

# CARSHALTON ATHLETIC ACADEMY



H A N D B O O K





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**when you  
feel like  
quitting  
think about  
why you  
started**





# WELCOME TO THE ACADEMY

Joining the Academy at Carshalton Athletic is an achievement, privilege and opportunity.

There are many things you will need to know to make your academy experience a success.

This handbook is designed to provide you with the direction for your ambitions, the pathways for development and the framework within which you will learn, progress, play and succeed.



# EXPECTATIONS OF EXCELLENCE

The Carshalton Athletic Football Academy insists on the highest standards.

This ambition applies to everything associated with the Academy; our facilities, teaching, coaching, organisation, welfare and safeguarding. It also applies to each student's level of commitment, effort, attendance and conduct.

We want each student to aim high and to work with us to help achieve his personal ambitions both on and off the pitch. Each student will need to give full commitment to both the education and sporting elements of the course.

We want each student to excel in every aspect of his life and we will do our very best to help each student enjoy his time at the Academy.

# THE AMBITION

The ambition for each student at the Academy is to develop both academic and sporting abilities in preparation for a career both on and off the pitch, at the highest level possible.

It is true that a small number of students may progress to full-time professional football careers, but for most students a part-time career in football will be enjoyed alongside a part-time career off the pitch. To that end, we insist that every student must perform academically so he has the skills and qualifications to enter the “off the pitch” career of choice at the end of the course.

As a very successful non-league club with an exceptional record of bringing academy players through into first team football, we can promise that every academy student who meets our academic and sporting expectations will be offered progression along our well-proven development pathway.

This pathway may lead to first team football at Carshalton Athletic and for a small number of students a possible full time professional career.



# PROGRAMME OUTLINE

The programme is divided into:

1. Academic Classes

2. Enrichment Classes

3. Football Coaching

4. Football Matches

5. Recreational periods

Work experience, community work and volunteering will be encouraged and included on a periodic basis.

Playing football at the Academy is dependent on satisfactory academic performance.

If a student is behind, late or his work is below standard then he will not play until the work is improved and/or up to date.

# ACADEMY

An example of a typical weekly schedule is shown below.  
This may be adjusted from time to time.

|                      | MONDAY                 |                   | TUESDAY                |                   | WEDNESDAY                           |
|----------------------|------------------------|-------------------|------------------------|-------------------|-------------------------------------|
|                      | YEAR 1                 | YEAR 2            | YEAR 1                 | YEAR 2            | YEAR 1                              |
| <b>09.00 - 09.25</b> | BREAKFAST              |                   | BREAKFAST              |                   |                                     |
| <b>09.30 - 12.00</b> | ACADEMIC               | FOOTBALL TRAINING | FOOTBALL TRAINING      | ACADEMIC          | INDEPENDENT EXAM REVISION FROM HOME |
| <b>12.00 - 13.00</b> | LUNCH                  |                   | LUNCH                  |                   |                                     |
| <b>13.00 - 15.30</b> | FOOTBALL TRAINING      | ACADEMIC          | ACADEMIC               | FOOTBALL TRAINING | NATIONAL ALLIANCE FIXTURE           |
| <b>19.45</b>         | ISTHMIAN YOUTH FIXTURE |                   | ISTHMIAN YOUTH FIXTURE |                   |                                     |

Breakfast - 9.00 - 9.25am

Morning Registration - 9.30 am

Lunch - 12.00 - 1pm

End of Day - 3.30pm

# TIMETABLE

|                            | THURSDAY                       |                                | FRIDAY                            |
|----------------------------|--------------------------------|--------------------------------|-----------------------------------|
| YEAR 2                     | YEAR 1                         | YEAR 2                         | YEAR 1 & 2                        |
|                            | BREAKFAST                      |                                | BREAKFAST                         |
| EXTENDED DIPLOMA TUTORIALS | ACADEMIC WORK FROM HOME OPTION | ACADEMIC WORK FROM HOME OPTION | FUNCTIONAL SKILLS / TEAM BUILDING |
|                            | LUNCH                          |                                | LUNCH                             |
| NATIONAL ALLIANCE FIXTURE  | FOOTBALL TRAINING              | FOOTBALL TRAINING              | TUTORIALS / SMSC                  |
|                            |                                |                                |                                   |

## Saturday Fixtures

Isthmian Development League Fixture(U23)

1st Team Fixture

# FOOTBALL DEVELOPMENT CURRICULUM

Each student will train with the first team manager for between 5 - 8 hours per week.

Each student will play in one competitive fixture on most weeks of each academic term.

The coaching curriculum covers every aspect of physical and mental skills and is designed for players who are already very capable and talented football players.



# FOOTBALL DEVELOPMENT PATHWAYS

The Carshalton Athletic Football Academy has a well proven development pathway across a wide range of regional and national competitions.

We will match students with the most appropriate standard of football to aid their progression. Many of our existing first team players have progressed through our academy, many academy players debut whilst they are still in the academy.

