

# Wealdstone Youth FC

## COVID-19 Operating Procedures



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Only initial version requires signatures by above. (Electronic Signatures are acceptable at this time due to social distancing measures).

## Record of Review

Reviews, revisions and amendments to this document are to be recorded here:

Date	Section	Page	Details	Authorised	Revision
01 <sup>st</sup> June 20	All	All	Implementation	KQ	0.1
08 <sup>th</sup> June 20	All	All	Comments incorporated ready implementation	Exec	0.2
20 <sup>th</sup> June 20	All	All	Updated following trial session	KQ	0.3
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24 <sup>th</sup> August 20	All	All	Updated following new guidance	KQ	0.5

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## 1.0 Introduction

WYFC / Teams / Members undertaking training during the Coronavirus Covid-19 pandemic need to ensure they are protecting their parents, players and most importantly themselves and minimising the risk of spread of infection. This guidance is intended to introduce consistent measures on to all, in line with the Government's recommendations on social distancing and guidance issued by Public Health England and the FA / MFA.

These are exceptional circumstances and grassroots sports must comply with the latest Government advice on Coronavirus at all times. The health, safety and wellbeing requirements of any footballing activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, **it should not take place.**

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual. WYFC will remind all members at every opportunity of the WYFC Operating Procedures, which are aimed at protecting Managers, Parents, Children and their wider families and the local / UK population. If teams are not consistently implementing the measures set out below, WYFC will enforce the cessation of all footballing activities for that particular team or all teams for the safety of its members.

Local authorities may advise guidance different to that of the government due to a high number of COVID19 cases as seen in other parts of the country and therefore may advise for activities to cease in our area which is contradictory to that of the rest of the UK and current government advice.

The WYFC operating procedures in this document are specific to teams undertaking training, competitive training, small sided match and friendlies in line with Government guidance and approved FA guidance.

**WYFC COVID19 Officer is: Kieran Quinn (Club Secretary)**

**WYFC COVID19 Co-ordinators are: Nathan Reen, Mark Chorlton, Ronnie Welch, Spencer Dargue, Lewis Boulter, Rob Davies.**

**One of the above named team members must undertake a safety briefing to both teams, parents and match officials before the first training competitive training session and before first friendly / matches.**

**The teams which will be covered under this procedure are as follows:**

<b>Combination</b>	<b>Competitive</b>
U7 Red	U12 Red
U8 Red	U12 White
U8 White	U12 Blue
U8 Blue	U12 Green

U8 Green	U12 Yellow
U9 Red	U13 Red
U9 White	U13 White
U9 Blue	U13 Blue
U10 Red	U14 Red
U10 White	U15 Red
U10 Blue	U15 Blue
U10 Green	U17 Red
U10 Yellow	U17 White
U10 Orange	U17 Blue
U11 Red	U18 Isthmian
U11 White	Soccer School Reception / Year 1
U11 Blue	U9 Roses, U11 Roses, U12 Roses
U11 Green	

**Note: Soccer School is now included in the list above but due to the number of children, parents and coaches required for the session to run successfully, additional measures under the Risk Assessment will need to be followed.**

All Managers are to review these procedures and update their parents and teams accordingly.

## **2.0 COVID19 Procedures Induction – Electronic Communication**

The updated procedures contained in this document will be conveyed to **ALL** in the form of a COVID19 Procedures induction.

To respect social distancing of 2m and reduce the risk of passing potential infection, This Procedural induction will be sent to ALL members via an electronic communication. (Do's and Don'ts for training under COVID19 conditions).

The documents will also be placed onto the WYFC website, email and what's app groups.

As per the latest requirements.

### 3.0 Self-isolation

Anyone Manager, Player, Parent, Volunteer, Spectator or Match officials must undertake a self-assessment for COVID19 before attending WYFC grounds, no one should leave home if they meet one of the following criteria:

1. Has a high temperature or a new persistent cough or loss of taste or smell - follow the guidance on self-isolation.
2. Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition and/or are pregnant).
3. Is living with someone in self-isolation or a vulnerable person.
4. **Is advised by the government test and trace to self-isolate**

**Note: This also applies to siblings or other children / parents of persons who are self-isolating.**

This check should be done before each training session and must be recorded in regular risk assessments and it is important to note that no training session should take place without this having been done.

