



Safeguarding Pack 2025-26

## **JERSEY BULLS ACADEMY**



## **Safeguarding Children Policy and Procedures 2025/26**

**SAFEGUARDING PACK**



- 1** The Jersey Bulls Academy acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members.

A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's Safeguarding Children Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

- 2** The key principles of The FA Safeguarding Children Policy are that:
  - 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, disability, culture, language, racial origin, religious beliefs or sexual orientation
  - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
  - Working in partnership with other organisations, children and young people and their parents or 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.

The Jersey Bulls Academy recognises that this is the responsibility of every adult involved within our academy.

- 3** The Jersey Bulls Academy 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 Football Association's Safeguarding Children Regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are volunteers, match officials, helper on tours, football coaches, club officials or medical staff.



**4** We endorse and adopt The FA's Safeguarding Children Guidelines for Recruiting coaching staff and volunteers and will:

- Develop a role profile
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Jersey Bulls Academy coaching staff and volunteers with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of the the Jersey Bulls Academy, guidance will be sought from The Football Association. It is noted and accepted that The Academy will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The 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 minimize the risk of 'grooming' within football.

**5** The Jersey Bulls Academy supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Manager on 0207 745 4912, by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the Jersey Bulls Academy and encourages everyone to know about it and utilise it if necessary.

**6** The Jersey Bulls Academy has appointed Andrew Moon as the Centre Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children Workshop. The post holder will be involved with the designated person's training provided by The FA. The CWO is the first point of



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contact for all academy members and parents or guardians regarding concerns for the welfare of any child or young person. They will liaise directly with the Jersey FA Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst academy staff.

- 7** We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable within our academy. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO, a member of coaching staff or, in cases of serious bullying contact the Jersey FA Welfare Officer.
- 8** Codes of conduct for players, parents or spectators, officials and coaches have been implemented by the Jersey Bulls Academy and provided to them electronically at point of registration. In order to validate these codes of conduct the academy has clear sanctions to deal with any misconduct. All prospective members will be informed of these Codes which are contained within the Welcome Pack.
- 9** Further advice on Safeguarding Children matters can be obtained from:
  - Jersey FA's Designated Safeguarding Officer, Elizabeth Fenlon
  - The Football Association/NSPCC Child Protection 24-Hour Helpline 0808 800 5000
  - [www.FootballSafe@TheFA.com](http://www.FootballSafe@TheFA.com)
  - The FA Child Protection Team 0207 745 4895.



## **Anti Bullying Policy**

### **Statement of Intent**

The Jersey Bulls Academy are committed to providing a caring, friendly and safe environment for all our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our academy. If bullying does occur, all academy members or parents/carers should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING academy. This means that anyone who knows that bullying is happening is expected to tell the Child Welfare Officer or Director of Football

### **What is bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

### **Bullying can be:**

- Emotional: being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting (e.g. hiding football boots/shin guards, threatening gestures).
- Physical: pushing, kicking, hitting, punching or any use of violence.
- Racist: racial taunts, graffiti, gestures.
- Sexual: unwanted physical contact or sexually abusive comments. •  
Homophobic: because of, or focussing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours, teasing.

### **Why is it important to respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

This academy has a responsibility to respond promptly and effectively to issues of bullying.



## **Objectives of this Policy**

- All academy members, coaches, officials and parents/carers should have an understanding of what bullying is.
- All academy members, officials and coaching staff should know what the Centre's policy is on bullying, and what they should do if bullying arises.
- As an academy, we take bullying seriously. Players and parents/carers should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.
- All academy members, coaches, officials and parents/carers should have an appreciation of the signs and indicators of bullying.

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- Says he or she is being bullied
- Is unwilling to go to academy sessions
- Becomes withdrawn, anxious or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or training equipment damaged
- Has possessions that go 'missing'
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above.

Or, in more extreme cases, if a child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away.



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These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

### **Procedures**

1. Report bullying incidents to the Child Welfare Officers, Director of Football or a member of coaching staff or contact the Jersey FA Designated Safeguarding officer.
2. In cases of serious bullying, the incidents will be referred to the Jersey FA Designated Safeguarding officer for advice and possibly to the FA Case Management System.
3. Parents/carers should be informed and will be asked to come in for a meeting to discuss the problem.
4. If necessary and appropriate, the Police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) to change their behaviour
7. If mediation fails and the bullying is seen to continue, the Jersey Bulls Academy will initiate an investigation and possible disciplinary action under the Jersey FA constitution.
8. In some cases the parent/carers of the bully or bullied player can be asked to attend training sessions, if they are able to do so and if appropriate. The Club Welfare Officers and Academy Managers should monitor the situation for a given period to ensure the bullying is not being repeated.
9. All coaches involved with both individuals should be made aware of the concerns and outcomes of the process.

