



Governance Handbook – Wellesbourne Wanderers FC

Charity Number: 1204171

Registered Office: 4 Canberra Close, Wellesbourne, Warwickshire, CV35 9TR

Governance Handbook – Wellesbourne Wanderers FC	1
1. Safeguarding Policy	3
2. Financial Management Policy	6
3. Health and Safety Policy	8
4. Risk Management Policy	10
5. Conflict of Interest Policy	13
6. Data Protection (GDPR) Policy	14
10. Review	16
7. Welfare, Discipline, and Whistleblowing Policy	17

1. Safeguarding Policy

1. Introduction

Safeguarding is a core responsibility of Wellesbourne Wanderers FC. We comply with:

- **Children Act 1989 & 2004**
- **Care Act 2014**
- **Working Together to Safeguard Children**
- **FA Safeguarding Standards**

We are committed to protecting children, young people, adults at risk, and vulnerable individuals who participate in our activities.

2. Scope

Applies to trustees, coaches, volunteers, players, parents, and visitors.

3. Principles

- The welfare of children and adults at risk is paramount.
- All suspicions and allegations of abuse are taken seriously.
- Safeguarding is everyone's responsibility.

4. Responsibilities

- **Trustees:** Ensure safeguarding is embedded in governance.
- **Club Welfare Officer:** Acts as Designated Safeguarding Lead (DSL).
- **Coaches/Volunteers:** Must complete FA safeguarding training and DBS checks.

5. Procedures

- **Recruitment:** Includes DBS checks and references.
- **Training:** Mandatory safeguarding training refreshed every 3 years.
- **Reporting:** Clear routes to Welfare Officer, FA, or statutory agencies.
- **Consent:** Required before publishing images of children.
- **Records:** Confidential safeguarding records maintained securely.

6. Examples of Risk Scenarios & Mitigation

Child Protection

- **Scenario:** A coach interacts with children without a DBS check.
Mitigation: No unsupervised contact until DBS clearance; maintain compliance log.

Allegations of Abuse

- Scenario: A child discloses abuse during training.
Mitigation: Immediate report to Welfare Officer; follow FA and statutory procedures; maintain confidentiality.

Online Safety

- Scenario: Photos of children posted on social media without consent.
Mitigation: Written parental consent required; social media policy enforced; monitor platforms.

Adult at Risk

- Scenario: Vulnerable adult feels unsafe during sessions.
Mitigation: Provide safe spaces; trained safeguarding officer available; clear reporting routes.

Poor Practice

- Scenario: Coach uses inappropriate language.
Mitigation: Code of conduct enforced; disciplinary action; refresher training.

7. Review

Reviewed annually or following changes in FA/Charity Commission guidance.

See sample form below:

SAMPLE Safeguarding Concern Report Form

Confidential – For use by Wellesbourne Wanderers FC Welfare Officer

1. Reporter Details

- Name: _____
- Role (e.g., coach, volunteer, parent): _____
- Contact Number: _____

2. Details of Person at Risk

- Name: _____
- Age / Date of Birth: _____
- Gender: (Optional) _____
- Relationship to Club: (Player / Volunteer / Other) _____

3. Concern Details

- Date & Time of Incident: _____
 - Location: _____
 - Description of Concern:
(Include what happened, who was involved, and any direct quotes from the individual)
- _____
- _____

4. Immediate Actions Taken

- First Aid Provided? Yes / No
- Emergency Services Contacted? Yes / No
- Other Actions: _____

5. People Informed

- Welfare Officer: Yes / No
- FA Safeguarding Team: Yes / No
- Police / Social Services: Yes / No
- Other: _____

6. Signature

- Reporter Signature: _____
- Date: _____

Important:

- Do not investigate yourself.
- Pass this form to the Club Welfare Officer immediately.
- Keep all information confidential.

2. Financial Management Policy

1. Introduction

We are committed to managing finances responsibly, transparently, and in line with **Charity Commission CC8 guidance**. This policy ensures financial integrity, prevents fraud, and supports the sustainability of the club.

2. Principles

- **Transparency:** All financial dealings are documented and available for review.
- **Segregation of Duties:** No single individual controls all aspects of a financial transaction.
- **Proper Authorisation:** All payments and transfers require approval by designated trustees.

3. Responsibilities

- **Treasurer:** Maintains accounts, prepares quarterly reports, and ensures compliance.
- **Trustees:** Approve budgets, monitor financial performance, and review reports.
- **Independent Examiner:** Reviews annual accounts and provides assurance.

