



Football Association Wales

Safeguarding Children's Procedures



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Introduction

The Football Association Wales (FAW) is committed to providing a safe environment for all children and young people under the age of 18 to participate in our organisation and its activities. These procedures must be followed in any circumstances where a child or young person is at risk of or is experiencing harm.

The procedures should be implemented with reference to the FAW Safeguarding Children's Policy and supporting information.

The procedures have two main sections:

Section 1: Reporting concerns- For everyone.

Section 2: What happens next – For the Club Safeguarding Officer, Club, League and Area Association and the organisational response.

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.

Glossary

For more details, please see the additional information sections of the FAW Safeguarding Adults Policy.

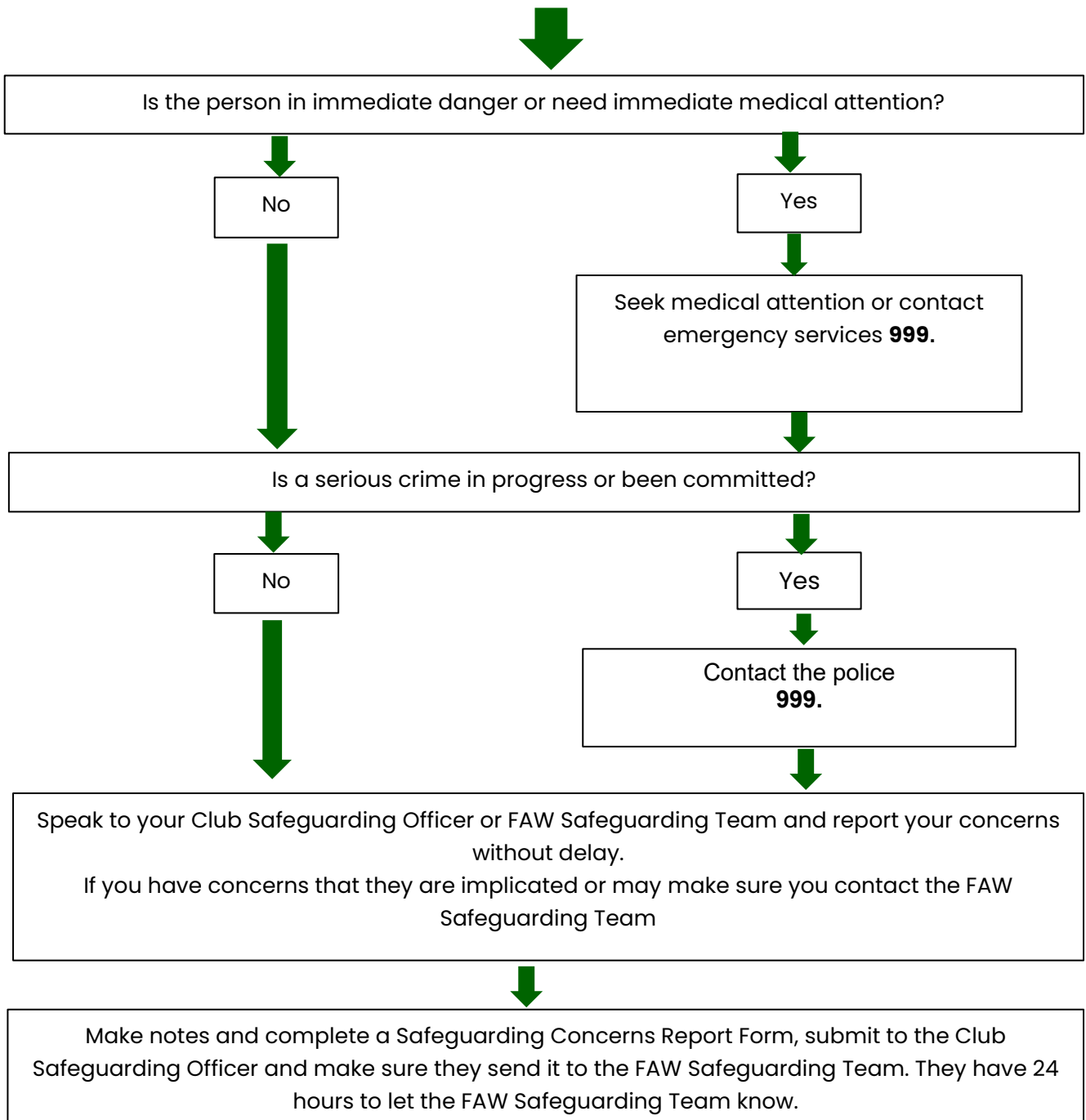
Child	A person under the age of 18
Child at risk	A <i>child at risk</i> means a child who: <ol style="list-style-type: none"> 1. Is experiencing or is at risk of abuse, neglect or other kinds of harm, and 2. Has needs for care and support (whether or not the local authority is meeting those needs).
Abuse	Abuse is defined as: Physical, sexual, psychological, emotional or financial abuse.
Case Management Working Group and the Safeguarding Panel	A group created by a sports organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.
Harm	Damage done to a person's well-being.
MASH	Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas where information held by and combine the expertise of various agencies e.g. Local Authority, Police and Health.
Safeguarding Childrens Team	A team set up to manage the safeguarding of children within an organisation or more commonly across a Local Authority district.
Safeguarding Childrens Board (England and Wales)	A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector etc.. Their role is to coordinate safeguarding work across the Local Authority district.