### **In the case of adults reported to be bullying anyone within the Centre Under 18**

1. The Child Welfare Officers and Academy Manager (boys or girls) should always be informed and will advise on action to be taken where appropriate. This may include initiating an investigation and possible disciplinary action under the Jersey Bulls Academy code of conduct and constitution.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Awareness training may be recommended.
3. More serious cases may be referred to the Police, Children and Families Hub.



## **Prevention**

- The academy will have a written Codes of Conduct, which includes what is acceptable and proper behaviour for all members, of which the Anti-Bullying Policy is one part. These will be provided upon registration into the academy system.
- All members and parents/carers will sign to accept the Codes upon joining the academy.
- The Child Welfare Officers and Academy Managers will raise awareness about bullying and why it matters and, if issues of bullying arise within the academy, will consider meeting with members to discuss the issue openly and constructively.

## **Equality Policy**

The aim of this policy is to ensure that all members of The Jersey Bulls Academy are treated fairly and with respect.

The Jersey Bulls Academy is responsible for setting standards and values to apply throughout the academy at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

The Jersey Bulls Academy's commitment is to eliminate discrimination whether by reason or gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

The Jersey Bulls Academy in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that the



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Jersey Bulls Academy will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in its activities.

The Jersey Bulls Academy will not tolerate harassment; bullying; abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

The Jersey Bulls Academy will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

We are committed to the development of a programme of ongoing training and awareness raising events and activities to promote the eradication of discrimination within football.

The Jersey Bulls Academy is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation.

The Jersey Bulls Academy commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.



### **The Jersey Bulls Academy complaints procedure**

If any member feels that they have suffered discrimination in any way or that the academy's Policies or Codes of Conduct have been broken they should follow the procedures below.

1. They should report the matter to the Child welfare Officers, Academy Manager, Director of Football or a member of the coaching staff.

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 former complaints made about the incident, date, when and to whom made
- A preference for a solution to the incident.

2. The Academy's Management Committee will sit for any hearings that are requested.

3. The Academy's Management Committee will have the power to:

- Warn as to future conduct
- Suspend from membership
- Remove from membership

any person found to have broken the academy's Policies or Codes of Conduct.

If the complaint is about the Academy's Management Committee the member has the right to report the discrimination directly to the Jersey FA Designated Safeguarding Officer.



## **Jersey Bulls FC Academy Whistleblowing Policy**

### **Purpose of the Policy**

Jersey Bulls FC Academy is committed to maintaining a safe, respectful, and transparent environment for all players, staff, and volunteers. This policy provides guidance on how to report concerns about wrongdoing, misconduct, or unsafe practices within the Academy.

### **What is Whistleblowing?**

Whistleblowing is when someone reports a concern about:

- Unsafe or harmful behaviour towards children or young people
- Bullying, harassment, or discrimination
- Criminal activity or serious breaches of Academy rules
- Misuse of Academy resources or facilities
- Any action that puts players, staff, or the Academy at risk

Whistleblowing is not the same as making a complaint or raising a personal grievance. It is about reporting serious concerns that affect others.

### **Who Can Raise a Concern?**

Anyone involved with the Academy can raise a concern, including:

- Players
- Parents or guardians
- Coaches and staff
- Volunteers
- Visitors
- 

### **How to Raise a Concern**

Concerns can be raised in the following ways:

- **Speak to a trusted adult** at the Academy (e.g., coach, welfare officer(s), or Academy manager(s))
- **Email or write** to the Academy's Lead Club Welfare officer – Andy Moon on [Andrew.moon@stgeorgesprep.co.uk](mailto:Andrew.moon@stgeorgesprep.co.uk)

Concerns can be raised anonymously, but providing your name helps us follow up and offer support.

