



Child Protection and Safeguarding Policy

'Keeping children safe in education' (KCSIE) 2020 will come into force on 1 September 2020. Until then Clubs must continue to use and follow KCSIE 2019.

This policy has been updated following the EFL Safeguarding Children Policy Check List Tool (Season 21/22)

Important coronavirus (COVID-19) update

This policy has been updated in line with the current guidance from the UK government. We have included information on **page 25** which provides detailed safeguarding considerations for the current circumstances. Please have due regard for the stipulations within this amendment during phased reopening. Once children return to the club full time, clubs can refer to the provisions within the main body of this policy.

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Statement of intent

Barrow AFC is committed to safeguarding and promoting the welfare, both physical and emotional, of every child both inside and outside of the Club premises. We implement a whole-club preventative approach to managing safeguarding concerns, ensuring that the wellbeing of children is at the forefront of all action taken.

This policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance.

It will be achieved by:

- Creating a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children.
- Teaching children how to keep safe and recognise behaviour that is unacceptable.
- Identifying and making provision for any child that has been subject to abuse.
- Ensuring that members of the Board of Directors, the C.E.O and staff members understand their responsibilities under safeguarding legislation and statutory guidance, are alert to the signs of child abuse and know to refer concerns to the SM.
- Ensuring that the C.E.O and any new staff members and volunteers are only appointed when all the appropriate checks have been satisfactorily completed.

Safeguarding Team

The Safeguarding Manager is Alison Jesson: 01229 666 010

In the absence of the SM, child protection enquiries should be directed to the General Manager/Child Welfare Officer Alisha Henry: 01229 666 010

Safeguarding concerns regarding a matchday can also be directed to Supporters' Liaison Officer Chris Aintree: 07413 728801

1. Summary

Where reference is made to Barrow this **covers Barrow AFC, Barrow AFC Community and Barrow AFC Performance Centre**

Part of the football philosophy of Barrow AFC is our commitment to safeguarding and promoting the welfare of players and supporters. We expect all staff, volunteers, parents/carers, players, any partner agencies or any commissioned service providers to share this commitment.

The aims of Barrow AFC Safeguarding Policies are to:

- a. Develop a positive and pro-active approach to safeguarding in order to best protect all children and young people in associated activities, enabling them to enjoy football in a safe environment.
- b. Facilitate the provision of a range of child protection and awareness training for all staff or volunteers in line with guidance from The Football League and Local Safeguarding Children Boards (LSCBs) and in line with The FA requirements for work with children and young people.
- c. Demonstrate best practice in the area of safeguarding the welfare of all children and young people
- d. Promote ethical work with children and young people.
- e. Work towards achieving the National Standards and post Standards for Safeguarding and Protecting Children in Sport devised by the Child Protection in Sport Unit of the NSPCC.

The key principles underpinning this Policy Statement are that:

The welfare of children and young people is, and must always be paramount

All children, young people and vulnerable adults have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious belief or sexual identity.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Working in partnership with children, young people and their parents/carers is an essential element of our work.

Barrow AFC is committed to working together with Children's Services Departments, and Local Safeguarding Children Boards (LSCB's) in accordance with their procedures and in line with the most recent HM Government. Barrow AFC is committed to working together with agencies within football to create a safer environment in which all can enjoy the game.

Where Barrow AFC believes or is informed that circumstances exist which may harm any children, young person(s), or poses or may pose a risk of harm to them, the club will refer the matter to a statutory agency such as the Police or Children's Social Care Team for further investigation. The F.A. Case Management Unit will also be informed.

Whilst Barrow AFC will refer matters of concern relating to risk or harm or acts of abuse towards children to the appropriate authorities, it does not investigate disclosures. It does, however, have a role in responding to general complaints and/or complaints of poor practice.

Barrow AFC work together with agencies both inside and outside football, as appropriate, in order to deal with,

We respond to or refer on complaints in line with the Safeguarding Complaints Procedure.

Barrow AFC's arrangements in fulfilling its commitment to safeguarding children and young people:

The Safeguarding Manager for Barrow AFC is:

Alison Jesson: 01229 666 010

The SM will discuss overarching matters of safeguarding with the supporters' SLO where appropriate but not disclose any information relating to individuals or referrals

Barrow AFC accepts and adopts The Football Association's and The Football League's safeguarding policies and procedures.

Barrow AFC ensures that, where the role requires, all staff and volunteers complete The FA Safeguarding Children Workshop. In addition, all staff and volunteers will receive basic in-house training on identifying and reporting concerns in respect of safeguarding. In addition, support is provided for those involved in dealing with reporting incidents.

Barrow AFC is committed to ongoing safeguarding training and development, appropriate to the role of the employee and the level of their involvement with children, young people and vulnerable adults.