WYFC will have this completed in the form of an online form for all players registered with WYFC or paper questionnaire at the start of sessions.

Where we have visiting teams for friendlies this will be done before their attendance. If symptoms are checked at the start of a session rather than in advance, this should be completed on arrival before the player mixes with others at the main gate. Each team manager must co-ordinate this with the opposition to assist with test and trace as required and so that if they have symptoms there is no chance of others being affected.

**Should an individual have demonstrated any such symptoms, they must not participate.**

Instead they should follow NHS and PHE guidance on self-isolation available. Anyone who has already been instructed to self-isolate by a health care practitioner or PHE should continue to follow this advice and may not participate.

**WYFC will make relevant participants aware of any increased risk associated with taking part in activity, based on the risk assessment undertaken by the club. Everyone should comply with public health restrictions and avoid high-risk behaviour outside the football setting to reduce the risk to fellow participants and other attendees.**

### 4.0 Procedure if someone falls ill

If a Member develops a high temperature, persistent cough or loss of taste or smell whilst at training / during a match they should:

1. Return home immediately.
2. Avoid touching anything.
3. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to training until their period of self-isolation has been completed and those in the household have completed theirs. **(See government guidance for self-isolation and new test and trace procedures).**

## **5.0 Travel to and from training**

Wherever possible Children should travel to training / matches alone using their own transport (Bicycle / Scooter). To support travel arrangements during this period; if not possible due to age etc.. the following will be advised and put into action:

People from a household or support bubble can travel together in a vehicle. If participants do have to travel with people outside their household or support bubble they should try to:

- Share the transport with the same people each time;
- Keep to small groups of people at any one time;
- Open windows for ventilation;
- Face away from each other;
- Clean the car between journeys using standard cleaning products – including door handles and other areas that people may touch;
- Driver and all passengers to wear a face covering;
- Consider seating arrangements to maximise distance between people in the vehicle – this may mean using more than one coach or minibus if possible, and the wearing of face coverings on coaches or minibuses;
- Require regular hand sanitisation by passengers on a coach or minibus;
- Limit the time spent at garages, petrol stations and motorway services;
- Keep distance from other people and if possible, pay by contactless;
- Wash hands for at least 20 seconds or sanitise hands often, and always when exiting or re-entering the vehicle;
- When finishing the journey participants should wash their hands for at least 20 seconds or sanitise their hands as soon as possible.

### **Parking arrangements for additional cars and bicycles.**

The Car Park will be limited to managers, coaches and match officials only to the team's training / Playing matches that evening / weekend only, and where possible cars should be parked 2m apart.

**WYFC advise that parents should drop their kids off outside of the main gate without getting out of the vehicle and then return to pick them up at the end of training.**

If parents wish to stay and watch training sessions they must do so from the concrete path or Club house area.

**No Parent must enter the grassed area at any point!! And remain in the car park / clubhouse area following social distancing rules.**

**With regards to matches there is no longer a limit on numbers that attend but this remains at the clubs discretion and if the Club officials feel that there are too many individuals then they will be stopped from entering.**

**Parents must stand in groups of 6 and remain socially distanced, preferably the home and away team not mixing.**

**Where matches are being played we may ask that the opposition limit the number of parents / spectators watching, we will keep the carpark closed and only allow traveling managers in only to park, all away parents will need to park outside and enter on foot – this is dependent on days and number of teams training / playing etc..**



### **Providing hand cleaning facilities at entrances and exits.**

WYFC will provide additional hand sanitiser at entrance and exit points, Managers will also introduce additional hand sanitisers for before and after training / matches and at regular intervals as required such as drinks breaks.

**(Parents are to provide a small bottle of hand sanitiser for each player as well, for getting in and out of the cars, drinks breaks etc... the sanitiser should be identifiable to the child and preferably with their name on it)**

### **How someone taken ill would get home.**

Should a Child / Manager or Parent be taken ill during the session they are to safely remove themselves from the area of the other children / manager / parents, as soon as practically possible by standing at a distance of more than 6m away and make the necessary phone call for the child to be collected. The manager / parent is to make plans to ensure the child can travel safely home.

