



Express Soccer Academy

Cheza Boli 

EXPRESS SOCCER ACADEMY

A Child Protection and
Safeguarding Policy





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1. Policy Statement

Express Soccer Academy is a private school-based soccer program based in Nairobi Kenya. The academy delivers both introductory and competitive soccer programs to school children.

Express Soccer Academy believes the safety and well-being of the child as paramount in every circumstance. Express Soccer Academy is committed to ensuring safeguarding and protective practices for all children regardless of age, race, religion and beliefs, disability, gender, sexual orientation, socioeconomic background.

Express Soccer Academy recognises and acknowledges its responsibilities and duty of care towards children and young people in the provision of its services and is committed to providing their services within a safe, protective, nurturing and child focussed environment.

This policy outlines how Express Soccer will prioritise the safety, protection and well-being of children and young people and promote the welfare of its members at all times.

It will also:

- Protect and safeguard students from any forms of harm or abuse whilst engaging and participating in all soccer activities.
- Promote the safety and well-being of all students and prioritise the needs of students.
- Ensure everyone understands their rights, roles and responsibilities in respect of safeguarding and child protection.
- Ensure staff can recognise, identify and respond to signs of abuse, neglect and other safeguarding and child protection concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s who raise or disclose a concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.
- Promote a fun learning environment for all students



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This policy is underpinned by the **United Nations Convention on the Rights of the Child**. In particular **Article 19**:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

It is also underpinned by the Children's Act Kenya 2001. Under this Act a child is entitled to protection from physical and psychological abuse, neglect and any other form of exploitation including sale, trafficking or abduction by any person.

The guidelines and procedures contained within this policy are mandatory for everyone at Express Soccer Academy. Non-compliance with the policy and its guidelines and procedures will be addressed immediately and may result in dismissal/exclusion from the Academy.

Monitoring

The policy will be reviewed one year after development and then every two years, or in the following circumstances:

- When changes in legislation occur;
- To adopt any new best practices or to incorporate learnings and actions from investigated incidents;
- And as a result of any other significant change or event

Note: For the purposes of this document, the term children and young people and student/s refers to all persons under the age of 18.



2. Definitions

It is important to note there is a distinct difference between safeguarding and child protection. There are also many forms of harm and abuse. For the purposes of this policy, Express Soccer has developed a list of definitions for your understanding.

a) What is safeguarding?

Safeguarding refers to the actions Express Soccer Academy will undertake to protect all Children within its care from any form of physical, emotional and sexual abuse or harm.

b) What is child protection?

Child Protection refers to a specific group of children whom have been victims of harm and/or abuse. It encompasses procedural guidelines Express Soccer will undertake in the event of a child protection incident where there has been an allegation of harm or abuse.

c) What is harm?

Harm is any detrimental effect on the physical, psychological and emotional well-being of a child.

d) What is child abuse?

There are four main types of abuse:

- **Sexual abuse** – when a child or young person is forced to engage in sexual activity without their consent. The two types of sexual abuse include contact (this can include any sexual touching of a child's body, rape including penetration of a child's body with an object, forcing a child to take part in any sexual activity that involves touching them or forcing them to touch someone else) or non-contact (encouraging or forcing a child to listen to or watch sexual acts, being exposed to sexual activities by others, online abuse, allowing someone else to make, view or distribute child abuse images, showing pornography to a child).



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- **Physical abuse** – deliberately causing physical harm to a child by through bruising, breaking bones, burns and cuts, suffocating, hitting, slapping, kicking, biting, poisoning. It also includes any willful physical damage to a child not within the parameters of a soccer activity, therefore it does not include any accidental injury which may occur due to physical activity.
- **Emotional abuse** – also known as psychological abuse, emotional abuse is the deliberate mistreatment or neglect of a child through verbal bullying, scaring or humiliating a child, threatening harm or abuse, or isolating and ignoring a child.
- **Neglect** - Neglect is the ongoing failure to meet a child's basic needs and includes NOT providing clothing, shelter, supervision, medical or health care. It also includes putting a child in danger by not protecting them from physical or emotional harm.

