



**BUCKINGHAM** YOUTH  
FOOTBALL CLUB

# **Buckingham Football Club Youth Safeguarding Guide- updated June 2025**

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**The FA Safeguarding Policy**

<https://www.thefa.com/football-rules-governance/safeguarding/policy-downloads>



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

Charity registration No: 1194505



**BUCKINGHAM** YOUTH  
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## **Safeguarding Team and Child Welfare Officer Role and Responsibilities**

### **THE CODE OF A WELFARE OFFICER:**

- Be always child-centred and promote a fun, safe environment for children and young people;
- Follow all The FA's policies and in particular procedures for reporting safeguarding concerns, including discrimination;
- Act appropriately in all situations brought to your attention;
- Champion best practice within your club/league;
- Communicate and positively engage with the County FA Designated Safeguarding Officer (CFA DSO) on all poor practice/safeguarding matters brought to the attention of County FA/ The FA;
- Attend meetings as reasonably required by your committee, league and County FA;
- Manage and deal with poor practice issues in an appropriate and timely manner;
- Ensure appropriate levels of confidentiality and data security are always maintained;
- Implement and manage a responsible recruitment process in line with The FA's policy and procedures;
- Attend Continued Personal Development (CPD) opportunities as offered by your County FA or The FA and show a commitment to keeping your training and qualifications up to date.



# BUCKINGHAM FOOTBALL CLUB YOUTH

## Safeguarding Procedures

Safeguarding is everyone's responsibility.

But as a Welfare Officer we are key, along with the committee, to ensure safeguards and procedures are in place at Buckingham Football Club Youth.

**What to do if you have a concern:**

### Reporting Process

- Record Incident/Accident in our club accident book, located in the club house on the wall next to the kitchen.
- All Safeguarding concerns/incidents no matter how big or small, please report to the safeguarding team:
  - Child Welfare Officer: Amanda Lee  
[cwo@buckinghamfootballclubyouth.co.uk](mailto:cwo@buckinghamfootballclubyouth.co.uk)

### Other ways to report a concern

- Berks and Bucks Designated Safeguarding Officer:  
Phone: 01235 544894 Email: [Safeguarding@Berks-BucksFA.com](mailto:Safeguarding@Berks-BucksFA.com)
- You can contact the NSPCC Helpline for expert advice and support on 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- If it is an emergency because a child is at immediate risk, then call the Police or Milton Keynes Multi-Agency Safeguarding Hub (MASH) 9am-5pm Mon-Thurs and 9am-4.30pm on Fri by calling 01908 253169 or 01908 253170 or emailing [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk). Outside these hours contact the Emergency Social work team on 01908 265545.

### Storing Information

All safeguarding incidents are recorded and stored on safeguarding software tool. It keeps everyone's personal data safe following 'The General Data Protection Regulation (GDPR)', which came into effect on 25th May 2018, it's a robust place for handling and storing personal information.



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## **BFCY - Positive Behaviour “RESPECT” Policy**

Everyone involved in a football match has a duty to create the best possible atmosphere for our players to thrive. Poor adult behaviour is one of the main reasons given for young people quitting the game.

Players want to be encouraged and celebrated not shouted at and criticised.

We are very lucky at BFCY to have a pipeline of young referees stepping forward to ensure our matches can happen. Unfortunately, in recent years we have seen an increasing number of these children decide to walk away from refereeing because of a toxic touchline culture.

Our referees are children learning and developing important life skills; I am sure we would all want them to have a positive environment in which to flourish.

It's time we act to protect our young referee's and players.

Before the start of every grassroots football game let's remind our young referees, if there is any abuse to them or the players they can stop play and remove the abuser, or in extreme circumstances abandon the match. Also, remind the linesman (assistant ref's) and our coaches it is their responsibility to support them.

