




BILLERICAY TOWN FC

WOMEN

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Billericay Town FC Women U18 Safeguarding Policy

1. Safeguarding

Our aim is to ensure that every player, adult or under 18 is protected from harm. The following processes are in place to mitigate any risks that might lead to inappropriate behaviours and/or allegations and aims to protect all players, coaches, and staff.

This Under 18 Safeguarding policy relates specifically to youth players in the Billericay Town Women's Football Team and should be read in conjunction with the Billericay Town Women and Girls FC Safeguarding Policy and the Billericay Town Women FC social media Policy. <https://www.btfcwomen.co.uk/>

2. Appropriate Changing/Toilet Facilities

Any player U18 home or visiting must have either: -

A standalone changing/toilet facility which cannot be accessed by others (While access to a toilet can have a mix of ages, when it is for an U18/Minor to access, it must never be through an 'Adult' changing facility).

Or

Where no separate facility can be provided, then a time-controlled access pattern must be put in place on the facility available, to prevent U18s/Minors ever changing at the same time.

And

Regardless of age must only ever be changing in an appropriately private space, designated for their sex and separate to all staff regardless of their sex and/or age.

3. Staffing

Billericay Town FC Women Player's will only into contact with the staff and coaches who are formally and appropriately affiliated with the Club.

Any lone delivery or coaching conducted away from the direct oversight of others, must only ever be carried out by coaches/staff with current DBS.

The club will ensure that any 'visiting' or 'guest' member to the coaching team, but not formally associated or on-boarded to the club staff, will be appropriately qualified and DBS checked.

There may be occasions when visitors, such as sponsors are present, but they will be supervised at all times.



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4. Media Consent

Billericay Town FC Women hold consent for all U18, signed by a parent or appropriate adult using the relevant consent form (Appendix 1).

In respect of all players and ages, media photos/items will only be used in the correct official capacity and should not cover or capture anything that may make any player feel uncomfortable.

Imagery will be stored safely by the officially appointed photographer/videographer to the club.

5. Away Matches

The consent of the parent/guardian of U18 players will be sought that will cover any away and/or overnight matches or visits in connection with club business (Appendix 2).

Appropriate supervision arrangements will be made to ensure the safety of u18 players at away/overnight matches/visits. All staff in attendance will be qualified as set out in the club's safeguarding policy.

For overnight stays under 18 players will have a single room or if appropriate another player of similar age and any sharing arrangements will be with the advance arrangement and consent of the parent/guarding and an arrangement that the player is comfortable with.

Under no circumstances should any player, under 18 or adult share accommodation with coaching staff.

For away matches, the Manager will ensure that reciprocal arrangements, as set out in section 2 of this policy are in place for Billericay Town Women FC players.

6. Travel

When there is a requirement to travel as a club on minibuses or coaches, no unauthorised officials of the club with travel with the team to fixtures.

If players are required to make their own travel arrangements it is the parent/guardian's responsibility to ensure that they make the travel arrangements for their daughter and whatever those arrangements, are they do so at their own risk. Under no circumstances should this be along with another person in the car, or with a member of the club's coaching team of staff.

7. Relationships

Appropriately consenting relationships formed through the playing and coaching teams should be declared to the safeguarding officer who will provide advice on how that



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relationship should be managed both within the operational context of the club. This will include advice on:

- Appropriate conduct.
- Impact on coaches, players, and management.
- Reputation of the club and the football community.

8. Safeguarding.

It is important to Billericay Town Women FC that players, staff, and coaches are supported in a safe environment.

We actively encouraged to contact the safeguarding lead if they become aware of or see something that makes them unhappy, uncomfortable, or concerned about their own or someone else’s wellbeing.

This is done so with assurance that, unless there is a significant threat to someone’s safety, that they can do so in confidence and receive the necessary advice, support, and guidance.

All safeguarding issues or concerns should, in the first instance be reported to the Club Safeguarding Officer Clare Burrell.