## Youth Competitions (U18)

Isthmian Youth League  
Isthmian Challenge Cup  
Youth FA Cup

## Development Competitions (U19 & U23)

National Alliance League  
National Alliance Challenge Cup  
Isthmian Development League  
Isthmian Youth League  
Challenge Cup

## Senior 1st Team Competitions

Isthmian Premier League  
Isthmian League Cup  
Surrey County Cup  
The FA Trophy  
The FA Cup



# ACADEMIC CURRICULUM

The content of this qualification has been developed so it supports progression to higher education or a career.

Employers and professional bodies have also been involved and consulted to confirm that the content is appropriate and consistent with current practice for learners who may choose to enter employment directly in the sport sector.

The qualification provides the knowledge, understanding and skills that allow learners to gain experience of the sport sector that will prepare them for further study, training or career.



**GENERAL UNITS** (these may change from time to time)

### **Unit 5: Application of Fitness Testing**

- A: Understand the principles of fitness testing
- B: Explore fitness tests for different components of fitness
- C: Undertake evaluation and feedback of fitness test results

### **Unit 2: Fitness, Training & Programmes for Health, Sport & Well-being**

- A: Examine lifestyle factors and their effect on health and well-being
- B: Understand the screening processes for training programming
- C: Understand programme-related nutritional needs
- D: Examine training methods for different components of fitness

### **Unit 3: Professional Development in the Sports Industry**

- A: Understand the career and job opportunities in the sports industry
- B: Explore own skills using a skills audit to inform a career development action plan
- C: Undertake a recruitment activity to demonstrate the processes that can lead to a successful job offer in a selected career pathway
- D: Reflect on the recruitment & selection process & your individual performance

## **Unit 7: Practical Sports Performance**

- A: Examine National Governing Body rules/laws and regulations for selected sports competitions
- B: Examine the skills, techniques and tactics required to perform in selected sports
- C: Develop skills, techniques and tactics for sporting activity in order to meet sport aims
- C: Reflect on own practical performance using selected assessment methods

## **Unit 4: Sports Leadership**

- A: Understand the roles, qualities & characteristics of an effective sports leader
- B: Examine the importance of psychological factors & their link with leadership
- C: Explore an effective leadership style when leading a team during sport.

## **Unit 1: Anatomy and Physiology**

- A: The effects of exercise and sports performance on the skeletal system.
- B: The effects of exercise and sports performance on the muscular system
- C: The effects of exercise and sports performance on the respiratory system
- D: The effects of sport and exercise performance on the cardiovascular system
- E: The effects of exercise and sports performance on the energy systems

## **Unit 22: Investigating Business in Sport and the Active Leisure Industry**

- A: Features of sports and active leisure businesses
- B: Business models in sport and active leisure
- C: Human resources
- D: Marketing
- E: Finance in sport and active leisure industry
- F: Trends in the sport and active leisure industry

## **Unit 17: Sports Injury Management**

- A: Understand common sports injuries and their associated physiological and psychological responses
- B: Explore common treatment and rehabilitation methods
- C: Investigate risk factors which may contribute to sports injuries and their associated prevention strategies.

## **Unit 23: Skill Acquisition in Sport**

- A: Investigate the nature of skilled performance
- B: Examine ways that sport performers process information for skilled performance
- C: Explore theories of teaching and learning in Sport
- D: Carry out teaching and learning strategies for sports skills

## **Unit 19: Development and Provision of Sport and Physical Activity**

- A: Principles of sports development
- B: Wider sports development
- C: Media and commercialisation in sport
- D: Proposal writing

## Extended Diploma Units

Towards the end of the first year, as part of the student review process and in consultation with the academy staff, individual students and their parents / guardian, we will decide if the student should continue with the national diploma or transfer to the extended diploma.

The additional units (example below) are carried out more individually and with less tutor input and run alongside the Diploma units in the second year.

### Unit 8: Coaching for Performance

- A: Investigative skills, knowledge, qualities & best practice of performance coaches
- B: Explore practices used to develop skills, techniques and tactics for performance
- C: Demonstrate effective planning of coaching for performance
- D: Explore the impact of coaching for performance





## **Unit 18: Work Experience in Active Leisure**

- A: Undertake in-depth preparation for an active leisure work experience placement
- B: Undertake a job application process for an active work experience placement
- C: Carry out work experience tasks to meet set objectives from work experience action plan
- D: Investigate the impact of an active leisure work experience placement on career development.

## **Unit 9: Research Methods in Sport**

- A: Understand the importance of research in sporting environments
- B: Examine key issues that impact on the effectiveness and quality of research in sport
- C: Apply appropriate research methods to a selected research problem in sport

## **Unit 10: Sports Event Organisation**

- A: Investigate how different types of sports events are planned and delivered
- B: Develop a proposal for a sports event for implementation approval
- C: Undertake the planning, promotion and delivery of a sports event
- D: Review the planning, promotion and delivery of a sports event and reflect on your own performance.

# ACADEMIC PATHWAYS

BTEC Level 3 National Diploma in Sport qualifications provide a broad introduction that gives learners transferable knowledge and skills.

These qualifications are for post-16 learners who want to continue their education through applied learning. The qualifications prepare learners for a range of higher education courses and job roles related to Sport. They provide progression either by meeting entry requirements in their own right or by being accepted alongside other qualifications at the same level and adding value to them.

