



Bromley Football Club *Academy* Behaviour Policy

In Partnership with



The
Ravensbourne
School



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| Date of Last Review | September 2022 | Author | Tom Beaumont |
| Date of next Review | September 2023 | Owner | |

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Key Contacts

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| CEO | Mark Hammond mark.hammond@bromleyfc.co.uk |
| Director of Academy & Education DSL | Tom Beaumont tom.beaumont@bromleyfc.co.uk |
| Head of TRS Education DSL | Jack Jolly jackjolly@bromleyfc.co.uk |
| Head of LSEC Education | Calum McGeehan Calum.mcgeehan@bromleyfc.co.uk |
| Head of Higher Education | Darren Anslow darren.anslow@bromleyfc.co.uk |
| Academy Head of Operations Designated Safeguarding Lead | Kristine Lee kristine.lee@bromleyfc.co.uk |

Aim

Our behaviour policy is designed to create a safe and outstanding learning environment, where we encourage a sense of community, progress and learning at the heart of everything we do. Our high standards ensure we remove barriers to learning fuelled by our rules, routines and the relationships that help them to flourish. This policy reflects and makes clear:

- The Academy values and behaviour principles
- The rules and routines that shape the Academy culture and conduct
- The way scholars are rewarded for positive behaviour and effort
- The procedures for issuing sanctions when behaviour does not meet our expectations

1.1 BFCA Values

Our club culture and environment are supported by our values, which support staff, scholars, parents/carers and other stakeholders to understand and respectfully demonstrate the following core values:

- Believe
- Focus
- Commitment
- Achieve

The Academy's ethos of creating "Professionals in football" lies at the heart of everything we do. By encouraging a hunger for learning whilst acquiring the skills to effectively function in a professional environment, we aim to equip the young people at Bromley Football Club Academy with the skills to make positive contributions to society. This culture is underpinned by our life skills starting XI.



The principal aim of this policy is to create excellence within our club, where adults role model and scholars learn to independently self-direct their behaviour.

1.2 Anti-Bullying Statement

Bromley Football Club Academy has a zero-tolerance policy towards bullying. We believe that every scholar has the right to feel safe and secure while attending the Academy, and we will not tolerate any form of bullying or harassment. If any form of bullying is witnessed or reported, we will take immediate action to investigate and address the situation.

We also encourage all scholars to speak up if they see or experience bullying, so that we can address the issue as quickly as possible. We believe that by working together, we can create a safe and supportive environment for everyone.

The Academy's approach to preventing child-on-child abuse and our response to incidents of such abuse is outlined in the TRS Child Protection and Safeguarding Policy. Children who harm others also need to be safeguarded.

1.3 Legislation and Guidance

This policy is based on the following legislation and guidance from the Department for Education (DfE):

- Behaviour and discipline in schools, 2022
- Exclusions from maintained schools, academies and scholar referral units, 2017
- Searching, screening and confiscation at school, 2018
- The Equality Act, 2010
- Use of reasonable force in schools, 2013
- Supporting scholars with medical conditions at school, 2015
- Special educational needs and disability (SEND) code of practice, 2015

- Keeping Children Safe in Education 2022
- Education and Inspections Act, 2006

1.4 Staff training and CPD

Staff have an important role in developing a calm and safe environment for scholars and establishing clear boundaries of acceptable scholar behaviour. It is important that Academy staff receive regular training on behaviour, so that they can effectively implement the Academy's behaviour policy. This training takes place during INSET days, CPD sessions during the year and online courses.

This training covers a range of topics, such as how to share Academy rules, routines, and expectations, dealing with disruptive behaviour, how to defuse conflict situations and how to praise good behaviour etc. The use of consistent and clear language when acknowledging positive behaviour and addressing misbehaviour will also be covered.

1.5 Monitoring and evaluation

This behaviour policy will be updated on a yearly basis. This is monitored and analysed regularly by the Academy leadership team; doing so assists with reporting on behaviour culture and to gain insights into any patterns and trends.

2. Code of Conduct – our scholar's, partnership with parents/carers

Our Code of Conduct is a document that sets out the expectations of both the Academy and the home in relation to the child's conduct and education. It ensures that everyone is clear about their roles and responsibilities in supporting the scholar during their time at BFCA. **See Appendix A** for the Code of Conduct

Parents/carers are

- expected to sign the Code of Conduct, along with their child.
- encouraged to work with the academy to ensure their children contribute to the preservation of a safe and secure learning environment.
- required to use their best endeavours to ensure their children's behaviour does not negatively impact the experience of other scholars.
- entitled to an explanation of actions taken by the Academy, particularly the application of sanctions and the treatment of behaviour.

Parents do not have the legal right to withhold permission for detentions and are expected to cooperate with the Academy to ensure that scholars can return home safely at a later time.

2.1 Good Attendance and Punctuality

Good attendance is important to establish routines, expectations and positive relationships for scholars. When scholars miss lessons and sessions, they miss out on important information, the chance to get support from their teachers and coaches, as well as form bonds with their peers.

Scholars are expected to arrive at the stated time when the academy day begins. The Academy's

attendance policy outlines our attendance and punctuality protocols. The classroom teacher or coach is responsible for ensuring all scholars who should be in their lesson/session are marked present.

Lesson/session registers MUST be taken within the first 15 minutes of the lesson. Scholars who arrive late to a lesson will receive an extra time sanction and persistent lateness may lead to them being unavailable for fixture selection.

Staff will not allow scholars out of lessons/sessions unless in an emergency or for a pre-arranged appointment for which the Academy have received prior confirmation of from a parent or guardian.

3.Expectations

Behaviour can fall into 3 classifications: towards oneself, towards others and towards the community. We will share these expected behaviours as part of our behaviour curriculum with all scholars.