To obtain examples and further information harm and abuse please reference more detailed definitions at **The National Society for the Prevention of Cruelty to Children**

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>



3. Roles and Responsibilities

There are number of roles Express Soccer Academy has designated to fulfil its commitment to the care and protection of its students.

1. **Safeguarding Coordinator** – Ms. Anne Njeri and Mr. Maurice Mbowo
2. **Child Protection Coordinator** – Mr. Maurice Mbowo
3. **Legal Advisory Team** – made up of volunteers from the parenting and coaching bodies. The Legal Advisory Team includes a legal representative to assist in responding to child protection incidents within the context of the law.

a) Who is Responsible for Safeguarding?

The responsibility for safeguarding of children belongs to all staff and clients of Express Soccer Academy, which includes coaches, assistant coaches, volunteers, parents, guardians and children and young people.

The **Safeguarding Coordinator's** main responsibility is to ensure all safeguarding guidelines are implemented and maintained. This role is shared amongst full time staff members who are on duty at the time of any Academy activity.

A duty roster of the **Safeguarding Coordinator** is available and will be communicated to all staff and parents/guardians.

Safeguarding Coordinator

The Safeguarding Coordinator's main duties involve:

- Ensuring **Safeguarding Guidelines** are being adhered to by coordinating training, providing laminated copies to work areas, uploading to websites and social media platforms;
- Ensuring staff members are aware of the safeguarding guidelines
- Coordinating regular training sessions
- outlining to all parties concerned (staff, volunteers, parents and children and young people) the values Express Soccer holds towards safeguarding and protecting children and young people from harm,



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- Promote the **Code of Conduct** outlining the rights, roles and responsibilities of staff, parents and children and young people – Appendix A

Safeguarding Guidelines

Express Soccer Academy believes ensuring the safekeeping of its students is paramount. The development of comprehensive safeguarding guidelines to aid in this have been developed for the safety of students, caregivers and staff.

Therefore, Express Soccer Academy will:

1. Ensure the coach/student ratio of **1 fully qualified coach assigned to every 15 students**. The coach is also accompanied by **1 Assistant Coach** during all soccer activities.
2. Follow all relevant recruitment processes as outlined in the **Kenya Employment Act 2007**.
3. Ensure the **Kenya Police Certificate of Good Conduct** is provided by all employees whom are in contact with any child or young person.
4. Ensure all children and young people will be accompanied to change rooms and bathrooms by an adult. Supervision of students under the age of 8 to the toilets, however this supervision does require staff to wait outside. Express Soccer Academy acknowledges children and young people in younger age groups may need help with their toileting. If this is the case, **parents and guardians are expected to provide someone at the soccer activities to assist with this**. It is expected that on Saturday fixtures children will arrive dressed and ready for soccer activities.
5. Express Soccer practice the '**No Closed Door**' which means no employee is to be within a room alone with any child behind a closed door.
6. Ensure the **Personal Files** of every student are stored within a secure place and the privacy and confidentiality of every student is upheld. Only the **Safeguarding**



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Coordinators, the CEO and Head Coach of Express Soccer Academy Mr. Maurice Mbowo, the Program Administrator Mr. Lameck Odhiambo, and the Child Protection Coordinator will have access to these files.

7. Ensure that there is a First Aid Kit is available at every soccer activity. Also ensure a fully qualified onsite nurse and First Aid Point is available at all Saturday fixtures and Tournaments. Ensure an Ambulance Officer with an ambulance from Nairobi Hospital is always in attendance.
8. Ensure permission is sought from parents and guardians in the use of photographs and personal information on the internet, this includes social media, websites, promotional and marketing material. (Appendix C)
9. Ensure a Record of Incidents is kept regarding any injuries. It will be the nurse on duty's responsibility to fill in an incident report. The nurse is then responsible for any follow up regarding an injury and recording the outcomes of any follow up action.
10. Develop and adhere to an action plan which outlines how Express Soccer will inform its stakeholders on the Safeguarding and Child Protection Policy within existing communication protocols (e.g. website, social media information)

b) Who is Responsible for Child Protection?

