Welfare Officers Workshop by the CWO. The post holder will be involved with ongoing Welfare Officer training provided by the Gibraltar FA. The CWO is the first point of contact for all club members regarding concerns about the welfare of any child or young person.

The CWO will liaise directly with the Designated Safeguarding Officer and will be familiar with the procedures for referring any concerns. The CWO will also play a proactive role in increasing awareness of respect, poor practice and abuse amongst club members.

**6.** We acknowledge and endorse the Gibraltar FA’s identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players and parents/carers should be able to access our anti- bullying policy

and know that incidents will be dealt with appropriately. Incidents need to be reported to the CWO and in cases of serious bullying the Designated Safeguarding Officer may be contacted.

**7.** Codes of conduct for Players, Parents/ Spectators, Officials and Coaches (as required by the CPSU Safeguarding Standards) have been implemented by ..... Football Club. In order to police these codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the Gibraltar FA in more serious circumstances.

## 1.4 A – TEMPLATE FOR SAFEGUARDING CHILDREN POLICY FOR CLUBS WITH YOUTH TEAMS

**8.** In this Club, 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 the CWO, who will deal with reported concerns as follows:

- i.** Our CWO will manage poor practice and where necessary seek advice from the Gibraltar FA Designated Safeguarding Officer.
- ii.** Our CWO will make referrals about more serious concerns to the DSO, or in an emergency contact the Police or Care Agency.
- iii.** We will ensure that if the child needs immediate medical treatment that we take them to a hospital or call an ambulance and tell them it is a child protection concern.
- iv.** Our CWO will keep records of the actions taken and keep the DSO informed.
- v.** If at any time our Club Welfare Officer is not available, or the matter is clearly serious, all our members should be aware that they can:

- Contact the DSO directly;
- Contact the Gibraltar FA on +350 200 42941
- Contact the Police or Care Agency.

Signed:

..... Football Club Committee understands and accepts our collective responsibility to adhere to our safeguarding children policy and procedures. We commit to ensuring our members are aware of and have access to our policies.

Role	Name	Signature	Date
Chairperson			
Secretary			
Club Welfare Officer (Youth)			
Assistant Club Welfare Officer (Youth)			
Treasurer			

# FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY

1. .... 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 16/17 years-of-age are legally defined as children and therefore we have a responsibility to ensure appropriate safeguards are in place. As such we subscribe to the Gibraltar Football Association's Safeguarding Children Policy and Procedures.

..... Football Club endorses and adopts 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; and

- 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.

..... Football Club recognises that this is the responsibility of every adult involved in our club.

2. .... Football Club 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 FA's Safeguarding Children Regulations apply to everyone in football whether in a paid or voluntary capacity, including coaches/managers, volunteers, match officials, helpers on club tours, or medical staff or other club officials/helpers.

3. We endorse and adopt the Gibraltar 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 two references before appointing someone; and
- Where eligible require a Gibraltar FA- accepted RGP vetting enhanced with barred list Check, in line with the Gibraltar FA's current Safeguarding Children Policy and Regulations.

All current ..... Football Club members working in eligible roles with children and young people, such as coaches managers and physiotherapists, are required to hold an in-date Gibraltar FA accepted RGP vetting enhanced with barred list check as part of safer recruitment practice.

It is noted and accepted that the Gibraltar FA will

## 1.4B – TEMPLATE FOR OPEN-AGE ADULT CLUBS WITH 16/17-YEAR-OLD PLAYERS, AS WELL AS CLUBS WITH ADULT AND YOUTH TEAMS

consider the relevance and significance of the information obtained via the RGP vetting 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 .....  
..... Football Club, guidance will be sought from the Gibraltar FA.

It is accepted that the Gibraltar FA 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.

**4.** ..... Football Club supports the Gibraltar FA’s Whistle Blowing policy (as described in this paragraph), which requires any adult or young person with concerns about an adult in a position of trust within football can ‘whistle blow’ by contacting the

Gibraltar FA on +350 200 42941, by writing to by emailing [info@gibraltarfa.com](mailto:info@gibraltarfa.com). or alternatively by going direct to the Police or Care Agency.

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

**5.** We acknowledge and endorse the Gibraltar FA’s identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to access our anti- bullying policy and know that incidents will be dealt with appropriately. Incidents need to be reported in accordance with paragraph 6 below.

In cases of serious bullying the Designated Safeguarding Officer may be contacted.