BFCY fully supports the FA's Respect Programme. We want to ensure our club is a place where we can all play, coach, spectate and referee football in a safe and positive environment. **Let them play!**



# BUCKINGHAM FOOTBALL CLUB

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## Positive behaviour BFCY expects to see:

### Coaches, Team Managers and Club officials

- Respecting everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and good behaviour
- Respect & support the Referee and encourage players and spectators to do the same
- Never enter the field of play without the Referee's permission
- Never engage, tolerate offensive, insulting or abusive behaviour
- Be gracious in victory and defeat
- Respect the home and away facilities; individuals will be liable for damage caused
- Never enter the field of play without a ref's permission

### Spectators and Parent/Carers

- Have fun, celebrate efforts and good play from both sides
- Respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the designated spectator's area (where provided)
- Let the coach's coach
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Respect the home and away facilities; individuals will be liable for damage caused
- Please make yourself familiar with safeguarding practices

<https://www.EnglandFootball.com/participate/explore/safeguarding>

### Match Officials

- Respect the game and all participants
- Maintain integrity, and approach the game with a positive mindset
- Be knowledgeable and up to date on the law of the game, rules and regulations
- Set a positive personal example and promote good behaviour
- Submit complete and concise reports
- Communicate with the players, throughout the game
- Never engage, tolerate offensive, insulting or abusive behaviour



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## **Unacceptable behaviours we don't want to see on and off the field**

- Offensive, abusive, insulting or abusive language or behaviour
- Bullying, intimidation or harassment
- Physical abuse
- Never enter the field of play
- Standing outside the designated area

The FA Grassroots Codes of conduct can be found here

<https://www.englishfootball.com/participate/behaviour/The-Grassroots-Code>

## **Safeguarding is everyone's responsibility**

Any breach of the code of conduct that has been proven, could result in a suspension or ultimately an individual being removed from the club and unable to continue playing, coaching, or spectating for BFCY.

Coaches, Team Managers, Club officials, players and parents/carers sign a code of conduct and must always adhere to this when attending training and home and away matches.

Our club officials have a critical role in establishing high standards of coaching, learning and behaviour. Positive behaviour and self-control are key to creating a happy and effective club environment



# BUCKINGHAM FOOTBALL CLUB

## The FA Respect code of conduct

### WHEN PLAYING FOOTBALL, I WILL:

- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager
- Play by the rules, as directed by the referee
- Be gracious in victory and defeat – I will shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Understand that a coach must do what is best for the team and not one individual player
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club

### SPECTATORS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct for spectators at all times.

#### I WILL:

- **Remember that children play for FUN**
- Applaud effort and good play as well as success
- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from
- Remain behind the touchline and within the Designated Spectators' Area
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively and offer players encouragement not criticism
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

### COACHES, TEAM MANAGERS AND CLUB OFFICIALS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct at all times.



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## ON AND OFF THE FIELD, I WILL:

- Use my position to set a positive example for the young people I am responsible for
- Show respect to others involved in the game including match officials, opposition players, coaches, managers,
- officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be gracious in victory and defeat.

## WHEN WORKING WITH PLAYERS, A COACH NEEDS TO:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g., officials, doctors, physiotherapists, welfare officers) for each player's best interests.

## MATCH OFFICIALS

We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct of match officials at all times.

### I WILL:

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and team officials





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- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour from players and team officials
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for each match
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate

## Disciplinary Procedures

If The FA Code of Conduct is not being followed, the disciplinary process is as follows:

### Spectators/Parents/Carers

1. Verbal warning and asked to leave the grounds.
2. A written warning, obliged to attend a safeguarding and awareness course.
3. Required to meet with the club committee, CFA or league.
4. Requested not to attend any future games, be suspended, or have membership removed.
5. Required to leave the club, with any dependants and/or issued a fine and have FA coaching licence removed if a team official.

### Coaches, Team Managers and Club officials

1. Meet with the club committee, CFA Welfare officer or league
2. Suspended from the club for training and matches.
3. Suspended or fined by the County FA
4. Required to leave, lose position and or have FA licence withdrawn



# BUCKINGHAM FOOTBALL CLUB YOUTH

## Buckingham Football Club Youth Team Coach Compliance

At Buckingham Football Club Youth we take safeguarding very seriously; it is our number one priority.

Our coaches are the most important point of contact for young people; therefore, our coaches must meet the FA requirements, before they can be involved in coaching the children.