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| Towards oneself | <ul style="list-style-type: none"> • Holding exemplary attitudes to learning, through excellent punctuality and attendance. • Being fully prepared for learning with correct uniform, equipment and mindset. • Engaging fully with learning and completing tasks to the best of one's ability. |
| Towards others | <ul style="list-style-type: none"> • Demonstrating respect for all, taking opportunities to help others and build good relationships. • Being polite and contributing towards making the Academy a safe and happy environment. • Always demonstrating kindness and without displaying bullying and discriminatory behaviour, including when online. |
| Towards the community | <ul style="list-style-type: none"> • Acting as a proud ambassador for the Academy - both inside and outside of the Football Club. • Actively seeking to enhance the reputation of BFCA within the community, respecting property, and the environment. • Following rules that aim to preserve an orderly environment and supporting the football club community through attendance at events. |

When scholars go through key transitions at the beginning of the year, after half-term breaks and after a period of respite, scholars will have a re-introduction to the Academy's behaviour system, rules and routines.

The Academy will act swiftly and decisively on the following:

3.1 Mobile phones & Devices

All phones should not be used in classroom unless permission is granted by Academy staff. All scholars have the capacity to lock their phones in a locker prior to lessons.

When an electronic device, such as a mobile phone, has been confiscated by a member of staff, it will be stored securely. If a phone has been confiscated, it may be necessary for the parent / carer to come into the Academy to collect the phone at the end of the day.

* Please note: confiscation occurs irrespective of the ownership of the phone or who pays the bill. There is no need to have parental consent to request to search through a young person's mobile phone, if the member of staff has reasonable grounds to suspect it contains evidence in relation to an offence. The device may be passed on to the police.

3.2 Uniform Standards

We take pride in our Academy uniform and wear it according to the expectations shared with scholars and parents. Non BFCA Tracksuits are not permitted unless in specific agreed circumstances. We are also very clear about the items that are not allowed on site and/or inside buildings such as hats, hoods, snoods/scarf/balaclavas, durag/wave caps. Scholars are allowed one single stud earring per earlobe.

3.3 Lesson protocols

We believe firmly that every scholar has a birthright to a world class education, and that the end goal of education should be to provide scholars with as many potential future opportunities as possible.

Our ethos of creating Professionals in football and equipping scholars with skills for lifelong learning are considered for lessons in the classroom and sessions on the training pitches.

As a club, we believe in success leading to progression. This model is valid for everyone at the football club, both scholars and colleagues. We are, therefore, committed to holding ourselves and our scholars to the highest standards.

Scholars are expected to focus and work hard in all lessons/sessions, with a positive attitude to learning and progress. At BFCA we provide an enriched curriculum, which challenges and motivates scholars to do their very best, ensuring they have the opportunity, support and guidance when needed.



3.4 Food and Drink

Food is not allowed into classrooms unless we are under wet weather protocols. Scholars are allowed water but no other drinks. Water bottles are provided as part of their kit package with drinking water taps in multiple locations on site.

3.5 Social Media

The provisions of the policy apply to all forms of social media and to the use of social media for both Academy purposes and personal use that may affect the Football Club, scholars or staff in any way. A breach of the policy on the use of social media will result in disciplinary sanctions. Scholars and staff are **not permitted to set social media accounts up in the name of the Football Club, Academy and Club branding, images or logos** without permission from the CEO.

Other instances of prohibited use include:

- use that may cause damage to the Club or its reputation even indirectly.
- use that may defame Academy staff or any third party.
- use that may harass, bully or unlawfully discriminate against staff, other scholars or third parties.
- false or misleading statements.
- use that impersonates the Academy, staff, other scholars or third parties.
- expressing opinions on the Academy’s behalf.
- using Academy images, logos or trademarks.

Reports of the misuse of social media will need to be made to the Director of Academy & Education, Designated Safeguarding Lead and the police, if required.

In line with Government guidance relating to the Prevent Duty, children will be informed how to keep themselves safe from terrorist and extremist material.

3.6 Behaviour Outside BFGA

This policy applies to all scholars when they are in the Academy, and in some circumstances when they are out of the Academy and during half term and holidays. For example, when,

- Taking part in any Academy organised or Club related activity,
- Travelling to or from the Academy,
- Wearing Academy kit,
- Online and when using social media
- In some other way identifiable as a scholar at the Academy.

The Academy is committed to ensuring our scholars act as positive ambassadors to protect the reputation of the Academy. The same behaviour expectations for scholars on the Academy premises apply to off-site behaviour and scholars can be sanctioned if they do not meet our expectations.

The Behaviour Policy can extend to any misbehaviour which could have repercussions for:

- the orderly running of the Academy,
- pose a threat to another scholar,
- member of staff,
- member of the public
- or could adversely affect the reputation of the Academy.

3.7 Supporting scholars with additional needs

At BFCA, we recognise that scholars with special educational needs may require adjustments to be made to support them to follow our behaviour policy. We are committed to making reasonable adjustments in line with the Equality Act 2010, and we will consult with parents and carers to identify what these adjustments might be. We believe all scholars should be treated fairly and should have the opportunity to thrive and succeed in their learning. The graduated approach will be used to assess, plan, deliver and review the impact of the support being provided. Preventative measures will be shared with staff. See the TRS SEND policy.

3.8 RUBRIC

| | |
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| On arrival | <ul style="list-style-type: none"> • Turn off and put away headphones/mobile phones so they are not seen inside the building • Check that your attire is perfect before entering the building. Remove all outdoor items. • Make your way to the designated classroom/changing room for 8:30. |
| Lateness to school | <ul style="list-style-type: none"> • You should be in the academy by 8.30am • The changing rooms are locked at 8:45. If you arrive after this time you will need to go straight to your designated pitch. The coach will record this late mark on our school system and issue a fitness related sanction. • If you are late to lesson, the teacher will record this and you will pay back the time missed during extra time sessions. |