Section 1: Reporting concerns for everyone



Reporting Concerns About Others (Flowchart 1)

You have a concern, or have been told about, abuse of someone else, poor practice or wider welfare issues.



Reporting Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should NEVER keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, or wider welfare issues you must contact your Club Safeguarding Officer as soon as you can. They will let the FAW Safeguarding Team know within 24hrs.

If the Club Safeguarding Officer is implicated or you think has a conflict of interest, then report to the FAW Safeguarding Team

Clubs must adopt Codes of Conduct as part of their commitment to promote good practice and behaviour at the club. There should be separate Codes of Conduct available for Players, Coaches, Managers & Volunteers. Breaches will be dealt with under the Club's Complaints and Disciplinary Procedures and may be subject to sanctions from the Area Association or the FAW in more serious circumstances.

If you are concerned about harm being caused to someone else, please follow the guidance below.

- It is not your responsibility to prove or decide whether a child has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for immediate medical attention call an ambulance on 999.
- If you are concerned someone is in immediate danger or a serious crime is being committed, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember not to confront the person thought to be causing the harm.

Record Keeping

- Complete a Safeguarding Children's Report Form and submit to the Club Safeguarding Officer without delay.
- Describe the circumstances in which the concern came about and what action you took/ advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.

If someone has told you about the harm or abuse, use the words the child themselves used. If someone has written to you (including by email, message) include a copy with the form.

**Be mindful of the need to be confidential at all times.
This information must only be shared with your Club Safeguarding Officer and others that have a need to know –e.g. to keep the person safe whilst waiting for action to be take**



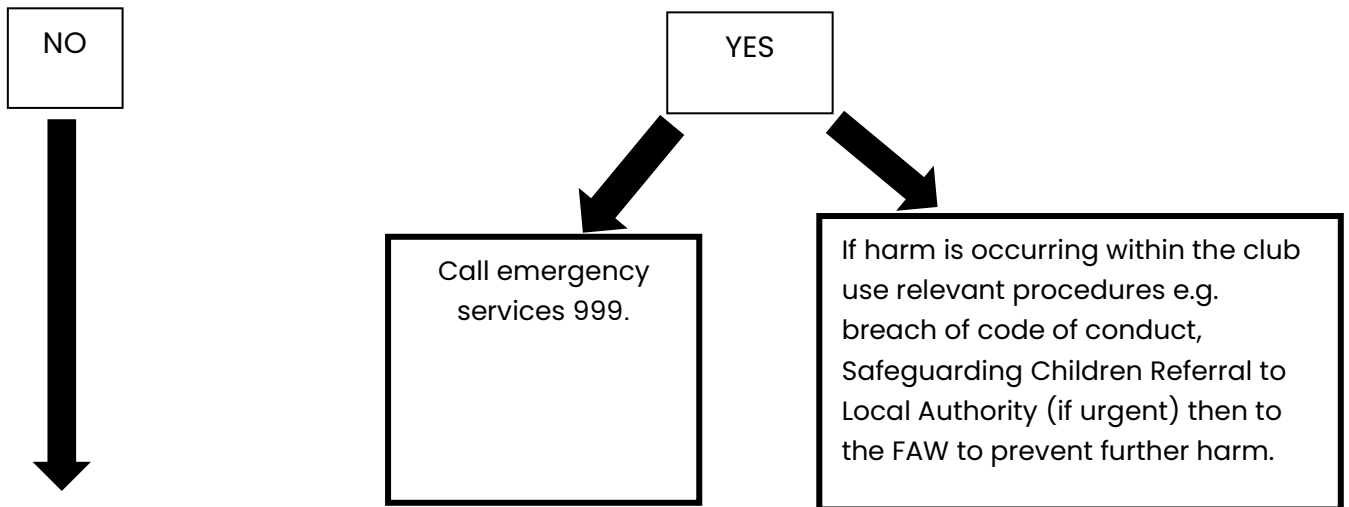
Section 2: What happens next?