**COVID19 Government advice for self-isolation of the child falling ill, should then be followed.**

**(All managers are to ensure they have up to date contact details for all parents and that all parents are available to pick up children on the night they are training / playing matches for the above reasons, if parents are not available to pick up children the children cannot train, the same applies for safeguarding and emergency reasons).**

### **6.0 Site access points**

All access to WYFC training / Match areas will be via the walk in gate or the vehicle barrier/car park, from these locations Children / Managers will walk to their place of training / match as designated by the club.

There will be 1 route onto the field and 1 route off of the field to ensure no cross contamination between groups, this will be demarked by respect barriers and signage. This forms a one way system with a sanitiser station at each entry and exit point. This plan will be sent to the away teams for friendly matches, so they are aware of what is expected of them and the map showing entry and exit.

Managers, Children, Parents, Spectators and Match officials are to transit to the field ensuring that a social distancing gap of 2m is maintained at all times. This is to be undertaken 1 team at a time by allowing away team to leave first and then the home team.

Other considerations for access points

- We can improve social distancing by minimising the number of teams training / playing matches at any one time, on any given evening / weekend.
- Managers can hold children back if another team is entering or leaving the car park to ensure social distancing is maintained.
- Younger age groups i.e. Combination should use an earlier training slot from the older teams i.e. Competitive as there are more players in a squad at older teams than the younger teams.
- WYFC will employ teams to undertake set start and finish times to reduce congestion and contact at all times, for example 1 group in and 1 group out, where possible.
- Site access points will be monitored where possible to enable social distancing.

- Allow plenty of space (minimum two metres) between people waiting to enter and exit the area
- All non-essential visitors will be asked not attend WYFC training facilities. I.e. no parent or manager should be attending if it is not their training night / match night
- WYFC will employ a Respect Co-ordinator(s) on the evenings / weekends football training / matches is being undertaken.

## 7.0 Hand Washing / Hand Sanitising

Children / Parents / Managers are to clean their hands before entering WYFC training grounds and after leaving the grounds. All must also sanitise hands at regular intervals especially before drinks breaks. Please also use the hand sanitisers WYFC will provide at the entrance and exit for people walking in and out of WYFC training ground.

WYFC will;

- Provide hand sanitiser where hand washing facilities are unavailable at entrances and exits
- Regularly check sanitiser levels
- Provide suitable and sufficient rubbish bins which are double bagged with regular removal and disposal. After the safe disposal period of 72hours.

### 7.1 Toilet Facilities – Training

Toilet facilities will be available during training sessions / match as the club, the container and the café will remain open at this time, with regular cleaning being undertaken.

**Please note changing rooms will not be available at this time**

### 7.2 Toilet Facilities – Matches

Toilet facilities will be available during matches for 30minutes before and after matches and will be cleaned at regular intervals.

## 8.0 Eating / Drinking Arrangements

No catering facility providing food is available during this time.

Water / drink breaks will be provided throughout the training / match sessions and will be more frequent during a heatwave or evenings / weekends where the temperature is hotter and more humid than usual.

Children should place any items of kit, bags and drinks at least 2m apart and provide their own, full water bottle which cannot be mistaken for another child's, with their name on.

**(At no point should any food or drink be shared between any individuals)**

## 9.0 Changing Facilities, Showers

Managers / Children must attend in their training / match clothing as no changing facilities will be open at this time.

These may be able to be opened in exceptional circumstances by the club as such for safeguarding or disability purposes, If this is the case WYFC COVID19 response team should be made aware in advance of the training session / match so that we are aware it needs to be cleaned.

