



**FAKENHAM TOWN
FOOTBALL CLUB**

SAFEGUARDING CLUB POLICY

 www.fakenhamtownfc.org



Introduction

At Fakenham Town Football Club, we believe that football should be enjoyed in a safe, positive and inclusive environment by everyone involved in the game. Whether participating as a player, coach, volunteer, official, parent, supporter or visitor, every individual has the right to be treated with dignity, fairness and respect.

The Club is committed to safeguarding the welfare of children, young people and adults at risk and recognises that safeguarding is everyone's responsibility. We are dedicated to creating a culture where individuals feel safe, valued and able to raise concerns without fear, knowing that those concerns will be taken seriously and dealt with appropriately.

This Safeguarding Policy outlines the principles, responsibilities and procedures that help us maintain high standards of care and protection throughout the Club. It reflects our commitment to operating in accordance with The Football Association's safeguarding requirements and promoting best practice across all areas of our activities.

Safeguarding is not simply about responding to concerns; it is about creating an environment where the welfare and wellbeing of individuals is considered in everything we do. By working together, we can ensure that Fakenham Town Football Club remains a welcoming, supportive and enjoyable place for everyone to participate in football.

We expect all members, volunteers, coaches, officials and visitors to support the aims of this policy and to play their part in upholding the values of the Club. Through shared responsibility, awareness and commitment, we can continue to provide a safe environment where people of all ages can develop, enjoy the game and reach their full potential.

On behalf of Fakenham Town Football Club, thank you for supporting our commitment to safeguarding and helping us create a positive football experience for all.

Shane Fish

Club Welfare Officer

Fakenham Town Football Club



1. POLICY STATEMENT

Fakenham Town Football Club is committed to safeguarding and promoting the welfare of all children, young people and adults at risk who participate in football and related activities.

The Club believes that everyone has the right to enjoy football in a safe, positive and inclusive environment, free from abuse, harm, bullying, neglect, discrimination and exploitation.

The welfare of children and adults at risk is paramount and takes precedence over all other considerations.

Fakenham Town Football Club adopts and adheres to The Football Association's Safeguarding Children Policy, Safeguarding Adults Policy and associated safeguarding regulations, guidance and best practice documentation.

The Club expects all members, players, coaches, volunteers, officials, parents, guardians and spectators to share this commitment.



2. PURPOSE OF THIS POLICY

The purpose of this policy is to:

- Protect children, young people and adults at risk.
- Promote a safe and welcoming football environment.
- Establish clear safeguarding responsibilities.
- Provide procedures for reporting concerns.
- Promote best practice and safer working practices.
- Ensure compliance with FA safeguarding requirements.



3. WHO THIS POLICY APPLIES TO

This policy applies to:

- Players
- Coaches
- Volunteers
- Club Officials
- Committee Members
- Matchday Staff
- Parents and Guardians
- Spectators
- Contractors
- Visitors

The policy applies to all football activities organised by or associated with Fakenham Town Football Club.



4. SAFEGUARDING PRINCIPLES

The Club is committed to the following principles:

- The welfare of the child is paramount.
- All participants have the right to protection from harm.
- Safeguarding is everyone's responsibility.
- Concerns will be taken seriously and acted upon appropriately.
- All participants should be treated fairly and with respect.
- The Club will work in partnership with parents, carers and safeguarding agencies.
- The Club will create an environment where concerns can be raised without fear.



5. CLUB WELFARE OFFICER

The Club has appointed a designated Club Welfare Officer.

- Club Welfare Officer: Shane Fish
- Email: sfish234@gmail.com
- Telephone: 07500 600684

The Welfare Officer acts as the primary safeguarding contact within the Club and is responsible for:

- Receiving safeguarding concerns.
- Supporting individuals who wish to report concerns.
- Liaising with Norfolk County FA and The Football Association.
- Promoting safeguarding awareness.
- Assisting with safeguarding training and compliance.



6. RESPONSIBILITIES

The Committee will:

- Promote safeguarding throughout the Club.
- Ensure safeguarding policies are reviewed regularly.
- Support the Club Welfare Officer.
- Maintain a safe culture.
- Ensure concerns are addressed appropriately.

Coaches and volunteers must:

- Prioritise participant welfare.
- Follow FA safeguarding guidance.
- Behave professionally.
- Report concerns promptly.
- Complete safeguarding training where required.

Players are expected to:

- Respect others.
- Behave appropriately.
- Report concerns regarding welfare or safety.

Parents and guardians should:

- Support safeguarding initiatives.
- Encourage positive behaviour.
- Raise concerns where appropriate.

All members, players, coaches, volunteers, officials, parents, guardians and spectators are expected to comply with the safeguarding guidelines and FA Respect principles at all times.



