

## PORTSMOUTH YOUTH FOOTBALL LEAGUE

(Founded 1906)

### Football League Welfare & Safeguarding Reporting Process

The purpose of this process is to ensure that all welfare, safeguarding incidents and complaints within the league are reported, recorded and dealt with consistently, promptly and appropriately.

The process applies to all players, coaches, managers, officials, volunteers, parents/carers and other individuals involved in league activities. Everyone involved in the league has a responsibility to raise concerns.

The priority is always the **safety and welfare of children and vulnerable participants**.

#### Who should you report too

Concerns should normally be reported to your Club Welfare Officer in the first instance. However, if you do not feel comfortable reporting a concern to the Club Welfare Officer due to a **conflict of interest, the nature of the concern, or any other reason that makes reporting at club level inappropriate**, you may report the concern directly to the **League Welfare Officers**.

Club Welfare Officers must report all welfare and safeguarding concerns that require escalation or league-level oversight to the League Welfare Officers promptly.

#### Reporting a Welfare or Safeguarding Concern

To report a welfare or safeguarding concern, please complete the League Welfare Reporting Form with as much relevant information as possible.

Once submitted, the report will be securely received by the League Welfare Officer and Assistant League Welfare Officer, who will review the concern and take appropriate action in accordance with the league's safeguarding and welfare procedures.

If you do not feel comfortable reporting the concern through your Club Welfare Officer due to a conflict of interest or any other reason, you may report the concern directly to the League Welfare Officer using the reporting form below.

<https://pyfl.co.uk/safeguarding-report/>

## **What happens next**

The Club Welfare Officer and/or League Welfare Officer will assess and, where appropriate, investigate welfare concerns and take the necessary action in accordance with the relevant safeguarding and welfare procedures and guide you to the next steps if appropriate.

The League is responsible for maintaining a secure and confidential record of **all safeguarding and welfare concerns reported to the League**, including concerns referred by Club Welfare Officers and concerns reported directly to the League Welfare Officers.

## **League Disciplinary Reporting**

Disciplinary matters should be reported directly to the Football Association (FA) in accordance with the FA's relevant reporting procedures.

If you are unsure whether an incident is a disciplinary matter or whether it should be reported directly to the FA, please report the concern to the League Welfare Officers using the contact form. The League will then provide guidance on the appropriate reporting route and, where necessary, support you in ensuring the matter is referred to the correct organisation.

If in doubt, report it to the League and we will guide you through the appropriate process.

Report a discipline incident via

<https://grassrootsdiscipline.thefa.com/support/tickets/new>

Any statements should be submitted via

<https://app.smartsheet.com/b/form/01988b37d285779bbc95eb065cda328a>

## **League Child Welfare Officer**

Karen Stevens  
07889 990829  
leaguecwoportsmouth@gmail.com

## **Assistant Child Welfare Officer**

Julie Baker  
07944 174829  
asstleaguewelfare@gmail.com