

Arsenal Soccer School in Akureyri Safeguarding Policy

Policy

Arsenal Soccer School in Akureyri promotes safety and welfare of all children and young people. All children and young people have equal rights to protection. Arsenal Soccer School in Akureyri is fully aware of the fact that children and young people with additional vulnerabilities, e.g. disabilities, are more at risk of abuse and harm. They also face extra barriers of getting help. Therefore, staff and volunteers need to be extremely attentive to their needs and possibilities to get help.

Arsenal soccer school in Akureyri, Iceland emphasises that:

- All children and teenagers have equal rights to engage in football. It is up to all of us to ensure our children grow up in environments that build confidence, friendship, security and happiness, irrespective of a person's family circumstances or background. All players play football without serious faults, misconduct and/or engaging in fights with teammates.
- Coaches encourage their players to play with honesty and coaches keep it constantly in mind that they are role models for their players.
- Coaches execute their work with responsibility and honesty.

This policy has been discussed with, reviewed and accepted by participants (children and young people) of Arsenal soccer school in Akureyri and parents.

Definitions of child abuse and indicators of harm

The following definitions are provided to assist licensed children's services and Arsenal Soccer School Staff to decide if abuse is occurring and to assist them in deciding whether the impact warrants a report to Child Protection, a referral to Child FIRST services or whether another action is required.

Physical abuse

Physical abuse consists of any non-accidental form of injury or serious physical harm inflicted on a child or young person by any person. Physical abuse does not mean reasonable discipline, though it may result from excessive or inappropriate discipline. Physical abuse can include beating, shaking, burning and assault with implements. Physical injury and significant harm to a child or young person may also result from the failure of a parent or caregiver to adequately ensure the safety of a child, exposing the child.

Physical Indicators

- Bruises or welts on facial areas and other areas of the body, including back, bottom, legs, arms and inner thighs. Any bruises or welts in unusual configurations, or those

that look like the object used to make the injury, for example, fingerprints or handprints, buckles, iron and teeth.

- Burns that show the shape of the object used to make them, such as an iron, grill, cigarette, or burns from boiling water, oil or flames.
- Fractures of the skull, jaw, nose and limbs, especially those not consistent with the explanation offered or with the type of injury possible at the child's age and development.
- Cuts and grazes to the mouth, lips, gums, eye area, ears, and external genitalia.
- Human bite marks.
- Bald patches where hair has been pulled out.
- Multiple injuries, old and new.
- Poisoning.
- Internal injuries.

Behavioural Indicators

- The child or young person states that an injury has been inflicted by someone else (caregiver or other), or offers an inconsistent or unlikely explanation or can't remember the cause of injury.
- Unusual fear of physical contact with adults (for example, flinches if unexpectedly touched).
- Wearing clothes unsuitable for weather conditions (such as long sleeved tops) to hide injuries.
- Wariness or fear of a parent/caregiver, reluctance to go home.
- No reaction or little emotion displayed when hurt.
- Little or no fear when threatened.
- Habitual absences from school without explanations (the caregiver may be keeping the child or young person away until signs of injury have disappeared).
- Overly compliant, shy, withdrawn, passive and uncommunicative.
- Fearfulness when other children cry or shout.
- Unusually nervous or hyperactive, aggressive, disruptive and destructive to self and/or others.
- Excessively friendly with strangers.

Sexual abuse

A child is sexually abused when any person uses their authority or power over the child or young person to engage in sexual activity. Child sexual abuse involves a wide range of sexual activity and may include fondling genitals, masturbation, oral sex, vaginal or anal penetration by finger, penis or any other object, voyeurism and exhibitionism. It can also include exploitation through pornography or prostitution.

Physical Indicators

- Injury to the genital or rectal area, such as bruising or bleeding.
- Vaginal or anal bleeding or discharge
- Discomfort in urinating or defecating.