4. Procedures

- **Bank Accounts:** Held in the charity's name only.
- **Dual Authorisation:** Required for all payments (two trustees sign off).
- **Cash Handling:** Cash securely stored; counted by two individuals; logged immediately.
- **Compliance:**
 - **Anti-Money Laundering:** Monitor unusual transactions; report suspicious activity.
 - **Gift Aid:** Maintain accurate donor records; submit claims correctly.
- **Reserves:** Maintain at least 3 months' operating costs.
- **Reporting:** Quarterly financial reports presented to trustees.

5. Examples of Risk Scenarios & Mitigation

Fraud or Mismanagement

- **Scenario:** Single person controls all payments.
Mitigation: Dual signatory system; monthly reconciliations; independent review.

Cash Handling Risks

- **Scenario:** Cash from match fees goes missing.
Mitigation: Two-person count; immediate logging; secure storage; bank deposit within 48 hours.

Compliance Risks

- **Scenario:** Incorrect Gift Aid claims.
Mitigation: Training for treasurer; maintain donor declarations; periodic checks.

- **Scenario:** Breach of anti-money laundering rules.
Mitigation: Monitor large/unusual donations; report suspicious activity promptly.

Financial Sustainability

- **Scenario:** Loss of major sponsor.
Mitigation: Diversify income streams; fundraising events; maintain reserves.

Reporting Risks

- **Scenario:** Trustees unaware of overspending.
Mitigation: Quarterly reports; budget monitoring; early warning system for variances.

6. Review

Reviewed annually with external advice if required.

3. Health and Safety Policy

1. Introduction

We aim to provide a safe environment for players, volunteers, and visitors in compliance with the **Health and Safety at Work Act 1974** and FA guidelines. This policy covers risk prevention, emergency planning, and continuous improvement.

2. Principles

- **Prevent accidents and ill health** through proactive measures.
- **Provide clear instructions and training** for volunteers and coaches.
- **Consult volunteers** on safety matters to ensure shared responsibility.

3. Responsibilities

- **Trustees:** Ensure compliance and allocate resources for safety.
- **Coaches:** Conduct risk assessments before sessions and events.
- **Volunteers:** Report hazards immediately and follow safety procedures.

4. Procedures

- **Risk Assessments:** For pitches, equipment, and events before use.
- **First Aid:** Kits available at all sessions; trained first aiders present.
- **Fire Safety:** Evacuation plans displayed at venues; drills conducted annually.
- **Accident Reporting:** All incidents logged and reviewed for lessons learned.
- **Emergency Contacts:** List maintained and accessible at all events.

5. Examples of Risk Scenarios & Mitigation

Pitch & Equipment Risks

- **Scenario:** Uneven pitch surface causing trips or falls.
Mitigation: Pre-match inspections; cancel sessions if unsafe; regular maintenance.
- **Scenario:** Damaged goalposts or equipment.
Mitigation: Weekly equipment checks; remove faulty items immediately.

Player Safety Risks

- **Scenario:** Player injury during training or match.
Mitigation: Qualified first aider present; emergency plan in place; ensure warm-up routines.
- **Scenario:** Heat exhaustion during summer sessions.
Mitigation: Schedule breaks; provide water; monitor weather conditions.

Volunteer & Spectator Risks

- **Scenario:** Slips in car park
- **Mitigation:** Grit paths in winter; clear signage; regular cleaning.

- **Scenario:** Fire in clubhouse during event.
Mitigation: Fire extinguishers checked; clear evacuation routes; volunteers trained.

Event Risks

- **Scenario:** Overcrowding at tournaments.
Mitigation: Limit attendance; stewarding plan; emergency exits marked.
- **Scenario:** Severe weather disrupting matches.
Mitigation: Contingency plan for cancellations; communicate via social media and email.

Accident Response

- Stop activity immediately.
- Administer first aid or call emergency services.
- Complete accident report form within 24 hours.
- Review incident and update risk register.

6. Review

Reviewed annually or after significant incidents.

4. Risk Management Policy

1. Introduction

This policy sets out how we identify, assess, and mitigate risks to ensure the sustainability, safety, and reputation of Wellesbourne Wanderers FC. As a grassroots football club, we face risks related to safeguarding, health and safety, financial stability, compliance, and community engagement.

2. Principles

- **Proactive Identification:** Risks are identified before they impact operations.
- **Integration:** Risk management is embedded in planning, decision-making, and day-to-day activities.
- **Regular Monitoring:** Risks are reviewed quarterly and updated as circumstances change.
- **Transparency:** Trustees and volunteers are informed of significant risks and mitigation plans.

