

# Volunteer Safeguarding and Qualification

## Introduction

Horsham Sparrows is a volunteer lead organisation dedicated to providing football for a wide range of players spanning all age groups. Everyone at the club gives up their time on an unpaid basis and without them, there would be no football for our players. It's imperative that every volunteer holds the correct credentials **before** being involved in any coaching or interaction with player/children

## DBS and safeguarding

One of the most important aspects of coaching and volunteering to work with children is to ensure all the relevant credentials are in place and ALL volunteers, whether they are fully involved or participate on an ad-hoc basis must adhere to the following:

**Criminal Record Check (DBS)** – This is mandatory and should be in place before any coaching activities are undertaken where minors are present. Any prospective volunteer will be asked to present documentation to the club's Child Welfare Officers (CWO or Assistant CWO) who will arrange the checks through the prescribed channels.

**Child Safeguarding Children Course** – This is also mandatory and all volunteers should book themselves on to an official FA course (use the discount link below or ask for details from the CWO). Courses are online and any costs will be refunded by the club.

### This is the link to the course:

[https://learn.englishfootball.com/courses/safeguarding/safeguarding-children-course?sc\\_src=email\\_3635725&sc\\_lid=367550234&sc\\_uid=4v6OBmtZ6y&sc\\_lid=2081](https://learn.englishfootball.com/courses/safeguarding/safeguarding-children-course?sc_src=email_3635725&sc_lid=367550234&sc_uid=4v6OBmtZ6y&sc_lid=2081)

Please use this discount code: SGC0523GR

Sign in using your FAN username and password

**IMPORTANT** – The FA and leagues rightly take child welfare very seriously and there are severe penalties for clubs who breach these fundamental rules. The FA conducts spot checks to ensure all volunteers have the correct credentials in place and clubs could face suspension where non-qualified volunteers are involved with child.

Remember – this could be the whole club, not just the team in question

## Qualifications

The club encourages volunteers to take various courses to develop their skills and help them deliver a positive experience to the players in their charge.

**First Aid course** – Every team should have at least two volunteers with an up to date first aid qualification in place and **EVERY** football based activity such as training sessions and matches should have a qualified first aider present. Courses are online and about 3 hours in duration – Costs will be refunded by the club and details are available from the club's CWO

**FA Playmaker course** – This is an introduction to football and ideal for volunteers who want to help out but not commit to full coaching qualifications. It's an online course and covers the basics of Safeguarding, coaching ethos and best practice for being involved with running a team.

**FA Introduction to Coaching (Formally Level 1 course)** – Each team should have at least one qualified coach (although there's no limit to the number per team – the more qualified coaches the better!). Courses are run in various formats but usually span a couple of weekend/weeknights and offer an excellent introduction to coaching techniques, good practice and the basics of running a team. Costs will be refunded by the club and details are available from the club's CWO

**Other qualifications** – The FA runs a rich diversity of coaching courses such as:

- Level 2 (a more advanced and comprehensive course)
- Goalkeeper workshops
- Referee courses (ideal for parental volunteers or older players within the club)
- Enhanced First Aid

**PLEASE REMEMBER** – Most of the qualification attained will need to be renewed and volunteers will be contacted by the CWO with plenty of notice. Please act swiftly as failure to keep everything up to date could result in temporary suspension.

## General good practice

All volunteers at the club are expected to:

- Provide football for all players in their squads and strive for equal playing time
- Ensure their correct credentials and qualifications are in place and kept up to date
- Promote a positive atmosphere at all times and encourage parents to support their team.
- Operate in line with the FA's respect guidelines (see separate documents).
- Encourage players and spectators to conduct themselves in the correct manner at all times.
- Support all officials and respect their decisions
- Reply promptly to requests for information from the CWO or any member of the club's committee
- Keep all club equipment in good order
- Attend club meetings and AGMs

## A message to your players and parents about the club's Ethos

The welfare of your players also includes the environment in which they play. Having a positive and encouraging atmosphere is something the club wholeheartedly supports so please share this with your players and their parents:

**YOU can make a real difference** by being supportive and following these key principles when attending a children's football match:

- Always remember, the players are children and the referees and coaches are all volunteers.
- Create a positive atmosphere and applaud all good play, including the opposition players
- Support the match officials and respect the decisions they make – Without them, there would be no game!
- Refrain from shouting instructions to players – Let the coach look after the team while you watch your son or daughter have fun.
- Report any abuse or incidents that breach the FA's code of conduct
- Check the club's social media and filming policies before sharing any information on-line

## **Handy club contact details**

### **Club secretary**

Simon King

[secretary@horshamsparrows.co.uk](mailto:secretary@horshamsparrows.co.uk)

07544 683677

### **Child Welfare Officer**

Ian Palser

[cwo@horshamsparrows.co.uk](mailto:cwo@horshamsparrows.co.uk)

07973 242270

### **Assistant Child Welfare Officer**

Andrew Dickinson

[assistcwo@horshamsparrows.co.uk](mailto:assistcwo@horshamsparrows.co.uk)

07748 295508

### **Chairman**

Dave Owen

[chairman@horshamsparrows.co.uk](mailto:chairman@horshamsparrows.co.uk)

07557 798505

In the instance where parents wish to contact the club for refunds or complaints, the committee can be contacted by mail: [subcommittee@horshamsparrows.co.uk](mailto:subcommittee@horshamsparrows.co.uk)