- Presence of foreign bodies in vagina and/or rectum.
- Inflammation and infection of genital area
- Sexually transmitted diseases.
- Pregnancy, especially in very young adolescents.
- Bruising and other injury to breast, buttocks and thighs.
- Anxiety related illnesses such as anorexia or bulimia.
- Frequent urinary tract infections

Behavioural Indicators

- The child or young person discloses sexual abuse.
- Persistent and age inappropriate sexual activity, including excessive masturbation, masturbation with objects, rubbing genitals against adults, playing games that act out a sexually abusive event.
- Drawing or descriptions in stories that are sexually explicit and not age appropriate.
- A fear of home, a specific place, a particular adult, excessive fear of men or of women.
- Poor or deteriorating relationship with adults and peers.
- Poor self-care/personal hygiene
- Arriving early at school and leaving late
- Complaining of headaches, stomach pains or nausea without physiological basis.
- Frequent rocking, sucking or biting.
- Sleeping difficulties Reluctance to participate in physical or recreational activities.
- Regressive behaviour, such as bedwetting or speech loss.
- Sudden accumulation of money or gifts.
- Truancy or running away from home Delinquent or aggressive behaviour.
- Depression Self –injurious behaviour, including drug/alcohol abuse, prostitution, self mutilation, attempted suicide.
- Sudden decline in academic performance, poor memory and concentration.
- Wearing of provocative clothing, or layers of clothes to hide injuries.

Emotional abuse

Emotional abuse occurs when a child or young person is repeatedly rejected, isolated or frightened by threats or witnessing of family violence. It also includes hostility, derogatory name-calling and put-downs, or persistent coldness from a person, to the extent where the behaviour of the child or young person is disturbed or their emotional development is at serious risk of being impaired.

Psychological or emotional abuse may occur with or without other forms of abuse. The child or young person may develop personality or behavioural disorders, or become filled with self-doubt and internalised rage, unable to form sustained and intimate relationships. There are few physical indicators, although emotional abuse may cause delays in emotional, or mental or even physical development.

Physical Indicators

- Speech disorders.

- Delays in physical development.
- Failure to thrive without an organic cause).

Behavioural Indicators

- Overly compliant, passive and undemanding behaviour
- Extremely demanding, aggressive, attention seeking behaviour.
- Anti-social, destructive behaviour.
- Low tolerance or frustration.
- Poor self-image.
- Unexplained mood swings.
- Behaviours that are not age appropriate for example, overly adult (parenting of other children), or overly infantile (thumb sucking, rocking, wetting or soiling).
- Mental or emotional delays.
- Fear of failure, overly high standards, and excessive neatness.
- Depression, suicidal.
- Running away.
- Violent drawings or writing.
- Contact with other children forbidden.

Neglect

Neglect includes a failure to provide the child or young person with an adequate standard of nutrition, medical care, clothing shelter or supervision to the extent where the health or development of the child is significantly impaired or placed at serious risk. A child is neglected if they are left uncared for over long periods of time or abandoned. Two types of neglect are discussed below.

Serious neglect

- Serious neglect includes situations where a parent has consistently failed to meet the child's basic needs for food, shelter, hygiene or adequate supervision to the extent that the consequences for the child are severe. For example where:
the child's home environment is filthy or hazardous in the extreme and poses a threat to the child's immediate safety or development and is characterised by the presence of animal or human faeces or urine, decomposing food, syringes or other dangerous paraphernalia
- The child is provided with consistently insufficient or inadequate food or nourishment for the child's healthy development
- The child has a serious medical condition for which the parent has consistently failed to obtain treatment or dispense prescribed medication.
- The parent consistently leaves the child unattended, exposed to or in the care of strangers who may harm the child.

Medical neglect

Neglect of medical care refers to a situation where a parent's refusal of, or failure to seek, treatment or agree to a certain medical procedure leads to an unacceptable deprivation of the child's basic rights to life or health.

Physical indicators

- Consistently dirty and unwashed.
- Consistently inappropriately dressed for weather conditions.
- Consistently without adequate supervision and risk of injury or harm.
- Consistently hungry, tired and listless, falling asleep in class.
- Unattended health problems and lack of routine medical care.
- Inadequate shelter and unsafe or unsanitary conditions.
- Abandonment by parents.
- Failure to thrive.

