Barclays Game Changers Changers

Safeguarding Guide

This document has been designed as a guide setting out the key responsibilities for safeguarding through the three key elements of the Barclays Game Changers programme: recruitment, training, and deployment.

**Recruitment**

It is the responsibility of the **Barclays Girls’ Football School Partnership (BGFSP) Strategic Lead** to:

* Manage the process of recruitment for their Barclays Game Changers, including all communication of the nomination process and the outcome of the recruitment.

As per the signed BGFSP Memorandum of Understanding the following applies:

DATA PROTECTION AND SAFEGUARDING

1. The BGFSP agrees to abide by the standards and principles of safeguarding good practice and the Youth Sport Trust’s (YST) Safeguarding Policy, details of which and associated guidance can be found here: [www.youthsporttrust.org/about/safeguarding](http://www.youthsporttrust.org/about/safeguarding)
2. YST and the BGFSP shall comply with all relevant obligations under Data Protection Legislation.

The FA and YST will provide the BGFSP Strategic Leads with the following documents to aid recruitment:

* Information Packs – explaining the programme, the role, the benefits, and the commitment required for each of the following:
	+ Strategic Lead
	+ Teacher
	+ Young Person/Game Changer
	+ Parent or Guardian
* A nomination form for teachers to nominate any young person from their school who they think would be suitable for the role. The form will include the following information:
	+ Young person’s name
	+ Young person’s current year group and school
	+ Parents/guardians name and contact details
	+ A written summary of why the young person would be suitable for the role
	+ Declaration of school commitment
	+ Contact details of the school staff member who will be responsible for the Barclays Game Changer if successful
	+ Signature of the person completing the form
* A Barclays Game Changers welcome and congratulations letter to be given to the successful young person to take home to parent/guardian(s) with a reply slip to be returned to the school confirming an understanding of the role, data protection consent, and commitment required.

**Training**

* Training will be delivered online via zoom by the YST for young people **and teachers must be present with them.** The training will be led by YST Tutors and Athlete mentors and supported by YST staff members. A specific safeguarding plan, risk assessment and online safeguarding guidance will be provided for the online training element in line with YST policy.
* Training times and dates will be outlined for teachers to book onto the most suitable session and time. All training sessions will be 90-minutes long, with times available across lunchtime or after school.
* It is expected that teachers and young people will join the live sessions from a school setting.
* Strategic leads are welcome to attend training sessions if they wish to.
* Zoom training sessions will not be recorded and breakout rooms will not be used.
* No pictures, recordings or screenshots will be taken of the virtual training sessions.
* All training sessions will have a waiting room and training will start on time. Everyone entering will be muted. Cameras will be on for young people to engage and interact through their cameras with the deliverers on screen.
* Young people can interact via the chat function, polls, whiteboard annotate, and other platforms promoted within the training (for example, Mentimeter).
* YST staff will monitor the chat function at all times. Any inappropriate comments will be escalated to the nominated teachers to address urgently and may result in the individual being removed from the training and programme.
* If it is deemed that a young person(s) behaviour is negatively impacting the training experience in any way and this is not managed appropriately by the nominated teacher, the young person(s) may be removed from the training immediately and their place on the programme may be at risk.
* Once the Barclays Game Changers have been confirmed, the YST will communicate directly with the nominated lead teacher for each Barclays Game Changer to have direct contact and support with disseminating information and details for booking training sessions.

It is the responsibility of the **BGFSP Strategic Lead** to:

* Liaise with the YST staff to complete and return necessary paperwork for this programme. Strategic Leads will check in with the Barclays Game Changers and nominated teacher to ensure support is available during the training phase.

It is the responsibility of the **school** to whom the Barclays Game Changers is a student to:

* Liaise with the BGFSP Strategic Lead to support with the nomination process for the programme.
* The nominated teacher will be responsible for being the main contact between the YST and the Barclays Game Changers through the duration of the programme. This will include attending all virtual live sessions with their Barclays Game Changers and disseminating resources as appropriate.
* The nominated teacher and school will be in loco parentis for the young person whilst attending training as the sessions will take place at lunchtime or after school. Young people will join virtual training from a school site, with teachers present.
* Ensure that the Barclays Game Changers is available and able to access the training in a way that adheres to their school safeguarding and welfare procedures, and that their parent/guardian(s) are informed of the training arrangements.

**Deployment**

A template action plan agreement will be provided that must be completed and signed by the BGFSP Strategic Lead, the school contact, Barclays Game Changers, and their Parent/Guardian(s) outlining the commitment and consent to the agreed activities and setting out how to raise any concerns. This can be stored by the Strategic Lead.

It is the responsibility of the **BGFSP Strategic Lead** to:

* Ensure that all communication to the Barclays Game Changers is conducted through the assigned school contact.

It is the responsibility of the **school** to whom the Barclays Game Changers is a student to:

* Ensure they are aware of all activity the Barclays Game Changers are undertaking (this will be outlined in the action plan agreement) and ensure that their school safeguarding policy and guidance is adhered at all times.
* Communicate with the parent/guardian(s) of the Barclays Game Changers ensuring they are aware of all activities being undertaken and have returned the signed action plan agreement and data protection consent.
* Throughout the duration of the programme, The FA and YST may look to compile detailed case studies to share good practice. The YST will gain additional consent from parents/guardians when required.
* Ensure the Barclays Game Changer is comfortable and agreeable to all tasks/activities being asked of them and be clear if at any time they are uncertain they should speak with their school contact.
* Ensure that the Barclays Game Changer understands that at no time should they carry out any activity or meet with anyone outside of the school setting without being accompanied by a teacher and/or parent/guardian.
* Raise any concerns with the BGFSP Strategic Lead and/or Youth Sport Trust. If ever unsure about who to contact email FAGirls@YouthSportTrust.org or phone Youth Sport Trust office 01509 226600 who will be able to put you in touch with the correct person.

**Social media**

In our world where social media plays a significant role in young people’s lives and promotes and celebrates the impact that sport and physical education can have, it is important to set a clear expectation with everyone involved in this project on the use of social media.

It is the responsibility of **all** involved to:

* Adopt, effectively communicate, and monitor the following key principles:
* At no time should a young person be sharing content or interacting in the role of Barclays Game Changer on their personal accounts.
* If school accounts are utilised to celebrate success and enhance impact they should:
	+ Adopt a positive and encouraging tone
	+ Take an inclusive approach which recognises and celebrates diversity
	+ Protect the privacy and safety of young people

It is the responsibility of the **school** to whom the Barclays Game Changer is a student to:

* Follow their own school social media policy at all times ensuring this is communicated with the student and their parent/guardian(s)

Guidance will be provided via an information pack made available in the template letter to successful Barclays Game Changers and their parent/guardian(s) advising the following:

* Young People should check their social media privacy settings on all accounts
* If a young person is contacted by a stranger or sees any content they are uncomfortable with they should speak to their parent/guardian(s) or teacher.

Further Safeguarding guidance including social media guidelines can be found via <https://www.youthsporttrust.org/about/safeguarding> and <https://www.englandfootball.com/explore/safeguarding>