



CHILD SAFEGUARDING AND PROTECTION POLICY

1. Policy statement

Rangers Football Academy is committed to providing a safe, respectful, inclusive and supportive environment in which children can develop their football skills, confidence, discipline and team work.

The academy recognises that every child has the right to protection from abuse, neglect, exploitation, bullying, discrimination and inappropriate treatment.

This policy applies to all academy owners, managers, coaches, volunteers, employees, contractors, parents, guardians and other individuals involved in academy activities.

The best interests, dignity and safety of the child must guide all decisions affecting children.

2. Purpose

This policy aims to:

- Protect children from abuse, neglect, exploitation and avoidable harm.
- Establish clear standards for adult conduct.
- Provide procedures for reporting and responding to safeguarding concerns.
- Promote safe recruitment and appropriate supervision of staff.
- Ensure that children can raise concerns without fear of punishment or retaliation.
- Encourage parents and guardians to participate in safeguarding.
- Support compliance with applicable Kenyan child-protection and data-protection requirements.

3. Scope and definition of a child

For the purposes of this policy, a child is a person below 18 years of age, consistent with the applicable Kenyan legal framework.

This policy applies during training sessions, matches, tournaments, camps, academy travel, online interactions, official events and other activities organised or supervised by the academy.

4. Safeguarding principles

All academy representatives must observe these principles:

Child-centred practice: The child's safety, welfare and best interests come first.



Respect and dignity: Every child must be treated fairly regardless of ability, disability, background, gender or family circumstances.

Zero tolerance for abuse: Abuse, harassment, exploitation and deliberate humiliation are unacceptable.

Appropriate boundaries: Adults must maintain professional relationships with children.

Accountability: Concerns must be reported, documented and addressed appropriately.

Confidentiality: Safeguarding information must be shared only with people who need it to protect the child or meet legal obligations.

5. Forms of abuse and unacceptable behaviour

Safeguarding concerns may include, but are not limited to:

- Physical abuse: Hitting, kicking, shaking, deliberately injuring or using excessive physical punishment.
- Emotional abuse: Threats, humiliation, intimidation, persistent insults or deliberately undermining a child's confidence.
- Sexual abuse or exploitation: Any sexual activity, grooming, sexual harassment, exploitation or inappropriate sexual communication involving a child.
- Neglect: Failure to provide necessary care, supervision or protection, where this places a child at risk.
- Bullying: Repeated physical, verbal, social or online intimidation.
- Discrimination: Unfair or harmful treatment based on personal characteristics or circumstances.
- Online abuse: Threatening messages, grooming, inappropriate images, cyberbullying or improper contact.
- Unsafe coaching: Reckless training practices, ignoring serious injuries or pressuring children to participate when doing so may endanger them.

Children must never be subjected to degrading punishment, abusive language, forced exercise as punishment or conduct intended to cause fear or humiliation.

6. Responsibilities of academy management

Academy management shall:

1. Appoint a designated Child Safeguarding Officer.
2. Communicate this policy to staff, volunteers and parents.
3. Ensure staff understand how to report safeguarding concerns.



4. Take reasonable steps to verify the suitability of individuals working with children, including lawful background checks where appropriate.
5. Provide appropriate first-aid arrangements and emergency procedures.
6. Maintain confidential records of safeguarding concerns and responses.
7. Cooperate with relevant child-protection authorities where necessary.
8. Review this policy regularly and after any serious safeguarding incident.

7. Staff and coach code of conduct

All staff, coaches and volunteers must:

- Treat every child with respect and fairness.
- Use age-appropriate coaching methods and language.
- Maintain appropriate professional boundaries.
- Avoid physical punishment, threats, humiliation and intimidation.
- Avoid being alone with a child in isolated or concealed locations where this can reasonably be prevented.
- Follow approved arrangements for changing rooms, transport, overnight trips and one-to-one coaching.
- Report injuries, abuse allegations, concerning behaviour and safeguarding risks promptly.
- Never promise a child absolute secrecy about a safeguarding concern.
- Never retaliate against a child or adult who raises a genuine concern.

Adults must not engage in romantic or sexual relationships with children, sexualised communication with children, or any other conduct that exploits their position of trust.

8. Safe recruitment and training

Before assigning an individual to work with children, the academy should:

- Verify identity and relevant qualifications.
- Obtain and check appropriate references where practicable.
- Conduct lawful background checks where available and appropriate.
- Explain the safeguarding policy and code of conduct.
- Provide safeguarding induction and periodic refresher training.
- Maintain records of relevant training and checks.

A person facing a credible safeguarding allegation may be removed temporarily from child-contact duties while a fair and appropriate assessment is conducted. Such measures should protect children without prejudging the outcome of an investigation.



9. Supervision and safe training environments

The academy shall take reasonable steps to ensure:

- Training facilities are suitable and reasonably safe.
- Attendance and collection arrangements are recorded.
- Children are supervised by authorised personnel.
- Coaches have clear responsibility for the children assigned to them.
- Activities are appropriate to the children's ages and abilities.
- Injuries and medical emergencies are handled promptly.
- Children are not left without appropriate supervision.
- Parents are informed of training times, venues and material changes.
- Changing rooms, toilets and other private spaces are managed with respect for children's privacy and safety.