**6.** In this Club, Safeguarding is everyone’s responsibility, and we know that inaction is not an option and if anyone is worried about a child it is important that they report their concerns to the Club Welfare Officer (if there is one) or a member of the Club committee, who will deal with reported concerns as follows:

- i) The Club Welfare Officer (if there is one) (“CWO”) or a member of the Club committee will manage poor practice and where necessary seek advice from the Designated Safeguarding Officer (DSO).
- ii) The CWO or a member of the Club committee will make referrals about more serious concerns to the DSO, or in an emergency contact the Police or Care Agency.
- iii) We will ensure that if the child needs immediate medical treatment that we take them to a hospital or call an ambulance and tell them it is a child protection concern.

## 1.4B – TEMPLATE FOR OPEN-AGE ADULT CLUBS WITH 16/17-YEAR-OLD PLAYERS, AS WELL AS CLUBS WITH ADULT AND YOUTH TEAMS

- iv. The CWO or a member of the Club committee will keep records of the actions taken and keep the Designated Safeguarding Officer (DSO) informed.
- v. If the CWO or a member of the Club committee is not available at any time, or the matter is clearly serious, all our members should be aware that they can:
  - Contact the DSO directly;
  - Contact the Gibraltar FA on +350 200 42941
  - Contact the Police or Care Agency

..... **Football Club Committee understands and accepts our collective responsibility to adhere to our safeguarding children policy and procedures.**

**We commit to ensuring our members are aware of and have access to our policies.**

Signed:

Role	Name	Signature	Date
Chairperson			
Secretary			
Club Welfare Officer (Youth)			



# YOUTH LEAGUE SAFEGUARDING CHILDREN POLICY

**1.** ..... Youth League acknowledges its responsibility to safeguard the welfare of every child and young person directly connected with the league and is committed to providing a safe environment for all. We recognise that a child is anyone under the age of 18 and therefore we have a responsibility to ensure appropriate safeguards are in place. As such we subscribe to the Gibraltar Football Association’s Safeguarding Children Policy and Procedures.

..... Youth League endorses and adopts 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; and

- 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.

..... Youth League recognises that this is the responsibility of every adult involved in our league.

**2.** ..... Youth League 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 FA’s Safeguarding Children Regulations apply to everyone in football whether in a paid or voluntary capacity, including coaches/managers, volunteers, match officials, helpers on club tours, or medical staff or other club officials/helpers.

**3.** ..... Youth League supports the Gibraltar FA’s Whistle Blowing policy (as described in this paragraph). Any adult or young person with concerns about an adult in a position of trust within football can ‘whistle blow’ by contacting the Gibraltar FA on +350 200 42941, by writing to the Gibraltar Football Association, 7.01b World Trade Center, Gibraltar, GX11 1AA, by emailing info@gibraltarfa.com.

..... Youth League encourages everyone to know about the Gibraltar FA’s Whistle Blowing Policy and to utilise it if necessary.

**4.** We acknowledge and endorse the Gibraltar FA’s identification of bullying as a category of abuse. Bullying of any kind is not acceptable. If bullying does occur, all players or parents/carers should be able to access their clubs anti-bullying policy and know that incidents will be dealt with appropriately.

## 1.4 C – TEMPLATE FOR CLUB SAFEGUARDING CHILDREN POLICY FOR ..... Youth League

**5.** ..... Youth League recognises that safeguarding is everyone’s responsibility and our registered clubs are required to ensure their safeguarding children policy and procedures are shared with their members and actively promoted.

..... Youth League requires any concerns about a child to be managed by:

- i. Informing the Club Welfare Officer (Youth Teams) (CWO)
- ii. If the issue is one of poor practice the club’s CWO will either:
  - deal with the matter themselves or
  - seek advice from the Designated Safeguarding Officer (CFA DSO)
- iii. If the concern is more serious for example a concern about possible child abuse, the CWO must contact the DSO. If they are not available immediately, then either the Police or Care Agency must be contacted.
- iv. If the child needs immediate medical treatment then they must be taken to a hospital, if necessary, an ambulance should be called and advised that this is a child protection concern.
- v. If at any time a club member is not able to contact their CWO, or

the matter is clearly serious then they can either:

- Contact the Designated Safeguarding Officer directly
- Contact the Gibraltar FA on +350 200 42941
- Contact the Police or Care Agency

If the CWO was not available then the club members are required to let them know what action they have taken, they in turn must inform the DSO.

## 1.4 C – TEMPLATE FOR CLUB SAFEGUARDING CHILDREN POLICY FOR ..... Youth League

..... Youth League Committee understands and accepts our collective responsibility to adhere to and promote the Gibraltar FA's safeguarding Children Policy and procedures with our registered clubs.

Signed:

Role	Name	Signature	Date
Chairperson			
Secretary			
..... Youth League Welfare Officer			



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