Behavioural indicators

- Begging or stealing food.
- Gorging when food is available.
- Inability to eat when extremely hungry.
- Alienated from peers; withdrawn, listless, pale and thin.
- Aggressive behaviour
- Delinquent acts, for example, vandalism, drug and alcohol abuse.
- Little positive interaction with parent/caregiver.
- Appearing miserable or irritable.
- Poor socialising habits.
- Poor evidence of bonding, little stranger anxiety.
- Indiscriminate with affection.
- Poor, irregular or non-attendance at school or kindergarten/child care.
- Staying at school long hours.
- Dropping out of school.
- Taking on an adult role of caring for parent.

Family violence

Family violence is defined as violence (either actual or threatened) which occurs within a family including physical, verbal, emotional, psychological, sexual, financial or social abuse. Where there are strong indicators that incidents of family violence are placing children at significant risk or danger, Child Protection must be informed. Family violence is a criminal offence and can be liable to prosecution.

Physical indicators

- Speech disorders.
- Delays in physical development
- Failure to thrive (without an organic cause)
- Bruises or welts on facial areas and other areas of the body including back, bottom, legs, arms and inner thighs. Any bruises or welts in unusual configurations, or those that look like the object used to make the injury, for example, fingerprints or handprints, buckles, iron or teeth.
- Fractures of the skull, jaw, nose and limbs, especially those not consistent with the explanation offered or with the type of injury probable/possible at the child's age.

- Cuts and grazes to the mouth, lips, gums, eye area, ears and external genitalia.
- Multiple injuries, old and new.
- Internal injuries.

Behaviour indicators

- Overly complaint, shy, withdrawn, passive and uncommunicative.
- Extremely demanding, aggressive, attention seeking behaviour.
- Anti-social, destructive behaviour.
- Becoming very passive and compliant.
- Criminal activity.

What is prejudice?

Prejudice is when a person is persecuted, excluded, ignored or discriminated against based on appearance, origin, race, gender, sexual orientation, beliefs, religion, disability, financial means etc.

Unfortunately it is a fact that in Iceland, people are victims of prejudice and violence based for example on their origin or ethnicity. Everyone has to participate in preventing this, both in football and society as a whole.

What is bullying? Bullying is persecuting someone with repeated taunting or mischief, malicious name-calling, threatening aggressive conduct and exclusion from a group. It is often difficult to detect bullying but it is present in most groups in our society. A common form of bullying is by excluding someone from a group or participating in an event.

Bullying causes severe anxiety and discomfort with the victim. We all know someone who has been a victim of taunting and teasing but have you ever imagine how you would feel like in this person's position. Bullying should not be tolerated in football or anywhere else.

What can we do?

If someone we know or someone around us expresses abuse or prejudice you should not go along with that person but point out that you are not in agreement with him and his opinion. You should educate others that abuse prejudice is not acceptable in football or anywhere else. You can also ask people to put themselves in other people's position and try to get them to realise the danger of abuse and prejudice. We should treat everyone like we want to be treated ourselves. We must show victims of abuse and prejudice support and assist them every way possible.

If you are a victim of abuse or prejudice, remember you are not alone. Try to find someone who is on your side and supports you and you can talk to. It can be friends, parents, coaches or someone you trust.

What can we do

You should not participate in bullying. You should tell people, e.g. your friends, that it is wrong to bully. Children can report the bullying to their coach or any other adult person they trust. It is very important to show the victim support by opposing to this kind of behaviour

and taking their side. If you take no action and keep quiet, it can be taken for your acceptance of the bullying and participation as well. How would you feel if you were treated this way?

If you are a victim of bullying, remember you are not alone. Try to find someone who is on your side and supports you and you can talk to. It can be friends, parents, coaches or teachers.

Minimizing risks to children and young people

In the process to train and educate our children and youth players we all, parents, coaches, and volunteers have the obligation to train and educate our youth in safe environment.

In case of any complaint related to poor practices or child abuse, all involved must be clear on our school policy and procedures in such cases and how to deal and what steps to follow if such situation arises. Because a lot of different kind of events may hurt our youth, we all should know what to avoid in our interaction with the kids and activities involved. In addition, we need definitely to recognize and avoid age inappropriate activities, excessive training and placing unrealistic expectation on children and young people.