Billericay Town Women FC Safeguarding lead



Clare Burrell
Safeguarding

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It's important to us that you enjoy developing as a player at the club. If anything is making you uncomfortable, unhappy or causing you concern, you can speak to Clare in confidence, and she will give you the support needed.

07477078240
 womenandgirlscwo@billericaytownfc.co.uk
 Billericaytownfc.co.uk
 New Lodge, Blunts Wall Road, Billericay, CM12 9SA

Essex County FA Safeguarding Team

Safeguarding Manager

Helen Hever: (01245) 393098,
helen.hever@essexfa.com, Child Welfare Enquiries
(Advice, Referrals), Safeguarding Children, Respect

Safeguarding Support Officer

Emily Reece: (01245) 393093,
emily.reece@essexfa.com, Monitoring Compliance
and Good/Poor Practice, Safeguarding Visits, Mental
Health First Aider

Safeguarding Enquiries:
safeguarding@essexfa.com



Photography and Video Media Consent Form

- I give permission to authorised persons of Billericay Town Women FC to take photographs/ videos of my daughter.
- I understand that on occasions coaches may use “VEO” Video Enhanced Observation which is a video-tagging system which typically involves the videoing of a match or training and combined with data enables analysis of play to assist the coach and players with learning.
- I understand that there filming and live streaming of home and away matches.
- I understand the photographs/ videos of my child may be used for promotional/ publicity purposes by Billericay Town FC This might include (but is not limited to) social media, marketing videos press releases and local press publicity.
- I understand that I can withdraw consent at any time for reasons that do not have to be disclosed to the club.
- I do not give permission to Billericay Town Women FC to take photographs/ videos of my daughter.

Name of young person	Date of Birth
Name of Parent/Carer	Contact telephone number parent/carers
Email address parent/carers	Address
Date	Signature of parent/carers



Consent form for activity away from Billericay Town Women FC home ground including away matches that involved overnight stays.

Name of player _____ Date of birth _____

Please read this form carefully and sign and date you are happy for your daughter to travel to and participate in away matches.
 travel to and participate in away matches that involved overnight stays.
 travel to and participate in activity that is integral to the club/team's development.
 To be given first aid or urgent medical treatment.

Players and parents/guardians will have the information and details for such activity communicated to them in advance of any visit, including any overnight accommodation arrangements, the policy for which can be found at <https://www.btfcwomen.co.uk/> Billericay Town FC Women U18 Safeguarding Policy.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition(s) or known allergies and/or phobias
Details of any medication (please see medical advice below)
Details of any injuries that the club is not already aware of


Emergency Contact Information

	Main	Alternative
Name		
Relationship to the player		
Address		
Telephone numbers:		
Family GP name, surgery, and telephone number		



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I/we understand the above and confirm that we have included all relevant information requested. I/we also understand that Billericay Town Women FC Safeguarding policies can be found at <https://www.btfcwomen.co.uk/> (we encourage parent/guardian's to make themselves familiar with these).

Name of parent/guardian _____

Signed _____ Dated _____

Note to parent/guardian.

You should ensure you discuss and medical declarations with manager and/or medical team and be clear about what to do should an emergency occur. A **Medical Emergency Action Form** can then be completed to ensure they know what to do.

If your daughter takes medication say for Asthma or has an allergy that might require an Adrenaline pen then you have a responsibility, to ensure your daughter has the right medication with them at all training sessions and matches and labelled with their name. This will be made available for them when they are playing and be held by the medical team.

Medications will only be administered by someone with appropriate training, qualifications and knowledge and the club will not hold any medication indefinitely on their behalf.

If your daughter is taken ill during the session due to their medical problem, they will need to stop all activity and, if necessary, seek medical support.

Some medications can be and should be given by lay people with appropriate training in the event of an emergency, such as an Adrenaline pen in anaphylaxis or inhalers in an acute asthma attack but this should be in line with Government legislation and agreed between the parent, first aid staff and the Safeguarding lead. [Medical Emergencies FAQs](#) issued by the FA.