### **All coaches at BFCY must hold the following:**

- FA approved enhanced DBS check
- An FA coaching qualification (EE Playmaker as a minimum)
- The FA Safeguarding Children qualification

### **It is mandatory, in every team at least one person must complete both the following courses (usually team manager):**

- FA Introduction to Coaching Football Qualification (or hold old Level 1, 2)
- FA Introduction to First Aid in Football (IFAIF)

No volunteer is permitted to coach any children without holding the above 3 FA qualifications and these must be in date.

*All teams require a minimum of two FA qualified and compliant Team Officials named as a Team Manager and a Team Coach on the FA Club Portal.*

A third coach is recommended if one of the coaches are unavailable on a regular basis.

These **qualifications must be FA accredited** and therefore any of the above criteria that is achieved through work or other groups do not meet the FA requirements.

***All accredited course costs will be reimbursed by the club once the training and DBS checks are fully completed. Please email your expense form to***

[finance@buckinghamfootballclubyouth.co.uk](mailto:finance@buckinghamfootballclubyouth.co.uk)

### **How do I become compliant?**

#### **DBS**

This is the first thing you must do. To begin the process, please email our Club Secretary, Linda: [secretary@buckinghamfootballclubyouth.co.uk](mailto:secretary@buckinghamfootballclubyouth.co.uk) The process is then overseen by our CWO Amanda: [cwo@buckinghamfootballclubyouth.co.uk](mailto:cwo@buckinghamfootballclubyouth.co.uk)

#### **How do I login to FA Learning:**

You will need to log in using the email address that is on your FAN and the associated password. (if unsure of FAN, please contact Club Secretary)



# BUCKINGHAM FOOTBALL CLUB YOUTH

## FA Safeguarding

This is a mandatory FA Safeguarding children course that every coach must take. It is an online course taking about 3 hours which can be completed in your own time. Cost is £30, but again is refunded by the club.

<https://thebootroom.thefa.com/learning/qualifications/safeguarding-children-course>

This does expire after 2 years so needs to be recertified.

**Recertification** This is a shorter, free process:

<https://learn.Englandfootball.com/courses/safeguarding/safeguarding-children-course-recertification>

## Coaching Qualifications

**The starting point and minimum requirement is The FA EE Playmaker.** It is a free online course taking about 3 hours which can be completed in your own time by returning to it when you have time. Free online course

Follow this link to get started: <https://thebootroom.thefa.com/learning/qualifications/the-fa-playmaker>

**Every team must have a coach that has both the following:**

- **Introduction to Coaching Football accreditation** (old Level 1) This is again an online course and follows national cohorts over a 4-week period, you have 12 months to complete. Cost is £100.

<https://learn.Englandfootball.com/courses/football/introduction-to-coaching-football>

- **Introduction to First Aid in Football** – Cost is £30.

<https://learn.Englandfootball.com/courses/medical/introduction-to-first-aid-in-football>

To enrol on and complete Introduction to Coaching Football, you must hold in-date qualifications for the Safeguarding Children Course and Introduction to First Aid in Football.

Cost for the above courses will be reimbursed, please send your expense form to:

[finance@buckinghamfootballclubyouth.co.uk](mailto:finance@buckinghamfootballclubyouth.co.uk)



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## Renewing coaching qualifications

### DBS

Where a team has more than one Team Official (listed in one of the four manager/coach roles), and at least one is compliant (in-date DBS and in-date Safeguarding), the team will remain compliant, if renewal is underway, and will be able to continue to play.

### Safeguarding Children qualification

In the case of Safeguarding Children Qualification, to comply with affiliation requirements every coach must have an in date Child Safeguarding Certificate. For anyone that needs to renew their Safeguarding Children qualification, they can use the recertification course, which is free ( 2 hours duration) at:

[Safeguarding Children Recertification | England Football Learning](#)

### DofE/work experience or assisting coaches – names must be sent to Club CWO for awareness

*The minimum age for the safeguarding children course and completing a DBS is 16, so if they are under that age, they have no personal safeguards in place and hence they must be both supervised and safeguarded. If they are over 16, they should complete the appropriate qualifications, but still need to be safeguarded.*

### Adverse Weather

It is the manager / coach responsibility to ensure the safety of the players at all times. Be that from heat, cold, storms etc. Please refer to the Club policy on the website.