3. Responsibilities

- **Trustees:** Overall accountability for risk management.
- **Risk Lead:** Maintains the risk register and coordinates reviews.
- **Volunteers & Coaches:** Report potential risks promptly.

4. Procedures

- **Risk Register:** Maintained and reviewed quarterly.
- **Risk Assessment:** Each risk scored by **likelihood** and **impact** (e.g., Low/Medium/High).
- **Mitigation Plans:** Documented and assigned to responsible trustees or officers.
- **Business Continuity Plan:** Includes steps for emergencies (e.g., severe weather, safeguarding incidents, financial shortfalls).
- **Escalation:** High-risk issues reported immediately to the Chairperson and trustees.

5. Common Risks for Grassroots Clubs

- **Safeguarding:** Inadequate checks or reporting procedures.
- **Health & Safety:** Injuries during training or matches.
- **Financial:** Loss of sponsorship or funding.
- **Compliance:** Breach of FA or GDPR requirements.
- **Reputation:** Negative publicity or social media misuse.

6. Examples of Risk Scenarios

Safeguarding Risks

- **Scenario:** A coach fails to complete a DBS check before working with children.
Mitigation: Mandatory DBS checks before any coaching; maintain a compliance log; restrict unsupervised access until cleared.

- **Scenario:** A safeguarding concern is reported but not escalated promptly.
Mitigation: Clear reporting procedure; designated Welfare Officer; safeguarding training for all volunteers.

Health & Safety Risks

- **Scenario:** Poor pitch conditions lead to player injuries.
Mitigation: Pre-match pitch inspections; cancel sessions if unsafe; maintain grounds regularly.
- **Scenario:** Lack of first aid provision during matches or training.
Mitigation: Ensure first aid kits are available; appoint trained first aiders; emergency contact list at all events.

Financial Risks

- **Scenario:** Loss of a major sponsor or grant funding.
Mitigation: Diversify income streams; implement fundraising campaigns; maintain reserve funds.
- **Scenario:** Fraudulent activity or mismanagement of club funds.
Mitigation: Dual signatory for payments; monthly financial reviews; external audit annually.

Compliance Risks

- **Scenario:** Breach of FA regulations (e.g., player registration errors).
Mitigation: Assign compliance officer; maintain accurate records; regular FA rule updates.
- **Scenario:** Failure to comply with GDPR when handling member data.
Mitigation: Data protection training; secure storage; publish Privacy Notice.

Reputational Risks

- **Scenario:** Negative social media posts damaging the club's image.
Mitigation: Social media policy; appoint communications lead; monitor platforms regularly.
- **Scenario:** Public criticism following a safeguarding incident.
Mitigation: Transparent investigation; timely communication; reinforce safeguarding measures.

Operational Risks

- **Scenario:** Cancellation of matches due to severe weather without a contingency plan.
Mitigation: Develop contingency schedule; communicate promptly via email/social media; indoor training options.
- **Scenario:** Volunteer shortages impacting event delivery.
Mitigation: Maintain volunteer database; recruit year-round; cross-train volunteers.

7. Risk Register Template

Risk	Likelihood	Impact	Mitigation	Owner
Safeguarding breach	Medium	High	DBS checks, training, reporting	Welfare Officer
Financial shortfall	High	High	Diversify income, fundraising	Treasurer

Injury during match	Medium	Medium	First aid kits, trained coaches	Head Coach
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8. Review

Annual review or when significant changes occur.

5. Conflict of Interest Policy

1. Introduction

This policy ensures that trustees, staff, and volunteers act solely in the charity's best interests, in compliance with the **Companies Act 2006**, the **Charity Governance Code**, and other relevant regulations. A conflict of interest arises when an individual's personal, financial, or other interests could compromise, or appear to compromise, their ability to make impartial decisions for the charity.

2. Principles

- **Transparency:** All actual or potential conflicts must be declared promptly.
- **Integrity:** Trustees and staff must avoid situations where personal interests could influence decisions.
- **Accountability:** Decisions on conflicts are documented and managed openly.
- **Withdrawal:** Individuals with a conflict must not participate in related discussions or decisions.

3. Responsibilities

- Trustees: Maintain oversight and ensure compliance with this policy.
- Chairperson: Leads conflict management during meetings.
- All Individuals: Declare conflicts immediately and update the Register of Interests annually.

