



KNIGHTSWOOD  
FOOTBALL CLUB



IMAGE: FREEPIK.COM

# HAND BOOK



KNIGHTSWOODFOOTBALLCLUB



IMAGE: FREEPIK.COM

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# ABOUT THE CLUB

**Gary Soave and William Edgar started Knightswood Football Club in 2013.**

**A group of young boys, including Gary's son, were looking to play for a team within Knightswood, however there weren't enough local teams accessible within the west end of Glasgow.**

It was at this point that Gary decided to start up the age group with William and, after a successful first season, Angela Bitters came on board to start up a younger age group for her son called the Mini Wood.

The two teams were thriving and Knightswood's name became popular across all clubs and within the local community. The club expanded at a fast pace and were in a great position to introduce more age groups with the vision that we would have a fantastic youth academy within the West End of Glasgow.

To this date we have over 300 children and youths playing for the club and three adult teams, a massive achievement given that this club was formed in 2013, but we wouldn't have been so successful if it wasn't for the backing of everyone and the support that we received from the community and various partnerships.

Knightswood Football Club provides a platform across local communities managed by a very well organised framework, which operates in a safe & friendly environment for all.

We are extremely passionate about what we do and the important role we provide to children, youths and adults in our communities. We strongly believe the most important thing is that the children and youths enjoy playing football, receive qualified friendly coaching and remain passionate about football whilst developing life skills that we teach via our sessions. We understand what's required to correctly guide a child's learning and development and how football can be taught effectively.

Our club is affiliated with SYFA and SFA and we were awarded the Quality Mark Silver level in 2016.

This award was to recognise our high standards, improving and development of our players and coaches as well as the passion, ambition and commitment from our volunteers throughout the club.

Everyone involved has an important role within the club and we all have the same ethos and desire and that is to be the best we can be. We have formed great relationships with various pro youth academies and many of our players have been given the opportunity to move on and sign a professional contract, which is a great achievement not only for the player but also for the club.

Knightswood Football Club are a charity-registered club and it's important for us to support local charities or events within the communities. We support local food banks, youth projects, Shelter Scotland, SAMH and many more.

The club encourages the participation of kids and youths to help support these charities as we feel it's important that they experience, contribute and understand the importance of charity work and gain valuable skills while giving back to the community.

## KEY DEVELOPMENTS WITHIN SPORT



### HEALTH

Improving the health in people, not only physically but mentally



### EDUCATION

Develop the skills and understanding of the game  
Coaching, player development and life skills



### SOCIAL EXCLUSION

Using the power of football to bring people together



### SPORT PARTICIPATION

Opportunities for people to get involved in football

# CLUB HISTORY

**Graham Haig founded Knightswood Juveniles in 1974, along with Davie Gilchrist, Tommy Gordon and George Bonner.**

All initial players came from the local area and after the clubs success over the following few years the club started to attract players from further afield.

Each year they continued to build on growing the club until they reached the top of the U21's league, which is seen as the pinnacle of Scottish youth football. Knightswood Juveniles won the Scottish cup in 1988, 2001 and were runners up in 1992, 1995, 2004, 2009 and 2013.

They won the Lady Darling Cup (Scottish consolation cup) on five occasions and were runners up twice.

Knightswood Juveniles always competed at a high level – winning trophies throughout each season, including the West of Scotland Premier league on eleven occasions.

Other honors included a trip to Holland in 1982, where they competed in the European U18's tournament and were crowned the winners of the Zeeburgia Tournament.

For Knightswood Juveniles the most successful decade was in 2000 and 2010, where they won 25 trophies and were crowned league championship winners for eight seasons and runners up twice.

In 2013 Graham Haig made the hard decision to retire from football and at that time Gary Soave approached Graham to discuss taking over the Knightswood name to start an U15 team.

It was on the back of this decision that the Knightswood Football Club that many now know was born.



## CHAIRPERSON INTRODUCTION

Welcome to Knightswood Football Club. It is my pleasure and privilege to be Chairman and a coach of what I believe to be a fantastic family run club at the heart of the local community.

As a club, the health, safety and welfare

of every child is paramount to us. This is followed by our commitment to providing a fun, happy and inclusive environment for children and youths to learn and develop their football skills as well as life skills under the supervision of our coaches, who are SYFA qualified and have the appropriate training, qualifications and are all members of the PVG scheme

I believe that we play an important role to our children and youths through football and our club provide a safe environment for players to learn and enjoy the game. It's important for children and youths to experience winning and losing as its part of their learning process throughout their journey through life. We provide a platform and a sense of belonging for each player, to help them reach their goals and ambitions as well as get the best out of each player and work as part of a team.

As a chairman, I feel it is vital that we follow an ethos that ensures the welfare of our children is paramount, that the club is open to all players regardless of gender, race, nationality, ethnic origin, religion and sexual orientation. That all players, coaches and parents follow the club code of conduct and show respect to others.

## CLUB STATEMENT

Knightswood FC strive to make a positive difference for everyone through sport and learning.

*“Life is a game of football, you need goals.”*

## CLUB VISION

The clubs vision is to build strong relationships within the community and to provide opportunities through sport.

