

## Child Protection Statement

Stowupland Falcons Football Club believes in and is committed to following the Football Associations Child Protection policy Statement.

### The F.A. Child Protection Policy Statement

Every child or young person, defined as any person under the age 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

The Football Association recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is determined to meet its obligation to ensure that those clubs and organisations providing football opportunities for children and young people do so, to the highest possible standard of care. (Appendix 1 – The Football Association Regulation)

These procedures apply to anyone in football whether in a paid or voluntary capacity. For example, volunteers in clubs, referees, club officials, helpers on club tours, football coaches and medical staff.

The Football Association will consider, having taken advice, whether anyone who has a previous criminal conviction or caution for offences related to the abuse of children or young people, violence or any sexual offences should be excluded from working with children and young people. This position is re-enforced by U.K. legislation and guidance.

For further information on our Child Protection policy please contact our Club Welfare Officer – see website.

## Club disciplinary process

1. All members of the club shall exercise their rights, powers, duties and best endeavours to ensure that they conduct themselves so that the affairs and reputation of the club are carried out in accordance with:
  - a. The Rules and Regulations of the Football Association and the County Football Association
  - b. The Rules and Regulations of the Competitions in which the club competes
  - c. The Club's Constitution /Articles of Association, Codes of Conduct and Policies
2. In addition to any action being taken by The FA, County Football Association or League, where a club member or the Club Committee has evidence that there is a non compliance of 1a,b,c then the Club Committee should follow the Disciplinary Procedure as follows:
  - a. Any matter that may require investigation should be reported to the relevant Manager or Club Secretary.
  - b. The Club Secretary must present evidence of the non compliance in writing to the Club Committee within 7 days of the non compliance becoming apparent.
  - c. Where the non compliance involves a club member or members then the Club Secretary, on behalf of the Committee must call those involved in writing detailing the non compliance, with any evidence, to meet with the Club Committee to consider the non compliance within 14 days of the Club Committee meeting detailed in point a.
  - d. The Club Committee may delegate such a meeting to a Sub Committee.
    - Any Committee or Sub Committee must have at least 3 Committee Members meet to consider the complaint
    - In the case of a youth issue, the Club Welfare Officer must be included in the Committee or Sub Committee.
  - e. At the meeting the Sub Committee or Club Committee should present the case. Where one club member is involved, the Club Member may bring one other member as support and may call witnesses in support.

- f. The Sub Committee or Club Committee may call appropriate club members to give evidence and may include an invitation for non-club members to attend if the non-club member wishes to do so.
  - g. The Sub Committee or Club Committee shall then discuss the information and reach an outcome which must be communicated to the member or members concerned within 7 days of the meeting.
3. Any member found guilty of non compliance of 1a,b,c then the Club Committee have the authority to impose any of the following sanctions:
    - a. An informal warning as to future conduct
    - b. A formal warning as to future conduct
    - c. Suspension from playing competitive fixtures
    - d. Suspension from Membership
    - e. Removal of Membership
  4. Sanction 3e, Removal of Membership, can only be imposed once any County FA or FA charges have been concluded or no charge exists.
  5. The member or members have the right to appeal the outcome to the Club Committee decision. An appeals Board will be established by the Full Committee consisting of three people which may include an independent club member from outside the Committee.
  6. In addition to the sanctions set out in 3 above, any fine imposed on the Club because of a Member by the County football Association will be repaid to the Club by that Member.

## Equality and Anti-discrimination policy

Stowupland Falcons Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally.

Our commitment is to confront and eliminate discrimination whether by reason of age, gender, gender re-assignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

We will treat everyone equally and without discrimination, including:

1. The advertisement for volunteers.
2. The selection of candidates for volunteers.
3. Courses.
4. External coaching and education activities and awards.
5. Football development activities.
6. Selection for teams.
7. Appointments to honorary positions.

Stowupland Falcons Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Stowupland Falcons Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole

All members are expected to abide by the requirements of the Equality Act 2010. Specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.

- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Stowupland Falcons Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

## Anti-bullying policy

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

In the event of witnessing or suspecting bullying behaviour, individuals should report bullying incidents to the Club Welfare Officer or a member of the clubs committee or contact the County FA Welfare Officer.

In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.

In all cases regarding youth players, parents will be informed and may be asked to come in to a meeting to discuss the problem. If necessary, and appropriate, the police will be consulted.

Individuals found to be bullying will be dealt with under the Clubs disciplinary procedures.

This policy is based on guidance provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or access via their website, [www.kidscape.org.uk](http://www.kidscape.org.uk).

Persons affected by bullying may also wish to access any of the following websites designed to give advice and guidance to parents and children who are faced with dealing with bullying:

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

[www.stoptextbully.com](http://www.stoptextbully.com)

[www.bullying.co.uk](http://www.bullying.co.uk)

## Privacy Policy

Stowupland Falcons Football Club ("we", "our", "us") takes your privacy very seriously. Please read this Privacy Policy carefully to see how we will treat the personal information that you provide to us either when using our website (the "Site") or in other circumstances when we collect data from you (including via email). We will take reasonable care to keep your information secure and to prevent any unauthorised access or use of it. We process all information in accordance with applicable UK data protection legislation.

We may change this Privacy Policy from time to time and the change will take effect once the revised Privacy Policy is available on the website. Therefore, please refer to this Privacy Policy each time you submit your personal information.

### The information you provide

We may ask you to provide information to us or collect data from you on different occasions, including at a number of points on the site, such as when you:

- (i) e-mail enquiries, contributions or your views to us;
- (ii) enter competitions;
- (iii) register to receive or download information, newsletters or other documentation; or
- (iv) purchase goods or services from us.

The information that you are asked to provide will vary depending on the reason for the collection. In some instances, for example, if you purchase goods or services from us, the provision of certain information will be mandatory.

Please note that if you choose to participate in any discussion forum on the Site you may disclose personal information about yourself to other participants. If you do so this is at your own risk.

### How we uses the information

We will use your personal information:

- (i) to respond to your enquiry;
- (ii) to acknowledge any contribution that you may make;
- (iii) to send information to you;
- (iv) for other reasonable purposes for which you have provided such information.

We would like to send you Club information by e-mail. By providing your information you are agreeing to the Club contacting you in this manner to provide you with such information in accordance with the terms of this Privacy Policy.

If you do not wish to receive any of the above information or be contacted by us in accordance with the above, please update your preferences by emailing [webmaster@stowuplandfalconsfc.co.uk](mailto:webmaster@stowuplandfalconsfc.co.uk).

### Sharing information

We do not share your information with anyone apart from the Stowupland Sports and Social Club and The FA for player registration purposes.

### Protection of information

We are committed to protecting your privacy and we implement various security measures in relation to our processing and transfer of personal data. However, the nature of the Internet is such that the data may in some circumstances flow over networks without full security measures and could be accessible to unauthorised persons.

## Cookies

When you visit the Site, we may collect, process and use information about you which may not personally identify you but which may be helpful for improving the operation of the Site. Such information may be collected through "traffic data" and may entail the use of "cookies", "IP Addresses" or other numeric codes used to identify your computer. You can delete cookies or configure your computer to reject them, although this may disable the Site's ability to manage individual sessions.

## Links

This Site may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites. We encourage our users to be aware when they leave this Site and to read the privacy statements applicable on those sites. This privacy policy does not apply to information collected on third parties' sites.

## Your right to access the information

You have the right to access the information that the Club holds about you in accordance with the Data Protection Act 1998. In order to do this please make a written application to the Secretary, contact details can be found on the website. The Club may require you to provide verification of your identity and to pay an administrative fee (which is currently £10) to provide a copy of the information that it holds.

## Updating your information

In the event that there is a change to your personal information for example your contact details, please let us know of this by updating your details online (where this facility is available) or writing to the Secretary so that we can keep your information up to date and accurate.

