

2025 / 26 Season

September 2025 - August 2026

Safeguarding Policy – Yeovil Town Community Sports Trust

This policy applies to all parents and staff, including senior management, self-employed staff, volunteers, sessional workers, coaching staff, students or anyone on behalf of YTCST.

The purpose of this policy:

- To protect children and young people who receive services from YTCST. This includes the children or adults who use our services.
- To provide staff and volunteers with the correct principles and actions that guide our approach to safeguarding and child protection.

YTFC believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the rights of the child 1991 · Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012

- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0-25 years –

Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014.

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Appointing a designated safeguarding officer (DSO) for children and young people, a deputy and a lead board member for safeguarding.
- Adopting child protection and safeguarding practices through procedures and a code of conduct for players, parents, staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary vetting and checks are made.

- Using our safeguarding procedures to share concerns and relevant information with agencies, who need to know, and involving children, young people, parents, families and carers appropriately.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Implementing and regularly updating our Respect policy/Code of conduct form.
- Ensuring there is **zero tolerance** towards any form of bullying/discrimination/violence.
- Ensuring we have consent forms signed by parents for all players regarding filming, pictures and confidentiality of other information.
- Private/closed Whatsapp groups & Spond groups for parents and coaching staff communication. Ensuring a minimum of two staff members are present within the groups at all times. Ensuring players under the age of 16 are **NOT** present within any of the whatsapp groups directly.
- Spond APP groups used for any updates or communications to parents. No direct contact to anyone under the age of 18 is permitted within this APP. This will be the preferred CRM system used throughout all of our programmes.
- Coaching staff are required to submit an injury, welfare or safeguarding report directly after sessions/matches/events using our Welfare reporting form online via sheets. This **MUST** be completed after **ALL** sessions.
- Ensuring all players are wearing shin guards at all times during training sessions and matches.
- Ensuring all 5-a-side goals/mini goals are clamped down with weights provided.

Reporting Procedures:

- If there is an immediate safeguarding or welfare issue, staff to call the DSO immediately and report and await further instructions.

- If there is a safeguarding or welfare issue to report, parents/staff are to email the safeguarding team immediately via email: info@yeoviltowncst.co.uk
- Complete a post session welfare form regardless if there were any concerns or not.
- If the welfare officer is directly linked to any case or has a conflict of interest then the safeguarding team of the Football Association should be contacted instead immediately.

Please note: Informing other coaching staff, parents or anyone else in the club about a safeguarding incident without reporting it as above, could result in further escalation and may even mean the clubs welfare team are not aware of the situation, no matter how big or small **WE ALL** have a responsibility to act by reporting welfare/safeguarding issues to the club.

Contact details

Designated Safeguarding Officer

Name: Jamie Phillip

Email address: info@yeoviltowncst.co.uk

External Safeguarding/Welfare contacts:

Somerset FA: **Shirley Needham**

Phone: 07535 664988

Email: Shirley.needham@somersetfa.com

FA National league Safeguarding: **Martyn Cannon**

Email: martyn@thenationalleague.org.uk

Somerset Local Authority Designated Officer (LADO) - Phone 01225 396810

NSPCC - Phone 0808 800 5000 - Email: help@nspcc.org.uk

We are committed to reviewing our policy and good practice every 12 months. This policy was last reviewed on: 01 August 2024.

Policy to be reviewed on 01 August 2026



Signed: *Jamie Phillip*

Jamie Phillip, CEO, Yeovil Town Community Sports Trust

Date: 01/01/2026 (Updated annually)