Improve lives through football

To develop a first class football club that will provide the tools and skills for everyone to succeed in life

## MEET THE KNIGHTSWOOD TEAM

**Chairperson:** Gary Soave

**Club Secretary:** Angela Bitters  
knightswoodfootballclub@gmail.com

**Child Wellbeing Protection Officer:** Denise Mullen  
knightswoodfootballclubcwpo@gmail.com

**COVID Officer:** Alison Gibb

**Mental Health & Wellbeing Officer:** Rikki Wilson

**Fundraising & Actives Co-ordinator:** Geraldine Abbott

**Treasurer:** Denise Mullen

**Academy Head Coach:** William Edgar

**Coach Co-ordinator U12's:** Garry Docherty

**Coach Co-ordinator Over 12's:** Lewis Collins

## CLUB CONSTITUTION AND RULES

### 1. Club Mission Statement

Since its inception Knightswood Football Club has been developed within the West End of Glasgow.

Football at youth level has now been recognised to be an integral part of Scottish football. It has also been recognised that younger ages should be taught the game in a more coherent, tolerant and organised manner.

The Scottish Youth Football Association has been handed the task of taking control of the administration, education, development and discipline of the game at this level. The Scottish Football Association exists to promote, foster and develop at all levels along with The Scottish Amateur Football Association who are a national association for adult football within Scotland.

As a result, Knightswood Football Club will put in place, a more structured constitution, a statement of which follows.

### 2. Name and Colours

- The Club shall be called Knightswood Football Club.
- The Club colours for the home strip shall be blue and white. Away strip black and white.

### 3. Aims and Objectives

- To encourage participation in and enjoyment of association football
- To develop the skills of all participating players and officials
- To develop lifestyle issues and the fitness of all participating players
- To provide a positive, safe non-competitive and competitive environment to play developmental football
- To provide a positive, safe non-competitive and competitive environment to play fun fours, 5 a-side, 7 a-side, 9 a-side and 11 a-side football.



- To provide as and when required, in conjunction with the Scottish Youth Football Association, player pathway, SFA Development Plan and local leagues, educational courses covering child wellbeing and protection, football development, drugs and alcohol awareness, health and wellbeing, first aid or any other relevant education for all participating players and officials.
- To promote sportsmanship and fair play in young footballers, officials and parents irrespective of gender, race, religion or social status.

#### 4. Membership of Knightswood Football Club

##### PLAYER MEMBERSHIP:

- Knightswood Tiny Academy Under 5s to Under 6s
- Small-sided football under 7s to U12s
- 11-a-side football U13s to U20s
- Adult Amateur to 35s

All member clubs must be in membership of the Scottish Youth Football Association and Scottish Amateur Football Association.

All clubs in membership must be controlled and managed by a committee approved by the Chairperson. This committee to be not less than two in number and at least one member of the committee should have current possession of a Scottish Football Association Coaching Certificate of relevant standard and a current First Aid Certificate or Sports Injuries Certificate or should obtain such certificates within six months from the club's initial acceptance into membership. The names, addresses and dates of birth of such management committee to be submitted by the club when seeking membership annually and any change in committee must be approved by the Community Club.

As a condition of membership all clubs must have the required insurance cover as determined by the SYFA and SAFA.

Member Clubs must undertake to uphold the constitution rules within the club and the Scottish Youth Football Association, plus fully implement all Scottish Youth Football Association Player Protection Policies as well as the Scottish Amateur Football Association's policies and procedures.

On acceptance into membership all Member Clubs and all officials of said club must give a written acceptance of the Community Club aims, objectives, expectations, rules and disciplinary procedures.

It is incumbent of any Coach, representative or supervisor to disclose to the Club Executive, any Criminal record held against such individual involved with the Club, particularly any actions, investigations or inquiries relating to Player Protection matters, whether founded or not. Any proposed new members must appear before the Executive Committee for interview and be submitted for SCRO Vetting through the SYFA before Club membership is granted. Membership approval is dependant on the proposed members suitability as per the SYFAs Player Protection Policy procedures. While the proposed members disclosure application is with the SYFA, he/she may not work unsupervised with children.

Any Official seeking membership of the club has to complete an SYFA self-declaration form and a Disclosure Application form. Any proposed new members must appear before the Executive Committee for interview and be submitted for Disclosure Applications checks through the SYFA before club membership is granted.

#### 5. Management

The Club shall be affiliated to the Scottish Youth Football Association and where we have an Amateur Team running this shall affiliate to the Scottish Amateur FA.

The management of the Club will be vested in an Executive Committee consisting of the Office Bearers, who will have one vote at any Club meeting. The Chairman will have the casting vote.

Specific matters of policy not dealt with in this document are detailed in the Club Policy Statements document. All members must adhere to the statements within this document.

The Club Office Bearers will consist of the Chairman, Vice-Chairman, Secretary, Treasurer, Child Wellbeing Player Protection Officer and and Development Officer. All Office Bearers shall be elected annually at the AGM.

The Executive Committee shall have the power to deal with as it sees fit any matters arising from the activities of the Club, all Member Teams and all Club Members. Executive Committee meetings will be held as and when required. The Secretary shall have the power to convene meetings of the Executive Committee if necessary.

If a vacancy occurs among the Office Bearers during the season, the Executive Committee shall appoint a new office bearer at the next Executive Meeting.

General Committee meetings will be held monthly as advised by the Secretary. The Executive Committee shall have the power to convene General Committee meetings if and when required. All Executive Committee & General Committee Members must be given at least seven (7) days notice, of a General Meeting.