Barrow AFC is committed to the sharing of information to protect children, young people, in line with Working Together (2010) and the Data Protection Act (1998).

In addition to this Safeguarding Policy, Barrow AFC promotes a number of initiatives which see to address and encourage young people's and families' enjoyment as participants and spectators.

2. Definitions

- 2.1 The terms "**children**" and "**child**" refer to anyone under the age of 18.
- 2.2 For the purposes of this policy, "safeguarding and protecting the welfare of children" is defined as:
 - Protecting children from maltreatment.
 - Preventing the impairment of children' mental and physical health or development.

- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
 - Taking action to enable all children to have the best outcomes.
- 2.3 For the purposes of this policy, the term “**harmful sexual behaviour**” includes, but is not limited to, the following actions:
- Using sexually explicit words and phrases
 - Inappropriate touching
 - Sexual violence or threats
 - Full penetrative sex with other children or adults
- 2.4 In accordance with the government’s guidance, ‘Sexual violence and sexual harassment between children in Clubs and colleges’ (2018), and for the purposes of this policy, the term “**sexual harassment**” is used within this policy to describe any unwanted conduct of a sexual nature, both online or offline, which violates a child’s dignity and makes them feel intimidated, degraded or humiliated, and can create a hostile, sexualised or offensive environment.
- 2.5 For the purpose of this policy, the term “**sexual violence**” encompasses the definitions provided in the Sexual Offences Act 2003, including those pertaining to rape, assault by penetration and sexual assault.
- 2.6 For the purposes of this policy, “**up skirting**” refers to the act of taking a picture or video under another person’s clothing, without their knowledge or consent, with the intention of viewing that person’s genitals or buttocks (with or without clothing). Despite the name, anyone (including both children and teachers), and any gender, can be a victim of up skirting.
- 2.7 For the purpose of this policy, “**peer-on-peer**” abuse is defined as abuse between children. This can include, but is not limited to the following:
- Abuse within intimate partner relationships
 - Bullying (including cyberbullying)
 - Sexual violence and sexual harassment
 - Physical abuse and physical harm
 - Sexting
 - Initiation/hazing-type violence and rituals

3. Legal framework

- 3.1 This policy has been created with due regard to all relevant legislation including, but not limited to, the following:

Legislation

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- The General Data Protection Regulation (GDPR)

- Data Protection Act 2018
- Voyeurism (Offences) Act 2019

Statutory guidance

- HM Government (2013) 'multi-agency practice guidelines: Handling cases of Forced Marriage'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2015) 'The Prevent duty'
- **[Updated]** DfE (2020) 'Keeping children safe in education'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

Non-statutory guidance

- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2018) 'Information sharing'
- DfE (2017) 'Child sexual exploitation'
- DfE (2018) 'Sexual violence and sexual harassment between children'

4. Roles and responsibilities

4.1 The Board of Directors has a duty to:

- Ensure that the Club complies with its duties under the above child protection and safeguarding legislation.
- Guarantee that the policies, procedures and training opportunities in the Club are effective and comply with the law at all times.
- Guarantee that the Club contributes to inter-agency working in line with the statutory guidance 'Working Together to Safeguard Children'.
- Confirm that the Club's safeguarding arrangements take into account the procedures and practices of the EFL as part of the inter-agency safeguarding procedures.
- Understand the local criteria for action and the local protocol for assessment and ensure these are reflected in the Club's policies and procedures.
- Comply with its obligations under section 14B of the Children Act 2004 to supply the local safeguarding arrangements with information to fulfil its functions.
- Ensure that staff members have due regard to relevant data protection principles that allow them to share (and withhold) personal information.
- Ensure that a member of the Board of Directors is nominated to liaise with the Local Authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the C.E.O or another director.
- Guarantee that there are effective child protection policies and procedures in place together with the Barrow AFC Staff Handbook.
- Ensure that there is a senior board level lead responsible for safeguarding arrangements.
- Appoint a member of staff to the role of SM as an explicit part of the role-holder's job description.

