



SECTION	SAFEGUARDING
POLICY/PROCEDURE	CLUB SCOUTS POLICY
DATE OF ISSUE	FEBRUARY 2024
DATE OF REVIEW	AUGUST 2024
VERSION	1

1. POSITION AND VALUES

The Club's Head of Academy Recruitment takes lead responsibility for scouting new talent and for line managing the talent scouts employed by the Club who seek to identify promising young players through attendance at:

- Soccer schools
- Saturday/Sunday junior schools
- Inter-County Soccer
- Tournaments/Festivals not involving other professional clubs

Our representatives will not scout at academy soccer and centre of excellence games (below U16's) unless prior arrangements have been made with both clubs involved. The Club has a relatively small team and our player scouts may also receive tips from parents, peers, colleagues, and occasionally agents.

Where recruitment results from a recommendation or communication to the Club or its representatives from an individual who is not formally employed by the Club, reasonable expenses may be paid and a donation may be made to the Club or school linked to the person who identified the talented player (all payments must be appropriately invoiced to ensure transparency and in line with good practice and any individual 'informally acting as a scout' must be able to demonstrate a legitimate reason for attendance at training or matches). Safeguarding and promoting the welfare of young people is of paramount importance to the Club and all scouts practice in accordance with the Club's safeguarding policy and procedures. This policy sets out clear expectations around scouting activity, behaviour and safeguards.

2. RECRUITMENT AND DEPLOYMENT OF SCOUTS

The Club has a robust and rigorous safe recruitment process for scouts against a clear job description. All scouts are subject to the following:

- Enhanced DBS checks
- Taking up of references indicating that they are suitable and appropriate people to undertake a role with children and young/vulnerable people
- Full induction to their role and to club policies by the Head of Academy Recruitment and Head of Academy including:
 - Codes of conduct
 - Orientation to the Club's safeguarding framework, policies, reporting processes, and linked policies (including Equality and Diversity Policy) by the Club's Academy Designated Safeguarding Officer (DSO)
 - Recognised direct delivery Basic awareness child protection and safeguarding training e.g. the FA 'Safeguarding Children and Young People in Football' workshop
 - Registration with the Club through the Single Central Record (SCR)
 - Issuing of Club ID badges, which include a photograph, to be renewed every season and which states the year of that current season (ID badges are always recovered from any scout who is no longer involved with the Club and their details are removed from the SCR).



SECTION	SAFEGUARDING
POLICY/PROCEDURE	CLUB SCOUTS POLICY
DATE OF ISSUE	FEBRUARY 2024
DATE OF REVIEW	AUGUST 2024
VERSION	1

3. PROFESSIONAL TRAINING AND DEVELOPMENT

The Club provides training for scouts and continued professional development to ensure that they:

- Recognise the issues related to safeguarding children and understand our Club's policies and procedures.
- Know who the Designated Safeguarding Officer (DSO) is at the Club, the Academy, and across the Club's activities and services.
- Understand the talent requirements of the Club
- Provide a positive first impression and promote and enhance the Club's image.
- Understand how to demonstrate Club loyalty.
- Understand all aspects of grass-roots football including how to approach managers/club coaches in an appropriate manner.
- Know what The FA and EFL rules are in relation to the recruitment of young players.
- Understand the nature of creating positive, professional relationships with families and players and others they liaise with.
- Recognise that they must complete appropriate paperwork required by the Club.
- Receive regular supervision and training appropriate to the hours of work and the role they hold. LCFC has a very holistic and long-term approach to player recruitment and development. The Academy Head of Recruitment is an integral part of the Academy and Club team attending weekly meetings with all of the key coaching, management, and support staff. Scouts will also be expected to attend Club training, briefings, and meetings as required to ensure they are kept fully informed and up to date.