The General Committee will consist of the Executive Committee plus one representative from all Member Teams. Each Member Team present will have one vote at General Committee meetings.

The agenda for all General Meeting will be as follows:

- Chairman's opening remarks
- Apologies
- Minutes of the previous meeting
- Business arising from the previous minutes
- General Secretary's Report
- Treasurers Report
- Child Wellbeing Protection Officer Report
- Team Reports
- Any Other Competent business previously notified
- COVID Officer Report

Knightswood Football Club will hold an AGM no later than 30th June each year.

Only Executive and General committee Members, as defined in paragraph 5. Management, are eligible to attend the AGM.

The Constitution may be added to or altered by a Resolution passed at an Annual General Meeting, or at a Special General Meeting duly convened for the purpose, and for the passing of which Resolution at least two-thirds of those present and entitled to vote have voted.

Notice from a member club of any proposed addition or alteration to the Constitution to be put forward for consideration at the Annual General Meeting must be sent by Recorded Delivery by the proposer and seconder in separate letters, signed by the respective secretary of the member club, to the Secretary before the 1st day of June in the then current year.

The Executive Committee shall have power to propose additions or alterations to the Constitution for consideration at the Annual General Meeting.

On a requisition signed by one more than half of the General Committee the General Secretary shall convene a Special General Meeting.

All Club members must be given at least seven (7) days notice of a Special General Meeting. The agenda of any Special General Meeting will be restricted to the business notified only.

- The Agenda for the Annual General Meeting is as follows:
- Chairman's opening remarks Apologies Minutes of the previous meeting Business arising from the previous minutes Secretary's Report Treasurers Report
- Development Officers Report.
- Team Report
- Changes to the Constitution & Rules.
- Election of Office Bearers
- Appointment of auditors Any Other Competent business previously notified

### 6. Football Development Committee:

- In order to facilitate a policy on football playing systems, training sessions involving drills and skills, for the development of officials and young players, it will be necessary for coaches to be united in the ethos of how Knightswood Football Club wish to progress in the future. Coaches therefore, should take every opportunity to accept new ideas, to try and test them, to attend coaching sessions of other coaches who feel that he/she has something to offer.

### 7. Finance

- All club accounts will be held in the name of Knightswood Football Club
- The Club Treasurer will be responsible for the club finances
- The Treasurer will present the audited accounts at the AGM
- Any cheques drawn against the club funds should hold the signature of the Treasurer and Club Secretary
- Individual age groups will produce a quarterly or annually statement covering their own income/expenditure that they have individually obtained.

Prior to any club purchase, the Executive Committee must approve expenditure.

In the event of a new Treasurer being appointed before the AGM, the accounts must be audited before the appointment takes effect.

The Club will pay all or part of each team League Fees, Affiliation Fees and Cup Entry Fees from the Central fund only if the funds are available. This will only apply to new team registrations all other teams will be solely responsible for their own fees for each season.

All equipment and monies obtained using the Club name belongs to the Club. If an age group ceases, then all equipment and money held by that club must be returned to Knightswood Football Club Secretary within seven days.

No Office Bearer, Executive Committee Member, General Committee Member, Club Official or Club Member shall be individually or collectively liable for a debt of the Club, unless that person was solely responsible for the debt being incurred.

No Office Bearer, Executive Committee Member, General Committee Member, Club Official or Club Member shall be entitled to gain any personal financial gain from the activities of the Club or Member Teams.

Authorised Office Bearers are given authority to bring legal proceedings in the name of the Club.

### 8. Child Wellbeing Protection Officer and Disclosure Applications

The club on seeking membership of the SYFA must complete the official membership application form signing the declaration to enable all club officials to be Disclosure checked. Any official who does not agree to complete a self-declaration form and be Disclosure checked or in the opinion of the SYFA Player Protection Panel fails to attain membership of the SYFA will not be eligible for membership of the club.

The club must appoint a Child Wellbeing Protection Officer. All club members, players and player's parents to be advised of the Child Wellbeing Protection Officer's contact details.

The club and its officials agree and acknowledge that the SYFA Child Wellbeing Protection Policy plus all associated Policies and any amendments there to shall be binding on the club.

#### **ALL club members including players, officials, spectators or parents must abide by the club's code of conduct.**

The club must ensure ALL club officials complete a PVG Disclosure Scotland, Disclosure Application Form plus a SYFA Self-Declaration Form, submit them to the relevant SYFA Protection Officer who will on approval send them directly to Disclosure Scotland.

The club must request Disclosure Scotland Disclosure Application Forms plus SYFA Self-Declaration Forms for ALL officials. Forms can be obtained from the local SYFA Protection Officer or the National Secretary.

The club must make sure all of its officials are fully conversant with the club's Protection Policies and the SYFA Child's Wellbeing Protection Policy.

The club must make sure all of its officials are fully conversant with the club's Constitution and Rules and the SYFA Constitution and Rules.

The club must protect all players and officials from all forms of abuse.

The club must accept that all officials must report concerns in respect of any suspected abuse. The club is committed to eradicating bad practice.

The club will implement all proposals or amendments in respect of player protection policies.

In cases of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development.

**NOTE: All persons involved in grassroots football have responsibilities to report any suspected or alleged cases of abuse to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.**



### 9. Discipline and Appeals

All Member Clubs, officials and players shall accept the disciplinary procedures

adopted by Knightswood Football Club, the SYFA and other relevant Leagues or Associations.

