Newcastle West End Football Club
SEND & Inclusion Policy
Season 2026/27
Special Educational Needs, Disabilities and Inclusion | Club-wide policy

Policy statement and intent
Newcastle West End Football Club is committed to providing a welcoming, respectful and inclusive football environment. We aim to remove avoidable barriers to participation for children and young people with special educational needs, disabilities, medical conditions or communication differences. Support is based on individual needs, not solely on diagnosis or formal disclosure.

This policy applies to training, matches, events and other club activities. It should be read alongside the club's safeguarding, equality, health and safety and data protection policies.

Roles and responsibilities
The committee is responsible for approving, resourcing and reviewing this policy. The SEND & Inclusion Officer coordinates inclusion guidance, helps identify practical adjustments and supports communication between families and coaches. Coaches remain responsible for the safe running of sessions and appropriate supervision. The Club Welfare Officer leads safeguarding processes; safeguarding concerns must be referred through the club's established procedures.

The SEND & Inclusion Officer does not diagnose conditions, provide clinical advice or replace the Club Welfare Officer.

Identifying and understanding needs
Parents/carers and players should be offered a respectful opportunity to explain what helps participation. Information should be requested only when necessary and handled sensitively. A player may have additional needs that are not visible, diagnosed or disclosed. Coaches should observe, check in and respond to signs of distress without making assumptions.

Reasonable adjustments
Where reasonable and safe, the club will consider clear and concise instructions, demonstrations, visual cues, predictable routines, additional processing time, quieter check-ins, flexible breaks, modified drills and appropriate communication methods. Adjustments should be agreed collaboratively, reviewed and adapted to the individual and the activity. Safety and available resources must be considered; alternatives should be explored where a requested adjustment is not feasible.

Partnership with parents and carers

The club will encourage open, respectful communication with families and players. Parents/carers can share strategies, relevant support information and concerns with an appropriate club contact. The player's views should be included where practicable. Significant support arrangements should be reviewed when circumstances change.

Medical needs, medication and individual support

Newcastle West End Football Club is committed to supporting players with medical conditions and additional health needs to participate safely. Parents/carers are responsible for informing the club of relevant medical conditions, allergies, prescribed medication and emergency healthcare requirements that may affect participation.

Medication and administration

Club coaches and volunteers are not authorised by the club to administer prescribed, over-the-counter or emergency medication to players. They must not measure, prepare, dispense or administer medication, or undertake medical procedures on a player's behalf.

Parents/carers remain responsible for making suitable arrangements for medication needed before, during or after training, matches and other club activities. Where a player can safely self-administer medication, arrangements should be discussed with the club in advance, taking account of their age, needs and safety. Medication must be appropriately accessible under the agreed arrangements.

Where a player requires assistance with medication, parents/carers must agree suitable arrangements with the club before participation. Coaches and volunteers must not be expected to provide that assistance. The club will consider reasonable adjustments and alternative arrangements to support inclusion safely.

Medical emergencies

In a medical emergency, coaches and volunteers must follow the club's emergency and safeguarding procedures, call 999 where necessary and inform parents/carers as soon as reasonably practicable. The club's restriction on routine medication administration must not delay emergency services or prevent appropriate first aid or other lawful emergency assistance within a person's training and competence. Emergency response arrangements, including any specific medication needs, should be agreed in advance with the Club Welfare Officer, parents/carers and relevant professionals where appropriate.

Confidentiality and individual support

Relevant medical information, emergency contacts and agreed support plans must be recorded securely and shared only with those who need the information to keep the player safe. The club will work with players and parents/carers to identify reasonable adjustments without requiring coaches or volunteers to take on medical responsibilities outside their authorised role.

Coach awareness and development

Coaches and volunteers will be encouraged to use inclusive language, communicate clearly and notice changes in participation or behaviour. A request to leave the pitch may signal distress, illness, injury, overload or another unmet need and should not automatically be

interpreted as a lack of effort. Practical guidance and training opportunities will be reviewed as resources allow.

Safeguarding and confidentiality

All players are entitled to dignity, safety and appropriate safeguarding protection. Concerns or disclosures must be reported promptly through the club safeguarding procedures. Personal and special-category information must be collected for a defined purpose, accessed on a need-to-know basis, stored securely and retained only in line with applicable club privacy and retention arrangements. The club will not promise absolute confidentiality where safeguarding action is required.

Future disability football provision

The club will explore opportunities to widen participation, including links with local partners and potential inclusive or disability-specific football provision, subject to demand, suitable facilities, appropriately trained staff, funding and safeguarding arrangements. This section is an aspiration rather than a commitment to launch a programme.

Monitoring and review

The SEND & Inclusion Officer will support periodic review of feedback, participation barriers, reasonable adjustments and training needs, reporting recommendations to the committee without unnecessarily identifying individual players. This policy will be reviewed at least annually and earlier following significant changes in legislation, guidance or club operations.

This Policy was agreed by committee on Thursday 19 November 2026.

Name: Ryan Abraham	Signed: R. Abraham	Position: Secretary / General Manager
Name: Sean Morrissey	Signed: S Morrissey	Position: Treasurer
Name: Alana Ruddick	Signed: A Ruddick	Position: Chairperson
Name: Lucy Barrass	Signed: L Barrass	Position: SEND & Inclusion Officer

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