### **What Happens Next?**

Once a concern is raised:

- It will be taken seriously and treated confidentially
- The Lead Club Welfare Officer or senior staff will investigate the issue promptly



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- Appropriate action will be taken based on the findings
- You will be kept informed (if appropriate and safe to do so)

### **Protection for Whistleblowers**

Jersey Bulls FC Academy will:

- Support anyone who raises a genuine concern
- Ensure whistleblowers are not treated unfairly or face retaliation
- Take disciplinary action against anyone who tries to intimidate or silence a whistleblower.

### **Safeguarding First**

If the concern involves the safety or wellbeing of a child or young person, it will be handled under the Academy's **Safeguarding Policy** and may be referred to external agencies such as The Children and Families Hub or the Police.



## **Jersey Bulls FC Academy – Safer Recruitment Policy**

### **Purpose**

The purpose of this policy is to ensure that all recruitment practices at Jersey Bulls FC Academy promote the safety and welfare of children and young people. We are committed to creating a safe environment where players can thrive, and where unsuitable individuals are prevented from working with them.

### **Scope**

This policy applies to the recruitment of:

- Paid staff (e.g., coaches, administrators)
- Volunteers (e.g., assistant coaches, matchday helpers)
- Contractors and external providers (e.g., physiotherapists, tutors)

### **Key Principles**

- **Safeguarding is everyone's responsibility**
- **Recruitment decisions must prioritise child safety**
- **All staff and volunteers must be suitable to work with children**

### **Recruitment Procedures**

#### **Role Descriptions and Person Specifications**

- All roles involving contact with children will have clear descriptions outlining responsibilities and safeguarding expectations.
- Person specifications will include essential safeguarding competencies.

### **Advertising**

- All job adverts will include a safeguarding statement:

"Jersey Bulls FC Academy is committed to safeguarding and promoting the welfare of children and young people. All applicants will be subject to safer recruitment checks."

### **Application Process**

- All applicants must complete a standard application form (CVs alone are not accepted).
- The form will include:
  - Full employment history with explanations for any gaps
  - Declaration of any criminal convictions or investigations

### **Interviews**

- At least one interview panel member will be trained in safer recruitment.



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- Interviews will include safeguarding-related questions to assess attitudes and understanding.

### **Pre-Appointment Checks**

Before any appointment is confirmed, the following checks will be completed:

- **Enhanced DBS check** (with Barred List check where appropriate)
- **Two written references**, including one from the most recent employer
- **Identity verification**
- **Right to work in Jersey**
- **Qualifications and professional registration checks** (if applicable)
- **Self-declaration of disqualification under the Childcare Disqualification Regulations** (if applicable)

### **Induction and Training**

- All new staff and volunteers will receive a safeguarding induction before starting work.
- They must read and agree to follow the Academy's:
  - Safeguarding and Child Protection Policy
  - Code of Conduct
  - Whistleblowing Policy
- Ongoing safeguarding training will be provided annually.

### **Ongoing Monitoring**

- Staff and volunteers are expected to uphold the highest standards of conduct.
- Any concerns about a person's suitability to work with children will be addressed immediately and may lead to suspension or referral to external agencies.

### **Record Keeping**

- A Single Central Record (SCR) will be maintained, documenting all recruitment and vetting checks.
- All recruitment records will be stored securely and in line with data protection laws.

### **Policy Review**

This policy will be reviewed annually or following any significant changes in legislation or guidance.



### **Jersey Bulls FC Academy Codes of conduct:**

#### **The Jersey Bulls Academy agrees to ensure that:**

- All staff will comply with the Laws of the Game, the rules of The Football Association and the rules of any competition which they participate in.
- All staff will take reasonable steps to ensure those players and other persons under their control show respect for coaches, parents, other players and observe the authority and decisions of all officials.
- All staff shall place the wellbeing and safety of the players above all other considerations, including the development of performance.
- All staff shall cooperate fully with other specialists e.g. Officials, Sports Scientists, Doctors, and Physiotherapists in the best interest of the player.
- All staff shall focus on performance and development rather than results.
- All staff shall promote fair play and sportsmanship and display high standards of behaviour.
- ALL STAFF WILL BE PUNCTUAL AND COMMITTED AT ALL SESSIONS.
- No member of staff will use or tolerate the use of inappropriate language.
- No member of staff will embark in one-to-one discussion with an individual player unless in full view of other coaches and/or players.
- No member of staff will transport players to and from training without parents/guardians being present.
- All staff will commit to Continued Professional Development.
- All staff will adhere to the Codes of Conduct.
- All staff will adhere to the Safeguarding Children Policy and Procedure (Available on Request.)