All complaints regarding the behaviour of members should be submitted either in writing or emailed to the Club Secretary

The General Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against who the complaint was made within 7 days of the hearing.

There will be the right of appeal to the General Committee following disciplinary action being announced.

The General Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

### 10. Dissolution

In the event of dissolution, any assets of the age group that remain will become the property of Knightswood Football Club

Any decision to dissolve an individual age group must be sanctioned by the Club Secretary.

In the event of an individual age group within the club dissolving, any assets of that age group will become the property of Knightswood Football Club.

# CLUB KIT POLICY

The club colours are a registered design with the Scottish Youth Football Association cannot be altered or changed in any way. Therefore, it is vital that these instructions are adhered to. Failure to do so is a breach of the Club Constitution.

- Club Kit can be purchased from the clubs supplier and must be approved by the club secretary
- Managers & Coaches must wear Club Kit to training and matches, shirt and tie to be worn at Scottish Cup matches
- Club Kit is not to be worn unless attending training or matches, this is to avoid the potential of the club being brought into disrepute through the possibility of inappropriate behaviour
- It is the managers and coaches responsibility to ensure players are in the correct kit
- Each team is responsible for finding their own sponsors to pay for kits, coats, bags, bottles, hats etc.
- The club owns all Knightswood Football Club kit that has been purchased through the club and any player leaving the club must return all kit in good condition, failure to do so the club may take appropriate action
- Whilst a player is registered with Knightswood Football Club they will be responsible for the care of all loaned kit and equipment. Loss or damage to the kit will be the players responsibility to replace the items
- As the coach or manager, you will inform all players when they receive the kit that it is only to be worn at Knightswood Football Club, matches, training and tournaments – and never to be lent or worn by anyone else other than them



# PLAYERS CODE OF CONDUCT

We all have a responsibility to promote high standards of behaviour in the game. As a player, you have a big part to play. Fair Play and respect for all others in the game is essential. We are asking every player to follow a Code of Conduct to Honour Our Game

## When playing football, I will:

- Always work hard to learn and improve and play to the best of my ability
- Play fairly with sportsmanship and respect to Honour Our Game
- Be a team player and treat other how you would like to be treated
- Respect my team-mates, opposition, officials and self, irrespective of the result of the game
- Play by the rules, the rules of your club and always respect the referee
- Train like you play and work for the teams benefit and not your own
- Treat training as a learning environment, be creative and make mistakes
- Value your opposition by playing hard and fair
- Shake hands with the other team and referee at the end of the game
- Lead by example both on and off the pitch
- Listen and respond to what my coach tells me
- Accept the decision of your coach or team manager concerning team selection or substitutes
- Players must be on time for training and matches
- If unable to attend training or a match, let the coach know well in advance
- All fees must be paid on time and up to date, if you are having financial difficulties contact the team secretary or coach to make arrangements
- Pay disciplinary fines imposed by the league or SYFA if applicable
- Look after your kit and return in a good condition when leaving the club, if the kit isn't returned then the club may take appropriate action
- Represent the club at the highest standard on and off the pitch
- Do not use inappropriate language, gestures, avoid violence and help injured opponents irrespective of the result of the game
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.
- I understand that if I do not follow the Code of conduct, actions may be taken by my club, league or National Association.

**SHOW CLASS, HAVE PRIDE, DISPLAY CHARACTER AND A CAN DO ATTITUDE THEN WINNING TAKES CARE OF ITSELF.**

# COACHES CODE OF CONDUCT

We all have a responsibility to promote high standards of behaviour in the game. As a coach you will be in a position of great responsibility in the development of young children and older youths you work with and you are a role model to your players and parents. We are asking every coach and club official to follow a code of conduct to Honour Our Game on and off the field.

## I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, officials and parents.
- Understand and abide by the laws, rules and spirit of the game and any competition in which you participate
- Promote Fair Play and high standards of behaviour to Honour Our Game
- Work with the Officials and always show respect
- Never engage in public criticism of the officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/spectators of all players have agreed to Code of conduct
- Always be honest with players, parents, guardians and officials
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Always look for and encourage positive attributes, performance and effort
- Ensure that coaching sessions are enjoyable, well-structured and focus on developing skills, decision making and a general understanding of the game
- Know where to find appropriate first-aid and have the first aid kit at all times.
- Not be involved in the use of violence of any nature by anyone involved in the game
- Coaching kit will be provided and should be worn at all times during training sessions, league games, tournaments, coaching courses or when asked to present the club.
- Have an understanding of the SYFA and club policies and procedures. Each coach must complete the child wellbeing and mental health course.
- All coaches will go through a recruitment process, which will include you to complete a PVG, two references and your personal information will be registered with the Scottish Football Association
- I understand that if I do not follow the Code of conduct, the club, league or National Association may take action.

**A GOOD COACH CAN CHANGE A GAME A GREAT COACH CAN CHANGE A LIFE.**

# PARENTS & SPECTATORS CODE OF CONDUCT

We all have a responsibility to promote high standards of behaviour in the game. Parents have a great influence on children's enjoyment and success in football. Children play football because they first and foremost love the game – it's FUN. Remember children's football is a time for them to develop and learn. We want them to win but not at all costs. Play your part by supporting your child and observe the Code of Conduct at all times.

