



Newport County AFC

Poor Practice Policy

Updated April 2018

Newport County Association Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members.

A child or young person is anyone aged 18 or below engaged in any club football activity. Newport County AFC subscribe to the EFL's Safeguarding Children Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

Newport County AFC expects all members of staff, players and volunteers to adhere to a strict code of conduct and to follow all safeguarding processes to ensure they work safely with all young people.

Poor practice is unacceptable and will be treated seriously with appropriate action including the Disciplinary Policy. Any behaviour that contravenes our Codes of Conduct, infringes an individual's rights and/or reflects a failure to fulfil Newport County AFC's normal high standards of care and welfare is classed as poor practice. On occasions, a child or adult at risk may not be aware that poor practice is taking place, as they may deem the behaviour as normal or 'how it has always been'.

If the poor practice is serious and liable to cause harm it will be dealt with using parameters set about in existing Newport County AFC policies. Such existing policies relating to the correction and eradication of poor practice include, but are not limited to, the Safeguarding Children Policy, Whistleblowing Policy, Grievance Policy and Anti-Bullying and Harassment Policy.

Newport County AFC therefore believes that it is not solely the responsibility of the child or at risk adult to raise concerns about the poor practice of our staff. All staff, volunteers and players at Newport County AFC have a responsibility to raise concerns about the practice of others if required

Reporting:

Poor practice can be reported to any manager at Newport County AFC including the Academy Manager, the CEO, the Head of Operations or the Designated Safeguarding Officer. Full details in regards to reporting can be found in the Employee Grievance Policy and the Whistleblowing Policy.

Investigation:

On notification of any issues around practice, the Designated Safeguarding Officer will work with investigation team to review the incident and to deal with any matters arising out of the same including with reference to all Newport County AFC policies including both grievance and disciplinary.

If a member of staff tenders their resignation during the investigation it will still continue until it is satisfactorily concluded.

Possible outcomes include:

- Advice and guidance
- Referral to FA Case Management Team
- Disciplinary action
- Referral to police
- No further action

Confidentiality:

Newport County AFC will make every effort to maintain confidentiality throughout any investigation to protect the discloser and the staff member and to ensure the investigation is not compromised by others.

Recording:

The Designated Safeguarding Officer will be responsible for recording all practice issues, updating records and any referrals made. These records will be kept in a locked cabinet with HR and accessible by the Designated Safeguarding Officer, the CEO and the Head of Operations.

Examples of poor practice (not an exclusive list):

- Unnecessarily spending too much time with a child/children alone or away from others
- Taking children or young people to staff's home or hotel where they will be alone with staff
- Allowing children or young people to use inappropriate language unchallenged or fail to report extremist language and views that indicate radicalisation
- Allowing children or young people to use inappropriate 'banter' or take part in 'play fighting' unchallenged.
- Not taking seriously allegations of abuse, harm or poor practice made by a child or about a child, and/or not reporting the issue to the relevant staff.
- Adding a child to personal social media or use of staff's personal mobile phone or other electronic devices, to communicate with them.
- Being alone in changing rooms, toilet facilities or showers used by children and young people
- Allowing bullying of any kind to continue unchecked including inappropriate 'banter'

Further details of poor practice, as well as means of eradicating them and preventing the possibility of poor practice, can be found within numerous Newport County AFC policies and codes of conduct, many of which are aforementioned in the above policy. For a full list of Newport County AFC policies, visit the Club website, view the staff handbook, or contact the Head of Operations.