Today's BTEC Nationals are demanding, as you would expect of the most respected applied learning qualification in the UK. You will have to choose and complete a range of units, be organised, take some assessments that we will set and mark, and keep a portfolio of your assignments. But you can feel proud to achieve a BTEC because, whatever your plans in life – whether you decide to study further, go on to work or an apprenticeship, or set up your own business – your BTEC National will be your passport to success in the next stage of your life.

## What could this qualification lead to?

Learners who have completed this qualification in two years may progress to further learning at Level 3. The qualification carries UCAS points and is recognised by higher education providers as meeting, or contributing to, admission requirements for many relevant courses. Learners can progress to higher education on full degree single or combined courses, for example:

- BA (Hons) in Sports Development and Management
- BSc (Hons) in Sports Management
- BSc (Hons) Sports Business Management
- BSc (Hons) Sport and Leisure Management
- BSc (Hons) Sports Science (Outdoor Activities)
- BSc (Hons) in Exercise, Health and Fitness
- BSc (Hons) in Sport and Exercise Psychology.

Learners should always check the entry requirements for degree programmes with the specific higher education providers.

The academic programme is delivered in conjunction with [JACE Training](#)

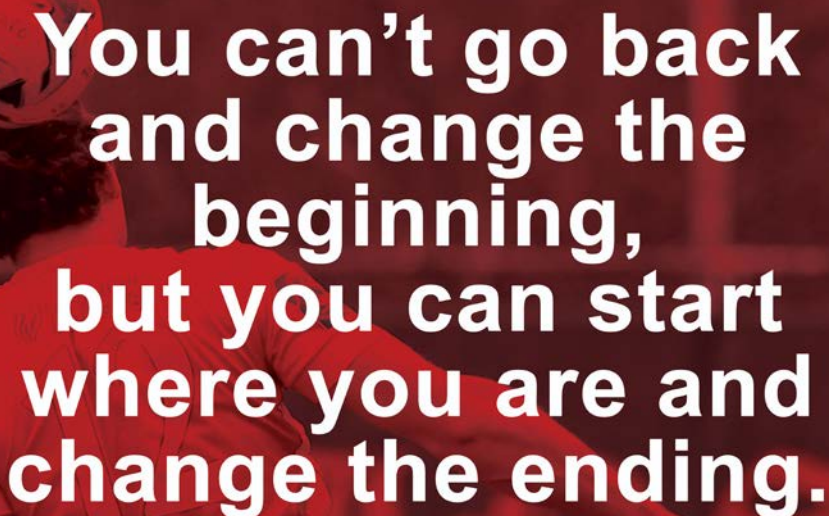


## How does the qualification provide employability skills?

Within the BTEC National units there are opportunities for learners to practice in developing employability skills.

The three main categories are:

- cognitive and problem-solving skills: use critical thinking, approach non-routine problems applying expert and creative solutions, use systems and technology
- intrapersonal skills: communicating, working collaboratively, negotiating and influencing, self-presentation
- interpersonal skills: self-management, adaptability and resilience, self-monitoring and development.



**You can't go back  
and change the  
beginning,  
but you can start  
where you are and  
change the ending.**

- C.S. LEWIS



## How does the qualification provide transferable knowledge and skills for higher education?

The BTEC National course provides transferable knowledge and skills that prepares learners for progression to university. The transferable skills that universities value include:

- the ability to learn independently
- the ability to research actively and methodically
- being able to give presentations and being active group members.

BTEC learners also benefit from opportunities for deep learning where they are able to make connections among units and select areas of interest for detailed study. BTEC Nationals provide a vocational context in which learners can develop the knowledge and skills required for particular degree courses, including:

- reading technical texts
- effective writing
- analytical skills
- creative development
- preparation for assessment methods used in degrees.



# ACADEMIC INDUCTION

During the summer holidays prior to the start of an academic year all students will be involved in pre-season training, academic induction and pre-season friendlies.

Because of the COVID-19 pandemic, induction for the academic year starting September 2020 may be limited or delayed. Instead we intend to get students involved in completing some academic work during the period of the pandemic, so when the restrictions are lifted they will be able to play more football.

## Induction Goals

- Meeting staff, students and officials
- Learning about the grounds and facilities
- Learning about the course
- Safeguarding and welfare policies
- Measuring up for kit and uniform
- Completion of registration documents

# CLASSROOM EQUIPMENT

## Equipment List

Students are expected to arrive with their own equipment for the classroom:

A pencil case containing:

- Blue / Black pens
- Pencils
- Rubber
- Ruler
- Highlighter
- Glue stick
- Broad nib pen (any colour)

Students will be provided with paper, folders and files when necessary.

Students are also advised to bring their own:

- Pocket tissues
- Personal hand gel
- Drink
- Snack

# DIGITAL LEARNING

Each student will have access to a laptop computer. The laptop is collected and handed back at the beginning and end of each day and charged overnight.

The Colston Avenue Stadium and classrooms are connected to the internet through broadband wifi.

We use Google Classroom. Each student will be provided with a Google Classroom account, their own carshaltonathletic.academy email and access to the latest software applications to perform academic tasks.

There will be occasions when students will work from home, especially with regard to the COVID-19 pandemic. Students will be able to access their google classroom accounts (to carry out work ) through their own home computers if they have broadband access.

Access to inappropriate online material is limited by online filtering service. Browsing history is recorded whilst using any academy google account or laptop. History is stored centrally on our server, and cannot be deleted by the student.

Viewing inappropriate online material is a very serious offence.

# VALUES

## Equality

At Carshalton Athletic we don't see colour, race, gender or religious beliefs. We see our brothers and sisters. The club's culture is one that welcomes and celebrates our different beliefs, backgrounds, upbringing and personalities.

## Understanding and Tolerance

We understand that a person's nature is shaped by their upbringing, their culture and environments. Every person's being is painted by the experiences in their life and it is not always easy to appreciate their perspective. For these reasons we promote understanding and tolerance to others

## Respect

At Carshalton Athletic we believe that showing respect to others is a fundamental human obligation. Lack of respect is the first step on the ladder of conflict.

We show the same respect to our students as we expect them to show to everyone else, including match officials, opposition teams and even people who do not show us respect.

## Kindness

Showing Kindness to others is a life skill, it follows on naturally after showing respect. Kindness is rewarded by a sense of inner wellbeing as well as often being reciprocated kindness by others. Those who can master the skill of being kind to others will be happier and more successful in themselves.



**DIVERSITY**  
**THE ONE THING WE ALL**  
**HAVE IN COMMON**  
**CELEBRATE IT**  
**EVERY DAY**





# ATTENDANCE AND PUNCTUALITY

Students should plan their preparation for their journey to the academy so that they arrive in good time.

If a student is, for any reason, going to be absent, or becomes aware that he will be late then he must call / leave a message as early as possible, but at least one hour before the time that he is expected.

If a student's attendance and / or punctuality is below a minimum acceptable standard, he will be required to make up the time during football periods. If the student's punctuality is not acceptable then he will not be permitted to take part in football activities.

Parent's will be informed if there is persistent absence or lateness.

Regular poor attendance / punctuality may result in the student losing his place at the academy.

Call Academy Mobile to inform of absence or lateness  
07501 690247.

# COLSTON AVENUE GROUND RULES

The security and wellbeing of students and staff is paramount.

The entire ground is covered by CCTV. Recordings are kept for a minimum of 30 days.

## Signing in / out

Students must always sign in the register immediately upon arrival at the ground. Students must always sign out on the register when leaving the ground, even if they are leaving for a short while or returning to the ground at a later time. If a student wishes to leave the ground before the end of the academic day or football event, then he must seek permission from a member of staff.

## Prohibited areas

Students are not permitted to enter any bar or kitchen area at any time unless accompanied by a member of staff.

Students are not permitted to enter the pitch area unless accompanied or authorised by a member of staff.

There are other areas of the ground that require authorisation that you will be made aware of from time to time.

## Pitch footwear

Students must wear recommended footwear when training or playing on the pitch - Football Boots with plastic or nylon studs. Moulded boots performance is the most superior on the 3G surface.

# KIT / UNIFORM

Each student will be provided with clothing to wear for all aspects of the programme.

## Academy uniform

To be washed and maintained by the student at home

Polo shirt x 2

Long shorts

Tracksuit

Sweatshirt x 2

Rain jacket

### **To be worn:**

When traveling to / from the Academy and / or matches

In the classroom

## Playing kit

To be washed and maintained by the academy

Home kit

Away Kit

Training Kit

### **To be worn:**

Football Training

Football Matches

## Other

The student must provide and supply shin pads for training and matches. Students will not be allowed to play without wearing shin pads.

Each student will be assigned a squad number that will be embroidered on every item of kit / uniform. The student is responsible for the safekeeping of all Academy clothing and will be responsible for the cost of replacement.

# CATERING

The academy programme is demanding and we encourage students to socialise with their peers and eat breakfast and lunch at the academy, unless working from home.

Breakfast and lunch times are included on the Academy timetable.

Parents must indicate if they want students to be provided breakfast and lunch on a monthly basis (in advance) and we will send the parent the bill online to be paid by credit / debit card.

Menus will vary but an example of some of the options offered is below:

## Breakfast (£15.00 per month)

Selection of Cereals and whole milk

Toast & Toppings

Tea / Coffee

## Lunch (£30.00 per month)

Selection of freshly made wraps

A Pasta dish

King Size Sausage Rolls

Shepherd's Pie

## Breakfast & Lunch (£40 per month)

# PARENT COMMUNICATION

## Parents Evening

The Academy will hold a parents evening twice a year to help promote a clear understanding of the student's progress both on and off the pitch (see term dates).

## Emergency Contact

In the case of an emergency a member of the Academy staff will call or email the named emergency contact on the registration form. If these details change, please do inform us in writing to [vickymannooch@carshaltonathletic.academy](mailto:vickymannooch@carshaltonathletic.academy)

## Concerns about a student

If a member of staff is concerned about a student's welfare or wellbeing contact will be made to the named emergency contact, if appropriate, following the academy's safeguarding policy.

If there is a concern about a student's attendance, punctuality, academic work or football performance, staff will initially discuss this with the pupil. If no action is taken or the concern is not resolved, the academy will contact the named emergency contact, usually the following week (see Code of Conduct).

