



Mr S G Burgess  
242 Princes Road  
Ellesmere Port  
Cheshire  
CH65 8EX  
M: 07895 914 556  
E: [steve@princesvillafc.com](mailto:steve@princesvillafc.com)

12<sup>th</sup> February 2017

## **Princes Villa Football Club - Safeguarding Children**

Dear All Parents, Players, Managers, Assistants and Committee Members,

I would like to remind all Committee, Managers, Assistants, Coaches, Players and Parents that Sarah Joyce and Nicki Bithell are Princes Villa FC's Child Welfare Officers (CWO's). These roles are independent of the Clubs Committee and Managers purposely. They are here to offer support and guidance both to the Club, Parents and Players in terms of compliance to policies and procedures and addressing any concerns that may arise.

Both Sarah and Nicki are both Football Association accredited Child Welfare Officers and the Clubs Committee are committed to ensuring they are supported within their roles. The Club will also have a dedicated area on the Clubs new website which I am hoping to launch in the coming weeks, which will contain some guidance on various FA policies in relation to bullying and traveling to matches etc - just some best practice guidelines.

In addition to this, all Players were issued with the Princes Villa FC Safeguarding Children Policy and Procedures document last Year - I have attached a copy again with this letter. I have asked both Sarah and Nicki to ensure that they work with the Club to ensure this is adhered to at all times. It has to be remembered we are a voluntary organisation and no one is paid for the work they undertake, so I want our CWO's to work with the Club to ensure we are educated on any areas that we are lacking in when it comes to adhering to this policy.

I would also ask that any feedback you have both now and in the future, is fed back to our CWO's. We are absolutely committed to ensuring we have a robust process and procedures in place and that ALL adults who operate within our Club are background checked and have been on the Safeguarding course run by the Football Association.

### **Princes Villa FC's Club Welfare Officers (CWO's) Contact Details**

**Sarah Joyce**  
Tel: 07712 538 772

**Nicki Bithell**  
Tel: 07931 162 910

You can also email any queries or issues you need to raise directly to both Sarah and Nicki through to a dedicated email address which is below - **NO ONE EXCEPT SARAH & NICKI WILL RECEIVE EMAILS TO THIS EMAIL ADDRESS TO ENSURE THAT IT IS INDEPENDANT OF ANY COMMITTEE MEMBER OR MANAGER ETC**

**Email: [cwo@princesvillafc.com](mailto:cwo@princesvillafc.com)**

Any questions relating to the above, please don't hesitate to contact me on my number or email address above.

Yours sincerely

Mr Steve Burgess  
Club Chairman  
Princes Villa Football Club