| | |
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| Walking around the Club | <ul style="list-style-type: none"> • Walk calmly and quietly and avoid congregating in large groups • In the building speak quietly and be conscious of others • Treat all areas of the club with respect |
| Uniform | <ul style="list-style-type: none"> • Ensure you are in club kit • Non BFCA Tracksuits are not permitted unless in specific agreed circumstances. • No hats, hoods, snoods/scarf/balaclavas, durag/wave caps. • No jewellery – only one earring per lobe allowed. • Coats should not be worn in classrooms and should be stored in lockers |
| Entering the classroom | <ul style="list-style-type: none"> • Greet the teacher as you enter • Enter the classroom quietly and calmly |
| Lesson/Session expectations | <ul style="list-style-type: none"> • Focus on learning and improving • Pay attention to whoever is speaking • Consider your body language • Respect everyone in the lesson/session • Leave the space as you found it |
| Exiting the lesson | <ul style="list-style-type: none"> • Return laptop to the required trolley • Leave calmly • Collect your belongings from your locker • Head to the designated social spaces |
| Break/Lunch time | <ul style="list-style-type: none"> • Scholars behaving inappropriately will be challenged and/or sanctioned • Scholars are not permitted to be in the Academy buildings unless on wet weather protocols • Any food brought onto site can be eaten in Bear Island only • Put all rubbish in the provided bins <p>Wet weather protocols</p> <ul style="list-style-type: none"> • Those timetabled for football sessions should go to the changing rooms where they will be supervised by coaching staff on duty. • Scholars who have timetabled education should be directed to the study rooms where they will be overseen by the education staff. |
| At the end of the day | <ul style="list-style-type: none"> • Leave in a calm manor • Walk directly offsite and do not congregate in or around the Club site or local area. |
| Fire drill | <ul style="list-style-type: none"> • At any time, should the fire alarm sound, you should evacuate the building and pitches then make your way to the assembly point at the Norman Park end of the rear 3G pitch calmly. • Registers will be taken in the class/session you have just come from. • Fire Marshalls will clear their designated areas prior to making their way to the assembly point. |
| Behaviour outside of school | <ul style="list-style-type: none"> • Good order on all public transport to and from school, and during educational visits • Good behaviour on the way to and from school, wearing uniform in the correct way • Positive behaviour, which does not threaten the health, safety or welfare of our scholars, staff, volunteers or members of the public. • Reassurance to members of the public about Academy care and control over scholars • Protection for individual staff and scholars from harmful conduct by scholars of the school when not on the school site |

4. Rewards, praise and recognition

At our school we recognise the positive effect praise and recognition has on scholar well-being, as well as being a fundamental contributor to raising achievement. Focusing on good behaviour, expected conduct, along with praise – helps to highlight scholar strengths and is a key component of good teaching, helping to build positive and lasting staff/scholar relationships.

Each week Scholars can be nominated for Team of the Week and Scholar of the week. Both accolades are celebrated on the Main Clubs social media pages and in the Match Day magazine. Further rewards and opportunities will occur seasonally and those scholars best personifying the Club values will be first to receive these openings.

5. Sanctions and Consequences

Scholars are expected to take responsibility for their actions and abide by the Academy rules. BFCA has a zero-tolerance attitude towards behaviour which is not safe and may cause offence or disrupt learning. This system supports scholars to make good choices, providing an opportunity for reflection, resolution and changed behaviour. Staff will receive training to ensure the distribution of sanctions are fair, swift, simple, and transparent, keeping parents/carers informed, so we can work in partnership.

Where appropriate, staff should take account of any contributing factors that are identified after a behaviour incident has occurred: for example, if the scholar has suffered bereavement, experienced abuse, or neglect, has mental health needs, has been subject to bullying, has needs including SEND (including any not previously identified), has been subject to criminal exploitation, or is experiencing significant challenges at home. Reasonable adjustments will be made for scholars with additional needs to support them with achieving their true potential. This is all carried out in conjunction with the SENCO of the scholars parent institution, either TRS or LSEC.

Staff should consider whether the misbehaviour gives cause to suspect that a scholar is suffering, or is likely to suffer, harm. Where this may be the case as set out in Part 1 of Keeping Children Safe in education, Academy staff should follow the TRS & LSEC **child protection policy** and speak to the designated safeguarding lead – Kristine Lee (or deputy – Tom Beaumont, Jack Jolly, Mark Hammond). They will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

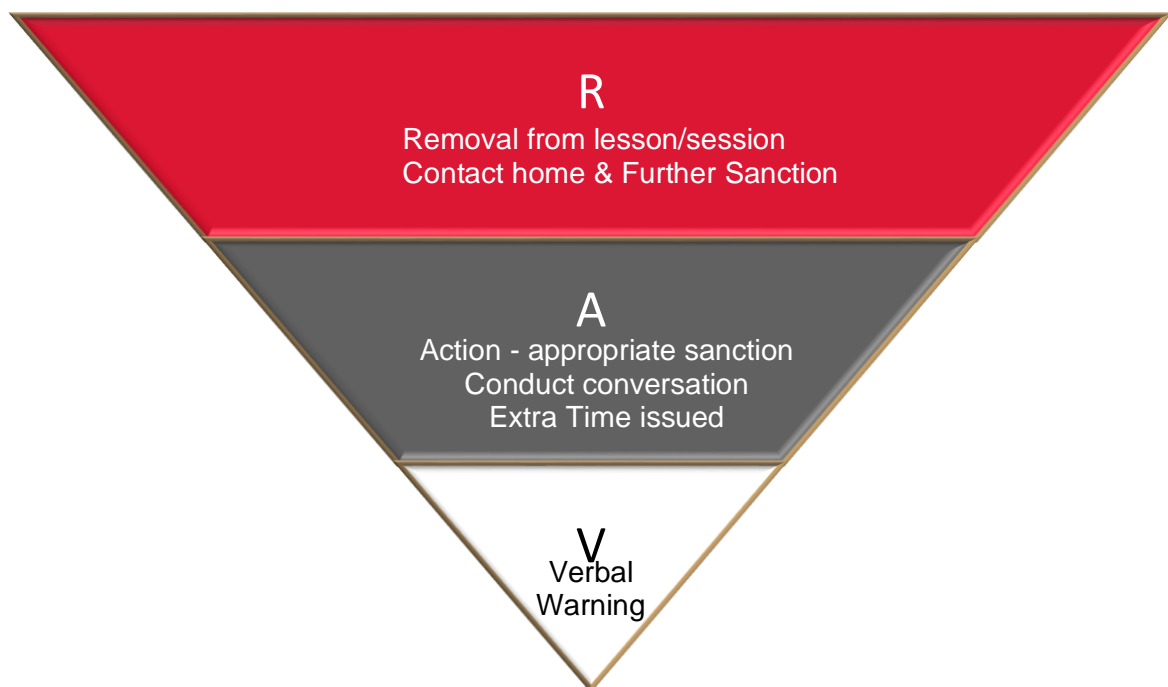
Alternative arrangements for sanctions can be considered on a case-by-case basis for any scholar where the Academy believes an alternative arrangement would be more effective for that particular scholar, based on their knowledge of that scholar's personal circumstances. The Academy should have regard to the impact on consistency and perceived fairness overall when considering any alternative arrangement.