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



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## Incident Report (sample)

<b>Name of person affected:</b>		
<b>Incident details:</b>		
<b>Witness Name(s):</b>		
<b>Date/Time:</b>		
<b>Location:</b>		
<b>Linked MFC Member:</b>		
<b>Additional Information:</b>	<input type="checkbox"/> Body Injury <input type="checkbox"/> Accident injury <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Emotional Abuse	<input type="checkbox"/> Poor Practice <input type="checkbox"/> Bad behaviour <input type="checkbox"/> Racism <input type="checkbox"/> Bullying <input type="checkbox"/> Discrimination <input type="checkbox"/> Mental Abuse <input type="checkbox"/> Health and Safety concern
<b>Alert Club members:</b>		
<b>Alert Agencies:</b>		
<b>Signed by:</b>	<b>Date:</b>	
<b>Action taken and by whom:</b>		
<b>Date:</b>		
<b>Status:</b>		

Please send to Amanda Lee, Club Welfare Officer: cwo@buckinghamfootballclubyouth.co.uk



# BUCKINGHAM FOOTBALL CLUB YOUTH

## Club Contacts:

Role	Name	Contact email
Club Chairman	Dean Woodham	<a href="mailto:chair@buckinghamfootballclubyouth.co.uk">chair@buckinghamfootballclubyouth.co.uk</a>
V Chair Operations		<a href="mailto:ops@buckinghamfootballclubyouth.co.uk">ops@buckinghamfootballclubyouth.co.uk</a>
V Chair Football	David Summers	<a href="mailto:vc-football@buckinghamfootballclubyouth.co.uk">vc-football@buckinghamfootballclubyouth.co.uk</a>
Football development	Scott Latham	<a href="mailto:fdo@buckinghamfootballclubyouth.co.uk">fdo@buckinghamfootballclubyouth.co.uk</a>
Professional Phase U17 –18	David Summers	<a href="mailto:vc-football@buckinghamfootballclubyouth.co.uk">vc-football@buckinghamfootballclubyouth.co.uk</a>
Youth Development Phase U12 – U16	Ross Final	<a href="mailto:headofyouth@buckinghamfootballclubyouth.co.uk">headofyouth@buckinghamfootballclubyouth.co.uk</a>
Foundation Phase U8-U11	Scott Latham	<a href="mailto:foundation@buckinghamfootballclubyouth.co.uk">foundation@buckinghamfootballclubyouth.co.uk</a>
Girls Section	Sue Moore	<a href="mailto:headofgirls@buckinghamfootballclubyouth.co.uk">headofgirls@buckinghamfootballclubyouth.co.uk</a>
Child Welfare Officer	Amanda Lee	<a href="mailto:cwo@buckinghamfootballclubyouth.co.uk">cwo@buckinghamfootballclubyouth.co.uk</a>
Club secretary Player registration Asst Welfare Officer	Linda Woodham	<a href="mailto:secretary@buckinghamfootballclubyouth.co.uk">secretary@buckinghamfootballclubyouth.co.uk</a>
Discipline Officer	Anthony Romaine	<a href="mailto:assistantcwo@buckinghamfootballclubyouth.co.uk">assistantcwo@buckinghamfootballclubyouth.co.uk</a>
Club Fixtures	Bobby Cooney	<a href="mailto:fixtures@buckinghamfootballclubyouth.co.uk">fixtures@buckinghamfootballclubyouth.co.uk</a>
Referee Coordinator		<a href="mailto:referees@buckinghamfootballclubyouth.co.uk">referees@buckinghamfootballclubyouth.co.uk</a>
Finance	Lisa Cresswell	<a href="mailto:finance@buckinghamfootballclubyouth.co.uk">finance@buckinghamfootballclubyouth.co.uk</a>
Communications	Amy Romaine	<a href="mailto:headofcommunications@buckinghamfootballclubyouth.co.uk">headofcommunications@buckinghamfootballclubyouth.co.uk</a>
Team equipment	Nadine Clarke	<a href="mailto:Team-equipment@buckinghamfootballclubyouth.co.uk">Team-equipment@buckinghamfootballclubyouth.co.uk</a>

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