

FPCA Football Club – Investigation & Conduct Policy

1. Purpose

This policy outlines how FPCA Football Club will respond to, investigate, and manage any concerns or issues raised within or around the club. It applies to players, parents/guardians, coaches, volunteers, sponsors, staff, match officials, and anyone associated with FPCA Football Club, whether acting on behalf of the club or publicly representing the club through kit, branding or affiliation.

2. Scope

This policy covers:

Safeguarding or welfare concerns involving children or vulnerable adults
 Allegations or complaints involving club members or external individuals
 Misconduct by players, coaches, staff, parents, spectators, or sponsors
 Incidents occurring at club matches, training, events, or external locations where club branding is visible
 Behaviour reported via social media, hearsay, or third-party notifications
 Interactions with opposition teams, leagues, or match officials

3. Principles

Fair and impartial: All concerns will be assessed without bias
 Confidentiality: Information will be shared only with those who need to know
 Proportionality: The level of investigation will match the seriousness of the concern
 Child-centred: Where children are involved, their welfare is the priority
 Timely: Issues will be reviewed as quickly and efficiently as possible

4. Reporting a Concern

Concerns should be reported directly to one of the following:

Club Welfare Officer: cwo@fpcfootballclub.co.uk

Club Chairman: chairman@fpcfootballclub.co.uk

Concerns can also be reported via WhatsApp or in writing. Anonymous reports will be considered but may be harder to investigate.

5. Investigation Process

Stage 1 – Initial Review

The Club Welfare Officer and/or Committee will assess the nature of the concern

Where appropriate, safeguarding concerns may be referred immediately to The FA, police, or children's services

Stage 2 – Information Gathering

Relevant parties (including witnesses) may be contacted for statements or clarification

Individuals involved will be treated with respect and informed of any concerns about them

Stage 3 – Club Review Meeting

A panel of at least three impartial club committee members will review the evidence and agree a course of action

Outcomes may include: no action, informal resolution, warning, behaviour agreement, suspension, or removal from role/membership

Stage 4 – Follow-Up

All parties will be informed of the outcome (with consideration for confidentiality)

Support may be offered where appropriate (e.g. mediation, safeguarding advice)

Records will be securely stored for future reference

6. Branding & Representation

All individuals affiliated with FPCA Football Club are expected to behave responsibly when wearing club kit or representing the club publicly or online. This includes:

Players outside of training/matches

Parents/supporters on social media

Coaches or staff at external events or venues

Sponsors promoting their relationship with the club

Poor conduct while wearing or displaying FPCA branding will be treated as a formal club issue and investigated accordingly.

7. Right to Review or Appeal

Where appropriate, individuals may request a review of the club's decision. This must be submitted in writing to the Chairman within 7 days of receiving the outcome.

8. External Escalation

Safeguarding and serious misconduct concerns may be escalated to:

The FA Safeguarding Team

County FA

NSPCC or Police, depending on the matter

9. Policy Review

This policy is reviewed annually by the FPCA Committee and updated in line with guidance from The FA, UK legislation, and best practice in youth sport.

