



Policy Pack

Supporting a safe, respectful and inclusive grassroots football environment.



1. Safeguarding Children Policy (Summary)

Pegswood FC adopts The FA's Safeguarding Children Policy and Procedures.

We are committed to:

- Keeping children safe
- Promoting a positive football environment
- Ensuring all adults understand their responsibilities
- Responding quickly and appropriately to concerns
- Working with parents, the County FA and statutory agencies

The full policy is included in the appendices.

Designated Safeguarding Lead: Natasha Quinlan – Club Welfare Officer

2. Equality, Diversity & Inclusion Policy (Summary)

Pegswood FC is committed to ensuring football is open and accessible to all.

We do not tolerate:

- Discrimination
- Harassment
- Bullying
- Victimisation

We promote equal opportunities regardless of age, gender, race, religion, disability, sexual orientation or background.

Full policy included in the appendices.

3. Respect Codes of Conduct (Summary)

Pegswood FC follows The FA Respect Programme.

Codes apply to:

- Young players
- Parents & spectators
- Coaches & volunteers
- Adult players
- Match officials

Breaches may result in disciplinary action.

Full codes included in the appendices.

4. Social Media & Communications Policy (Summary)

This policy ensures all communication involving Pegswood FC is safe, respectful and appropriate.

Key Principles

- Protect children's privacy
- Maintain respectful communication
- Use official channels only
- No direct messaging children
- No posting images without consent
- No negative comments about players, referees or volunteers
- WhatsApp groups are admin-only for messaging

Breaches may result in disciplinary action.

Full policy included in the appendices.

5. Data Protection & Privacy Statement

Pegswood FC complies with GDPR and FA data requirements.

We Collect:

- Player details
- Parent contact information
- Medical info
- Volunteer DBS/training records
- Photos (with consent)

We Use Data For:

- Player registration
- League/FA requirements
- Safeguarding
- Emergency contact
- Communication

We Store Data:

- Securely
- With restricted access
- For limited periods

Disciplinary records are stored in line with FA safeguarding guidance.

Full statement included in the appendices.

6. Medical Emergency Action Plan (EAP)

Includes:

- First aider list
- AED location
- Emergency routes
- Nearest hospital
- Walk-in centre

Full EAP included in the appendices.

7. Volunteer Standards & Responsibilities (Summary)

Volunteers must:

- Follow safeguarding requirements
- Hold an in-date DBS (if required)
- Complete FA training
- Communicate respectfully
- Follow the Social Media Policy
- Support the club's values
- Report concerns promptly

Full Volunteer Handbook included in the appendices.

8. Complaints & Disciplinary Procedure (Summary)

Pegswood FC uses a clear, fair and transparent process to manage concerns and behavioural issues.

Stages:

1. **Informal Action** – handled by coach
2. **Formal Warning** – written summary
3. **Disciplinary Review** – committee decision
4. **Removal from Club** – for serious/repeated breaches

Appeals:

- Must be submitted within 7 days
- Reviewed by an independent panel
- Final decision recorded

Safeguarding concerns override all stages and are escalated immediately.

Full procedure included in the appendices.

9. Complaints Procedure (Summary)

Anyone can raise a concern with:

- Team Manager
- Club Secretary
- Welfare Officer
- Committee Member

The club will:

- Acknowledge within 7 days
- Review the concern
- Decide on informal or formal action
- Communicate the outcome

10. Risk Assessment (Summary)

Pegswood FC completes risk assessments for:

- Training venues
- Matchday venues
- Development Squad sessions
- Events

Risk assessments are reviewed annually or when circumstances change.

11. Incident & Concern Reporting (Summary)

The club uses:

- Google Forms for accident reporting
- A separate form for behaviour/safeguarding concerns
- Secure storage for all records

12. Policy Review & Version Control (Summary)

All policies are reviewed annually by the Committee and Welfare Officer.

Appendices (Full Documents)

- A. Safeguarding Children Policy
- B. Equality Policy
- C. Respect Codes of Conduct
- D. Medical Emergency Action Plan
- E. Volunteer Handbook
- F. Social Media Policy
- G. Data Protection Statement
- H. Complaints & Disciplinary Procedure
- I. Risk Assessments
- J. Incident/Concern Reporting Templates

These documents will be available on the website and sent out when you join the club and when they need to be updated. Any questions please ask a member of the committee and they can get any documents needed sent out.