



BILLERICAY TOWN FC
GIRLS



BILLERICAY TOWN FC
WOMEN
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ACCREDITED
CLUB ★ ★
PART OF ENGLAND FOOTBALL

Safeguarding Processes

Safeguarding practice

Safeguarding forms part of England Football's ongoing commitment to make the game safe for all. England Football want to ensure their courses are continually improving to support all coaches, volunteers, managers, and club representatives.

We as a club believe players of all ages and backgrounds have the right to play football in a secure, fun, and enjoyable environment and protecting their welfare is the responsibility of us all.

All those working with the club are required to undertake the appropriate and relevant safeguarding courses as advised by the club's safeguarding lead.

Safeguarding leads are available to all members of the club and are proactive in making themselves known, including to parents and players.

Reporting Concerns

Some concerns are more serious than others, however, all welfare concerns are important.

You might be concerned with someone's attitudes and/or behaviours or be worried about specific situations that might be complicated and affecting some-one's wellbeing.

No matter what your concerns, the safeguarding leads are available to listen in a non-judgemental way, advise, and support.

If you are staff, coach, volunteer.

If you are worried about something, it is important you report your concerns to the Club Welfare Officer (contact details below) and report them early.

If something is serious and urgent you should stay calm and give reassurance to anyone involved if need be.

Never make promises of confidentiality and don't ask leading questions.

Provide as much detail as possible to the designated safeguarding lead for the club who will:

- Consider the information.
- Carry out enquiries where appropriate.
- Meet with relevant parties if necessary.
- If necessary, seek advice from Essex FA Safeguarding lead.
- If necessary, report to the proper authorities

The safeguarding lead will keep notes of any discussions. Whilst you may not be party to detailed information gathered, we will provide assurance that action is being taken and provide any advice as appropriate.

If someone is in immediate danger, follow your training and report to the police using 999 and then seek support from your safeguarding officer. The contact numbers for the Essex County Council safeguarding teams are also listed below.

If the safeguarding officer is unavailable you can also contact Helen Hever at Essex FA (details Below) or the NSPCC (details Below)

If you are a parent, or player.

If you are worried about something you have seen, or something has made you feel uncomfortable it is important to report your concerns no matter how small they may seem and report them early.

- Contact your safeguarding lead to discuss your concerns. Contact details below. If someone is in immediate danger, report to the police using 999 and then seek support from your safeguarding officer. The contact numbers for the Essex County Council safeguarding teams are also listed below.
- If the safeguarding officer is unavailable, you can also contact Helen Hever at Essex FA (details Below) or the NSPCC (details Below)
- You can make a formal report/complaint if it is something serious.
- We will gather the information from you and keep written notes.
- A decision will be made about next steps to be taken.
- We also have two senior players known to the squad who can also be approached to raise concerns or share views.

Depending on the urgency and or seriousness of the matter next steps could be:

- To conduct a club investigation depending on what the issue is
- To seek rt concerns to the Essex FA Safeguarding lead for advice.
- To report concerns to the appropriate authorities

There are two safeguarding leads for the girls and women's sections, and they work together to ensure the right support is given, and action taken.

If you are still concerned following this process:

Please escalate your concerns to Helen Hever safeguarding lead at Essex FA, contact details below.

CONTACT DETAILS

Billericay Town Women FC and Youth Football Under 15s Upwards

Clare Burrell 07477078240

Email womensandgirlscwo@bilericaytownfc.co.uk

Billericay Town Girls FC Wildcats to Under 14s

Vicki Westerberg

Email womensandgirlscwo@bilericaytownfc.co.uk

Essex FA safeguarding lead

Helen Heaver 01245 393098

Email helen.hever@essexfa.com

Essex County Council

Immediate risk of harm 0345 6037627

Consultation 0345 6037627

Out of hours 0345 6061212

NSPCC helpline 0808 8005000

Annual review due: August 2026