## I will:

- Remember that children play for FUN
- Applaud effort and good play
- Always respect the match officials' decisions
- Remain outside the field of play or within the Designated Spectators' Areas
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage your child, and others, or be quiet. Praise effort and performance, not results
- Encourage the players to respect the opposition, referee and officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour, on and off the pitch
- Your actions influence players behaviour on and off the pitch
- Parents must develop an appropriate supportive relationship with both the coach and their child based on mutual trust and respect
- Support the coach's decisions and discuss any concerns directly with the coach after training or matches
- Remember when supporting your team you are representing the club
- Comments on any website/social media network, criticising referees or opponents shall be treated as a breach of SYFA disciplinary guidelines and shall be subject to the club taking appropriate action
- I understand that if I do not follow the Code of conduct, my club, league or National Association may take action.

**ALL PLAYERS NEED IS A LITTLE HOPE AND SOMEBODY WHO BELIEVES IN THEM. REMEMBER THESE ARE KIDS IT'S THEIR GAME AND OUR COACHES ARE VOLUNTEERS**

# CHILDREN'S WELLBEING CODE OF CONDUCT

## CHILDREN'S RIGHTS POLICY STATEMENT

Knightswood Football Club is fully committed to embedding a rights-based approach in Scottish football. We recognise and work within the general principles of the United Nations Convention on the Rights of the Child (UNCRC) for the best interests of the child, non-discrimination, participation as well as survival and development.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

## Knightswood Football Club will:

- Respect the rights of children as paramount.
- Provide opportunities for every child interested to play football to gain a positive experience.
- Include and involve children in decision-making, providing opportunities for children to be heard.
- Promote and implement policies and procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Promote and implement policies and guidelines to prevent and respond to bullying, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff, volunteers and members of the club to adopt and abide by this policy.
- Train, support and supervise its volunteers and members of staff, to adopt best practice in embedding children's rights in Scottish football and promoting, protecting and respecting these rights to children.
- Respond to any concerns raised where a child's rights are being denied in Scottish football.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards in developing our child-rights based approach and include children's views in this process.

## REVIEW

This policy and associated policies, procedures and safeguards will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in legislation and guidance on children's rights or following any changes within Knightswood Football Club
- Following any issue or concern raised about children's rights being denied within Knightswood Football Club
- In all other circumstances, at least every three years.



## CODE OF CONDUCT FOR SAFEGUARDING CHILDREN'S WELLBEING

This Code of Conduct details the standards and practice required by all Knightswood Football volunteers and committee members including verbal and non-verbal actions when involved in activities with children and young people. For the purposes of Child Wellbeing and Protection, we include all activities within Knightswood FC with children and young people under the ages of 18 years old.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Knightswood Football Club Responding to Concerns about the Conduct of an Adult and/or Disciplinary Procedures.

### GOOD CONDUCT

- Make football fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity, sensitivity and fairness (Article 2, UNCRC).
- Build balanced relationships based on mutual trust.
- Put the wellbeing and best interests of each child first before winning or achieving performance goals (Article 3, UNCRC).
- Support children to understand their rights in football and the safeguards put in place to protect them.

- Include children in decisions and activities affecting them wherever possible, respecting and taking seriously the views they contribute (Article 12, UNCRC).
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Always work in an open environment, wherever possible.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Involve parents/carers wherever possible.

### PRACTICE TO BE AVOIDED

- In the context of your role within Knightswood Football Club, the following practice should be avoided:
- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Excessive training and competition, pushing children against their will and placing undue pressure.

- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.
- Doing things of a personal nature for children that they can do for themselves.

### UNACCEPTABLE CONDUCT

In the context of your role within Knightswood Football Club, the following practices are unacceptable:

- Failing to act on, record or acknowledge allegations or concerns raised by a child.
- Allowing bullying behaviour in any form between children to go on unchallenged.
- Displaying bullying behaviour or making inappropriate comments to a child causing emotional harm.
- Allowing children to swear or use sexualised language unchallenged.
- Engaging in sexually provocative games, including horseplay or touching a child in a sexually suggestive manner.
- Making sexually suggestive comments to a child, even in fun.
- Forming intimate emotional, physical or sexual relationships with children.
- Engaging in rough physical contact.
- Establishing inappropriate contact with children via social media either online or on mobile phones.
- Reducing a child to tears as a form of control.
- Inviting or allowing children to stay with you at your home.
- Sharing a room alone with a child.

### SAFEGUARDS

The following safeguards are a combination of best practice and guidelines to support children and adults in a range of situations. Their purpose is to minimise risks that have been identified through previous experience and risk assessment. Not every situation can be prepared for, however the following are circumstances, which need an informed approach and common sense applied. These include:

### BEHAVIOURS

#### CHILDREN'S HEALTH:

- Managing Behaviour
  - First Aid and Treatment of Injuries
- Physical Contact
  - Responding to Allergies
- Sexual Activity

### PLANNING AND ORGANISATION

#### CELEBRATION AND COMMUNICATION:

- Adult to Child Ratios
- Collection by Parents/Carers
- Safe Use of Images of U18 Players
  - Safe Use of Changing Facilities
- ICT & Social Media
  - Transporting Children
- Trips Away from Home

Recognising that circumstances will always be different, these safeguards provide generic advice, which can be applied, as appropriately considered by the member of staff or volunteer who is responsible at a particular time or in preparation of a specific activity.