4. Procedures

- **Register of Interests:** Maintained by the charity and updated annually or when circumstances change.
- **Declaration at Meetings:** All attendees must declare any conflicts at the start of meetings.
- **Recording:** Conflicts and actions taken are minuted.
- **Management:** Options include withdrawal from discussion, abstaining from voting, or seeking external advice.
- **Breaches:** Investigated by trustees; serious breaches may result in disciplinary action.
-

5. Examples of Conflicts

- Financial interest in a supplier or contractor
- Family relationship with a beneficiary or staff member
- Holding a position in another organisation with competing interests

6. Data Protection

Information in the Register of Interests is processed under UK GDPR for governance purposes and retained for the duration of the role plus six years.

7. Review

Reviewed annually.

6. Data Protection (GDPR) Policy

Charity Number: 1204171

Registered Office: 4 Canberra Close, Wellesbourne, Warwickshire, CV35 9TR

1. Purpose

This policy sets out how we comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to ensure the lawful, fair, and transparent processing of personal data. Our aim is to protect the rights and freedoms of individuals whose data we hold, including beneficiaries, donors, volunteers, trustees, and staff.

2. Principles

We adhere to the following principles:

- **Lawfulness, Fairness, and Transparency:** Personal data will be processed lawfully, fairly, and in a transparent manner.
- **Purpose Limitation:** Data will only be collected for specified, explicit, and legitimate purposes.
- **Data Minimisation:** We will collect only the data necessary for our operations.
- **Accuracy:** We will keep data accurate and up to date.
- **Storage Limitation:** Data will not be kept longer than necessary.
- **Integrity and Confidentiality:** We will ensure appropriate security, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage.

3. Responsibilities

- **Trustees:** Act as Data Controllers, ensuring compliance with legal obligations.
- **Data Protection Lead:** Oversees data protection compliance, manages breaches, and responds to subject access requests.
- **Volunteers and Staff:** Must follow data handling procedures and report any concerns immediately.

4. Procedures

- **Privacy Notice:** Published on our website and provided to individuals when data is collected.
- **Consent:** Obtained where required, and records of consent maintained.
- **Data Retention Schedule:** Specifies how long different types of data are kept and when they are securely destroyed.
- **Subject Access Requests:** Responded to within one month, free of charge unless requests are excessive.
- **Data Breaches:** Serious breaches reported to the ICO within 72 hours; affected individuals notified where required.
- **Third-Party Processors:** Contracts include GDPR-compliant clauses.
- **Training:** All volunteers and staff receive data protection training annually.

5. Safeguarding and Vulnerable Individuals

We recognise that safeguarding is integral to data protection.

- **Special Category Data:** Health, safeguarding notes, and incident reports are processed only when necessary and with strict security measures.

- Access Control: Only authorised safeguarding officers and trustees can access sensitive safeguarding data.
- Retention: Safeguarding records are kept for the statutory period (usually 6 years after involvement ends) and then securely destroyed.
- Reporting: Any safeguarding-related data breach is treated as high priority and escalated immediately.

6. Data Categories

We process:

- Contact details (name, address, phone, email)
- Financial information (for donations)
- Health or safeguarding information (where necessary for activities)
- Volunteer and trustee details

Sensitive data is handled with extra care and only when strictly necessary.

7. Data Retention Schedule

Data Type	Retention Period
Member/Participant Records	Duration of membership + 2 years
Volunteer Records	Duration of volunteering + 2 years
Financial Records (donations)	6 years (HMRC requirement)
Safeguarding Records	6 years after involvement ends
Event Registration Forms	1 year after event
Email Communications	2 years

8. Security Measures

- Password-protected systems and encrypted storage.
- Restricted access based on role.
- Regular backups and secure disposal of paper records.
- Use of secure email for sensitive data.

9. Breach Response Flowchart

1. Identify Breach →
2. Contain & Assess Impact →
3. Notify Data Protection Lead →
4. Determine Severity
 - If serious → Report to ICO within 72 hours
 - If minor → Document internally
5. Notify Affected Individuals (if required) →
6. Implement Remedial Actions →
7. Review & Update Procedures

10. Review

This policy will be reviewed annually or sooner if regulations change or significant operational changes occur.

11. Contact us:

For questions or to exercise your rights, please contact:

Wellesbourne Wanderers FC (Charity No. 1204171)

Registered Office: 4 Canberra Close, Wellesbourne, Warwickshire, CV35 9TR

Email: info@wellesbournewanderersfc.co.uk

7. Welfare, Discipline, and Whistleblowing Policy

Contents

1. Welfare
2. Discipline
3. Whistleblowing

Introduction

We promote welfare, discipline, and safe reporting channels for staff, volunteers, players, and visitors. This policy ensures respect, fairness, and accountability across all club activities.