## 10.0 General Principles

The team managers are to consider these principles when planning training sessions;

- Football training only is permitted for groups of no more than 30no. Individuals and including a manager / coaches
  - All Individuals must keep 2m apart at all times and obey social distancing measures when not in a competitive setting
  - Sharing of equipment is allowed but where possible it should be kept to a minimum, the use of hands should also be kept to a minimum and equipment should be cleaned at regular intervals such as balls, goals and goalie gloves.
  - Hand Hygiene measures are to be in place at regular intervals (at drinks breaks) and before and after training
  - Playing of small sided or full games is now allowed
  - Do not commence or continue training if the space allocated is not clear and becomes overcrowded and social distancing cannot be maintained
  - All training sessions must follow safeguarding policies / rules:
    - All activities are to be risk assessed (See WYFC RA)
    - Gain the consent from parents / carers for their child to attend and undertake training / Matches, specifically asking questions regarding parents and children's health and are they showing signs / symptoms of COVID19
    - Each group must remain in sight of another adult, this can be another team coach or a 2<sup>nd</sup> coach from your team training a 2<sup>nd</sup> group, a WYFC welfare officer in the ground or as a final resort 1 parent only from your team (but they are to stay away from the training session and have no interaction with the children, they are to observe from a safe distance only!!)
    - **Must have the correct ratio of coaches to players as per safeguarding guidelines**
    - Teams that have 1 or more registered WYFC accepted coach with the relevant FA training can hold more than 1 group of children at a time but must have additional coaches for the group maintaining the FA ratio for coaches training children, social distancing measures are to be maintained
    - Teams that have children or coaches with impairments must assess this and adjust the numbers and the training session to suit, under no circumstances is this cause to exclude anyone with any form of impairment!!
    - Follow government guidance on all individuals health conditions, in the event they may need/should be shielding, are symptomatic, living in a household with unconfirmed COVID19 case, or they / or have vulnerable people at home.
- (In these instances individuals should not undertake or attend training)**

WYFC will coordinate training sessions between managers/coaches and teams to ensure distancing between sessions is adequate. Assessing the size of the area to be used and the

nature of the sessions being undertaken there will be a very low risk of contact between groups of children at this time.

WYFC COVID19 team will undertake briefings to all involved.

### **11.0 Meetings**

Should any meetings be required the following considerations will be made;

- Only absolutely necessary meeting participants should attend
  - Attendees should be two metres apart from each other and in groups of 6
  - Rooms should be well ventilated / windows opened to allow fresh air circulation
  - Consider holding meetings in open areas where possible (no more than 6no people as per the guidelines) to a table area
  - Additional cleaning measures to be put into place where possible
- (At present all meetings should take place via electronic means i.e. video conferencing where possible)**

### **11.0 Cleaning**

Enhanced cleaning procedures are to be put in place by all managers:

- Balls / ball bag to be cleansed with disinfectant at the end of each training session
- Cones and bags to be cleansed with disinfectant at end of each training session
- Bibs to be washed at end of each training session
- Black bags used to collect rubbish / waste and any first aid items used (must be double bagged tied closed once finished with, to prevent cross contamination)
- Gloves & Masks to be worn by managers if they need to treat and pass first aid equipment to players
- Where possible masks are to be worn to and from training sessions by all parties
- Sterile Gloves should be worn by all parties to and from training sessions by all parties
- Any other equipment should be sanitised after use not included in the above

Rubbish collection and Bin points will be used and emptied / removed regularly throughout the week.

**Note: Only WYFC Club goals will be allowed to be used for training and matches from the café or container, but please note that the goals must be cleaned before being removed from the café and must be cleaned after being put back in the café.**

**If there is another team that wishes to use them then the manager who has just finished must wipe them down before handing over and then the next coach is to clean them down before and after use also or after returning to the café or container**

## 12.0 NHS Test and Trace

Clubs and facility providers must support NHS test and trace efforts by collecting name and contact information on participants at both training and matches.

**This information should be stored for a minimum of 21 days in-line with the Government Recreational Team Sport Framework and collected/processed in accordance with the Data Protection Act 2018 and in line with GDPR principles.**

It should be used only for the purpose of NHS test and trace. Clubs and facility providers should follow current UK Government NHS test and trace guidance

Please note that it is the Managers / coaches responsibility to ensure all players returning to training have written consent from the parents / carers of the children via the online form when registered and for this information to be passed to the COVID19 Co-ordinators, this is the same for away teams attending WYFC grounds.