## BEHAVIOURS

### MANAGING BEHAVIOUR

From time to time members of the club and coach volunteers delivering football to children may be required to deal with a child's behaviour that they find challenging. These guidelines aim to promote good practice, which can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions, which must never be used by club officials or coaches within the club.

**These guidelines are based on the following principles:**

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities, which take into consideration the needs of all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff or volunteer should attempt to respond to behaviour by using techniques for which they have not been trained.

### PLANNING ACTIVITIES

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual player within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented challenges in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where members of staff and volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any behaviour and to safeguard other members of the group and the members of staff and volunteers involved.

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of behaviour through regular supervision.

Agreeing Acceptable and Unacceptable Behaviours

All club officials, coaches, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options, which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc).

This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session.

Issues of behaviour and control should regularly be discussed with club officials or coaches of Knightswood Football Club, parents/carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group or team. It is also helpful to ask them what the consequences of breaking the 'agreement' should be. Experience shows that they will tend to come up with a sensible and working 'agreement'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'agreement' visible for reference during the activity.

### MANAGING BEHAVIOUR

**In dealing with children who display risk-taking or unacceptable behaviours, club officials or coaches of Knightswood Football Club might consider the following options:**

- **Time out** – from the activity, group or individual work.
- **Making up** – the act or process of making amends.
- **Payback** – the act of giving something back.
- **Behavioural reinforcement** – rewards for good behaviour, consequences for negative behaviour.
- **Calming the situation** – talking through with the child.
- **Increased supervision** by members of staff and volunteers.
- **Use of individual 'contracts' or agreements** for their future or continued participation.
- **Consequences** e.g. missing an activity.

**Adults and children shall never be permitted to use any of the following as a means of managing a child's behaviour:**

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Knightswood Football Clubs, club officials or coaches should review the needs of any child on whom consequences are frequently imposed. This review should involve the child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or team. Whilst it would always be against the wishes of everyone involved in Knightswood FC, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may not be able to continue participating.

### PHYSICAL INTERVENTIONS

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring itself, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

**The following must always be considered:**

- Contact should be avoided with buttocks, genitals and breasts. Members of staff and volunteers should never behave in a way, which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Members of staff and volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the child and the nature of harm/damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force – the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.
- Members of staff and volunteers should never employ physical interventions, which are deemed to present an unreasonable risk to children or adults.
- Members of staff and volunteers shall never use physical intervention as a form of punishment.

Any physical intervention used should be recorded as soon as possible after the incident by the club official or coach involved using the Concern Recording Form, reported to and passed to the Child Wellbeing and Protection Officer as soon as possible. In terms of wellbeing indicators, safety and any others in relation to the circumstances would be highlighted in terms of their behaviour risking their wellbeing.

A timely debrief for Knightswood FC's club officials, coaches, the child and parents/carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional wellbeing of those involved has been addressed and on going support offered where necessary. Knightswood FC's club officials, coaches, children and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment. There should also be a discussion with the child and parents/carers about the child's needs and continued safe participation in the group, team or activity.

### PHYSICAL CONTACT

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a player who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Knightswood FC's coaches or club officials should work with parents/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect. Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

## SEXUAL ACTIVITY

Within football, as within other activities, sexual relationships do occur. It is important to address sexual activity both between children and between adults and children.

Sexual activity between children involved in football is prohibited during team events, in facilities and social activities organised by Knightswood Football Club. Inappropriate or criminal sexual behaviour committed by a child may lead to the information being shared with the child's Named Person and may lead to reports being made to external agencies such as the police or social services.

Sexual interactions between adults and children (16+) involved in football raise serious issues given the power imbalance inherent in the relationship. Where a child is of the age of consent, the power of the adult over that child may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a child's career.

Sexual activity between adults and children (16+) involved in football is prohibited when the adult is in a position of trust or authority (coach, trainer, official) where they have signed the Code of Conduct for Safeguarding Children's Wellbeing. Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance with BSC Glasgow Disciplinary Procedures, which in the case of criminal behaviour must include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it to the police.

## CELEBRATION AND COMMUNICATION

### SAFE USE OF IMAGES OF U18 PLAYERS

Photographs, films and video clips can be used to celebrate achievements, promote activities and keep people updated. Footage is also recorded for performance development and analysis reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

Knightswood Football Club will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated however Knightswood Football Club has no power to prevent individuals photographing or filming in public places.

Knightswood Football Club reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated and in locations where Knightswood Football Club has jurisdiction.

## PERMISSION

Children and their parents/carers will be informed that the child may, from time to time, be photographed or filmed whilst participating in football. This could be for one of the following reasons:

- (i) Video footage for performance development
- (ii) Media coverage of an event or achievement
- (iii) Promotional purposes e.g. website or publication

Written consent must be obtained from the child's parents/carers for children under 16 years old before any photography or filming takes place, which can be captured on a Consent Form – U18 Players.

This consent will also be used for any accredited or professional photographers taking and using images of U18 players within Knightswood Football Club

Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the photographs/film would place the child at risk.