### **Parents/Guardians Agree to:**

- Be responsible for ensuring that their child arrives and is collected promptly. If a player is unable to attend the Academy for any reason or is going to be collected late, then the Academy Manager MUST be informed.
- At ALL times respect the decisions of Officials at Academy sessions and activities (i.e. the Jersey Bulls FC Academy Manager, Jersey Bulls FC Academy Coaching Staff, Referees and Assistants).
- Set a good example for all our players by displaying high standards of behaviour.
- Always promote FAIR PLAY and never condone violations of the Laws of the Game.
- Stay off the coaching and playing areas and DO NOT coach from the side-lines.
- Support your child without pressure, praise good behaviour and effort as well performance.
- Recognise that players' involvement in football is primarily for their enjoyment.
- Maintain in a clean condition any garments loaned by the Academy for the players use and to immediately inform the Academy Manager of any loss or damage that may occur.
- Advise a member of the Academy/Coaching Staff of any problems or concerns that they may have with regards to either their own children, other players, coaches or the Academy in general.
- Adhere to the Codes of Conduct.

### **During a match:**

- Make every effort to be consistent with Fair Play and the Laws of the Game to help your team win.
- Accept success and failure, victory and defeat, equally.
- Treat opponents with due respect at all times, irrespective of the result of the game.
- Abide by the instructions of your Coach and Team Officials, provided they do not contradict the spirit of this Code.
- Show due respect towards the Team Officials of the opposition.
- Recognise that players' involvement in football is primarily for their enjoyment.
- Maintain in a clean condition any garments loaned by the Academy for the players use and to immediately inform the Academy Manager of any loss or damage that may occur.



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- Advise a member of the Jersey Bulls FC Academy Team Representative of any problems or concerns that they may have regarding either their own child, other players, coaches or the Group in general.



### **Players Agree to:**

- Arrive promptly for coaching sessions or other Academy activities.
- Show respect for Officials, Coaches, other Players and Centre equipment.
- Report all injuries sustained at the Jersey Bulls FC Academy, School or Club to the Academy Manager or Coaching Staff.
- Dress appropriately for coaching sessions and activities (including shin pads).
- Ensure boots or training shoes are clean before coaching sessions.
- Refrain from the use of offensive, insulting and abusive language.
- Refrain from consuming alcohol at ANY Academy event (no alcohol policy).
- Display high standards of fair play, sportsmanship and behaviour at all times.
- Restrict the wearing of clothing supplied by the Jersey Bulls FC Academy activities only.
- Adhere to the Codes of Conduct.

### **For off Island events:**

#### **For ALL players:**

- Various modes of transport will be used during trips in particular aircraft and coach. Therefore, all Jersey Bulls FC Academy Representatives are expected to show the appropriate levels of respect to all other passengers and staff.
- Where appropriate, be pleasant to all hotel staff and other residents of the hotel.
- Ensure no noise is heard outside from any of the players' rooms within the hotel.
- Notify the Academy Team Representative of any plans to leave the premises at any time.
- Ensure that respectful behaviour is appropriate **at all times**.

### **For Match Preparation:**

#### **For ALL players:**

- If travelling by coach, players must arrive at the designated meeting point at least 15 minutes before the departure time. **Punctuality is extremely important.**
- When at the ground players must report to the Jersey Bulls FC Academy Team Representative at the designated time and meeting point to enable correct preparation for the match. Once again, **punctuality is extremely important.**
- Report all injuries to Jersey Bulls FC Academy Team Representative.
- Contact the Jersey Bulls FC Academy Team Representatives to inform when you will be absent from matches/training.



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- Understand the need for appropriate preparation including diet, nutrition, sleep and lifestyle.
- Ensure that football boots are clean before each competitive match.

### **During a match:**

#### **Players Agree to:**

- Give maximum effort and strive for the best possible performance during a game, even if your team is in a position where the desired result has already been achieved.
- Avoid all forms of gamesmanship and time wasting.
- Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- Do not use inappropriate language. - this is unacceptable.
- Make every effort to be consistent with Fair Play and the Laws of the Game to help your team win.
- Accept success and failure, victory and defeat, equally.
- Treat opponents with due respect at all times, irrespective of the result of the game.
- Abide by the instructions of your Coach and Team Officials, provided they do not contradict the spirit of this Code.
- Show due respect towards the Team Officials of the opposition.