Protecting children and young people from harm and abuse is the responsibility of everyone. Express Soccer Academy is not only committed to preventing harm and abuse, it is committed to ensuring it complies with all forms of Kenyan legislation as well as international standards in responding to and addressing potential forms of harm and abuse of its students.

The **Child Protection Coordinator's** main responsibility is to enact guidelines and procedures in response to a child protection incident. Express Soccer Academy also has an **Advisory Board** comprising of volunteers, coaches and parent representatives. When responding to any concern or allegations of abuse, it will be the **Advisory Board's** role to provide assistance and guidance to the **Safeguarding and Child Protection Coordinator's** on appropriate pathways to resolve any matters.

The **Child Protection Coordinator** is responsible for the following actions in the event of an incident and/or child protection complaint:



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- Immediately coordinating child protection responses and ensuring all guidelines and procedures are enacted
- Maintaining a confidential recording system
- Ensuring the '**Incident Reporting Form**' has been completed (Appendix B)
- Notifying the **Legal Advisory Team**
- Engaging and liaising with other stakeholders such as legal representatives, other agencies and professionals
- Referencing all relevant and governing legislation which guides and supports this policy,
- Reporting and referring incidences to the Kenya Police Service
- Referring to the Department of Child Services
- Referrals to any other hospital or medical centre.



4. Responding to Concerns and Disclosures

If a child, adult or staff member communicates a concern or makes a disclosure or a complaint about an incidence it is imperative the Child Protection Coordinator be notified immediately.

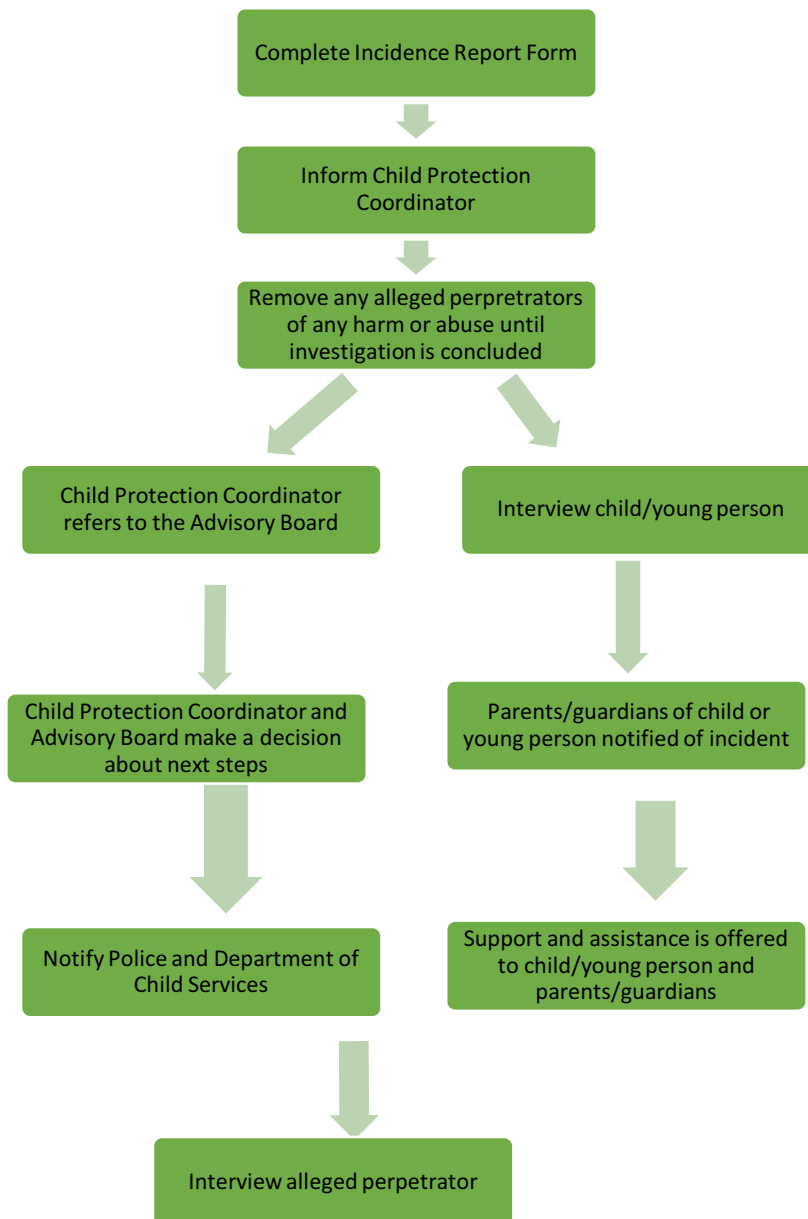
All concerns, disclosures and complaints need to be noted and recorded immediately.

