

# SSE WILDCATS CENTRES

## Safeguarding Guidance for Delivery Centres



### Maximising Enjoyment and Minimising Risk

The delivery of all SSE Wildcats Centre activities must have appropriate safeguards embedded in line with the FA safeguarding policy and procedures (<http://www.thefa.com/football-rules-governance/safeguarding>). This will allow your SSE Wildcats Centre to maximise enjoyment and minimise risk. Your SSE Wildcats Centre Designated Safeguarding Officer (DSO) will be able to assist you with this. As SSE Wildcats Centre Programme Officer, you need to be familiar with your Centre's Safeguarding Policy, Procedures and best practice when working with U18s.

The following information is intended as a guide; it is not exhaustive and is supported by The FAs best practice guidance hosted on TheFA.com. Use the following link and click on the 'downloads' button:

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

### SSE Wildcats Centre Key Safeguarding Principles

- Safeguarding is everyone's responsibility. Sharing tasks and making sure staff understand and accept allocated responsibilities, is essential
- Everyone needs to understand who is responsible for activities during both i) the planning and preparation phase and ii) whilst the activity is happening
- It's important to remember that an U18 cannot be placed in sole charge of an activity or group of Children and Young People (CYP).
- Adult/participant ratios must be based on the age of the CYP involved, the degree of risk the activity involves, and whether there are accessibility needs and reasonable adjustments required by participants; a minimum of two adults must always be present
- All SSE Wildcats Centre staff require basic first aid training

**STAFF AND VOLUNTEERS:** Everyone assigned to work on SSE Wildcats Centre activities, directly with CYP, must be suitable to do so and have completed the relevant FA Safeguarding Children course, so they are up to date and have the necessary skills and knowledge for their specified role. They will also need to have an in-date FA Criminal Records Check (less than 3 years old). For further advice/guidance please speak with your DSO.

**CONSENTS:** Appropriate written consent must be gained for all SSE Wildcats Centre activities. Parents/carers should be made aware that their daughter must be signed in and out of each session.

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**CYP DATA:** You will need to have emergency contact details, medical information and notification of any additional needs for all the CYP you are working with. Always ensure you keep CYP data securely but also have it readily available should there be a need for it.

**PHOTOGRAPHY AND FILM:** When photos or film for SSE Wildcats Centre activities are taken it's important you adhere to The FA guidance on photography and film in relation to safeguarding and adopt an inclusive approach, reflecting the diversity of participants. Remember images of anyone U16 involved in SSE Wildcats Centre activities will require written parental/carer consent; CYP aged 16 and 17 may self-consent.

**MAKING A REFERRAL:** Staff should refer any potentially serious safeguarding concerns directly to the SSE Wildcats Centre DSO or in the case of an emergency to the local Police or Children's Services.

### TOP TIPS:

- To manage potential questions you must share your SSE Wildcats Centre's Safeguarding Children Policy, Procedures and best practice guidance with parents/carers as well as staff working on SSE Wildcats Centre activities. Placing this information on your SSE Wildcats Centre website is important.
- Don't think as SSE Wildcats Centre Programme Officer you have to do everything yourself. Assign tasks to those involved in the delivery of your activities; just make sure they are clear about what is expected of them.
- If you are unsure about what is required then ask your DSO for advice and guidance. If you need further help contact your County FA DSO.

**DROP OFF / PICK UP – CLARIFYING RESPONSIBILITIES:** Once registered, remind parents/carers that their child should bring a drink and appropriate clothing and footwear with them. Also confirm that they must sign their child in and out at the session.

- 1) Upon arrival children and parents/carers are met by the lead member of staff at the entrance to the playing area. Once children are signed in they remain with their parents/carers until the session begins or are signposted to the member of staff running the arrival activity.
- 2) Once the signing in process has finished the lead member of staff retains the register with risk assessment documents.
- 3) Whilst children are playing in arrival activities a member of staff will conduct a head count of the children present and cross check this against the register.
- 4) The registers are then stored securely, out of sight of any parents/carers or spectators
- 5) 10-15 minutes prior to the end of the session if a member of staff is available they can start the sign out process with each parent/carer individually (preferably the lead member of staff). If a member of staff is not available to begin sign out at this stage, then this must happen once the session has ended.

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- 6) At the end of the session children collect their belongings and are kept within a designated area until they have identified who is picking them up and they have been signed out.
- 7) Any children whose parents/carers have not arrived are to wait inside the designated coned area accompanied by a minimum of two members of staff.
- 8) Where a member of staff is approached by a parent/carer wishing to have a discussion, they must politely ask the parent to wait a few minutes until the sign out process has been completed safely, to ensure due care and attention is focused on the safety of children in our care.

### ADDITIONAL GUIDANCE

- a) If a child is not collected on time a member of staff must try to contact the named adult listed on the emergency contact list. To allow for parents/carers being held up in traffic a member of staff should wait for around 15 minutes before calling.
- b) If a child has not been signed out but has left, the lead member of staff must call the named adult on the emergency contact list and check that they have their child. At this point member of staff should explain to parents/carers that it is essential that their child is signed in and out of sessions.
- c) If a child does not recognise or raises concern about the adult collecting them from the session the member of staff should check with the adult who asked them to collect the child. This then should be checked by calling and speaking to the named adult on the register. *(if parents/carers are emailed prior to the session it is advisable that they should be made aware that if the named adult is not collecting the child then they have to provide the name and contact number of the person who will be collecting the child)*