The program is set up to minimize all risks that could arise with activities, transportation, accommodation and spaces. The Arsenal Soccer School program in Akureyri is held in one large open area, never in secluded rooms or areas, there is no accommodation offered or provided for participants and no transportation between areas as the course is all held in one area. All of the area is constantly monitored by staff and/or volunteers during the program.

Assessment of these risks is reviewed annually before each year's course is run.

Protecting Children and Young People with Disabilities

Children and young people with disabilities are at an increased risk of abuse. The greater the disability the greater the risk.

There are a number of factors that contribute to this and these include:

- Intimate/physical care/invasive medical care required. This can make it difficult for the child or young person to know what is acceptable and unacceptable touch.
- Lack of speech or limited communication. This makes it harder to report abuse.
- Multiple carers _____ – making it hard to identify who may be abusing.
- History of being told what to do and not given choices.
- Depending on the abuser for a service or basic need.
- Having medical conditions that are used to explain injuries.

Children and young people with disabilities may also be less valued than their peers and poor care may be observed but tolerated by others. This might include such things as not speaking directly to the child or young person, not offering choices, not moving and handling them safely, not respecting their privacy and dignity; not treating them according to their age, allowing physical restraint to occur; or using derogatory language. There is no one way

to ensure that children and young people with disabilities are protected but the safest environments are those that help children and young people to protect themselves by helping them to speak out and do their best to stop abuse from happening and take responsibility for observing, challenging and reporting poor practice and suspected abuse. Safe environments for children and young people with disabilities are also safer for all children and young people.

Code of conduct

This code of conduct applies to all Employees and volunteers at Arsenal Soccer Schools in Akureyri who as a result of their relationship with Arsenal Soccer Schools in Akureyri are in direct contact with children or are party to Arsenal Soccer Schools child-sensitive data (including photographs and personal information).

All employees and volunteers should conduct themselves in a manner consistent with their role as a Arsenal Soccer Schools representative and a positive role model to children. Arsenal Soccer Schools staff and volunteers must be concerned about perception and appearance in their language, actions and relationships with children. Employees and volunteers should seek to maintain Arsenal Soccer Schools professional reputation and uphold the principles of its Child Protection Policy and Guidelines.

Arsenal Soccer Schools has developed this child safe code of conduct to protect children, Arsenal Soccer Schools Participants and the organisation by providing clear behavioural guidelines and expectations. The following basic principles must be followed by all Staff and volunteers in the course of carrying out their work.

Personal conduct outside work or association with Arsenal Soccer Schools

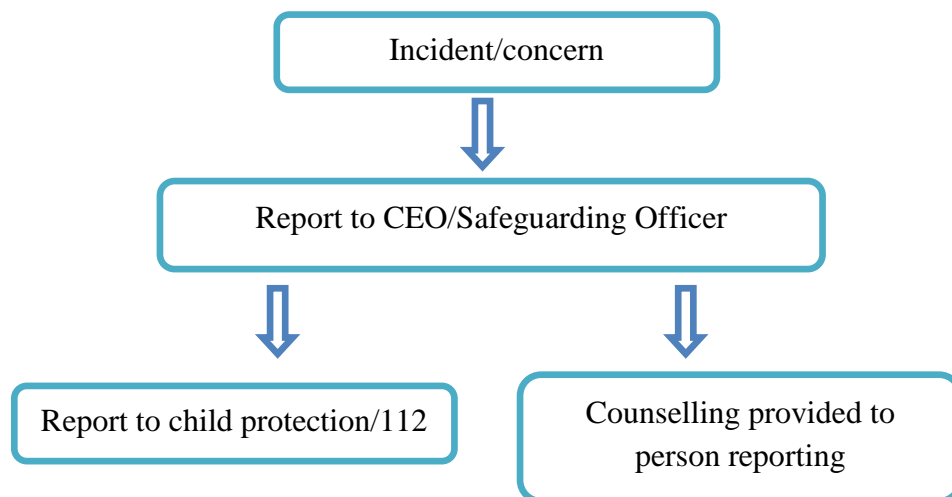
Arsenal Soccer Schools does not dictate the belief and value systems by which staff, associates and visitors conduct their personal lives however actions taken by them that are seen to contradict this policy out of working hours are considered as a violation of the policy.