## 13.0 General Information, Guidance and notes:

### 13.1 Information for Parents and Guardians

If you choose for your child to take part, you will need to give your written consent to the club and or coach. Ensure you are comfortable with the club's Covid-19 planning arrangements before doing so.

- You may already be aware that the period of isolation may have resulted in your child becoming anxious or unsure whether to resume previous activities, such as football. Please only support their return to football activity when they feel confident to do so and you feel the activity is safe and right for them.
- Your child must arrive changed and ready to exercise / play.
- Ensure your child takes their own water bottle and their own hand sanitiser, both clearly marked with their name. They must not share these with anyone else.
- Please ensure your child/children know how to maintain good hygiene and hand washing;
- Young children may struggle to maintain social distancing. Please continue to do your best to help your child recognise what two metres or 'one-metre plus' look and feel like – for example, related them to arm spans or standing jumps for example;
- Despite the changed circumstances, WYFC / Managers have a responsibility to implement The FA's safeguarding requirements. Anyone involved in activity directly with children (anyone aged under 18), must have an in-date DBS Check, is responsible for ensuring the environment is safe and should have completed some FA safeguarding training;
- Coaches must ensure the ratio of coaches to children is appropriate

## 13.2 Competitive Training / Matches

- Competitive training can take place for all participants, in an outdoor setting provided this takes place in groups of no more than 30 (including coaches).
- Care should be taken on busy sites with limited access points to ensure safe play.
- Facilities should consider staggering start times and allowing cleaning time between change-overs.
- Clubs should determine the appropriate ratio of coaches to participants, following the relevant FA safeguarding policy outlined in safeguarding guidance notes 5.5.
- Sessions might include multiple groups of 30 but only if they can be appropriately socially distanced from each other.
- In all settings before and after the session, and in any breaks, all participants should practice social distancing, in line with Government guidelines on two metres or 'one metre plus'.
- Any spectators at training sessions (including parents and carers) must be restricted to discrete six-person gathering limits and spread out, in line with wider government guidance, ensuring space for officials, coaches and substitutes.
- Competitive match play is now permitted, however, in all settings before and after matches all participants should practise social distancing.
- Pre-match handshake should not happen. Instead players will be asked to hand-sanitise before kick-off;
- Team talk huddles should not take place. Team talks can take place, as long as social distancing is observed and held outdoors where possible;
- Warm-ups/cool-downs should always observe social distancing;
- Coaches, other team staff and substitutes are allowed, but must also always observe social distancing on touchlines/dug-outs. Social-distancing must also be observed during interactions when a substitution is being made;
- Match preparation meetings by officials should be held by video call;
- Set plays – free kicks: referees and coaches should encourage players to get on with the game and not unnecessarily prolong set play set-up, such as defensive walls;
- Set plays – corners should also be taken promptly to limit prolonged close marking and goal posts should be wiped down before matches, after matches and at half time.
- Goal celebrations should be avoided;