Behaviour Systems and Monitoring

All staff have been trained in behaviour management and we operate a VAR system (Verbal Warning, Action and Removal). All scholars receive a 'warning' before receiving sanction. If they then repeat their behaviour or continue disrupting the learning, they will receive an Action sanction. The teacher/coach will also communicate this action with home by either email or a call. This action will result in serving extra time that day.

If the scholar continues to disrupt the learning of others, the teacher will call for Senior staff support. The on-call member of staff will then remove the scholar from lesson and place them into the Academy conference room. The scholar will be expected to follow the expectations in that classroom and complete work.

If a scholar is referred to the Academy conference room, they will continue to complete the current assignment in silence. The scholar parents will be contacted and informed of the situation.



STAGES of Monitoring

At BFCA behaviour management and consequent sanctions will take on a staged approach. This approach will ensure that both scholars and parents are informed, and scholars are given the opportunity to learn how to meet our expectations.

All sanctions are recorded and tracked by staff. This system will enable staff to monitor and track moving through the system.

At each stage different strategies and sanctions are implemented.

Stage 1 Class teacher/ Coach

At this stage, a scholar will be displaying incidents of behaviour choices inconsistent with our ethos. The occurrence of these incidents will not be frequent, but a trend is starting to emerge, and the incidents are increasing in number.

| Strategies to Support Behaviour Improvement |
|---|
| Extra time at the end of the Academy day |
| Conduct conversations |
| Contact with parents (phone, email, letter, meeting, TEAMS) |
| Match suspension |
| Allocate a scholar mentor |

Stage 2: – Head of Year

At this stage, parents will be invited to a meeting to discuss the strategies used during stage 1 & help create the targets with the Heads of Department, who will manage the next stage.

Pre-conditions for escalation to Stage 2:

- Parents/Guardians would have had multiple phone conversations with form tutor
- Parents/Guardians would have had multiple letters from the form tutor
- Parents/Guardians would have had a stage 2 escalation meeting with the form tutor, Head of Department and Scholar.

| Strategies to Support Behaviour Improvement |
|---|
| HOD Mentoring |
| Conduct Conversations |
| Contact with parents |
| Consider referral to SEN register |
| Positive Report |

Stage 3 Director of Academy & Education

At this stage, behaviour will be classified as frequently disrupting the education of the scholar and peers.

Pre-conditions for escalation to Stage 3:

- Parents/Guardians would have had multiple phone conversations with HOD
- Parents/Guardians would have had multiple letters from HOD
- Parents/Guardians would have had a minimum of 2 meetings with HOD
- Parents/Guardians would have had a stage 3 escalation meeting. In attendance will be the scholar, parents/guardians, HOD, Director of Academy and Education

| Strategies to Support Behaviour Improvement |
|---|
| Meeting with parents to discuss seriousness of situation |
| Place on Behaviour Report |
| Positive Report |
| CAF completed - HOY |
| Conduct conversation(s) |
| HOD mentoring |
| Rebuild meetings with staff |
| Allocate a staff mentor/coach |
| Relevant educational partner referral |
| Consider specific intervention programmes |
| Further support strategies which are ran alternative department |

SStage 4 CEO/Headteacher

The scholar is now at-risk of PEX.

If the scholar continues to show disruptive behaviour, the Head Teacher will inform parents and the scholar that a period of 'blind reporting' (one week) will now be put in place to monitor the scholar's behaviour.

If improvements are not seen, the BFCA CEO will recommend to the Headteacher a fixed term exclusion is put in place to allow a full file review. The outcome of this could be Permanent Exclusion for persistent, defiant and/or disruptive behaviour.

All reasonable attempts will be made by the Academy staff to improve a scholar's behaviour in the four stages of low-level disruption that precede permanent exclusion. The professional judgement of staff will be deployed when selecting strategies/programmes that may benefit each individual scholar.

Hence, the strategies identified at each stage are only examples and all do not need to be employed at each stage before progression to the next stage. Equally, the professional judgement of staff will be employed when applying the indicative thresholds identified previous sanctions and a scholar's subsequent referral through the policy stages.

5. 1 Defining a Serious Incident

The following list provides examples of what constitutes a serious incident that will be sanctioned. The list is neither exhaustive nor definitive and members of staff and the senior leadership team may use their discretion so long as they are following the Behaviour Policy.

- Bringing onto Club premises or being found in possession of anything that could constitute an offensive weapon or illegal substance.
- Bullying/Cyberbullying or other harmful behaviour towards another scholar.
- Bringing 'outsiders' onto Club property; this might be to threaten or create conflict
- Sexually inappropriate behaviour towards scholars, including harassment and abuse.
- Threatening others – physical or verbal – staff, scholars, and parent/carers.
- Cursing or inappropriate gestures – particularly towards an adult.
- Wilful disobedience or serious disrespect to an adult.
- Stealing and/or knowingly possessing stolen property.
- Vandalism and destruction of property, in the Club and in the community.
- Consistently disrupting learning.
- Playing with or setting off fire alarms or extinguishers.
- Smoking and drinking alcohol, using or distributing drugs or being in possession of any.
- Cheating in a test or exam; copying work from other scholars to pass off as own.
- Wearing, displaying or graffitiing 'gang' affiliated items and phrases.
- Bringing the Club into disrepute, in public or on social media.
- Creating social media accounts in the name of the Football Club or Academy.
- Posting comments about the Academy, staff or other learners on social media without consent from the CEO.

Serious One-Off Incidents that may lead to Permanent Exclusion

The following are examples of behaviour that are likely to result in permanent exclusion for a serious one-off incident of misbehaviour:

- Serious actual or threatened violence against another scholar or a member of staff
- Serious false and / or unfounded allegations against another scholar or member of staff
- Sexual abuse or assault
- Supplying or possession of an illegal, illicit drug, alcohol, or illicit imagery
- Serious digital threats or comments
- Carrying an offensive weapon

These are only indicative examples and are not to be seen as an exhaustive list.