(Club Safeguarding Lead and FAW Response)

Procedure for Club/League/Area Safeguarding Officer

Steps 1-2 Initial response

Step 1: Is someone at immediate risk of harm/ danger or in need of immediate medical attention?



Step 2 – Safeguarding Report Details

Complete a Safeguarding Children's Report Form with all the information you have, check that you can understand what is written and that all the necessary parts have been completed

Steps 3- 10 Taking Action

Step 3 – Consult and Decide – Club Safeguarding Officer

Contact the Local Authority (if needed)/the Police (if needed) and **always** FAW Safeguarding if there is a safeguarding or welfare concern. Decide which one or more of the following actions need to be taken.

Step 4

If a serious crime is suspected contact the police
Referral to FAW Safeguarding (within 24hrs) with the Safeguarding Children's form

Criminal enquiry, investigation, proceedings

Step 5

If you believe there is an 'child at risk' that requires immediate action, make a safeguarding children's report to the Local Authority, if immediate action is not necessary make a referral to FAW Safeguarding who will take over this process. If you refer to the Local Authority also refer to FAW Safeguarding who will attend the Strategy Discussion

Safeguarding children process led by Local Authority. FAW will need to attend to assist with their enquiries

Step 6

You must report harm both in and outside football but if harm is suspected of being caused within a football environment

e.g. by an employee, coach, referee, contracted worker, volunteer or member

FAW will assess the information and decide if an interim suspension is appropriate. FAW will work with LADO.

Step 7 – FAW Safeguarding

Take advice from and **coordinate actions** with **other agencies**. **Attend and contribute to Safeguarding Children strategy meetings**

Step 8

Hold an Internal Multi-Disciplinary Meeting and/ or Case Management Working Group meeting to coordinate actions.

Possible outcomes: e.g.

- Criminal Caution or Conviction.
- Police referral back to organisation.
- Referral to Independent Barring Board.
- Unsubstantiated– no further action. If unsubstantiated it could still be referred to the FAW Safeguarding Panel for further action.

Possible outcomes e.g.

- LA enquiries triggered.
- Other children at risk identified.
- Multi-agency meetings to coordinate actions.
- New/changed care and support and protection plan for any child at risk.
- Referral to other services to support.

Possible outcomes: e.g.

- Referral to FAW Safeguarding Panel.
- Informal resolution.
- Education and training.
- Formal warning.
- Dismissal.
- Role conditions applied.
- Contract ended.
- Interim or full suspension
- Referred to Independent Barring Board.
- No further action.

Possible Outcomes: e.g.

- Adult receives information about the process.
- Adult supported to have their views and experience heard.
- Adult supported to gain support from other agencies.
- Adult continues to participate in organisation/sport.

Steps 9 and 10

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported.



Once a concern has been passed to the [FAW Safeguarding Team](#), they will coordinate the Safeguarding Children's Procedure.

The FAW Safeguarding Team will keep clear records of decision making, actions taken, and the outcomes achieved. They will also:

collect feedback from the adult.

The FAW Safeguarding Team, will take the following actions:

Immediate Response

- 1.** Ensure any immediate actions necessary to safeguard a child at risk have been taken.

If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the child being harmed.

- 2.** If you have been sent a Safeguarding Children's Report Form check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by a member of staff or a volunteer request that they complete a Safeguarding Children's Report Form if they have not already done so (see Appendix 1) as soon as possible.

3. Consider what is known about the situation, what the risks are, what is known of the views of the child, whether the family have given consent.

4. Ensure that the child has been given information about the process and what will happen next.

5. In all situations you should ensure those at your club/league/area can act (within their remit) to prevent further harm. This includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.