1. Welfare

ii. Principles

- **Respect and Fairness:** Everyone is treated equally and with dignity.
- **Zero Tolerance:** Bullying, harassment, discrimination, or abuse will not be tolerated.
- **Open Reporting:** Encourage individuals to raise concerns without fear of retaliation.
- **Standards:** Welfare of children and adults at risk is paramount.

iii. Responsibilities

- **Trustees:** Embed welfare in governance and monitor compliance.
- **Welfare Officer (DSL):** Acts as Designated Safeguarding Lead.
- **Coaches & Volunteers:** Complete FA safeguarding training and DBS checks.

iv. Procedures

- Code of Conduct issued to players, coaches, and parents.
- Safeguarding concerns reported to the Welfare Officer or FA.
- Confidential records maintained securely.
- Mandatory safeguarding training refreshed every 3 years.

2. Discipline

i.Principles

- Fair and consistent approach to behaviour management.
- Right of appeal for all disciplinary actions.

ii.Disciplinary Process:

- **Stage 1:** Verbal warning
- **Stage 2:** Written warning
- **Stage 3:** Suspension or expulsion (with right of appeal)

iii. Examples

- Bullying or harassment by players or volunteers.
- Breach of Code of Conduct during matches or events.
- Inappropriate language or behaviour by coaches.

3. Whistleblowing

i. Principles

- Concerns reported confidentially to trustees or external agencies.
- Whistleblowers are protected from retaliation under UK law.

ii. Examples of Risk Scenarios & Mitigation

- **Bullying or Harassment**

Scenario: Player reports being bullied by teammates.

Mitigation: Investigate promptly; apply disciplinary process; provide support to victim.

- **Poor Behaviour**

Scenario: Coach uses inappropriate language during training.

Mitigation: Issue warning; refresher training; escalate if repeated.

- **Safeguarding Breach**

Scenario: Parent reports inappropriate contact by a volunteer.

Mitigation: Immediate referral to Welfare Officer; follow safeguarding policy; involve statutory agencies if required.

- **Whistleblowing**

Scenario: Volunteer suspects financial mismanagement but fears retaliation.

Mitigation: Confidential reporting route; assurance of protection; option to report to Charity Commission or FA.

iii. Examples of Whistleblowing Cases

Whistleblowing applies when someone reports serious wrongdoing or risks that affect the club, its members, or the public interest. Examples include:

1. Financial Mismanagement

- Scenario: A volunteer discovers club funds being used for personal expenses.
- Why It Matters: Misuse of charity funds breaches Charity Commission rules and damages trust.
- Action: Report confidentially to trustees or external agencies (e.g., Charity Commission).

2. Safeguarding Failures

- Scenario: A coach ignores safeguarding procedures, allowing unsupervised contact with children.

- Why It Matters: Puts children at risk and violates FA safeguarding standards.
- Action: Report immediately to the Welfare Officer or FA Safeguarding Team.

3. Health & Safety Negligence

- Scenario: Trustees fail to address repeated safety hazards on the pitch despite complaints.
- Why It Matters: Creates risk of injury and breaches Health & Safety obligations.
- Action: Raise concern internally; escalate to local authority if unresolved.

4. Discrimination or Harassment

- Scenario: A volunteer witnesses persistent bullying or discriminatory remarks by a coach.
- Why It Matters: Violates club values and equality laws.
- Action: Report through whistleblowing channel; ensure confidentiality.

5. Criminal Activity

- Scenario: Evidence of illegal betting or match-fixing involving club members.
- Why It Matters: Serious legal implications and reputational damage.
- Action: Report to trustees and relevant authorities immediately.

iv. Legal Protections for Whistleblowers

Under the Public Interest Disclosure Act 1998 (PIDA):

- Whistleblowers are legally protected if they report wrongdoing in the public interest, such as:
 - Criminal offences
 - Breaches of legal obligations
 - Safeguarding failures
 - Health and safety risks
 - Financial mismanagement or fraud
- Protection includes:
 - No dismissal or detriment for making a protected disclosure.
 - Right to escalate concerns to prescribed bodies (e.g., Charity Commission, FA, local authority).
- Retaliation against whistleblowers will result in disciplinary action and may lead to legal consequences for the club.

4. Review

Reviewed annually or after serious incidents.