The DfE refer to malicious allegations against staff – these will be dealt with through investigation conducted by an appropriate member of staff as directed by the CEO. This may involve time in seclusion whilst an incident is investigated and may lead to a proportional and reasonable response from the Academy that may include exclusion. This is all carried out in conjunction with the scholars parent institution, either TRS or LSEC.

5.1 DEFINING A SERIOUS INCIDENT

The following list provides examples of what constitutes a serious incident (in or out of the Club). The list is neither exhaustive nor definitive and members of staff and the senior leadership team may use their discretion so long as they are following the Behaviour Policy.

- Repeated visits to IE for persistent breaches of the Academy's code of Conduct
- Bringing onto Club premises or being found in possession of anything that could constitute an offensive weapon or illegal substances
- Bullying/Cyberbullying or other harmful behaviour
- Bringing 'outsiders' onto Club property in order to threaten or create conflict
- Sexually inappropriate behaviour

- Threatening others – physical or verbal
- Cursing or inappropriate gestures – particularly towards an adult
- Deliberate involvement in or instigation of conflict
- Verbal aggressiveness towards a peer or adult
- Wilful disobedience or serious disrespect to an adult
- Stealing and/or knowingly possessing stolen property
- Vandalism and destruction of property
- Consistently disrupting learning
- Playing with fire alarms or extinguishers
- Smoking, vaping or drinking alcohol, using or distributing drugs
- Cheating in a test or exam
- Wearing, displaying, or graffitiiing ‘gang’ affiliated items and phrases
- Bringing the Club into disrepute

The provisions of the policy apply to all forms of social media and that they apply to the use of social media for both Academy purposes and personal use that may affect the Academy, scholar, or staff in any way. A breach of the policy on the use of social media will result in disciplinary sanctions.

Instances of prohibited use include:

- damage to the Club or its reputation even indirectly.
- use that may defame Academy staff or any third party.
- use that may harass, bully or unlawfully discriminate against staff, other scholars or third parties.
- false or misleading statements.
- use that impersonates staff, other scholars or third parties.
- expressing opinions on the Academy’s behalf.
- using Club logos or trademarks.

Reporting the misuse of social media, will need to be made to our designated Safeguarding Lead, Kristine Lee and then reported to the TRS DSL Miss Campbell or LSEC DSL.

In line with Government guidance relating to the Prevent Duty, Scholars must be kept safe from terrorist and extremist material and suitable filtering within the Academy will be in place.

6. Dealing with Specific Conduct Issues

6.1 Use of foul and inappropriate language

We do not expect scholars to use foul language or language which offends someone's race, sexuality, or any other characteristics. Any swearing at or in the presence of staff or because of a reprimand from a member of staff will result in the scholar being sanctioned.

6.2 Illicit and Illegal Items

6.2.1 Alcohol

Alcohol is not permitted in Academy facilities or during Academy-related activities. If a scholar is found in possession of or has consumed alcohol, parents will be contacted immediately, and the scholar will be required to be taken home to safeguard them if they are intoxicated. A meeting will take place with a senior member of staff and a sanction will be issued.

The club has a license and facilities to sell alcohol. Whilst it is legal for anyone over the age of 18 to buy and consume alcohol, Scholars should not buy and consume alcohol on site during Academy opening hours

6.2.2 Drugs

The Academy Policy on drugs applies to all Academy and Academy related activities whether on or off site. This includes the journey to and from Academy. The word 'drugs' used in this policy does not just mean illegal drugs, it extends to alcohol, tobacco products, vapes containing volatile substances and legal highs. The Academy will monitor and deal with any drug issues promptly and be proactive to prevent future incidents. Scholars will receive drugs education as part of the Life Skills sessions and the Academy will work with outside agencies.

Sometimes it will be necessary to involve the police. Any drugs found will be confiscated by staff who will dispose of them in accordance with guidance issued by the DfE. Similarly, any drugs related paraphernalia such as needles will be disposed of in a prudent manner.

Usually the Academy will inform parents/carers when their child has been found to be involved in drugs. However, where there are potential child protection issues the Academy must act in the best interests of the child which may mean a decision not to inform parents. Such a decision will be taken very seriously and usually with the benefit of legal advice. The Designated Safeguarding Lead will consult with social care and the police immediately.

We operate the following procedures in relation to drugs:

- Scholars found to be supplying drugs on or near the Academy or on the way to and from the Academy will face the risk of permanent exclusion.
- Scholars found in possession of drugs will be suspended while the matter is fully investigated. The sanction that will take into account the reasons for possession, but possession alone, could result in permanent exclusion, if further evidence is found.
- Where the Academy suspects a scholar is in possession of any illegal substance, they will be

invited to take part in a voluntary search, emptying their bag, pockets, and shoes in the presence of two members of staff. If they refuse, the parent will be contacted, the scholar isolated and the police may be informed. **See section 7** for information about searching scholars in the Academy.

- If we have searched a scholar's possessions for an illegal substance, we will inform the parents explaining the reason for our search without revealing the source of our information.
- The police will be informed if an illegal substance or item is found.

6.2.3 Vapes and electronic cigarettes

These are banned on the Club site and scholar should not be seen using them outside of the club. The items will be confiscated by a member of staff and scholars will be sanctioned for bringing vapes or electronic cigarettes into the Club. These devices are distracting, and their use has been linked to poor concentration and attention span. In addition, there is a risk that scholars who use these devices will begin to smoke traditional cigarettes, which are far more harmful to their health.

6.2.4 Offensive weapons and illegal items

Scholars should not bring into the Academy any offensive weapons such as guns, knives, or fireworks or pointed or sharp articles. (These are examples, and this is not an exhaustive list.)

- Scholars must not bring on to the school site any item/article that is deemed to endanger the community of the school. This is in accordance with the Offensive Weapons Act 1996. This act states that it is a criminal offence to bring any such item/article on to the premises of a school.
- If a scholar is in the possession of any such item(s) in school it will result in parent/carers being contacted and a high likelihood of the scholar being permanently excluded, irrespective of there being any intent by the scholar to use the item, sell the item, or if the item is concealed. The police may also be informed.
- On the rare occasion where a scholar wishes to bring an offensive weapon/item/article on to Club site the parent/carers, must apply in writing to the CEO giving at least three working days' notice.
- The letter must contain the reason(s) why the scholar wants to bring such an item on to the school premises and permission must be received before the item is brought into school.
- Under no circumstances may an item be brought in on the same day as the letter is received by the CEO (Examples of such events where scholars may wish to bring such items on to the school premises are props for a drama production.)

