



Dealing with possible Poor Practice in a football setting

If you become aware of a poor practice, stay calm, if any child is present reassure him/her that they are not to blame

Don't make promises of confidentiality or outcome

Take a detailed record of any concern and the action taken

[Merstham F.C. Incident Report Form](#)

Refer the poor practice / incident concern to the Club Welfare Officer – Sarah Collett 07748 843966

CWO Sarah Collett will follow club or league procedures for a first report of poor practice, complete and submit the Affiliated Football Referral Form to the CFA WO. CWO will seek advice from the CFA WO. This could result in advice directly from CFA WO to CWO. If poor practice is repeated the CFA WO will deem whether this should be referred to The FA's Safeguarding team. If referred, The FA's Safeguarding team will offer advice. The FA's Safeguarding team will assess the information and advise accordingly.

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If the designated person is not available, or the concern is about this person, report your concerns directly to The FA Safeguarding team.



Dealing with possible Vulnerable Adult or Child Abuse in a football setting

If you become aware of a possible child abuse concern, stay calm, if any child is present reassure him/her that they are not to blame. Don't make promises of confidentiality or outcome.

Take a detailed record of what is said and any action taken by you.

Use the Merstham F.C. Vulnerable Adult and Child Protection Form.

If the child or young person is in need of medical attention take them to hospital or telephone for an ambulance. Inform doctors about the concerns. Make them aware that it is a child protection issue

Contact CWO and inform of concerns raised by alleged victim

Sarah Collett 07748 843966

If not possible, relay concerns directly to CFA WO

CWO will

1. Contact the Police and Children's Services immediately
2. Refer to the CFA WO or The FA's Safeguarding team using the Affiliated Football Referral Form
3. Inform the parents/carers immediately unless a specific reason not to, e.g. the child has named the parent/carer as the abuser

The CWO will forward all details to the CFA WO and the FA's Safeguarding team will assess the information provided and advise accordingly

If the designated person is not available, or the concern is about this person, report your concerns directly to the local Children's Social Care, the local Police or the

NSPCC Child Protection Helpline

[0808 800 5000](tel:08088005000)