In the meantime, the following guidelines can assist you manage the situation until the Child Protection Coordinator can take responsibility for the situation:

- Talk in a private and non-distracting environment
- Stay calm
- Reassure the person who has made the disclosure
- Allow the child or adult to speak without interruption. Obtain as many details as you can
- Take notes if at all possible
- Record everything on the incident reporting form (Appendix B of this policy)



5. Child Protection Response Flowchart





6. Missing Children or Young People

Missing children and young people at sports events procedures

If a child goes missing during an event, Express Soccer Academy will apply the following procedures:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Inform the Venue's Security immediately
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the Child Protection Coordinator.
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.



7. Training

All staff of Express Soccer, whether employed on a full time, part time or casual or voluntary basis is required to undergo training on Safeguarding and Child Protection. This requirement includes undergoing training with regard to this policy. An initial one off training session is provided to staff and ongoing training will occur every year at the commencement of the academic school year.

At the completion of each training a record is kept of whom has undergone the training.

All staff will have received a copy of this policy and a record of acknowledgement is kept to ensure consistent comprehension of this policy.

8. Useful Contacts

Kenya Police Hotlines (999/112/911)

The Nairobi Hospital Galleria Outpatient Centre and Emergency Department (+254 2028 5000)

The National Child Helpline (116)

A non-government organisation working in the child protection sector to create awareness of children's rights. A 24-hour, toll-free and web-based helpline for children.

9. Appendices

The appendices mentioned throughout this policy are available at the end of the document.



Appendix A

PLAYER'S CODE OF CONDUCT

Each player has a responsibility to:

- Play by the rules.
- Play with enthusiasm and with commitment to improve your skill, both individually and as part of your team.
- Practice good sportsmanship at all times - applaud all players.
- Show respect to and acknowledge opponents and officials - (e.g. shake hands before and after the game and say things like 'good luck' and 'thank you' to your opponents, your coaches, your referees etc.
- Cooperate with your coach, team mates and opponents.
- Participate for your own enjoyment and benefit.
- Play fair — no verbal abuse of officials, sledging other players (including vilification) or deliberately distracting or provoking an opponent.
- Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background or religion.
- Speak to an adult you trust if you have an issue, feel unsafe or are concerned about someone else.
- Refrain from dangerous behavior in all soccer activity, including engaging in any conduct which presents a risk of injury to others or that demeans others.
- To be on time for all soccer activities.
- Players must follow the rules of the premises. Always be on the field when playing excluding using the bathrooms or sitting with his teammates during breaks.