# STAFF & CONTACTS

Paul Dipre - Chairman  
Pauldipre@carshaltonathletic.academy

Vicky Mannooch - Head of Education  
vickymannooch@carshaltonathletic.academy

Peter Adeniyi - First Team & Academy Manager & Coach  
peteradeniyi@carshaltonathletic.academy

Keith Boanas - Technical Director  
keithboanas@carshaltonathletic.co.uk

Laura Osbourne-Smith - Safeguarding Officer  
safeguarding@carshaltonathletic.co.uk

Charlene Murphy - Safeguarding Officer  
safeguarding@carshaltonathletic.co.uk

David Geddes - Colston Avenue General manager  
davidgeddes@carshaltonathletic.co.uk

Clare Dipre - Director  
c.dipre@carshaltonathletic.co.uk

Carrie Boyce - Colston Avenue Office Manager  
carrie@carshaltonathletic.co.uk

## Academy Contacts

Club Office: 0208-642-2551

Academy Mobile: 07501 690247

# TERM DATES 2020/21

## Autumn Term 2020

First day of Term: Monday 7th September 2020

Parent's Evening: Mid October (Dates TBC)

Half Term: Monday 26th October 2020 – Friday 30th October 2020

Last day of Term: Friday 18th December 2020

## Spring Term 2021

First day of Term: Monday 4th January 2021

Half Term: Monday 15th February 2021 – Friday 19th February 2021

Parent's Evening: Mid March (Dates TBC)

Last day of Term: Wednesday 31st March 2021

## Summer Term 2021

First day of Term: Monday 19th April 2021

Half Term: Monday 31st May 2021 – Friday 4th June 2021

Last day of Term: Friday 23rd July 2021

The term dates for Carshalton Athletic Academy have been determined by our training provider and are subject to change and staff training days may be added.

Term dates do not include pre-season football training and induction dates.



# CODE OF CONDUCT

## Background

Carshalton Athletic Football Club aims to achieve the highest standards in everything we do, in every team we run and every activity we participate. The good conduct of our staff, coaches, fans, players and academy students is the foundation of this ambition.

## Scope

This code of conduct is specific to Academy staff and students but is similar to codes of conduct that are in place at every level of the club,

## Reporting

If a student or parent is affected by another person's breach of a policy in the code of conduct then they can make a complaint as follows:

- To the Head of Education - Vicky Mannooch
- To the First Team and Academy Manager & Coach - Peter Adeniyi
- To the Club Chairman - Paul Dipre

If you feel that that your report or complaint is not being dealt satisfactorily then it can be escalated to the club chairman.

## Action

Proportionate action will be taken against a student who breaches the Club or Academy rules, policies or values. We have listed some examples of typical actions, but these are only meant as a guide and more severe action may be taken because of the particular details of an offence and/or the student's performance/record/behaviour.

## Conduct Policies

### Absence

We aim for a 100% attendance record for every student whilst we understand that there will be occasions where this is out of the students control

| Offence   | Typical Action  |
|---|---|
| Late arrival on any day without an exceptional reason                     | Stay behind to make up time whilst students are playing football  |
| Late arrival without an exceptional reason on more than one day in a week | Miss a football match, parent / guardian notified   |
| Repeated and regular late arrival over more than one week                 | Letter sent to parent / guardian, no football matches until the student has attended punctually for two weeks |
| Repeated and regular late arrival over more than two weeks                | Letter sent to parent / guardian, no football until the student has attended punctually for three weeks.      |
| Repeated and regular late arrival over more than three weeks              | Final Warning- meeting with parent / guardian<br>Expulsion from academy                                       |

## General Conduct

This applies to all times when travelling to / from the a club, or taking part in any classroom or football activity

| Offence   | Typical Action  |
|---|---|
| Searching for or visiting internet sites not associated with a students work    | 1st offence - Miss a match<br>2nd offence - Miss two matches  |
| Searching for or visiting internet sites that are classified as adult sites     | 1st offence - Miss four matches, letter to parent / guardian<br>2nd offence - Expulsion                           |
| Rude or inappropriate language or behaviour including racist or sexist language | 1st offence - Verbal Warning<br>2nd offence - Miss training<br>3rd offence - Miss one or more matches             |
| Lack of respect for property or equipment                                       | 1st offence - Verbal Warning<br>2nd offence - Miss training<br>3rd offence - Miss one or more matches             |
| Leaving the ground without signing out  | 1st offence - Verbal Warning<br>2nd offence - Miss training<br>3rd offence - Miss one or more matches             |
| Leaving the ground before the usual time without permission                     | 1st offence - Miss training<br>2nd offence - Miss one or more matches<br>3rd offence - Miss three or more matches |
| In possession or under the influence of drugs or alcohol                        | 1st offence - Expulsion   |
| Aggressive, bullying or threatening behaviour                                   | 1st offence - Expulsion   |
| Carrying a weapon   | 1st offence - Expulsion   |

# Classroom Conduct

In addition to policies under general conduct.  
When in the classroom students are expected to focus on the work that is set. Failing to do so affects the ability of the whole class

| Offence   | Typical Action  |
|---|---|
| Not handing in a mobile phone before class has started. | 1st offence - Verbal Warning<br>2nd offence - Miss training<br>3rd offence - Miss a match |
| Not focusing on work in hand, messing around            | 1st offence - Verbal Warning<br>2nd offence - Miss training<br>3rd offence - Miss a match |
| Not completing work to a satisfactory standard          | 1st offence - Verbal Warning<br>2nd offence - Miss training<br>3rd offence - Miss a match |
| Repeated offenses                                       | Letter to parent / guardian<br>Final Warning  |



## Football Conduct

In addition to policies under general conduct.