6.3 Bullying and Child-on-Child Abuse

If bullying is suspected or reported, the incident will be dealt with by a member of staff, as soon as possible. The TRS or LSEC **Anti-Bullying Policy** will be followed. The Academy has zero tolerance toward any form of sexual harassment or bullying online, in public, private or in the Academy. All incidents will be dealt with swiftly and will be referred to social care and the police if necessary. See the TRS and LSEC **Child Protection and Safeguarding policy** for more information on reporting and recording incidents and how the Academy deals with them.

6.4 Extremist and Radical Views

BFCA remain vigilant to incidents involving radicalisation and remain fully informed about the issues which affect the region in which we teach (This is part of PREVENT.) Scholars who express extremist or radical views will be spoken to by a member of staff, who will then report this to the Designated Safeguarding Lead. Further investigation may ensue, and the details might be passed on to the police.

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. Extremism is defined as the holding of extreme political or religious views.

7. Searching Scholars

Academy staff can search scholars with their consent for any item. The CEO and staff members authorised by the CEO have a statutory power to search scholars or their possessions, without consent, where they have reasonable grounds for suspecting that the scholar may have a prohibited item.

Prohibited items are knives and weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, vapes, fireworks, pornographic images, any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to the property of, any person (including the scholar). Finally, any banned item as identified in this policy may be searched for.

Where an item prohibited by this policy is seized as the result of a search and it is an electronic device such as a mobile telephone, a senior member of staff may inspect the data on it, if they think that there is a good reason to do so. For example, if they reasonably suspect the data or a file has been or could be used to cause harm, to disrupt teaching or break the Academy rules. The Academy is entitled to retain the device if it contains material which has been or could be used to cause harm to disrupt teaching or break the Academy rules.

7.1 Extent of Search

A scholar's possessions can only be searched in the presence of the scholar and another member of staff. The member of staff conducting a search **will** be the same sex as the scholar, and there **must** be another member of staff present to witness, unless:

- The person doing the search believes there's a risk that serious harm will be caused if the search isn't urgently carried out, **and**
- In the time available, it's not reasonably practicable to use a staff member who is the same sex as the scholar or for a witness to be present
- If the above is the case, the person doing the search should report it immediately

The person conducting the search **may not** require the scholar to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear, but 'outer clothing' includes hats; shoes; boots; gloves and scarves. 'Possessions' means any goods over which the scholar has or appears to have control – this includes

bags & lockers.

It is a condition of having a locker in the academy that the parent/carers and scholars give consent to it being searched – all lockers remain the property of the academy.

7.2 Record of Search

All searches undertaken by a member of staff or the Police will be recorded in the Academy's safeguarding reporting system, including:

- The date, time and location of the search
- Which scholar was searched
- Other scholars involved
- Who conducted the search and any other adults or scholars present
- What was being searched for
- Reason for searching
- What items, if any, were found
- What follow-up action was taken as a consequence of the search

7.3 Informing Parents of Search

Parents/Carers will be informed of any search for prohibited item that has taken place, the outcome of the search and what (if anything) has been confiscated as soon as practicable.

7.4 Confiscation of Articles

Academy staff have the power to confiscate property from scholars under their general right to discipline contained in s91 of the Education and Inspections Act 2006.

7.5 Disposal or Retention of Articles Confiscated from Scholars

The Academy will follow the DfE guidance 'Screening Searching and Confiscation - advice for headteachers, staff and governing bodies.'

8. Use of Reasonable Force

All Academy staff have the power to use reasonable force to prevent scholars:

- committing an offence
- injuring themselves or others
- damaging property and
- to maintain good order and discipline in the classroom.

The Director of Academy & Education and staff members can use such force as is reasonable. When restraint is used by staff, this is recorded in writing and recorded on our safeguarding software and in serious cases, the parents of the scholar will be informed. Force is never used as a form of punishment.

9. Support for scholars

The Academy recognises its legal duty under the Equality Act 2010 to prevent scholars with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the Scholar.

The TRS or LSEC Special Educational Needs Coordinator (SENDco) will evaluate a scholar who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When needs are identified, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it regularly.

We have the following support systems in place at the Academy:

- Counselling service
- Staff – scholar mentoring

Appendix A – Code of Conduct

CODE OF CONDUCT FOR ALL BFCA PLAYERS

The consent form within this pack should be completed and handed in with proof of date of birth

(Please note: any copy passport/birth certificate will be shredded once DOB is verified and league registration complete)

Mark Hammond
CEO

Tom Beaumont
Director of Academy & Education
tom.beaumont@bromleyfc.co.uk

Kristine Lee
Head of Academy Operations
Kristine.lee@bromleyfc.co.uk

Young People

Bromley Football Club Academy (BFCA) acknowledges the extent of its influence over young people in the community and pledges to set a positive example. BFCA acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game and will not tolerate corruption or improper practices.

Trust and Respect

BFCA will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence

BFCA rejects the use of violence of any nature by anyone involved in the game. BFCA is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play

BFCA is committed to the principle of playing to win consistently with Fair Play.



Swearing – Let's Tackle It'

Bromley FC supports this initiative from the National Youth and Kent League and their collaboration with Fixers UK and Football For Peace, charities which support young people across the UK to take action and change things for the better, and tackling foul and abusive language in the game.

Codes of Conduct

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association. Community Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

Equality

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters.

F.A. Respect Code of Conduct for Players

We all have a responsibility to promote high standards of behaviour in the game. As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the Referee
- Shake hands with the other team – win or lose.
- Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
- Encourage my teammates
- Respect the facilities home and away

I understand that if I do not follow the Code I may:

- Be required to apologise to whoever I've upset.
- Receive a formal warning.
- Be dropped, substituted or suspended from training.

F.A. Respect Code of Conduct for Spectators and Parents/Carers

We all have a responsibility to promote high standards of behaviour in the game. Bromley FC is supporting The FA's Respect program to ensure football can be enjoyed by everyone in a safe and positive environment. Remember football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything.