Staff, Associates and Visitors are required to bear in mind the principles of the Child Protection Policy and heighten their awareness of how their behaviour may be perceived both at work and outside work. Be aware that where concerns exist about the conduct of staff, associates and visitors in relation to child protection and/or where there has been a breach of the Child Protection Policy, this will be investigated under this policy either: by consideration of referral to statutory authorities for criminal investigation under the law of the country in which they work; and/or by Arsenal Soccer Schools in accordance with disciplinary procedures. This may result in disciplinary action for staff.

As an Arsenal Soccer Schools Employee/volunteer I will:

- Conduct myself in a manner that is consistent with the values of Arsenal Soccer Schools
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers
- Report any concerns or allegations of child abuse or breaches of this Code in accordance with Arsenal Soccer Schools procedures within 24 hours to the Chief Executive Officer who

then is responsible for taking my statement and then reporting the matter, **in accordance with Icelandic law**, to Child protection services in Akureyri (tel: 460 1420) during office hours or 112, Emergency Phone line, outside office hours. If 112 is contacted, their staff evaluates each case to decide whether immediate response is necessary, either by Child protection services or police. The CEO is also responsible for providing the person reporting the incident with crisis counselling. Crisis counselling is provided by a specially trained and certified crisis counsel team, working on behalf of the Red cross in Akureyri. In case of concerns about a child's or young person's safety or welfare the same guidance as mentioned above applies, no matter whether the child/young person is a participant of the school or external to the organisation.



- Be available as a witness in any applicable investigation
- Treat all children with respect regardless of gender, race, religious or political beliefs, age, physical or mental health, sexual orientation, family and social background and culture, economic status or criminal background.
- Take responsibility for ensuring I am accountable and do not place myself in positions where there is a risk of child abuse allegations being made
- Wherever possible, ensure that another adult is present when working in the proximity of children
- Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium
- Consult with the Child Protection Advisor or other relevant Arsenal Soccer Schools staff members if I have any questions regarding child protection and how it relates to my work/relationship with Arsenal Soccer Schools
- Comply with Arsenal Soccer Schools Child Protection Policy and Child Protection Procedures

I, as a staff member or volunteer am aware that all incidents, allegations of abuse and complaints are recorded, monitored and stored securely.

I WILL NOT:

- Use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise

- perpetrate any form of emotional abuse
- Fondle, hold, kiss, hug or touch children in an inappropriate or culturally insensitive way
- Hit or otherwise physically assault or physically abuse children
- Withhold any relevant information that could be used as part of a child protection investigation.
- Undertake any action on my own regarding a child protection report or concern that is not in line with local policies and procedures and/or, without guidance from relevant focal points and managers.
- Engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18 regardless of the age of consent locally. Mistaken belief in the age of a child is not a defence/excuse based on the unintended harm.
- Develop relationships with, engage in any practice with or develop behaviour towards children which could in any way be deemed or interpreted as exploitive or abusive.
- Do things for children of a personal nature [e.g., taking a child to the toilet/bathroom; helping them get undressed] that they can do for themselves
- Condone or participate in behaviour of children which is illegal, unsafe or abusive
- Discriminate against, show differential treatment to, or favour particular children to the exclusion of others
- Spend time alone with children away from others; I will always make sure that another child or adult is with me and/ or I am with the child in a public place where others are around
- Hire children as 'domestic/house help' or engage in any form of commercial exploitation of a child or child labour that undermines the child's rights or physical integrity
- Have a child/children with whom I am in contact in a work related context, stay overnight at my home or any other personal residential location.
- Use Arsenal Soccer Schools computers, mobile phones, video and digital cameras for the purpose of exploiting or harassing children or young people
- Access child abuse images by any means
- Disclose, or support the disclosure of, information that identifies families or children, through any medium, unless that disclosure is in accordance with standard Arsenal Soccer Schools policies and procedures and/or has the explicit consent of Arsenal Soccer Schools
- Ask for or accept personal contact details (this includes email, phone numbers, social media contacts, address, webcam, Skype etc) from any Child or family associated or formerly associated with Arsenal Soccer Schools work or share their own personal contact details with such individuals.
- Make any contact with a Child or family members associated with Arsenal Soccer Schools work that is not supervised by a (or another) member of Arsenal Soccer Schools Staff. Such contact may include but is not limited to visits and any form of communication via social media, emails and letters.

