



# **SAFEGUARDING INFORMATION & UPDATES**

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**2025/2026**

# HOW AND WHERE TO REPORT



Please see the thresholds below to help you know where to refer your Safeguarding concern

## Discipline

These concerns should not be reported to the Safeguarding Team, and should go to the Discipline department who then liaise with the Safeguarding Team where appropriate.

- Physical violence
- Discrimination
- On-field offences
- Abandoned matches
- Entering the field of play
- Parent/spectator/coach verbal conduct against a match official
- Physical conduct against a match official

## Club/Club Welfare Officer (CWO)

- Parent complaints (game time, coaching style etc.)
- Parent/spectator/coach conduct pitchside
- Kit issues
- Video/photography/social media
- Payment issues
- Name calling/bullying
- Adult on adult aggression
- Bad language
- General club issues - Code of Conduct
- Adult aggression

# HOW AND WHERE TO REPORT



(Continued)

## Birmingham County FA Safeguarding Team

- Physical abuse towards a child
- Sexual abuse of a child (can be player on player)
- Signs of abuse
- Grooming
- Threats of violence towards a child
- Repeated poor practice behaviours
- Coercive behaviour
- Inappropriate entry into a child's changing room

## Emergency Services

- Abuse towards a child
- Threats to life
- Concerns of weapons
- Intoxicated adults with a child in their care
- Serious bodily harm
- Suspected unlawful photography of children
- Concerning or unusual behaviour of an unknown adult
- Indecent images of children

If you have an immediate and urgent concern about the safety or wellbeing of any individual, especially a child or vulnerable adult, whether inside or outside of football, please contact your local **Emergency Services (999)** or the **NSPCC on 0808 800 5000** or your Local Authority Safeguarding Services.

# HOW TO SUBMIT A REFERRAL



**The information needs to be complete, clear and concise.**

## **What to include in a referral:**

- Date of incident
- Fixture/training details
- Club details
- Alleged perpetrator's name and FAN details (if unknown, please provide as detailed description as possible)
- Relationship the alleged perpetrator has to the victim

## ***Submit a case summary together with any actions taken:***

- Bullet point the key issues with the individual's behaviour (incident details)
- Any actions taken by the Club
- Any witness statements

## **What NOT to include:**

- Unnecessary information that doesn't relate to the current incident
- Assumptions about the case (not facts)
- Opinions
- Adult disputes
- Complaints about squad selection/playing time

# DBS INFORMATION & GUIDANCE



## CWO - How to initiate DBS' for coaches

The first DBS check in the new system must be initiated by the club. After that, individuals can start their own checks. To initiate a DBS for someone at your club:

1. Go to the **Club Portal** > **Officials** > **Safeguarding and Qualifications** tab.
2. Click **Start DBS** on the right. This shows all club officials and the status of any ongoing applications. Find the person by scrolling or searching their name.
3. Select the individual, check their email is correct, and click confirm. If it's wrong, they can update it at **MyAccount.TheFA.com**.
4. They'll receive an email from '**Know Your People**' to set up their account and begin the DBS check

## **What to do if someone fails their digital online verification or opts out:**

1. **Arrange In-Person ID Check:** Have the applicant bring their original ID documents to an approved Club or County FA verifier.
2. **Login to Know Your People:** The verifier logs into their **KYP** account.
3. **Locate the Applicant:** Search for the individual or go to your tasks page to locate the individual.
4. **Verify Documents:** Check the original documents, select them from the list, and enter any required details.
5. **Submit Verification:** Review the info and click **submit** to continue the DBS process.

# DBS INFORMATION & GUIDANCE



## Starting your DBS Check as a Coach:

1. Visit [MyAccount.TheFA.com](https://myaccount.thefa.com) and go to the Safeguarding section.
2. If it's your first time using the portal, your Club must initiate the DBS for you. After that, you can initiate it yourself.
3. Click '[Start DBS](#)', check your email is correct and confirm. Your status will update to '[initiated](#)'.
4. You'll then get an email from [Know Your People](#) with steps to complete your DBS check.

## Complete your DBS Application as a Coach:

1. Visit [FAChecks.KnowYourPeople.co.uk](https://fchecks.knowyourpeople.co.uk) or use the link in your email (mobile recommended).
2. Under [Pending Applications](#), click [Complete This Application](#), check your documents and continue.
3. Agree to the statements and follow to Yoti ID verification steps.
4. Scan your documents, complete facial verification and pay to submit.
5. Need help? Visit the [FA First Advantage Support platform](#).

# CONTACTS



## **General Queries/Support**

[Support@BirminghamFA.com](mailto:Support@BirminghamFA.com)

## **Safeguarding Issues/Referrals**

[Safeguarding@BirminghamFA.com](mailto:Safeguarding@BirminghamFA.com)

## **Safeguarding & Compliance Co-ordinator**

[Katrina.Pritchard@BirminghamFA.com](mailto:Katrina.Pritchard@BirminghamFA.com)

## **Safeguarding & Respect Lead**

[Tighe.Maxwell-Whiteley@BirminghamFA.com](mailto:Tighe.Maxwell-Whiteley@BirminghamFA.com)

## **Head of Safeguarding**

[Sarah.Willis@BirminghamFA.com](mailto:Sarah.Willis@BirminghamFA.com)