- Interactions with referees and match assistants should only happen with players observing social distancing;
- Small-sided football should be modified to provide more regular hygiene breaks in activity.
- Youth football coaches are encouraged to limit persistent close proximity of participants during match play (where young participants may be more likely to cluster around the ball) and provide regular hygiene breaks in activity.
- The sharing of equipment must be avoided where possible. Where equipment is shared, equipment must be cleaned before use by another person and after the session.
- Participants should take their kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials. Where kit absolutely has to be shared or kept together (e.g. last-minute stand-in players, shortage of kit, or an essential club function), each person handling it must wash or sanitise their hands immediately after and appropriate cleaning arrangements for the kit must be made.
- The nature of football means that the ball is not frequently handled. When the ball goes out of play it should not be retrieved by non-participants and should be retrieved using the feet rather than the hands where possible. Where there are breaks in the game, or training, if throw-ins or handling has occurred the ball should be disinfected. Further guidance on disinfecting can be found [here](#)
- There is an additional risk of infection in close proximity situations where people are shouting or conversing loudly. This particularly applies indoors (e.g. inside clubhouses) and when face to face. If possible, players should therefore avoid shouting or raising their voices when facing each other during, before and after games. This is included within The FA's Code of Behaviour (see Appendix 1).
- Everyone should refrain from spitting. If you need to sneeze or cough, you are encouraged to do so into a tissue or upper sleeve and advised to avoid touching your face. Ensure any tissues are disposed of in a sealed bin as soon as possible.
- In Appendix 1 you will find the Code of Behaviour The FA has produced to ensure a commitment for all involved to adhere to Covid-19 adaptations. The Covid-19 officer for each club will be responsible for communicating the code of behaviour to all players, coaches and volunteers within the club. Participants must be clear that they are opting in to participating as defined in The FA's guidance about risk and risk mitigation.
- The FA has produced a detailed First Aid Guidance document which can be found on their website.
- Injuries during play should still be treated as participant health and safety is of utmost importance. In all cases but particularly where medical treatment is needed, the best form of protection is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment, using standard household cleaning and disinfection products, will be recommended in The FA's supporting medical guidance.

- If a participant gets injured, a member of their household can assist if present and appropriate, but others (including match officials and teammates and coaches) will still need to socially distance unless a life- or limb-threatening injury necessitates compromising guidelines to provide emergency care.
- If there is a first-aider or other medical personnel present, they should be equipped with the appropriate PPE (including face coverings) to protect themselves and others if they need to compromise social-distancing guidelines to provide medical assistance. After contact with an injured participant, the person who has administered first aid should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or social distancing was maintained. The first aider should also avoid touching their mouth, eyes and nose.
- Physios or their equivalent or anyone who is administering any form of treatment, should keep a record of each participant they have come into contact with for NHS test and trace purposes.
- If a participant becomes Covid-19 symptomatic during the activity, they should immediately remove themselves from the session and return home as soon as possible. NHS guidance on further management of symptoms should be followed.
- Match officials should observe The FA's guidance in the same way as participants are required to.
- Supporters, parents, and other spectators should remain socially distanced whilst attending events. Spectator groups must be restricted to discrete six-person gathering limits and spread out, in line with wider Government guidance, ensuring space for officials, coaches and substitutes.
- Hands should be washed at the earliest opportunity and personal equipment should be wiped down with a disinfectant.
- Individuals should take their own kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials. Where kit absolutely has to be shared or kept together (e.g. last-minute stand-in players, shortage of kit, or an essential club function), each person handling it must wash or sanitise their hands immediately after and appropriate cleaning arrangements for the kit must be made.
- Coaches are encouraged to maintain a record of the regular cleaning of club or team equipment that players use, and review the risk assessments you undertake in between sessions, learning from any changes you need to apply.

Furthermore all managers / coaches are responsible for making it clear which children should be attending the session and matches and ensure the number of 30no. is not exceeded, if more numbers are to turn up the coach is to turn the children away and ensure they are picked up.



# APPENDIX 1

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## CODE OF BEHAVIOUR

Covid-19 is a highly infectious and dangerous disease. A resumption of contact play is only achievable if those involved create and maintain a controlled environment that minimises the threat of infection.

Risk in sport cannot be completely eradicated but with caution and care these risks can be reduced.

Each player will need to decide when to return to contact football, based on their own circumstances and the arrangements that have been put in place for a safe return. This is particularly the case for players from BAME communities or those with underlying health conditions.

All those returning to competitive grassroots football must adopt the following code of behaviour:

- **Be aware of your own personal health.** If you show any of the Covid-19 symptoms you must stay at home, inform NHS Test and Trace and seek medical advice.
- **Be responsible.** Read the guidance provided by The FA and by your club so that you are aware of the changes to the game and what is expected of you. This will include things like being prepared to wash your own kit, bringing your own labelled water bottle and being aware of changes to meet-up times.
- **Practise good hygiene.** Wash your hands regularly and before, during and after a game.
- **Where possible maintain social distancing.** This won't always be possible in a competitive match environment (for example when tackling an opponent) and that is acceptable. However, before, and after a game you should maintain social distancing.
- **Support NHS Test and Trace.** You're likely to be asked to provide your details so that in the event of a Covid-19 outbreak those potentially infected can be traced. This is to everyone's benefit so please co-

operate.

