

SWERVE RESIDENTIAL WELFARE POLICY

SWERVE SOCCER



28 Wilton Road, Bexhill-on-Sea, TN401EZ, United Kingdom

SWERVE SOCCER RESIDENTIAL CAMP POLICY

In order to achieve this everyone who receives this plan is required to read it carefully and too fulfil their respective responsibilities in order to ensure that all procedures are followed in a consistent and co-ordinated manner.

'Safeguarding Children and Young People is everyone's responsibility'.

Values and Principles

- The welfare and well-being of each young person is paramount.
- All young people, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or ability, have equal rights to safety and protection.
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.

Duty of Care

Duty of care begins when all young people attending the Residential Camp sign in at registration and ceases when the young people sign out with their guardian/parent. The standard of care that we provide whilst having Duty of Care is of paramount importance.

Standard of Care

- The welfare and well being of each young person is paramount
- All young people, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or ability are to have equal rights to safety and protection.
- Risk assessments are carried out by members of staff on a daily basis – this includes venues, equipment and playing surfaces.
- All accommodation is checked for health and safety issues, fire regulation notices, exit routes in an emergency etc
- All young people are made aware of the risks involved in a particular activity
- Fire regulations and emergency procedures at all venues must be reinforced.
- All young people are given appropriate food, water and regular breaks throughout the duration of the residential programme.
- Fair play will be encouraged throughout the programme – foul play and inappropriate behaviour will be disciplined by the Residential Camp leader and his staff.
- The young people participating in the residential camp will be encouraged to reach their goals safely aided by adhering to rules/guidelines set.
- All suspicions, concerns or allegations of harm or bullying will be taken seriously and responded to swiftly and appropriately in line with The FAs Safeguarding Children Policy, Procedures and best practice guidance <http://www.thefa.com/football-rules-governance/safeguarding>.

Accommodation

- All participants will be given details of their accommodation on arrival to the venue.
- All participants should not enter any bedroom other than their own.
- Rooming details will be issued on the first day of attendance

Registration

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- All participants will be registered on arrival.
- All participants will need to be signed out by their guardian/parent at the conclusion of the Camp.
- All items given for access will need to be returned at the end of the camp.

Mobile phones

- Mobile devices, tablets, laptops and other personal valuables remain the responsibility of the young person. We advise that these are left at home unless necessary but staff will not take responsibility for damage, loss or theft of valuables whilst at the Football Camp.
- Mobile phones should not be used during any workshops or evening activities unless instructed by staff/tutors.

Emergency Procedures

24 hour on-call Emergency and Welfare Officer Contact Detail/Accessibility.

Contact details for the camp welfare officers: Oliver Davies

Number: 07715962004/07742049831/01323 356 805

Contact details for Camp Director is: Oliver Davies

Welfare officers and residential staff will be on 24 hour call, should any incidents occur. Their telephone numbers will be given to all staff and parents in case of emergencies.

Roles and Responsibilities of Designated Welfare Officers

- Implement the Welfare Plan and ensuring co-ordination of welfare issues as they arise.
- Oversee the safety and welfare of all young people and staff during the camp.
- Liaise and work with Children's Social Care (duty personnel) as appropriate.
- Liaise with the Paramedics, Physiotherapist and First Aid Persons.
- Accompany any young people to hospital should the need arise.
- Liaise with relevant staff over welfare, medical and dietary matters.
- Supporting any young people who are home sick.
- Supporting any young people who are not eating/don't like the food.
- Taking responsibility for any young person that is ill and cannot participate.
- During the residential stay holding daily meetings with staff to review incidents, reported concerns and identify and act on any emerging themes (such as bullying behaviour).
- Regular meetings with Camp Director to update them on any welfare issues.
- Dealing with any welfare issues that are not mentioned above.
- Keeping a confidential log of all concerns, incidents or reported concerns.