## Contact us

If you have any queries about this Privacy Policy please speak to the Club Secretary.

## Photography and Video

Football matches at Stowupland Falcons FC are played in a public arena and therefore under English Law, allows for photographs/recording to be taken/made. No one has right to decide who can or cannot take images on public land, therefore we provide the following points as a guide, and they are in line with the FA's guidelines document for taking images and recordings, which is available from our website.

Out of courtesy we do ask that photographers seek agreement of both Team Managers / Coaches prior to a youth match to take photographs, but we cannot enforce this.

You should inform your Team Manager/Coach if you do not want images of your child recorded. You must also inform the Club Secretary in writing prior to the match and although we cannot stop photographs or images being taken we will try and make sure we don't publish any of those images.

We always use an official club photographer for special events who has been CRB checked, and we may use these photographs for promotional purposes.

The Club will never knowingly identify a child without explicit written permission from their parent/carer.

If you have any serious concerns about a possible child protection issue relating to the recording of images then please speak to the Club Welfare officer in the first instance.

## Social Media

### Guidance for Under 18's

Mobile technology is a key part of everyday life including how and where you can find information about football. Whether it's about professional teams you follow or your own team or club it's a great way to get and share information.

Within football we want you to use social networks, the internet, texts and email safely to get the information you need. We have produced the guidance below to keep us all safe and to ensure that we respect each other:

- Tell an adult you trust about any communications that make you feel uncomfortable or that asks you not to tell your parent/carer
- Know who from your club should be contacting you and how they should be contacting you
- You can talk to your club's welfare officer if you are unhappy about anything sent to you or said about you over the internet, social networking sites, text messages or via email
- Don't post, host, text or email things that are hurtful, insulting, offensive, abusive, threatening, or racist as this would go against football rules and could also be against the law
- Don't give out personal details including mobile numbers, email addresses or social networking account access to people you don't know well offline
- Facebook has different 'set up' guidelines for U18s to help to keep you safe – use them
- Even if you get on with your coach, manager, club officials, adult referees or mentors, don't invite them to become your friends online, they have been asked not to accept such invitations
- Tell an adult you trust if an adult involved at your club or within refereeing asks you to become their friend online and inform your club welfare officer
- If you receive an image or message which you find offensive, threatening or upsetting tell an adult you trust. Make sure you copy and save the image/message elsewhere or print it off before you remove and destroy it because this may be needed as evidence

You can also report concerns directly to the Police by visiting [www.clickCEOP.net](http://www.clickCEOP.net)

### **Guidance for Adults, including Coaches, Managers, Players, Officials, Parents and Carers**

As a Club we use social media to communicate to our members and supporters. We only publish information and comment which is informative and supports our club's aim.

We will take action against any individual who posts, hosts, texts or emails things that are disrespectful, hurtful, insulting, offensive, abusive, threatening, or racist as this would go against football rules and could also be against the law.

The Suffolk FA will investigate and fine Clubs for social media messages which are deemed to be unacceptable in any of the categories mentioned above, including comments about opposing teams, officials, or connected persons. As a Club we will seek to recover such fines from the individuals and may also take action to exclude the individual from our Club.

### **Please think before you click.**

We actively encourage open dialogue within our Club. If you do have any concerns please speak to any member of the Committee if you are unable to speak to the individual concerned. If you believe a situation may be affecting a child, please speak to our Child Welfare Officer immediately.

## Complaints Procedure

In the event that any member feels he or she has suffered discrimination in any way that the Club policies, rules and Code of conduct have been broken, they should report the matter to the Club Secretary, or Committee member.

The report should include:

- Details of what, when and where the occurrence took place
- Any witness statement and names
- Names of any others who have been treated in a similar way
- Details of any former complaints made about the incident, date, when and to whom made
- A preference for a solution to the incident.

The Committee will convene to discuss complaints and will issue a formal outcome of their deliberations. This may include action against individual(s) including removal of membership.