• Young players who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

## USE OF IMAGES AND INFORMATION

### 1. GENERAL:

- No unsupervised access or one-to-one photography or video sessions will be allowed unless this has been explicitly agreed with the child and their parents/carers.
- All photographic / videoing equipment must be switched off prior to going into changing rooms.
- No photographing or filming will be permitted in changing areas, bathrooms or sleeping areas.
- All images and accompanying information will ensure only appropriate personal details are shared publicly.
- When seeking to create action images try to focus on the activity rather than the individual.
- When seeking celebration images try to take group images rather than individual images.
- Ensure all those featured are appropriately dressed (a minimum of shirt and shorts).
- Images will not be shared with external agencies unless express permission is obtained from the child and their parents/carers.



### 2. TAKING OF IMAGES:

- All players, parents/carers and Knightswood Football Club members should sign to agree that they will follow and enforce these guidelines.
- During training coaches or club officials of Knightswood Football Club will use equipment only for the purposes to taking photographs or video for player development or performance analysis. There should be no personal use of equipment, including mobile phones by anyone.
- External agencies need permission from Knightswood Football Club to take any images during the training environment.
- For promotional, marketing or social networking use of images for Knightswood Football Club publications or online.
- For both safety and safeguarding reasons, players should not use mobile phones, tablets or photographic/videoing equipment during training or at match/event activities.
- Where images of U18 players are taken, agreement and arrangements can be in place for players and their parents/carers to be given copies but confirm not to upload any of these images or videos to their own or their child's social media or online platforms.
- Knightswood Football Club may seek publicity to positively promote football, and elite young players receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. It is important for these players, their parents/carers and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions.

### 3. MATCHES / EVENTS:

- Any photography or videos taken should be restricted to immediate family members for private, non-commercial purposes and not put online on any personal social media or online platforms.
- External agencies need permission from Knightswood Football Club to take any images during the match/event activities.

### 4. STORAGE AND RETENTION OF IMAGES:

- Knightswood Football Club will ensure that all negatives, copies of videos and digital photograph files are stored in a secure manner. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images, negatives, copies of videos and digital photograph files will be reviewed at the end of each season to identify safe storage to restricted access archives or safe disposal of players' images.

### 5. MISUSE OF AN IMAGE:

- At any time the use of an image or information attached to it appears inappropriate, report the misuse of an image to Knightswood Football Club's Child Wellbeing and Protection Officer using the appropriate Concern Recording Form as part of the Responding to Concerns about a Child Procedure.

## CONCERNS

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Child Wellbeing and Protection Officer. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported in line with the Responding to Concerns about the Conduct of an Adult Procedure.

Where appropriate, concerns should also be reported to the police.

# MENTAL HEALTH STATEMENT POLICY

Knightswood Football Club believe that playing football is not only great for physical health and fitness, but it can also improve mental wellbeing. Everyone has a level of mental health, exactly as they do their physical health and we think it's time for everyone to pay as much attention to their mental fitness as their physical fitness.

We deliver opportunities to maintain and improve mental health and provide access to

enjoyable exercise and as an output from your work, you're increasing self-esteem and confidence, reducing isolation, creating a sense of belonging and improving social skills.

- Knightswood Football Club, will encourage and promote mental health awareness through social networking and help break down the stigma around mental health.
- All coaches and club officials will complete the mental health wellbeing online course, which will allow them to understand mental health and wellbeing in sport.
- We will continue to encourage people to connect and build good relationships, be physically active, learn new skills, act of kindness and mindfulness.

## MENTAL HEALTH – WHAT IS MENTAL HEALTH & WELLBEING

Like physical health we all have mental health too. Our bodies can become unwell, so can our minds. As with our physical health, having a mental health problem can affect us all regardless of age, race, religion or income level. It is not the result of personal weakness or lack of character.

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood.

Wellbeing describes the wider set of feelings and thoughts that influence our emotions and day-to-day behaviour. It is influenced by a broad set of factors such as the quality of and engagement with relationships. Our mental wellbeing can change, from day-to-day, month-to-month or year-to-year. It can be characterised by times when you are or aren't feeling confident, engaged with the world, living and working productively and are or aren't coping with the stresses of everyday life.

## THE VISION FOR WELLBEING IN SPORT:

That everyone involved in sport is aware of the importance of looking after their mental health, and that of others, leading to a healthier lifestyle and positive wellbeing.

### We will deliver the Vision by:

Encouraging and facilitating a collaborative approach to increasing awareness and understanding of mental health and wellbeing in sport.

If you have concerns about your mental health contact your GP, they will be able to give advice about treatment. You can also contact Mental Health Support organisations that will be able to offer a free service, which is confidential who provide advice and support.



# WELFARE AND PRIVACY POLICIES

Knightswood Football Club is fully committed to safeguarding the wellbeing of all children in its care. We understand that children's wellbeing can be seriously impacted by bullying behaviour. (Club Name) therefore recognises the information provided for children by respectme, Scotland's Anti-Bullying Service: 'Bullying is never acceptable; it doesn't make a child better or stronger to get through it and it should never be seen as a normal part of growing up. Bullying is a behaviour that can make a child feel frightened, threatened, left out and hurt. Something only has to happen once to make a child feel worried or scared to go to school or other places they enjoy going'.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

## Knightswood Football Club will:

- Respect the rights of children as paramount.
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require members of staff and volunteers to adopt and abide by this policy.
- Train, support and supervise its members of staff and volunteers to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of children of poor practice/misconduct or abuse caused by an adult's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

## REVIEW

This Policy and guidelines will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in guidance on anti-bullying or following any changes within Knightswood Football Club
- Following any issue or concern raised about bullying within Knightswood Football Club
- In all other circumstances, at least every three years.