When training or playing matches the student is representing the club and must maintain the highest level of conduct

| Offence  | Typical Action   |
|--|--|
| Foul language  | 1st offence - Miss 1 match<br>2nd offence - Miss three matches |
| Threatening behaviour towards any player or official | 1st offence - Miss 3 matches<br>2nd offence - Expulsion        |



# BE KIND

EVERYONE YOU  
MEET IS FIGHTING  
THEIR OWN BATTLES,  
LIVING WITH THEIR  
OWN DEMONS



# EQUAL OPPORTUNITIES

This policy version is current at the time of printing but you should refer to the online version for the most up to date policy  
[www.carshaltonathletic.co.uk/equalopportunities](http://www.carshaltonathletic.co.uk/equalopportunities)

Carshalton Athletic aims to improve the quality of life and enhance the status and influence of all people from the diverse communities that work, play and support the club.

Carshalton Athletic believes that freedom from discrimination and equality of opportunity are fundamental rights and that each person should be valued regardless of age, race, gender, disability, sexual orientation, religion or belief, HIV status, and social class. Carshalton Athletic recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no learner, player, supporter employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on

grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics under the Equality Act 2010).

Carshalton Athletic will organise all its activities to ensure that diversity is valued and equality of opportunity promoted. It will develop and promote policies, services and actions that will make a real difference in its role as an employer, education provider and community club.

Harassment of any kind (specifically in the areas covered by the policy) will be considered a disciplinary offence. Harassment may involve derogatory and discriminatory remarks, ridicule, unwanted physical contact, demands for favours, or physical assault; staff members, volunteers or anyone connected with the organisation could be liable for dismissal for gross misconduct and any learner, employee or volunteer found to have breached this policy will be asked to resign. Harassment of any kind is breach of this policy; it could be construed as gross misconduct and would be liable to dismissal if the case is proven.

We will ensure all people are treated fairly and consistently without discrimination.



# HEALTH & SAFETY POLICY

This policy version is current at the time of printing but you should refer to the online version for the most up to date policy  
[www.carshaltonathletic.co.uk/healthandsafety](http://www.carshaltonathletic.co.uk/healthandsafety)

## Statement of intent

- Our health and safety policy is to:
- Prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work and learners are fully aware of this policy and other policies relating to their wellbeing
- Provide personal protective equipment where required
- Consult with our employees and learners on matters affecting their health and safety
- Provide and maintain safe plant and equipment ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

## Responsibilities for health and safety

Overall and final responsibility for health and safety:

David Geddes

Day-to-day responsibility for ensuring this policy is put into practice:

Carrie Boyce (Office manager)

Vicky Mannooch, Peter Adeniyi

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Vicky Mannooch – safety, risk assessments, consulting employees, accidents, first aid and work-related ill health

Carrie Boyce and David Geddes– monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

Paul Dipre – maintaining equipment, information, instruction and supervision, training

### **All employees should:**

Co-operate with supervisors and managers on health and safety matters;

Take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed above).

## Arrangements for health and safety

### **Risk assessment**

We will complete relevant risk assessments and take action.

We will review risk assessments when working habits or conditions change.

### **Training**

We will give staff and subcontractors health and safety induction and provide appropriate training (including working at height, asbestos awareness and electrical safety).

We will provide personal protective equipment.

We will make sure suitable arrangements are in place for employees who work remotely.

### **Consultation**

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

### **Evacuation**

We will make sure escape routes are well signed and kept clear at all times.

Evacuation plans are tested from time to time and updated if necessary.

# FIRST AID POLICY

This policy version is current at the time of printing but you should refer to the online version for the most up to date policy [www.carshaltonathletic.co.uk/firstaid](http://www.carshaltonathletic.co.uk/firstaid)

## **1. Authority and circulation**

1.1 This policy has been authorised by the Head of Education at Carshalton Athletic Football Club Academy. It is available to parents and students and to all members of Academy Staff.

1.2 The arrangements within this policy (for example the number of First Aiders, Appointed Persons and first aid boxes and contents of first aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the Academy with regard to all staff, students and visitors.

1.3 This policy complies with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.

## 2. Definitions and Terminology

2.1 **First Aid** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.

2.2 **First Aiders** are members of staff who have completed a Health and Safety Executive (**HSE**) approved First Aid course and hold a valid certificate of competence in First Aid at Work (**FAW**), Emergency First Aid at Work (**EFAW**) or Paediatric First Aid (**PFA**).

2.3 **First Aid Guidance** is the First aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance.

2.4 Appointed Persons are members of staff who are not qualified First Aiders who are responsible for looking after the first aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer first aid.