Play your part and support The FA's Code of Respect:

- Have fun; it's what we're all here for
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time.
- Never engage in or tolerate offensive, insulting or abusive language or behavior

I understand that if I do not follow the Code I may be:

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or County FA Welfare Officer
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine

As a member of the Academy you will be representing Bromley Football Club, The Ravensbourne School or London South East Colleges, Bromley Campus (your education provider), your family and yourself. It is therefore important that your behaviour is worthy of the people you represent. You are expected to show the highest standards of behaviour at all times. It is important that all members of the Academy treat other people with respect and courtesy. Remember the best form of discipline is self-discipline.

BFCA Players Code of Conduct

- Always strive to achieve your best in both training and matches
- Listen attentively to the manager/coach – he is trying to make you a more accomplished player and ultimately secure you a long - term future in the workplace and the game.
- Be respectful and polite to people at all times i.e. your teammates, coaches, officials and the general public. Do not use inappropriate language. Never question the official's decisions; dissent will not be tolerated.
- Ensure that ALL facilities are treated with respect
- The wearing of jewellery when training or in matches is strictly forbidden.
- Be punctual at all times; aim to be ready 15 minutes before any session.
- Be sure that you understand details regarding travel arrangements.; report 15 minutes before departure time.
- School uniform/Club attire must be worn at all times.
- Take responsibility for your own personal hygiene after training and matches.
- Give yourself every chance to succeed; prepare correctly for training and matches by maintaining a balanced healthy lifestyle.
- Report all injuries immediately to the physiotherapist.
- Remember that you are always representing Bromley Football Club. High standards of behaviour are expected at all locations i.e. club, college and school.
- Players are reminded that they should refrain from making any comments regarding Bromley Football Club on ANY social network. Any player in breach of this will be invited to a meeting with Academy Director to discuss any such comments. In some circumstances this may be dealt with by a higher authority, such as The Board of Directors.

BFCA Parents Code of Conduct

We welcome and encourage parents to attend matches. We thank them for their goodwill and commitment but we ask that they follow the guidelines set out below.

- Support of the Academy players must be positive and encouraging at all times.
- Parents are asked to set a good example by supporting teams in a positive manner, by showing respect to the opposition and by avoiding criticism of players and officials.
- Abusive behaviour will not be tolerated. Foul and abusive language must never be used.
- Parents must not attempt to coach players. Parents should avoid giving feedback to players unless they have discussed this with coaches as it can lead to player confusion and frustration.
- Parents must not enter the field of play, dressing rooms or treatment areas before, during or after matches / training, unless requested to by Staff or officials. Parents should watch games from the designated area set aside at home and away venues.
- Parents must inform the coach of any medication required by players in advance of coaching sessions and matches and notify staff of any changes to medication. This applies to drinks, food, medicines or inhalers.
- Parents must inform the coach of any illness or injury that might prohibit or impede their son/daughter from participating in a match or training session.
- Parents should not expect coaches to discuss performance or progress of their son/daughter on a match day and as such they should not approach the coach to discuss such issues.
- Any complaints or concerns should be addressed to the manager/coach in the first instance. Parents should write an email to the coach to request a personal and private meeting.
- Parents must seek permission before photographing any player within The Academy.

Player Guidelines 2022/23

Below are guidelines on how BFCA wishes its players to conduct themselves, both in their appearance and their attitude. Every player is seen as an ambassador for the Club, not only by Bromley FC but also visiting teams and officials. Each Manager/Coach is responsible for each team promoting Bromley Football Club by having their squad behave in a manner that the Club would expect from visiting teams.

Kit issued to players should be worn as requested by your Manager/Coach, must be clean, and should be worn in a presentable manner, i.e. shirts tucked in & clean footwear.

Match day and training footwear to be clean EVERYDAY

Trainers to be brought along on match days.

Flip Flops to be worn in showers due to health and safety reasons.

Mobile Phones to be switched off at training and matches.

No baseball caps, earrings or headphones to be worn at the training ground or matches.

Arriving late for games, or just not turning up, will not be tolerated.

Bookings and sending offs that result in a ban, or for dissent, may incur a fine levied for the offence itself by the FA or respective League.

At all times players should be courteous to all Bromley FC officials, opposing officials, other players and match officials. Failure to comply with this may result in a player being suspended, pending release. A player's registration would be held by Bromley FC until all outstanding accounts were settled and all kit returned in good condition.

The team captain is the Manager's/Coach's voice on the pitch. He has the authority to instruct and direct the play on the manager's behalf. Players will act courteously to his instructions.

Equipment used in training sessions must be returned to the coach after the session. i.e cones, bibs, balls and water bottles. Any rubbish must be taken with you and not left pitch side after games or training.

No loud music to be played inside or directly outside of either training or match venue.

Any player walking off the pitch during a match will be suspended by the Club pending release.

PARENT/GUARDIAN CONSENT FORM

This form is to be completed by the parent or guardian. Bromley Football Club Academy ("BFCA") cannot be held responsible if information has not been shared. Parents or Guardians are responsible for informing the club of any changes as they occur

| | |
|---|--|
| Academy Scholar's details: | |
| Name | |
| Address | |
| Post Code | |
| Date of birth | |
| Nationality | |
| Mobile No: | |
| Email: | |
| Parent/Guardian/ Next of Kin's details: | |
| Primary next of kin: Name | |
| Relationship to scholar | |
| Address (if different from above) | |
| Emergency telephone No. | |
| Email address: | |
| Second next of kin: Name | |
| Relationship to scholar | |
| Address (if different from above) | |
| Emergency telephone No. | |
| Email address: | |

THE FOLLOWING MUST BE SIGNED BY A PARENT OR GUARDIAN

All scholars are expected to adhere to BFCA's requirements for attendance and punctuality for education as well as training and matches. Parents and scholars are expected to follow our absence reporting procedures. Uniform rules must be followed at all times. A failure to comply may lead to players not being permitted to participate in training and/or matches.

All players undertaking any football coaching should be advised to wear appropriate clothing, footwear and shin guards, players failing to do this play at their own risk. Any players attending the football coaching sessions deemed not to be wearing suitable equipment may not be permitted to take part. BFCA will provide all other coaching equipment however, training kit must be purchased through the club's main kit supplier by the player.