One-to-

one coaching should take place in an observable setting, with appropriate parental knowledge and safeguards. Any necessary physical contact for coaching or first aid must be appropriate, explained where possible and respectful of the child's dignity.

10. Transport, trips and overnight activities

For academy-organised transport, tournaments, camps or overnight activities:

- Parents or guardians must receive relevant arrangements in advance.
- Required parental consent must be obtained.
- Drivers and vehicles must meet applicable legal and safety requirements.
- Appropriate supervision must be planned.
- Overnight arrangements must protect privacy and ensure safe supervision.
- Children must not be transported by an unauthorised adult without appropriate permission and safeguards.
- Emergency contact details must be available to responsible staff.

11. Bullying and discrimination

Rangers Football Academy does not tolerate bullying by players, coaches, parents or spectators.

Reports of bullying must be taken seriously and assessed promptly. Responses should be proportionate, protect the affected child, address the behaviour and avoid retaliation.

Disciplinary measures must never involve violence, degrading treatment or public humiliation.



12. Photography, video and online safety

The academy shall:

- Obtain appropriate parental or guardian consent before using identifiable images of children for publicity, where required.
- Respect a child's reasonable wishes and privacy.
- Avoid publishing children's personal contact details, home addresses, school details or sensitive medical information.
- Use official communication channels for academy business.
- Avoid inappropriate private messaging between adults and children.
- Ensure online interactions remain professional, transparent and age-appropriate.
- Obtain permission before recording or sharing sensitive material.
- Store photographs, videos and digital records securely and restrict access appropriately.

Consent to photography or publicity should be separate from consent to participate in football activities. Refusal of publicity consent should not automatically exclude a child from the academy.

13. Reporting a safeguarding concern

Any person who witnesses, suspects or receives a disclosure of abuse or unsafe behaviour should report it promptly to the Child Safeguarding Officer or another appropriate authority.

Reporting procedure

Step 1: Ensure immediate safety. If a child is in immediate danger or requires urgent medical care, contact the relevant emergency services and take reasonable steps to protect the child.

Step 2: Listen calmly. If a child discloses harm, listen without judgement, allow them to speak in their own words and reassure them that reporting the concern was appropriate.

Step 3: Do not investigate. Do not interrogate the child, suggest answers, confront the alleged offender or attempt to conduct an independent investigation.

Step 4: Record the concern. Record the date, time, location, people involved and the child's words as accurately as possible. Separate direct observations from information reported by others.

Step 5: Report promptly. Share the information with the designated safeguarding contact or an appropriate external child-protection authority. If the concern involves the safeguarding officer or management, report it outside the normal reporting line.



Step 6: Protect confidentiality. Share information only with people who need it to protect the child, manage the concern or meet legal obligations.

14. External reporting and escalation in Kenya

Concerns involving possible child abuse, exploitation or immediate danger must be escalated to the appropriate Kenyan child-protection or law-enforcement authorities.

Relevant contacts should be verified and displayed at the academy. These may include:

- Kenya's Child Helpline 116 for child-protection concerns.
- The nearest police station or relevant emergency service.
- The relevant Department of Children Services office.
- Appropriate medical or emergency care providers.

Where an allegation concerns academy personnel, the academy must not rely solely on an internal process when external reporting or intervention is warranted.

15. Confidentiality and records management

Safeguarding reports, medical information and child-related records must be handled securely.

The academy shall:

- Restrict access to authorised personnel.
- Keep records factual, dated and securely stored.
- Avoid sharing allegations through informal messaging groups or public channels.
- Retain and dispose of records in accordance with applicable legal requirements.
- Protect personal information in line with Kenya's applicable data-protection framework.

Confidentiality must not be used to conceal abuse or prevent appropriate reporting.

16. Disciplinary action

A breach of this policy may result in measures proportionate to the seriousness of the conduct, including:

- Formal warning or mandatory retraining.
- Restriction or suspension of duties involving children.
- Removal from academy activities.
- Termination of employment, volunteer service or other engagement.
- Referral to the relevant authorities where appropriate or required.



The academy shall take safeguarding allegations seriously and act fairly, without discouraging good-faith reporting.

17. Responsibilities of parents and guardians

Parents and guardians are expected to:

- Provide accurate registration and emergency information.
- Inform the academy of relevant medical or safety concerns.
- Treat players, coaches, officials and other parents respectfully.
- Report safeguarding concerns promptly.
- Follow agreed collection, transport and communication arrangements.
- Support an environment free from bullying, abuse and discrimination.

18. Review and implementation

This policy shall be reviewed at least annually and following any serious incident, significant change in operations or relevant legal requirement.

Academy management shall ensure that the policy is communicated to staff, parents, guardians and other relevant individuals.