Implementation and monitoring of code

The Chief Executive Officer is responsible for ensuring the implementation and monitoring of the code. This code of conduct forms part of staff contracts of employment, and volunteer/consultancy/contractor/ sponsor visit agreements. Failure to adhere to it could result in your employment, agreements, or engagement with Arsenal Soccer Schools being terminated and or criminal prosecution.

Arsenal Soccer Schools will:

- Take all concerns and reports seriously at all levels.
- Investigate and act on reports immediately.
- Take appropriate legal or other action against anyone making a false and/or malicious accusation.

Staff declaration

Arsenal Soccer Schools takes all possible steps to ensure the protection of children against all forms of child abuse and create an open and aware environment where concerns for the safety and wellbeing of a child can be raised and managed in a fair and just manner, which protects the rights of all. We require all Arsenal Soccer Schools staff, Arsenal Soccer Schools Associates .

I, _____ [insert Your name], confirm that I have declare that: I have never had a finding of guilt against me in any legal proceeding against me for charges relating to child abuse; I am not the subject of any ongoing legal proceedings related to allegations of child abuse against me; and To the best of my knowledge, I am unaware of any legal investigation, whether criminal or civil, into alleged child abuse allegedly committed by me

Signature: _____ Date: ____ / ____ / ____ ** This signed Declaration will be held on file CONFIDENTIALITY Arsenal Soccer School staff must respect confidentiality when dealing with a case of suspected child abuse and neglect, and may discuss case details and the identity of the child or the young person and their family only with those involved in managing the situation.

Confidentiality regarding concerns will be maintained on a strictly 'need to know' basis. Each Staff member will Know who the Welfare Officer is and how to contact him.

- Refer any club child protection or poor practice concerns to the (BH).
- Seek advice from local Children's Services or the Police in an emergency.
- Encourage all partner clubs to utilize The ASSA Child Protection and Best Practice Guidelines on recruiting volunteers and always requesting and following up references.
- ASSA to discuss and implement its Child Protection and Best Practice Guidelines on the use of images and organizing travel, trips and tournaments.
- Promote, support and encourage the benefits of the Safeguarding Children and best practice education and awareness programs

Advice and support

The Safeguarding Officer of Arsenal Soccer School in Akureyri is the same person as CEO, Aðalbjörn Hannesson. He is responsible for leading all the organisation's work towards safeguarding children and young people. If needed, he will be working with Akureyri Family Services and Child protection services.

A list of child protection services and agencies in relation to Arsenal soccer school in Akureyri, Iceland:

For reports of abuse, harassment or neglect towards children (under 18 by Icelandic law) one should contact one of these agencies:

During office hours on work days:

1. Family services in Akureyri, Glerárgata 26, Akureyri tel +354 460 1420.
2. Government Agency for Child Protection, Höfðaborg Borgartúni 21, 105 Reykjavík, tel +354 530 2600

Outside office hours, on weekends and holidays:

1. 112, Emergency phone line.

Safer Recruitment and Training

Our main goal at Arsenal Soccer Schools in Akureyri is to provide safe, thoughtful and happy environment for training and development of our children. To do so, we have adopted very high standards in selecting all staff members, such as coaches, trainees, school officials and volunteers.

All coaches, officials and volunteers in our organization prior to their involvement have been working with KA football club.

In addition, all officials and coaches of our organization MUST clear a criminal record check and fill and sign the appropriate paperwork. All paperwork will be kept confidential and safely stored by the Designated Welfare Officer. The main purpose of such action is to insure that ONLY individuals with proper attitude, behaviour, and clear understanding of children and young people safeguarding needs can join our organization and contribute to the wellbeing of all involved.

Read and approved:

Akureyri,

Adalbjörn Hannesson, CEO of Arsenal soccer school in Akureyri

Björg Unnur Sigurdardottir, on behalf of Arsenal soccer school in Akureyri

Sævar Pétursson, CEO of KA (Akureyri Football club)