All football coaching is undertaken by FA/UEFA qualified coaches. All coaches are Enhanced FA DBS screened and have undertaken the FA Safeguarding and FA First Aid training.

Over the scholarship course BFCA may wish to take photos or videos of the team or individuals. BFCA adheres to the FA guidelines to help ensure that the environment is safe and respectful and the photos or videos that will be used are solely for the purpose of what they are intended; which is promotion and celebration of the activities surrounding Bromley FC, BFCA and all educational purposes.

We require parental consent for staff to hold Academy players' mobile telephone numbers for the purposes of fixture/timetable changes. Wherever possible information will be advised by way of email or TeamApp (instructions on how to join TeamApp will be provided at the start of the first term).

It is strongly recommended that BFCA players do not bring valuables to training or match-days. In the event of that being unavoidable it is the player's responsibility to ensure that they are handed in to the tutor or coach leading the session or left at the Academy Office. This needs to be done at the beginning of each session. BFCA will not be responsible for items not handed in or stolen. Again, it is the responsibility of the player to ensure that they hand them in and collect their valuables at the end of the session.

BFCA scholars will be required to travel to football fixtures against other schools and clubs by a variety of means including but not limited to: minibuses driven by qualified members of staff, minibuses/coaches arranged through a reputable and licensed coach company and public transport (bus, train, tram) either as a team, small group or individually. Arrangements will be clearly communicated in advance on each occasion. BFCA cannot be held responsible should your son/daughter travel by alternative means.

BFCA scholars will be required to respect and adhere to any Government, Club, School/College protocols and guidelines that are from time to time put in place for COVID-19 or other health and safety / health reasons. A breach of these rules will not be tolerated and may lead to sanctions, including exclusions.

By signing this Consent Form, you are hereby agreeing that you have read and fully understand and agree to the statements as laid out above.

Parent/Guardian Signature:.....

Date:.....

Please print name of Parent/Guardian:.....

MEDICAL CONSENT FORM

Any information provided is treated in the strictest of confidence and no advice will be sought without prior permission.

| | |
|--|--|
| Player Information | |
| Name: | |
| Date of Birth: | |
| Medical History | |
| Please state any injury sustained in the last 3 years | |
| Please indicate if you presently have any of the following conditions: | |
| Skin disorder | |
| Areas of infection | |
| Nail diseases | |
| Bruises/Swellings | |
| Recent haemorrhages | |
| Metal plates/pins | |
| Cuts/Abrasions | |

| | |
|---|--|
| Please indicate if you have had any operations in the last 3 years? If yes, please give details | |
| Is the player currently undergoing treatment for any condition? If yes, please give details | |
| Allergies/ Dietary Requirements | |

| | |
|---|--|
| If yes, please give brief details: | |
| Is the player on any medication/supplementation at present? If yes, please give details | |

I hereby certify that my son/daughter is in good health and has my permission to participate in all BFCFA football training, matches and all its activities. I also certify that there are no limits to my son/daughter's participation except as stated in writing and included within this application. I authorise all medical and hospital procedures as may be performed in the case of emergency. BFCFA staff are not responsible for any accident, medical, dental expenses or any other expenses incurred as a result of a player's participation during their education and football scholarship course.

I give permission for suitably qualified Bromley staff to administer first aid treatment to the player

I give permission for the staff of Bromley to share the player's medical information with any other medical professional involved with his care

I give permission for any Bromley FC coach directly involved with the player to be updated on his/her medical status

I confirm that all of the information provided is accurate to the best of my knowledge and that I am happy for this player to receive when needed the treatment of the club's suitably qualified medical staff.

| | |
|------------------------------------|--|
| Emergency Contact | |
| Name of Emergency Contact | |
| Relationship to player | |
| Address | |
| Mobile (emergency contact number)* | |
| Email address: | |

***Please note: It is essential that we are able to contact this number in the event of an emergency.**

Non-completion of this form will lead to the named player not being permitted to train with Bromley FC. Player safety is our priority therefore the Club reserves the right to withdraw any player from their training programme on medical grounds at any time.

Parent/Guardian Signature:.....

Date:.....

Please print name of Parent/Guardian:.....

INTERNATIONAL CLEARANCE

In accordance with FIFA Regulations, international clearance is required for any player over the age of 10 who is seeking to register for a club in England and has previously been registered for a club abroad (including the other Home Associations), or who is a foreign national seeking to register for the first time in this country.

Further information may be found <http://www.thefa.com/football-rules-governance/policies/player-registration/international-clearance>

Does your son/daughter require international clearance?

Has international clearance been granted previously through another Club in England?

If yes, please provide name of Club, date of application and any documentary evidence

I understand that if my son/daughter requires international clearance he/she shall not be permitted to play in any football fixtures (friendly or otherwise) until approval has been granted.

Player Name:.....

Parent/Guardian Signature:.....

Date:.....

Please print name of Parent/Guardian:.....

SITE MAP

- A. Green Emergency Bag (Travels with 1st Team to Away Fixtures)
- B. Broomfields Bar
- C. Floor Sports Science Office – First Floor
- D. Academy Office – Mezzanine
- E. Ravens Kitchen
- F. Treatment Clinic – First Floor



All Defibrillators on site are semi-automatic, they give full instruction on use and weather to shock or not in instances of suspected cardiac arrest.

The use of defibrillators is not restricted to medical staff.

A FULL DEFIBRILATOR AUDIT IS UNDERTAKEN ON A MONTHLY BASIS. ANY FAULTY OR PERISHABLE PARTS ARE REPLACED.

Active Area Defibrillator Allocations

| Area | Defibrillator |
|---|---------------|
| Stadium Pitch, Terraces | A, B, E |
| Ravens Bar, The Venue, Changing Rooms | A, E |
| John Fiorini Car Park | A, E |
| Bear Island | B |
| Broomfields, Mezzanine 1 st Team & Offices | B, D |
| Gym, 1 st Team Changing Areas | B, C, F |
| Broomfields Car Park | B |
| Academy, Academy Changing | D, F, C |
| Rear Pitch, 9 a side Pitch | B, C, D, F |