2.5 Staff means any person employed by the Academy, volunteers at the Academy and self-employed people working on the premises.

### 3. Aims of this policy

3.1 To ensure that the Academy has adequate, safe and effective First Aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

3.2 To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.

3.3 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy whilst making clear arrangements for liaison with ambulance services on the Academy site.

### 4. Responsibility

4.1 The Chairman of Carshalton Athletic FC Academy, as the employer, has overall responsibility for ensuring that the Academy has adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.

4.2 The Chairman delegates to the First Aid Officer (FAO) the day-to-day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the Academy. The First Aid officer will carry out an annual First Aid risk assessment and review the Academy's First Aid needs to ensure that the Academy's First Aid provision is adequate.

#### 4.3 The First Aid Officer is responsible for the following:

- **Information** – The FAO is responsible for ensuring that all staff and students are aware of, and have access to, this policy.
- **First aid rooms and first aid equipment** – Ensure that there is adequate provision of first aid boxes throughout the premises and that these are properly maintained and stocked. They should be checked at least once per term. Defibrillators should be checked annually.
- **Training**
  - **First aid officers** – should receive advanced training and which should be renewed on an annual basis.
  - **All other staff** – Upon taking up their position at the Academy, all staff should be inducted into the provision of first aid.
  - **First aid officers on-site** – Ensure that there is at least one 'First Aider' on each site during the Academy day.
- **Newly registered students**
  - **Declaration of pre-existing medical conditions** – All newly registered students must complete a form disclosing any medical conditions such as: diabetes, epilepsy or asthma. Together with the Designated Safeguarding Lead the First Aid Officer must determine whether the Academy can properly and safely accommodate the student, allowing for any 'reasonable adjustments'.
  - **Registration with doctors** – The FAO must ensure that all students register with a GP.



- **Trips, outings and other off-site activities** – The First Aid Officer must ensure that the Head of Education ensures that all staff who accompany students on trips and outings are equipped with a properly stocked first aid kit, a Academy mobile telephone together with emergency contacts. Proper risk assessments should be undertaken for each trip which would include the location of the nearest hospital and any issues arising from the access of emergency vehicles to the site.
- **International students** – The FAO must ensure that international students are provided with training to help them cope with emergency situations, including telephone number to contact in case of emergencies.
- **Reporting and recording** – The FAO must ensure that all accidents are recorded and followed up for analysis and future risk avoidance guidance. Any critical accidents are reported under RIDDOR guidance and regulation.

4.4 The First Aid Officer delegates to the Head of Education responsibility for collating medical consent forms and important medical information for each student and ensuring the forms and information are accessible to staff as necessary.

4.5 **First Aiders:** The Chairman is responsible for ensuring that the Academy has the minimum number of First Aid personnel (First Aiders and/or Appointed Persons). The main duties of First Aiders are to give immediate first aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Chairman. The First Aiders will undergo update training at least every three years.

4.7 All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.

4.8 **Anyone on Academy premises:** Anyone on the Academy premises is expected to take reasonable care for their own and others' safety.

## 5. First aid equipment

5.1 First aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in paragraph 36 of the First Aid Guidance. For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>.

5.2 First aid boxes are located at Carshalton Athletic and at these positions around the Academy site are as near to hand washing facilities as is practicable:

- Club Office
- Academy Classroom
- Clubhouse
- First aid Room

If first aid boxes are used, they should be taken to the First Aid Officer who will ensure that the first aid box is properly re-stocked.

All requirements for the first aid kits are supplied by the First Aid Officer and are regularly stocked at request of individual departments.

5.3 Defibrillators – The Academy's premises is equipped with a defibrillator which is kept in the First aid room and serviced annually.

**5.4 Academy minibuses:** The Academy may from time to time hire transport. In such circumstances, the member of staff in charge is responsible for ensuring that there is adequate first aid provision (which may require the member of staff to contact a first aider). The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078).

**5.5 Off-site activities:** First aid boxes for any off-site activities are kept in the First aid Room.

## 6. Information on students

6.1 The Designated Safeguarding Lead (DSL) will be responsible for reviewing students' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a student's functioning at the Academy to the Chairman, Head of Education, teachers, coaches and First Aiders on a 'need to know' basis. Together with the DSL the First Aid Officer must determine whether the Academy can properly and safely accommodate the student, allowing for any 'reasonable adjustments'.

This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a student or other members of the Academy community.

## 7. Procedures for students with medical conditions such as asthma, epilepsy, diabetes

7.1 The information held by the Head of Education will include a record of students who need to have access to asthma inhalers, epipens, injections or similar and this information should be circulated to teachers and First

Aiders. Individual students usually have responsibility for keeping such equipment with them. In other cases, the equipment will be kept, suitably labelled, by the education team.

## 7.2 Administration of medicines

The Academy does not have medically trained personnel and must reach an agreement with parents to administer any medicines on their behalf. It is the parent's responsibility to ensure that the Head of Education at the academy is notified in writing of any such requirement

## 8.Procedure in the event of illness

If a student is unwell during lessons they should report to a member of Academy staff, who will assess the situation and decide on the next course of action. If necessary, the staff may organise for the student to be taken to one of the medical rooms.