4. BOGUS SCOUTS

Across the football landscape, you will regularly be aware of scouts both in the UK and abroad who claim to be acting on behalf of a Premier League or Football League club who simply are not. These individuals present potential risks for young people and their families and may:

- ask families/individuals to pay them in return for promises of trials or extra training or to cover insurance or medical fees or transport
- say they can give players extra training in order to get you a trial
- have scruffy or old or odd-looking identification (but it may also look very convincing)
- have a letter supposed to be from someone at our Club
- wear an old or scruffy Club kit (although some may look very smart)
- offer to take a player to a trial
- approach players and/or parents through social networking (Facebook, Twitter etc)

Our staff are trained and encouraged to be alert to and to make both players and parents aware of the dangers associated with bogus scouts. We advise players, coaches, and parents/carers to:



SECTION	SAFEGUARDING
POLICY/PROCEDURE	CLUB SCOUTS POLICY
DATE OF ISSUE	FEBRUARY 2024
DATE OF REVIEW	AUGUST 2024
VERSION	1

- never assume that an individual is a proper Club scout just because they say they are
- always ask for identification and check it closely
- look closely at any kit/uniform but not assume that professional or branded clothing indicates means a proper scout
- contact the Academy's DSO, Head of Academy Recruitment, or Head of Academy to verify the person's identity
- never make any payments to them for any reason –a genuine approach will not involve any financial exchange
- ensure players know to never agree to go anywhere with them, especially if no-parent/trusted adult knows where you are or where they are going
- always challenge any unidentified or suspicious adults observing children's matches and report concerns to the Academy DSO or to the Police if there are any immediate concerns about safety

5. SCOUTS ATTENDING POLICY

All clubs wishing to send scouts to Lincoln City Academy home games must request permission at least 48 hours prior to the commencement of the fixture. All requests made with less notice will be refused.

An acknowledgement e-mail will be sent by return e-mail to confirm the scout's attendance. All requests must be sent by email to the Academy DSO and be age group-specific. Scouts will not be allowed to view any other age groups on this visit. A maximum of one scout per age group will be allowed. Any representatives who turn up without prior authorisation or without suitable ID will be asked to leave the premises

Scouts must report to the Academy office at least 10 minutes prior to kick-off but should not arrive at the training ground any earlier than 20 minutes prior to kick off. All scouts will produce an official current season photo ID pass.

The making of approaches or communication of any kind with players or parents is strictly forbidden. Photography or video of any kind is not allowed.

Any breach of these rules will be reported to the Football League/Premier League and the originating clubs will be refused subsequent requests for LCFC fixtures.

6. LCFC SCOUTS ATTENDING MATCHES

The Head of Academy Recruitment will email clubs to inform them of the intention of specific scouts to attend a specific match at least 24 hours before the kick-off time (at all levels including grassroots).

Once notification of authorisation has been received from the club, the Head of Academy Recruitment will email our scouts via the PMA to inform them of the match and ticket collection and any other agreed arrangements. Our Scout will then respond confirming these arrangements and confirming their commitment to the following Youth development rules:



SECTION	SAFEGUARDING
POLICY/PROCEDURE	CLUB SCOUTS POLICY
DATE OF ISSUE	FEBRUARY 2024
DATE OF REVIEW	AUGUST 2024
VERSION	1

- 0 230 Code of Conduct for Scouts
- 0 232 Produce their ID card upon request
- 0 233 Inform the club of their arrival
- 0 234 Comply to any documentation regarding the approach procedure and processes that the home club has for their players

7. SCOUTS CODE OF CONDUCT AND METHOD OF APPROACH

Scouting in the professional game is a difficult activity and all representatives need to work with a degree of independence and show initiative. The Club believes that the intensity and increase in activity by professional clubs to acquire and unearth talent makes it vitally important that club representatives work within the rules and regulations laid down by The F.A. Premier League. Club representatives are responsible to the Head of Academy Recruitment.