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PARENT'S CODE OF CONDUCT

Each parent has a responsibility to:

- Respect the referees: remember they will make mistakes but they are doing their best. Any criticism should be done in writing to the club not verbally.
- Refrain from coaching his/her child during the game. Respect the role of the coach.
- Support coaches and officials working with his/her child, in order to encourage a positive and enjoyable experience for all.
- Respect that the sports environment is free from drugs, tobacco, and alcohol.
- Inform the coach one hour before the practice in case of absence.
- Provide transport for their child to and from all soccer activities on time.
- Sign your child in and out at any given time in the academy.
- Remember that children participate in sport for their enjoyment - not yours.
- Focus on mastering skills, individual and team performance and having fun, not just winning.
- Encourage children to play according to the rules - settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child - for making a mistake or not winning.
- Respect officials' decisions - encourage children to do likewise.
- Show appreciation for coaches, officials and administrators - remember they are usually volunteers.
- Applaud good performance and efforts - from all individuals and teams.



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- Congratulate all participants - regardless of the game's outcome.
- Condemn the use of violence, verbal abuse or vilification in any form – regardless of whether it is by spectators, coaches, officials or players.
- Support all policies and practices (lead by example). - This includes responsible alcohol and drug use and support of child safe strategies.
- Support involvement in modified rules games and other junior development programs.
- Respect the rights, dignity and worth of every young person -regardless of their gender, ability, cultural background or religion

OFFICIALS CODE OF CONDUCT

Express Soccer Academy officials have a responsibility to:

- Prepare participants for all soccer activities.
- Place the safety and welfare of the participants above all else.
- Ensure all equipment meets safety standards.
- Use appropriate language.
- Respect the referee.
- Respect the rights, dignity and worth of all participants.
- Practice Safeguarding Guidelines at all times.
- Not allow the parents of his players to coach with him on the touch line.
- Have full control of his players whether they are playing or not.
- Be neatly dressed because he is a role model to his/her players and others.



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Appendix B

Incident reporting form

Your name:	Name of organisation:
Your role::	
Contact information (you): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Have parent's / carer's been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	



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Name:

Position within the sport or relationship to the child:

Telephone numbers:

Email address:

Date and times of incident:

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:



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Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
- No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:

Print name:

Date:

Contact the Safeguarding Coordinator and Child Protection Coordinator in line with Express Soccer Academy's Safeguarding and Child Protection guideline and procedures



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Appendix C

Photo Release Permission Slip

As a parent or guardian of this student, I hereby consent to the use of photographs/videotape taken during the course of Express Soccer Academy activities for publicity, promotional and/or educational purposes (including publications, presentations or broadcast via newspaper, internet, social media or any other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

Yes, I give consent for Express Soccer Academy to photograph my child for school purposes and/or at school events.

No, I do not give consent for Express Soccer Academy to photograph for my child for any event.

Student's Name: _____

Parent/s and/or Guardian/s Name: _____

Parent/s and/or Guardian/s Signature: _____

Date: _____



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Appendix D

This proforma must be signed by all employees.

I am aware that the Express Soccer Academy's Safeguarding Coordinator is Ms. Anne Njeri and the duties and responsibilities of this position.

I am aware of the Safeguarding Guidelines as outlined in the Express Soccer Academy Child Protection and Safeguarding Policy and my obligation in adhering to the guidelines.

I am aware that the Express Soccer Academy's Child Protection Coordinator is Mr. Maurice Mwobo and the duties and responsibilities of this position.

I am aware of the Child Protection Response Flowchart.

I understand that I have a legal responsibility to report any disclosure concerning Child Protection.

I am aware of where to find Express Soccer Academy's policy and guidelines on relation to safeguarding and child protection.

I understand that all material and information relating to any child and his or her family is confidential and its use is for the sole purpose of administrative concerns and as such the use of the information is at the discretion of Express Soccer Academy only.

I understand that I will be offered regular training to update my knowledge and understanding of issues surrounding Child Protection.

Name:

Signature:

Date:

Please retain a signed copy of this form for your own records and return a signed copy to the Safeguarding Coordinator.

Safeguarding Coordinator Name:

Safeguarding Coordinator Signature:



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Child Protection Coordinator Name:

Child Protection Coordinator Signature:

Date: