**Barkston Ash Referee Association (BARA)**

**Welfare Code of Conduct - Good Practice Recommendations.**

**Safeguarding You/Safeguarding Young Referees (U18’s)**

**The purpose of this statement is to protect the interests of all members of the LRA with a special focus on meeting the needs of youth referee members and fulfilling legal requirements.**

**This is a shared responsibility of all parties, including youth referees, parents/guardians, and all other members for the well-being, protection and development of all concerned.**

**General Principles**

* The Safety of the child is paramount.
* Be positive, approachable and offer praise to promote the objectives of the association at all times.

- As a Referee/Mentor/Assessor you have a ‘Position of Trust’ and a ‘Duty of Care’ towards the LRA’s young members to ensure they remain safe, have fun and enjoy their refereeing.

- Consider the wellbeing and safety of youth members before their development of performance.

- Encourage and guide members to accept responsibility for their own performance and behaviour.

- Treat all youth members fairly and equally and ensure they feel valued.

- Avoid favouritism at all times.

- Encourage all members not to discriminate on the grounds of religious beliefs, race, gender, social classes or physical disability.

- Do not accept or allow any form of bullying, whether it is verbal or physical, or the use of bad language or inappropriate behaviour.

* Never exert undue influence over performers to obtain personal benefit or reward.

Ensure the rights and responsibilities of youth members are enforced:

- Respect and listen to the opinions of youth members.

- Take time to explain training techniques to ensure they are clearly understood.

- Develop an appropriate working relationship with participants, based on mutual trust and respect.

- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), minors learn by example.

- Do not spend excessive amounts of time alone with minors unless there are exceptional circumstances and avoid one-to-one situations with a minor.

- Medical issues, accidents or injuries should be recorded in writing and brought to the attention of the LRA Welfare Officer.

- Should the need arise; minor first aid should be administered by a qualified first-aider in the presence of others. A written record must be made and reported to the designated person following any medical issues.

- Ensure you have access to a telephone/mobile phone should there be a need to contact the emergency services if required.

* Report all forms of racial, homophobic or verbal abuse towards members, or by members, to the LRA Welfare Officer.
* Incidents and allegations of abuse & poor practice must be recorded and referred to your Designated Safeguarding Lead, who in turn will liaise with the CFA WO.
* Never use sanctions that humiliate or harm young officials. Misconduct or disciplinary breaches or sanction must be processed through the correct channels in accordance with RA disciplinary proceedings.

- Fulfil the requirements of the WRCFA Junior Football welfare policy.

**Communicating with Young Referees within the LRA (U18’s)**

**Communication is a vital and integral part of LRA’s and all its members, this section covers advise and guidelines on all types of communication, emphasis being on communication between an adult and a minor**

* Communication with U18’s should be carried out appropriately and for the intended purpose only.

- Recognise U18’s year old referees are not adults but children, and as such, communication should reflect this.

- Mobile phone and contact details for U18’s should not be hosted on any social media that can be accessed by the public.

- U18’s contact details must be held securely and used only for official LRA duties, with the express written consent of the parent/carer/guardian.

- Parents and the young referees should be made aware why contact details are kept and for what purpose they will be used.

- Email communication should coy in a named designated person such as the LRA Welfare Officer.

- Any inappropriate communication between an adult and a young referee should be reported immediately to the LRA Welfare Officer.

- Where possible use group texts or emails to young referees, copying in parents/carers and the designated person at the club.

- Do not use text/email/social media with young referees to send pictures, jokes or items of a personal nature.

- Do not request children to follow you/be friends on social media.

- Do not reply to social media/emails/messages from young people other than those directly related to official LRA business.

- Do not use language that is derogatory, sexist, racist, threatening, abusive or sexualised.

- Telephone Conversations - There should be a signed consent form from parent/carer agreeing to this.

- Any issues between mentors/mentees should be reported to the LRA Welfare Officer.

- The LRA Facebook youth group – This will be monitored on a regular basis to check for no inappropriate material (bad language etc.)

- The LRA Facebook group will be a private group via invitation only.

**Communication Guidance for U18’s**

- Speak to your LRA Welfare Officer regarding communication which makes you feel uncomfortable.

- Find out who your LRA Welfare Officer is.

- Do not post, text or email anything that is hurtful, offensive, insulting, abusive or racist as this is against football rules / against the law.

- Don’t give out personal details, mobile numbers or email addresses to people you do not know well.

- Don’t invite adults in a ‘position of trust’ (referees, coaches, mentors) to become friends on social media.

- Advise your LRA Welfare Officer if an adult referee/mentor asks you to become friends on social media.

- If you receive an image that you find upsetting, threatening or offensive, copy and save the image and speak to the LRA Welfare Officer.

**LRA Fitness Sessions**

**The fitness of a referee is essential, and attending fitness sessions on a regular basis will benefit you and help with your stamina to the end of the season**

- Match Officials & Referee Mentors must avoid any one-to-one situations in changing facilities and must ensure there is another adult present at all times.

- Where facilities are used by both adults and children at the same time there must access to separate changing, showering and toilet areas.

- Match Officials should not change or shower at the same time as children and young people using the same facilities.

- For mixed gender activities, separate facilities must be available for males and females if possible.

- When children use changing rooms, they should be supervised by a minimum of two adults who are CRC checked and have the appropriate WRCFA ID card or Licensed Coaches Card.

* Be aware of a child’s development and avoid over-use injuries and pushing a child too far. Appreciate the efforts of all youth members and not over-train them.
* Ensure the safety of all youth members by providing effective supervision, proper pre-planning of training sessions and using safe methods at all times.