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Staff Roles and Responsibilities

- Helping with registration and familiarising themselves with the young people so that the participants are aware of support in place.
- Briefing and supporting young people on a daily basis
- Running of activities as designated
- Ensuring that young people are all punctual to sessions
- Checking young people are in their own rooms at night
- Be aware of the Duty of Standard of Care – as set out in the Welfare Plan
- Familiarise themselves with the venues Emergency Procedures and Emergency Procedures Guidance Forms (Part A & B)
- Supervising of signing out sheets and departure of young people as they go to their sessions.

Responsibilities of Young People

- Familiarise themselves with the reading material sent before the Residential Camp in preparing for their visit
- Agreeing to abide by the Residential Camp Code of Conduct.
- Ensuring that they can identify their staff member, the Designated Person and any relevant key staff and know how to contact them **Code of Conduct for Staff**

The code of conduct is based on four key principles;

- Rights
- Relationships
- Responsibilities
- Professional Responsibilities – personal

Rights

Respect and champion the right of every individual participating in the residential programme, regardless of status, background or ability.

Relationships

Build positive relationships with each other based on openness, honesty, mutual trust, respect and integrity whilst recognising the 'Position of Trust' they have in working on the residential programme (staff have for the duration of the event).

Professional Responsibilities

Demonstrate professional responsibilities by striving to offer a high level of competence in their own area of expertise and, also celebrate and promote the successes and achievements of colleagues during the camp.

Personal Responsibilities

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Demonstrate personal responsibility through proper behaviour and conduct throughout the camp.

Managing Appropriate Relations

The power and influence of an older colleague, has over someone attending the residential camp cannot be underestimated. It is therefore vital for all staff on the residential programme to recognise the responsibility they must exercise in ensuring they do not abuse their position of trust.

As such whilst working with young people in their care, all staff must ensure they recognise they are in a position of authority, have a duty of care and have significant power or influence. Therefore all staff are asked to continually check their own personal boundaries when working with young people.

Relationships between staff and young people must remain at a professional level at all times. Lack of sleep and fatigue must not affect the way we behave.

Residential camp specifics for keeping staff safe

- Do not visit young people's rooms unnecessarily and never alone.
- Do not conduct individual meetings with young people in their rooms or alone.
- Young people and supervising adults sleep in separate rooms.
- Young people are encouraged to display high standards of behaviour, individually and as a group, recognising that their behaviour sets an example for the group.
- Do not shower with young people or use the same toilets under any circumstances. Use designated staff areas only.

Catering for Young leaders with Specific Needs

Advice regarding specific care needs of young leaders should be communicated on the Participants Personal Information and Parental Consent Forms to the camp manager before attending. It is important that appropriate arrangements are made so that any special needs of young leaders are addressed adequately and appropriately. These must include any particular dietary, health or educational needs.

All consent forms and personal information details will be kept confidentially by the camp leaders and the designated welfare officers. (Unless *the Workshop Tutor/s needs specific information to assist the young person to participate fully in a particular activity*).

Consideration must be given to the needs of deaf or disabled young people and steps taken to safeguard the welfare of deaf or disabled participants. When working with, or caring for deaf or disabled young leaders or those with learning difficulties, be sure to seek advice on what is or is not your role and what is or is not appropriate.

A specific area should be provided for any religious/cultural needs e.g. space and time to pray, reflect or meditate. The Personal Details form will request information to help the organisers accommodate any particular religious, cultural or spiritual needs.

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Health and Safety Policy

The Camp accepts its duty to ensure, as far as is reasonably practical, the health and safety of all individuals while engaged in the programme and using the facilities. We must comply with the provisions of Health and Safety at Work Act 1974 and accept our responsibility for the prevention of accidents and other health hazards. In order to do this we require and expect the full cooperation of the young people under our direct control and supervision. All facilities are fully risk assessed by The Camp staff to ensure they are safe and ready for each activity and session. A reporting procedure will be adopted to ensure that any accidents/incidents involving young leaders are reported to a member of staff at the Sports centre.

Substance Misuse Policy

All Youth people and Camp Staff must abide by the law in relation to consumption of alcohol, cigarettes and any other substance. Any young person or member of staff who behaves outside of the law will be asked to leave the camp.