- **Do not spit.** Spitting and the rinsing out of mouths is now a recognised risk to health and must not be done. Avoid shouting or raising your voice if face to face with other players.
- **After the game.** Be aware that other users may be waiting to use the facilities. Changing rooms and showers are likely to be closed and any socialising must follow the **Government's guidance** on social distancing.

# APPENDIX 2

## SAFEGUARDING CHILDREN – GUIDANCE FOR CLUB OFFICIALS INCLUDING COACHES AND CLUB WELFARE OFFICERS

- Your club must have completed a safeguarding & Covid-19 risk assessment and briefed you on your responsibilities.
- You are responsible for continuing to ensure the environment is safe and for implementing your club's safeguarding children policy and procedures.
- Coaches working with children must have an in-date FA DBS Check and should have done some FA safeguarding training.
- You must ensure the ratio of coach to different age groups of children is appropriate. See FA safeguarding **guidance note 5.5**, which covers the ratios of adults to children. There must be a minimum of two FA-DBS-Checked adults present at any one time.
- It is essential that parents/carers give informed consent for their child(ren) to participate in your football session. When requesting consent, you have the ideal opportunity to be clear about what is expected of the children and their parents/carers in line with this guidance.
- Ensure you retain a written record of parent/ carer consent. The club may use a form such as the one in FA safeguarding **guidance note 8.2** to gather any relevant information from parents/carers.
- Any children with additional medical or disability needs must be discussed with parents/carers to ensure you, or as the parents/carers, they can provide effective support to facilitate their involvement and appropriately update your risk assessments.

### LISTENING TO CHILDREN

While many families have coped well during lockdown, others may not have and for some children the experience will have been very difficult. You may be one of the first people outside the family unit that a child has met in recent times. It's important you know that some children may be struggling for various reasons, including:

- Lacking confidence, as they have felt cut off from their friends;

- Being confused and stressed about how to behave because of social distancing;
- They or someone they care about may have been or still be unwell;
- They may still be grieving because someone they love has died;
- Hearing that people from BAME communities may be more vulnerable to Covid-19;
- They may have been neglected emotionally and/or physically – through lack of food and/or care;
- Children with learning disabilities may find it particularly confusing, as their routine has changed.

You may also have seen media coverage on the increase in:

- Domestic violence – significantly impacting children emotionally and/or physically in households where this has happened;
- Online grooming of children;
- Cyberbullying.

We're sharing this because of your important role in safeguarding. If you are worried about a child as they return to football, it's vital you report your concerns. Doing nothing is not an option.

Please check-in with the children you are coaching/working with, and ask them how they've been and how they're doing. There are five ways to report your concerns if you are worried about a child as they return to football:

- To your club or league Welfare Officer;
- To your County FA Designated Safeguarding Officer. Click [here](#) for a list of County FA contacts;
- By emailing The FA Safeguarding Team at [safeguarding@TheFA.com](mailto:safeguarding@TheFA.com);
- If urgent and you cannot contact your club, league or County FA Designated Safeguarding Officer, you should call the NSPCC 24-hour helpline on 0808 800 5000;
- If it is an emergency because a child or children are at immediate risk, then call the Police on 999.

The NSPCC has produced a great film which reminds us all how best to respond if a child discloses to you. It really is worth taking the two minutes it requires to watch. You can watch the film [here](#).

WYFC will be following the guidance to the letter and we will have a respect coordinator on site each evening and weekend training / matches are being undertaken. Which will be supplemented by the WYFC COVID19 team

Final Note: This procedure along with any Risk assessment will be reviewed at regular intervals to check compliance or as and when the government, PH England, FA or the MFA update their guidance.

**The above is based on guidance issued by the FA on the 17<sup>th</sup> July 2020**

Any issues please direct these to Wealdstone Youth COVID19 Officer or the WYFC COVID19 Team as detailed above.