**Travel, Trips & Overnight Stays**

**As an LRA careful consideration is given to tournaments both home and abroad, to the advantages and development which will be gained by all attendees.Appropriate travel arrangements will be made accordingly.**

* Female referees under 18 should be accompanied by a female adult who holds a valid FA CRC.

- A female Official should be present ‘as good practice’ on trips where numerous young female Referees are attending.

- Written parental / carer / guardian consent should be obtained giving permission for young referees (14-16) to attend.

- Male youth referees under 18 should be accompanied by a male adult who holds a valid FA CRC.

- There should be an appropriate adult / child ratio on trips involving 14-18 year olds. As a guide this is usually 1:8.

- All children should have a Safe Away card which has the contact details of a responsible adult included.

- Never share a room with a child.

- On trips away, which include other activities (swimming, fun parks) make sure you have specific written consent for each activity for every child.

- Check your insurance covers non-football activities.

- Draw up a programme, including departure dates and times and when you are returning.

- Have a meeting with parents/carers and young referees and run through the trip’s programme of events, address any questions or concerns.

- Someone from LRA who is not going away needs to be identified as a point of contact. They should

have a list of who is on the trip and their contact details (including the leaders/helpers)

- Make it clear who is the Welfare Officer / Designated Lead for the trip and everyone in the group is aware of who this person is and what their role is on the trip.

- Give everyone an information pack, that should which includes: dates, what you are doing, where you are going, rules, kit list, pocket money, medical care needs etc..

- Ensure all helpers have a copy of the Emergency Procedures Guidance.

- Before you leave, work with the young referees to establish rules for the trip (and what will happen to those who break them)

- When you arrive at your accommodation, do a risk assessment, check that all windows and doors are safe, check the rooms for any damage and report any you find.

- Examples of other issues to take into account.

Check that the young referees are all allocated no smoking rooms – this is very important for anyone who has asthma

If there is a bar, what rules will you have in place for adults and children aged 18?

Is there a social area? What is there for children to do when not playing football?

Some children have enuresis (bed-wetting) - Ensure that the hotel can deal with this discretely

Ensure that you have your staff bedrooms spread out, for example – if the group is over three floors, there should be at least one adult room on each floor.

If self-catering, who will do the cooking? Are there any special dietary needs? Agree the menu before you travel.

Check all rooms (are there the correct number of beds?)

Ensure there is no access to alcohol in the rooms

Ensure movie access is appropriate or, indeed, not available in the rooms

Ensure that everyone is aware of fire exits and emergency procedures

Store money and valuables

**Transportation**

**The safe transportation of officials is paramont, please consider the following guidelines when any travel arrangements are being made.**

- Always ensure that you are not in a one to one situation with a minor. Best practice is a 2:1 ratio, two children per trip.

- If you are transporting any other minors that are not related to you best practice is to hold a valid FA CRC.

- Parents/Carers/Legal Guardians for young Referees (14-16 years of age) must give written consent that they agree to their child traveling with a LRA Official.

- Ensure all passengers are wearing a seat belt at all times.

* Ensure your car is road worthy, taxed, insured and suitable for transporting passengers.
* Ensure you have the contact details of the child’s parents and the LRA Welfare Officer in case of emergencies’ (car break down etc.)

- Never transport a child under the influence of alcohol or substance use.

- Ensure the driver is fit, well and suitable to drive.

- Inform parents/carers of the planned route and how long the journey is expected to take.

**Photography and Video**

**The ability to take photos and videos is so easy in todays world of modern technology.The safety of all LRA members will be our first priority.**

Ensure you are familiar with the FA guidance on taking images and make LRA members aware of these.

Ensure BARA has written parental consent to use a child image if it is to be used in the public domain.

Do not publish images of children without parental written consent or if a child is in care proceedings.

Images should focus on the activity and not the individual.

Do not publish images and names together of a child.

Ensure young referees, LRA members and parents are aware how any photos and videos will be used and where they will be hosted.

- The use of mobile phones and/or photographic equipment by Match Officials/Club Members/Spectators/Parents is prohibited within areas where children and young people are changing/showering.

It is not illegal to take photos in a public place but if you have serious concerns about a possible child protection issue then call the police.

Never post images of children on child abuse websites (commonly referred to as pornography sites)

**Match Days – Tips and Pointers**

**On match days, be organized and prepared.Remember there is always someone,somewhere watching.Represent yourself and your LRA to the best of your ability at all times.**

There may be occasions when an LRA representative attends a match day where a youth member is officiating e.g. as a coach, mentor, colleague or spectator.

Avoid one to one situations with a child in the changing area.

Any advice offered to the youth official(s) should be concise, constructive, balanced and aimed at developing the needs of the match official(s).

Best practice is for parents/carer to stay for the duration of the match (it is beneficial to have someone to talk to pre match, half time etc.)

- Referees entering a changing room must have an accepted FA CRC/WRCFA ID card in place and available for presentation to club/County/League Officials if requested.

**Miscellaneous & Referees not in a LRA**

Representation from LRA officials at training events to talk to non-LRA/new members.

Promote the LRA benefits to non-members.

The appointment of a new LRA Welfare Officer to offer support & advice.

How to register a complaint.

Support for parents of young referees, what to expect etc.

Advice sheet for newly qualified referee.

Making new and young referees aware of the role of the WRCFA Referee Development Officer.

Ensure new referees are aware of how to complete match reports & report misconduct.

LRA Welfare Officer to check on valid CRC’s and safeguarding certificates of its members.

Youth Tournaments Home and Abroad (1 day and more), team leader has Safeguarding and required mandatory requirements (as per travel & trips above)

To issue a WRCFA ID card to the LRA Welfare Officer