7. ADULTS AT RISK

Fakenham Town Football Club is committed to safeguarding adults at risk and ensuring they can participate in football in a safe, supportive and inclusive environment.

An Adult at Risk is a person aged 18 or over who has care and support needs and may be unable to protect themselves from abuse, neglect, exploitation or harm.

The Club will take all concerns regarding the welfare of adults at risk seriously and will work in accordance with FA safeguarding policies and procedures. Any concerns should be reported to the Club Welfare Officer, Shane Fish, as soon as possible.

All members, volunteers, coaches and officials share responsibility for promoting the welfare and safety of adults at risk and helping to create a positive environment for everyone involved with the Club.



8. RECRUITMENT AND DBS CHECKS

The Club is committed to safer recruitment practices.

Where required:

- Appropriate individuals will complete DBS checks.
- References may be sought.
- FA eligibility requirements will be followed.
- Safeguarding training will be completed.
- Recruitment decisions will be made in accordance with FA safer recruitment requirements.
- Appropriate supervision and support will be provided where necessary.

Individuals deemed unsuitable to work with children or adults at risk will not undertake regulated activity on behalf of the Club.

For information on DBS checks, please contact Jackie Price - jackieprice2307@gmail.com



9. POOR PRACTICE AND ABUSE

Poor Practice

Poor practice may include:

- Inappropriate language.
- Excessive criticism.
- Failure to follow safeguarding procedures.
- Favouritism.
- Inappropriate communication.

Poor practice should always be reported and addressed.

The Club encourages the reporting of any low-level safeguarding concerns or behaviours that fall below expected standards, even where no immediate risk of harm is identified.

Abuse

Abuse may include:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Financial Abuse
- Discriminatory Abuse
- Online Abuse

Any concern regarding abuse must be reported immediately.



10. REPORTING CONCERNS

Anyone who has concerns about the welfare of a child, young person or adult at risk should report the matter immediately.

Concerns should be reported to:

Shane Fish – Club Welfare Officer

Where a concern involves the Welfare Officer, concerns may be reported directly to Norfolk County FA or The Football Association.

Concerns may also be reported directly to Norfolk County FA, The Football Association, Police, Children's Services or other appropriate safeguarding agencies where necessary. Individuals do not need permission from the Club to report a safeguarding concern.

Reports may relate to:

- Abuse
- Neglect
- Bullying
- Grooming
- Harassment
- Discrimination
- Exploitation
- Poor Practice

All concerns will be treated seriously and handled appropriately.



11. EMERGENCY SITUATIONS

If an individual is in immediate danger or a life-threatening situation is suspected:

- Call 999 immediately and request the appropriate emergency service.
- Clearly state the nature of the emergency and location.
- Do not delay to follow normal reporting procedures.

Emergency situations always take priority over internal safeguarding processes.

Afterwards, report the incident to the Club Welfare Officer as soon as it is safe to do so.



12. WHISTLEBLOWING

The Club encourages all individuals to raise safeguarding concerns in good faith.

Anyone reporting a genuine concern will be fully supported and will not suffer victimisation, discrimination, or any adverse treatment as a result.

Concerns can be raised confidently and will be taken seriously and handled appropriately.



13. ONLINE SAFETY

The Club recognises that safeguarding extends to digital and online environments.

All members are expected to:

- Use social media and electronic communications responsibly.
- Treat others with respect online.
- Report any online abuse, bullying, harassment or safeguarding concerns.
- Follow FA guidance regarding social media and electronic communications.
- Respect the privacy and personal information of others.

Coaches, volunteers and officials must maintain appropriate professional boundaries when communicating with children and young people and should use Club-approved communication channels wherever possible.

Online bullying, harassment, grooming or any other form of abusive behaviour will not be tolerated and may result in disciplinary action.

The Club will not tolerate:

- Online bullying or cyberbullying.
- Harassment, intimidation or discriminatory behaviour.
- Grooming or any behaviour intended to exploit, manipulate or harm a child or adult at risk.
- The sharing of inappropriate, offensive or abusive content.
- The misuse of social media or digital platforms that may place individuals at risk or bring the Club into disrepute.

Any concerns relating to online safety should be reported immediately to the Club Welfare Officer and will be dealt with in accordance with FA safeguarding procedures.



14. PHOTOGRAPHY AND SOCIAL MEDIA

The Club supports the responsible use of photography and social media in line with FA safeguarding guidance.

All images must be used appropriately and in accordance with consent arrangements.

No images of children or vulnerable individuals should be taken or shared without proper permission.

Photography or video recording is not permitted in changing rooms, toilets or other private areas.

Club photographers must be approved by the Club and must follow all safeguarding procedures, including clear identification and adherence to guidance on appropriate conduct and image use.