## PRIVACY POLICY

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

## WHAT PERSONAL DATA WE HOLD ON YOU

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members.

You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able to honour or administer your membership.

## WHY WE NEED YOUR PERSONAL DATA

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to run the football club and arrange matches; to administer memberships and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

## WHO WE SHARE YOUR PERSONAL DATA WITH

When you become a member of the Club, your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in) entered onto the Scottish Football Association (SFA), Scottish Youth Football Association (SYFA), Central Scotland Football Association (CSFA), Glasgow League (GADYFL), Paisley Johnston League (PJDYFL) databases. We also pass your information to the relevant (SFA, SYFA, CSFA GADYFL & PJDYFL) leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club's data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

## PROTECTION OF YOUR PERSONAL DATA

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

## HOW LONG WE HOLD YOUR PERSONAL DATA

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data 2 years after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on a password protected computer. If you would like your personal data to be deleted from Knightswood Football Club database then please contact [knightswoodfootballclub@gmail.com](mailto:knightswoodfootballclub@gmail.com)

## USE OF PERSONAL INFORMATION

We will tell you the purposes for which we will process personal information. Such purposes include the following:

1. Maintaining our membership database.
2. Inform you of club events.
3. Contacting you with information regarding your membership or application for membership
4. Internal use to help us improve our services and to help resolve any problems.

## DISCLOSURE

Any information you provide to us will only be used by us and possibly passed to our partners for the purpose of dealing with payments and using communications portals. It may also be disclosed to the footballing regulatory bodies that we deal with. You should also be aware that your information may be disclosed where we are obliged or permitted by law to do so.

## TIMESCALE

We will hold your Personal Information within our systems for as long as you remain a member of the club. When you cease to be a member all personal data will be deleted within 2 years of the date of your resignation.

## YOUR RIGHTS REGARDING YOUR PERSONAL DATA

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the

portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact our Club Secretary.

## EQUALITY STATEMENT

Knightswood Football Club is committed to remove and eliminate any direct or indirect discrimination of any form or kind within Knightswood Football Club's structures. Under no circumstances will the club condone unlawful discriminatory practices.

Our club takes a zero tolerance approach to discrimination, harassment, victimisation or bullying.

Knightswood Football Club will be responsible for monitoring the implementation of the club's Diversity and Equality Policy and will be responsible for overseeing the delivery of the Equality Action Plan and the overall progress of Equality within the Knightswood Football Club's structures.

## RACISM

Knightswood Football Club strongly support recent SFA statement that there should be a zero tolerance approach against racism and all forms of discrimination. Accordingly any form of discriminatory abuse whether it be based on race or ethnicity, sexual orientation, gender, faith, age, ability or any other form of abuse will be reported to The Football Association for action by that Association."

## SOCIAL MEDIA & ICT POLICY

There are various ways in which we can celebrate and communicate using social media and other social networking sites. Technology advances extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. Depending on the football activity that each child is involved with, Knightswood Football Club may contact children and their parents/carers via text/email or possibly through social networking sites.

Our website, Facebook and twitter hosts a range of information, photographs and videos which is available for all members of the public. However misuse of ICT and social media can also put children at considerable risk. There are some adults who seek to harm children have been known to use messaging or areas online to "groom" children.

**For children the safeguarding risks of these technologies include:**

- Inappropriate access to, use or sharing of personal details (e.g. names, email addresses)
- Unwanted contact with children by adults with wrongful/questionable intent
- Being sent offensive or otherwise inappropriate material
- Online bullying
- Grooming for sexual abuse
- Direct contact and abuse

**For adults, risks involved include:**

- Their communication with children being misinterpreted
- Potential investigation (internal or by statutory agencies)
- Potential disciplinary action

## 1. TEXT / EMAIL

Members of Knightswood Football club must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate. Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message. In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent/carer has provided on the child's behalf. Parents/carers should be offered the option to be copied into any messages their child will be sent. Although consent is not legally required for young people aged 16 and 17 years, it is still recommended that parents/carers are informed of the intention to send their child(ren) emails or texts.

**The following good practice is therefore required:**

- All phone numbers/email addresses of children should be kept secure and confidential.
- The number of people with access to children's details should be kept to a practical minimum.
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.

## 2. SOCIAL NETWORKING SITES

**Where Knightswood Football Club allows mutual access to social networking sites:**

**Permission**

- Obtain written permission from parents/carers of under 16s which can be captured on a Consent Form – U18 Players to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site.
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding Knightswood Football Club or football issues.

**Concerns**

- Informal online 'chat' with members around subjects outside football should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with Responding to Concerns about a Child Procedure and passed to the Child Wellbeing and Protection Officer.

## 3. INTERNET FORUMS

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children. Sites should be well monitored and any offending comments removed. A member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the Code of Conduct for Safeguarding Children's Wellbeing.

## 4. MOBILE PHONE CAMERAS / VIDEOS

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

The guidelines for Safe Use of Images of U18 Players should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping areas. No photographs or video footage should ever be permitted in such areas of personal privacy.



KNIGHTSWOOD  
FOOTBALL CLUB

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