## 9. Procedure in the event of an accident or injury

9.1 If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. Appointed Persons or First Aiders can also be called for if necessary.

9.2 In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

**9.3 Ambulances:** If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any student is accompanied in the ambulance if necessary, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

## 10. Procedure in the event of contact with blood or other bodily fluids

### **10.1 The First Aider should take the following precautions to avoid risk of infection:**

- 10.1.1 cover any cuts and grazes on their own skin with a waterproof dressing;
- 10.1.2 wear suitable disposable gloves when dealing with blood or other bodily fluids;
- 10.1.3 use suitable eye protection and a disposable apron where splashing may occur;
- 10.1.4 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- 10.1.5 wash hands after every procedure.

### **10.2 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:**

- 10.2.1 wash splashes off skin with soap and running water;
- 10.2.2 wash splashes out of eyes with tap water or an eye wash bottle;

10.2.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water;

10.2.4 record details of the contamination;

10.2.5 report the incident to the First Aid Officer and take medical advice if appropriate.

## 11. First aid in the football department

11.1 **Offsite:** When students travel offsite for Football, they will be accompanied by a member of staff and will take first aid equipment. Any incident of first aid treatment must be reported and entered into the Accident book on return to Academy.

## 12. Reporting

12.1 The First Aider should complete a record of first aid provision into the Accident book.

12.2 All injuries, accidents and illnesses, however minor, must be reported to reception and they are responsible for ensuring that the accident report book is filled in correctly and that parents and HSE are kept informed as necessary.

12.3 **Accident Report Book:** All injuries, accidents, illnesses and dangerous occurrences on or off the Academy site if in connection with the Academy must be recorded in the accident report book; this will be kept locked in Old Court Place reception. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. Records will be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

**12.4 Reporting to parents:** In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the First Aid Officer if necessary.

**12.5 Reporting to HSE:** The Academy is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

#### **12.5.1 Accidents involving staff**

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;
- cases of work related diseases that a doctor notifies the Academy of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

## 12.5.2 Accidents involving students or visitors

Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any Academy activity (on or off the premises);
- The way a Academy activity has been organised or managed (e.g. the supervision of a field trip);
- Equipment, machinery or substances;
- The design or condition of the premises.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

## 13. Monitoring

13.1 There will be an annual review of reported incidents, which is organised by the First Aid Officer in order to take note of trends and areas of improvement to avoid accidents and deal with illnesses. This will form part of the annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the First Aid Officer will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

## 14. Educational visits, outings and off-site activities

For these activities and events at least one member of staff must have up to date first aid training and be supplied with a first aid kit, Carshalton Athletic mobile telephone together with emergency contact numbers.



LOVE GRATITUDE SUPPORT  
RECOGNITION APPRECIATION  
RESPECT **LOVE** GRATITUDE  
**SUPPORT** RECOGNITION  
APPRECIATION RESPECT **LOVE**  
GRATITUDE **SUPPORT**  
RECOGNITION APPRECIATION  
RESPECT **LOVE** GRATITUDE  
**SUPPORT** RECOGNITION  
APPRECIATION RESPECT



# SAFEGUARDING POLICY

This policy version is current at the time of printing but you should refer to the online version for the most up to date policy  
[www.carshaltonathletic.co.uk/safeguarding](http://www.carshaltonathletic.co.uk/safeguarding)

Carshalton Athletic Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

The key principles of The FA Safeguarding Children Policy are that:

- the child's welfare is, and must always be, the paramount consideration
- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

working in partnership with other organisations, children and young people and their parents/carers is essential. We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Football Club recognises that this is the responsibility of every adult involved in our club.

Carshalton Athletic Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- specify what the role is and what tasks it involves
- request identification documents
- as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- ask for and follow up with 2 references before appointing someone
- where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current employees and volunteers working in eligible roles, with children and young people - such as managers

and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice<sup>1</sup>.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the CRC Process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

Carshalton Athletic Football Club aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football. Club

## Whistleblowing

Carshalton Athletic Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a adult in a position of trust with football can 'whistle blow' by contacting The club's welfare officer (who's details are advertised on our web site and in learning areas) or the FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com) or alternatively by going

direct to the Police, Children's Social Care or the NSPCC. Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

Carshalton Athletic Football Club has appointed a Club Safeguarding Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Safeguarding Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Safeguarding Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Safeguarding Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

Respect codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which

may be implemented by the County FA in more serious circumstances.

Reporting your concerns about the welfare of a child or young person. **Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.**

If you are worried about a child then you need to report your concerns to the Club Safeguarding Officer.

If the issue is one of poor practice the Club Safeguarding Officer will either:

- deal with the matter themselves or
- seek advice from the **CFA Welfare Officer**

If the immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Safeguarding Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.

If at any time you are not able to contact your Club Safeguarding Officer or the matter is clearly serious then you can either:

- contact **The FA Safeguarding Team** on 0800 169 1863 or [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)
- contact the **Police** or **Children's Social Care**
- call the **NSPCC** 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)



Carshalton Athletic Football Club  
War Memorial Sports Ground  
Colston Avenue  
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SM5 2PW

[www.carshaltonathletic.co.uk](http://www.carshaltonathletic.co.uk)



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