The following points provide a simple but sensible code for all our club scouts/representatives to follow:

- Identification: each scout should carry with them their "Club's Representative Card" issued season to season and present this on any approach.
- Rules and regulations: scouts must ensure that they are totally conversant and familiar with the football governing bodies' rules and regulations concerning schoolboy/youth players.
- Scouts must ensure that safeguarding training and requirements are maintained through completion of the FA 'Safeguarding Children and Young People in Football workshop (or a recognised refresher, update, or equivalent learning) at least every three years
- Scouts must comply with Club requirements in relation to safe recruitment and deployment background checks including DBS checks
- Club representatives must always seek to introduce themselves to the person in charge of the team
- The representative should wait until an appropriate time to enquire as to the status or details of any player involved (not in the middle of the game)
- No approach either directly or indirectly should be made to a boy or parent of a boy signed with another club.
- If a question is raised, re "the boy's registration" this should be verified through the Club to the registrations department.
- If information is refused by the person in charge of the team, this should be reported back to the Club's Head of Academy Recruitment, who in turn, will bring this to the notice of its respective league authorities to follow up and respond to.
- Approaches to players outside the specified dates/times agreed for viewing is illegal and should be avoided at all costs.
- Scouts should NOT unfairly criticise other clubs' officials.
- Scouts must ensure that they are familiar with the Club's policies and procedures and comply with them
- Scouts must ensure that they know how to contact the Club's Designated Safeguarding Officer
- Scouts must be registered with EFL through the Single Central Record (SCR)
- Scouts must promote and enhance the Club image and demonstrate Club loyalty



SECTION	SAFEGUARDING
POLICY/PROCEDURE	CLUB SCOUTS POLICY
DATE OF ISSUE	FEBRUARY 2024
DATE OF REVIEW	AUGUST 2024
VERSION	1

- Be issued with and wear Club ID badge stating the current season and have a recent photograph and should be renewed every season
- Scouts must ensure that they understand the talent requirements of the Club and have knowledge of children's technical and physical development
- Scouts must always be honest and realistic with parents and players
- Scouts must maintain good lines of communication with the Head of Academy Recruitment and staff
- Scouts should complete all records and paperwork in a timely and conscientious manner
- Scouts must attend Club meetings, supervision, and training when required
- Scouts must always report any potential safeguarding or welfare concerns without delay to the Designated Safeguarding Officer
- It is expected that scouts should NOT unfairly criticise other clubs' officials.
- Scouts must never abuse their position or make any unrealistic promises to children, parents, or club managers
- Scouts should never promise trials at the Club without the permission/agreement of the Club
- Scouts must never, as part of their role in football, transport players or allow any player to stay overnight at their home or other accommodation

Club Scouts and representatives are required to sign the Code of Conduct To indicate that they have read, understood, and agree to comply with it.



SECTION	SAFEGUARDING
POLICY/PROCEDURE	CLUB SCOUTS POLICY
DATE OF ISSUE	FEBRUARY 2024
DATE OF REVIEW	AUGUST 2024
VERSION	1

8. INTERNAL SAFEGUARDING CONTACTS

Senior Safeguarding Manager

Liam Scully

Chief Executive officer

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Club Designated Safeguarding Officer

Richard Parnell

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Academy Head of Education

Emma Metheringham

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Academy Designated Safeguarding Officer

Mark Johnson

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Women's Club Welfare Officer

Joanna Manning

07970 560430

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Foundation Designated Safeguarding Officer

Alex Bavin

Director of Operations

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SECTION	SAFEGUARDING
POLICY/PROCEDURE	CLUB SCOUTS POLICY
DATE OF ISSUE	FEBRUARY 2024
DATE OF REVIEW	AUGUST 2024
VERSION	1

9. EXTERNAL SAFEGUARDING CONTACTS

EFL Head of Safeguarding

Alexandra Richards
Safeguarding Manager
01772 325940 / 07792 284740
arichards@efl.com

EFL Safeguarding Regional Manager

Sarah Boyer
07583 138032 / 01772 376889
sboyer@efl.com

Lincolnshire County FA

Ben Pearce
Designated Safeguarding Officer
01522 596580
Ben.Pearce@lincolnshirefa.com / safeguarding@lincolnshirefa.com

Lincolnshire Customer Service Centre

01522 782111

Out of Hours Emergency

01522 782333

Police

If you have concerns requiring the Police's immediate action, dial 999.