The misuse of images or social media, including inappropriate posting or sharing, may result in disciplinary action.



15. CHANGING ROOMS

The Club is committed to ensuring that changing facilities are used safely and appropriately.

Adults must respect the privacy and dignity of children and young people at all times.
Unnecessary one-to-one situations should be avoided wherever possible.

Photography, video recording and the use of mobile devices in changing rooms or other private areas is prohibited.

Under 18 referees will have access to a separate changing area when requested.

Under 18 players in a senior side will also be able to change separately when requested.

Any concerns regarding changing room arrangements or behaviour should be reported to the Club Welfare Officer.



16. ANTI-BULLYING STATEMENT

Fakenham Town Football Club is committed to providing a safe, inclusive and respectful environment for all participants. The Club has a zero-tolerance approach to bullying in any form.

Bullying is repeated or deliberate behaviour intended to hurt, intimidate, humiliate or undermine another person. It can occur in person or online and may include:

- Physical bullying (e.g. pushing, hitting or unwanted physical contact)
- Verbal bullying (e.g. name-calling, threats, insults or offensive remarks)
- Emotional or psychological bullying (e.g. exclusion, spreading rumours, intimidation)
- Cyberbullying (e.g. abusive messages, social media posts, group chats or online harassment)
- Discriminatory bullying (e.g. behaviour relating to race, gender, disability, religion, sexual orientation or any protected characteristic)

All reports of bullying will be taken seriously and dealt with promptly, fairly and in line with the Club's Safeguarding Policy and the FA Safeguarding Children Policy.

Anyone who experiences or witnesses bullying should report it to the Club Welfare Officer or another trusted official. Reports will be treated sensitively and shared only with those who need to know in order to protect individuals and take appropriate action.

Where bullying is identified, the Club will take appropriate action which may include support for those affected, sanctions in line with Club procedures, and referral to the County FA or The FA Safeguarding Team where necessary.



17. EQUALITY, DIVERSITY AND INCLUSION

Fakenham Town Football Club is committed to promoting an inclusive environment that is free from discrimination, harassment and victimisation.

The Club operates a zero-tolerance approach to all forms of discrimination, whether direct or indirect, including discriminatory language, behaviour or conduct.

Everyone involved in the Club – including players, coaches, officials, volunteers, parents, supporters and visitors – should be treated with dignity, fairness and respect at all times.

Discrimination on the basis of age, disability, race, ethnicity, nationality, religion or belief, gender, gender reassignment, sexual orientation or any other protected characteristic will not be tolerated.

This applies in all environments connected to the Club, including training sessions, matches, social activities and online communication.

Any concerns or incidents should be reported to the Club Welfare Officer or another designated official. All reports will be taken seriously and dealt with in line with Club policy and the requirements of The FA and relevant County FA procedures.

Where discrimination occurs, the Club will take appropriate action which may include disciplinary measures and referral to The FA or relevant governing bodies.



18. MATCHDAY SAFEGUARDING ARRANGEMENTS

The Club is committed to providing a safe environment on matchdays.

Children attending matches remain the responsibility of their parents or guardians.

Children under the age of 14 must be accompanied by a responsible adult.

Matchday stewards and club officials will be made aware of safeguarding reporting arrangements and the identity of the Club Welfare Officer.

Any safeguarding concern arising on a matchday should be reported immediately to a Club Official, Steward or the Club Welfare Officer.



19. LOST CHILD PROCEDURE

If a child becomes separated from their parent or guardian:

- Notify a Club Official, Steward or the Club Welfare Officer immediately.
- Ensure the child remains supervised and reassured at all times.
- Attempt to locate the parent or guardian using appropriate Club procedures.
- Do not allow the child to leave with any person unless their identity and relationship to the child can be confirmed.
- Contact the Police if the parent or guardian cannot be located, or if there are any concerns for the child's welfare or safety.
- Record the incident and any actions taken and notify the Club Welfare Officer as soon as practicable.

The welfare and safety of the child will remain the Club's priority throughout the incident.



20. CONFIDENTIALITY

Safeguarding information will be handled sensitively and shared only where necessary to protect individuals or comply with legal and safeguarding obligations.



21. POLICY REVIEW

This policy will be reviewed annually, or sooner if legislation, FA regulations or club circumstances change.

Policy Version: 1.0

Approved By: Fakenham Town FC Board of Directors

Date Approved: Friday 26th June 2026

Effective From: Friday 26th June 2026

Next Review Date: Wednesday 23rd June 2027

Signed:

Adam Rasberry, Chairman

Signed: *A M Rasberry*

Date: Friday 26th June 2026

Shane Fish, Club Welfare Officer

Signed: *Shane Fish*

Date: Friday 26th June 2026