Definition of a Disclosure: If a young person under 18 discloses to an adult that she or he has been, or is being abused, then the receiver of the disclosure has a legal obligation to report this, using the camp child protection procedures.

Receiving a Disclosure: A child or young person may tell you something because they are away from their usual environment and feel they can trust you. If necessary, take them somewhere where they can talk more freely BUT never be alone with a young person. It is essential for your self-protection and to ensure that young leaders are not placed in a vulnerable position, that you understand how to respond should this situation arise.

If a young person tells you they've been abused DO:

- Listen, stay calm and reassure them you are taking what is said seriously
- Be honest and say you will need to tell someone else if the abuse is to stop
- Make a note of what the young person said
- Maintain confidentiality – share only with the designated welfare/child protection person

If a young person tells you they've been abused DON'T:

- Interview the young person
- Make the young person repeat the story unnecessarily
- Ignore what has been disclosed
- Make promises you cannot keep
- Rush into actions that might be inappropriate
- Take sole responsibility

Procedures

If indications of abuse or a disclosure give you cause for concern – it is not your responsibility to decide if abuse is taking place BUT it is your responsibility to act on your concerns and do something about it. The camp welfare officer must be informed if you have any concerns about the welfare of a young person as they have ultimate responsibility in this matter. It is

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always better for you to check out your concerns in this way and not do anything you might later come to regret.

Having shared your concerns with the designated welfare/child protection person, it is they who decide that to do next and they take responsibility from this point. Do not deal with it yourself.

Self Protection and Good Practice

You must consider how best to protect yourself from the possibility of wrongful allegations being made against you. You must never leave yourself exposed or vulnerable. Neither should you ignore inappropriate behaviour by your peers and colleagues.

When working with young leaders: DON'T:

- Engage in inappropriate physical contact
- Make lewd or sexually explicit comments
- Let inappropriate language from young leaders go unchallenged
- Get involved in giving personal support
- Never be alone with a young person – avoid 1:1 situations and maintain an open door policy where necessary

Changing Rooms

- Do not enter changing rooms being used by the opposite sex. In an emergency – enter in twos – second person to be of the opposite sex – knock and shout first before entering with that second person.
- Injury to a Young Person
- If a young person requires treatment and there is no paramedic, doctor or nurse in attendance then staff should follow this procedure:
 - An ambulance should be called
 - A camp welfare officer will accompany the young person with the ambulance staff
 - As a staff member has duty of care, she/he should, after treatment, return with the young person by taxi (i.e. two adults are present)
 - All accidents and injuries must be recorded on an accident form

The nearest hospital with an emergency department is: **Eastbourne Hospital**

Distressed Youth leaders

Distressed young people may need support and reassurance. If you have any concerns about the well being of a young person, you must report this to the Welfare Officer who will advise you how to proceed. If you choose to support a young person ensure any physical contact is necessary and justified. Do not meet with a young person on his/her own. Always work in twos.

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Missing Persons Procedure;

The following are guidelines to be followed by members of staff in the case of a young person being reported missing:

If a member of staff receives a report that a young person in their care has gone missing they should:

1. Immediately stop the session and check his/her register to confirm that the young person is missing.
2. The coach should report the matter to the Camp Director and Welfare Officer.
3. The Director or Welfare Officers will instruct all coaches to stop their sessions and ensure that all young people remain in their groups, supervised by one of their coaches.
4. The remainder of the coaches under the guidance of the Camp Director will start an organised search of the surrounding area.
5. The young persons parent(s) will be contacted by the Director or Welfare Officer if this search does not prove successful. The parent(s) will be asked to provide any likely places that the young person may have gone to.
6. Once all the likely places have been checked consideration, in consultation with the young person's parent(s) will be given to informing the Police. The parent(s) will be asked to attend.
7. If, at the first report of the young person going missing, the Director/Welfare Officer suspects that a criminal offence may have taken place they must immediately inform the Police.

Reviewed by: Hannah Fraser

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Next Review: October 2024