6. Consult and Decide

Contact the Local Authority (if needed)/the Police (if needed) and always FAW Safeguarding if there is a safeguarding or welfare concern. Decide which one or more of the following actions need to be taken.

7. **Contact the police** (where the crime took place)

If:

- a serious crime has been committed.

8. **Make a referral/report to the Local Authority Safeguarding Childrens Team or Multi-Agency Safeguarding Hub (MASH)**

(where the child lives) if you believe they may be a child at risk

AND.

- the risk is from a person employed or volunteering in work with children (including within a sports organisations).
- there are other 'children at risk' (e.g. another family member, another club member or other people using a service).

If you are unsure whether or not to make a referral/report you can ask for advice by contacting FAW Safeguarding (Monday – Friday office hours).

9. Use policy and procedures to stop harm within the organisation

If the person who may be causing harm is a person involved at the Football club in whatever capacity inform a more senior person at the club. If in doubt, contact FAW Safeguarding.

Decide what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures, breach of contract.

Agree what short term arrangements can be put in place to enable the child, who may be being harmed, to be able to

continue participating in the organisation/their sport.

- 10.** If statutory agencies are involved work together with them to agree the next steps. E.g. the Police may need to interview an employee before a disciplinary investigation is conducted.

Attend and contribute to any safeguarding children's strategy or case meetings that are called by the Local Authority.

If statutory agencies say that they will not be taking any action in relation to a referral this should not stop the FAW Safeguarding Team taking internal steps to safeguard the child. E.g. the Police may decide not to pursue a criminal investigation where there is an allegation against a volunteer, but the organisation should still follow its procedures.

- 11.** Decide who in the organisation will maintain contact with the child and family to consult with them, keep them informed and make sure they are receiving the support they need.

Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, contact the family to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they

want to achieve.

These actions can include:

- Referral to the Safeguarding Panel with Independent representatives
- Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm.
- Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service.
- Offering support to staff, volunteers and members affected by the circumstances.
- Ensuring senior managers will be updated as needed.

- 12.** The FAW Safeguarding Team will hold an emergency Internal Multi-Disciplinary Meeting and/ or Case Management Working Group meeting to coordinate actions:
- share information about what has happened and determine who have a role in safeguarding the child.
 - share any actions being taken by the Police/Local Authority.
 - agree who will coordinate with the and other agencies.
 - decide and coordinate what actions they will take.

- Case Management Working Group and Safeguarding Panel meetings must be recorded so that decision making is transparent, and actions agreed are followed. Follow up meetings should be held as necessary until the actions needed are complete.

13. Ensure records are complete and stored securely. Collate monitoring information, including feedback from the child who was at risk of harm and report to senior management team/ the Board as requested.

Section 3: Appendices

Appendices

Appendix 1 - Safeguarding Children's Report Form (see overleaf).

To be completed as fully as possible if you have concerns regarding an adult.





SG 1 - Incident reporting form

This form must be completed and submitted within **24 hours** of the incident. Contact the FAW Safeguarding Department safeguarding@faw.cymru in line with your organisation's reporting procedures.

Name of person reported to	
Date reported	

Your information		
Name		
Address		
Contact number(s)		
Email		
Name of organisation	Your role	

Personal information – child / young person					
Name				Date of birth	
Gender ⁱ	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>
Is there any information about the child that would be useful to consider?					

It is good practice for the question on gender to be optional rather than mandatory. Sometimes, software can restrict options, which will require compromising on this best practice until systems are updated. Any system or software limitations should be openly acknowledged by the organisation so that transgender people know the organisation is aware of the restrictions and is working to resolve it.

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

CONFIDENTIAL

Child's Voice			
Child's account of the incident – the Child's voice which includes non-verbal communications, child's behaviour/how they present. Try to use their exact words using the TED questions.			
Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)		Role within the sport/activity or relationship to the child	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the sport/activity or relationship to the child	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			

* Attach a separate sheet if more space is required (e.g. multiple witnesses)

EXTERNAL AGENCIES CONTACTED				
Organisation	Yes /No	Name & Number of Person Spoken To	Date & Time	Details of Advice Received

Football Association of Wales				
Police				
Children's Social Services				
Other (NSPCC, LADO)				

Information contained on this form will form part of the FAW's investigation to the alleged incident and assist the FAW to take whatever action that it deems appropriate. As the person completing this form, please be aware that you must notify each individual whose details you include on this form that this information may be shared with a number of organisations and individuals, such as relevant Club / League / Area or Governmental Authorities (however not if it may affect the prevention or detection of a crime or the prosecution of an offender) .

Your Signature: _____ Date: _____

IMPORTANT

Please remember to maintain confidentiality and only disclose information on a need to know basis; do not discuss with anyone other than those who need to know. Only share information if it will protect the child.

If your concerns relate to poor practice, please forward a copy of this form to your Area Safeguarding Officer (details in your handbook), even if the club has sought a resolution to the matter. If your concerns relate to suspected abuse, please forward a copy of this form directly to the Football Association of Wales, as soon as practically possible. Please mark "Private & Confidential" and return to FAW Safeguarding - safeguarding@faw.cymru. Please also ensure you keep a copy for your reference as well as other notes taken.

If the incident / concerns refer to more than one child please complete a separate FAW Safeguarding Incident Referral Form, attach together, and submit with any other relevant information, stating the page number below.

Please mark: Referral Form of

Further guidance regarding procedures for Recording, Responding and Reporting safeguarding incidents or concerns can be found in the FAW Safeguarding Policy, Procedures and Practices document.

Appendix 2 – Sources of Information and Support

National and local Contacts

- **FAW Safeguarding Team**
029 20435830 Safeguarding@faw.cymru
- **NSPCC Helpline** – for anyone concerned about a child
0808 800 5000 <https://www.nspcc.org.uk>
- **Childline** – support for children and young people
0800 1111 <https://www.childline.org.uk>
- **Live Fear Free (Wales)** – 24/7 helpline for domestic abuse, sexual violence, and VAWG
0808 8010 800 <https://gov.wales/live-fear-free>
- **Dewis Cymru** – online directory of wellbeing and safeguarding support services across Wales
<https://www.dewis.wales>
- **Local Authority Services** – For an up to date list of Local authority services search by postcode below
[Find your local authority | GOV.WALES](#)

Appendix 3 – FAW Safeguarding Team

The FAW Safeguarding Team has primary responsibility for putting into place procedures to safeguard children at risk, supporting area, league and club safeguarding leads, where relevant and for managing concerns about children at risk.

Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment within the sport.
- Play a lead role in developing and establishing the organisation's approach to safeguarding adults and in maintaining and reviewing the organisation's implementation plan for safeguarding adults in line with current legislation and best practice.

- Coordinate the dissemination of the safeguarding children policy, procedures and resources throughout the organisation.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding adults.
- Advise on the organisation's training needs and the development of its training strategy.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Support the chair to co-ordinate the case management process.
- Manage liaison with, and referrals to, external agencies for example children's social-care services and the police.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.
- Provide advice and support to League, Area and Club Safeguarding Officers and provide guidance on recruitment, selection and training.
- Represent the organisation at external meetings related to safeguarding.

Appendix 4 – FAW Safeguarding Panel

The FAW Safeguarding Panel comprise of a select number of individuals with identified and relevant skills, knowledge experience and/or status within the organisation and include at least one member with safeguarding children expertise. The Panel is chaired by an independent legally qualified person. The Panel's role and decision-making powers are embedded within the organisation's governance structure and are linked to related organisational functions such as codes of conduct, and the disciplinary policy and procedures.

The senior management team and FAW Board receive regular reports from the FAW Safeguarding Team on the outcome of cases considered by the Safeguarding Panel and the FAW Case Management working group. These reports summarise the cases that have been addressed and their outcomes, as well as any issues that require action by the FAW e.g. changes to policy or procedures.

The Safeguarding Panel has clear Regulations in place and meet regularly or can be brought together as the need arises.

The Safeguarding Panel roles include:

- to make decisions on cases referred to it by the FAW Safeguarding Team and their working group; and
- to make decisions on the continuation or otherwise of an interim suspension order referred to it by the FAW Safeguarding Team and their working group.

Membership includes:

1. The Panel consists of no less than three persons, one of which will be drawn from a list of independent chairpersons nominated by the Directors from time to time. The other two Panel members shall be drawn from the following:
 - A FAW Board Member
 - The FAW Board Advisor on Safeguarding
 - A member of the FAW Senior Leadership Team
 - A FAW Head of Department or Senior Manager
 - An independent member involved in sport but external to football
 - An independent member with child protection background