- Ensure all relevant persons are aware of the Club's local safeguarding arrangements, including the Board of Directors itself, staff and volunteers
- Adhere to statutory responsibilities by conducting pre-employment checks on staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required.
- Ensure that staff members are appropriately trained to support children to be themselves at Club, e.g., if they are LGBTQ+.
- Ensure the Club has clear systems and processes in place for identifying possible mental health problems in children, including clear routes to escalate concerns and clear referral and accountability systems.
- Guarantee that volunteers are appropriately supervised.
- Make sure that at least one person within the club has undertaken safer recruitment training.
- Ensure that all staff members receive safeguarding and child protection training updates, such as e-bulletins, emails and staff meetings, as required, but at least annually.
- Certify that there are procedures in place to handle allegations against members of staff or volunteers.
- Guarantee that there are procedures in place to handle children's allegations against other children.
- Ensure that appropriate disciplinary procedures are in place, as well as policies pertaining to the behaviour of children and staff.
- Ensure that procedures are in place to eliminate unlawful discrimination, harassment and victimisation, including those in relation to peer-on-peer abuse.
- Make sure that children's wishes and feelings are taken into account when determining what action to take and what services to provide to protect individual children.
- Guarantee that there are systems in place for children to express their views and give feedback.
- Introduce mechanisms to assist staff in understanding and discharging their roles and responsibilities.
- Make sure that staff members have the skills, knowledge and understanding necessary to keep Looked After Children safe, particularly with regards to the child's legal status, contact details and care arrangements.
- Put in place appropriate safeguarding responses for children who go missing from the club, particularly on repeat occasions, to help identify any risk of abuse and neglect, including sexual abuse or exploitation, and prevent the risk of their disappearance in future.
- Ensure that all members of the Board of Directors have been subject to a Fit and Proper Test
- Create a culture where staff are confident to challenge senior leaders over any safeguarding concerns.

4.2 **The C.E.O has a duty to:**

- Safeguard children' wellbeing and maintain public trust in Barrow AFC
- Ensure that the policies and procedures adopted by the Board of Directors, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff members.
- Provide staff, upon induction, with the Child Protection and Safeguarding Policy and Staff Handbook

The SM has a duty to:

- Understand and keep up to date with local safeguarding arrangements.
- Act as the main point of contact with the three safeguarding partners and the child death review partner.
- Make the necessary child protection referrals to appropriate agencies.
- Understand when they should consider calling the police, in line with the National Police Chiefs' Council (NPCC) [guidance](#).
- Liaise with the C.E.O to inform them of safeguarding issues and ongoing enquiries.
- Liaise with any deputy SM(s) to ensure effective safeguarding outcomes.
- Act as a source of support, advice and expertise to staff members on matters of safeguarding by liaising with relevant agencies.
- Understand the assessment process for providing early help and intervention.
- Support staff members in liaising with other agencies and setting up inter-agency assessments where early help is deemed appropriate.
- Keep cases of early help under constant review and refer them to the CSCS if the situation does not appear to be improving.
- Have a working knowledge of how Local Authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the Club's Child Protection and Safeguarding Policy and procedures – this will be shared during the staff induction process.
- Be alert to the specific requirements of children in need, including those with SEND and young carers.
- Keep detailed, accurate and secure records of concerns and referrals.
- Secure access to resources and attend any relevant training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings.
- Work with the Board of Directors to ensure the Club's Child Protection and Safeguarding Policy is reviewed annually and the procedures are updated regularly.
- Ensure the Club's Child Protection and Safeguarding Policy is available publicly, and parents are aware that the Club may make referrals for suspected cases of abuse or neglect, as well as the role the Club plays in these referrals.

- Ensure the best outcomes by identifying at-risk children to the Club and its staff, so that the relevant personnel understand each child's welfare needs.
- Support staff to identify the challenges that at-risk children may face and the additional support and adjustments they can make to support these children.
- Link with local safeguarding arrangements to make sure that staff members are aware of the training opportunities available and the latest local policies on safeguarding.
- Be available at all times during Club hours to discuss any safeguarding concerns. NB. The Club will determine what "available" means, e.g., it may be appropriate to be accessible via electronic means, such as on the phone or using video conferencing software.
- Hold the details of the EFL Safeguarding Officer and liaise with them as necessary:

Debbie Lyons-Treadell

Safeguarding Officer

EFL

M: 07583186279

dtreadell@efl.com

4.3 Other staff members have a responsibility to:

- Safeguard children' wellbeing and maintain public trust at Barrow AFC as part of their professional duties.
- Provide a safe environment in which children can enjoy football
- Act in accordance with Club procedures with the aim of eliminating unlawful discrimination, harassment and victimisation, including those in relation to peer-on-peer abuse.
- Maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Be aware of the signs of abuse and neglect.
Challenge senior leaders over any safeguarding concerns, where necessary.

5. Inter-agency working

- 5.1 The Club is aware of and will follow the local safeguarding arrangements.
- 5.2 The Club will work with the police, health services and other services to protect the welfare of children
- 5.3 The Club recognises the importance of proactive information sharing between professionals and local agencies in order to effectively meet children' needs and identify any need
- 5.4 Staff members are aware that whilst the GDPR and the Data Protection Act 2018 place a duty on Clubs to process personal information fairly and lawfully, they also allow for information to be stored and shared for safeguarding purposes – data protection regulations do not act as a barrier to sharing information where failure to do so would result in the child being placed at risk of harm.

- 5.5 Staff members will ensure that fear of sharing information does not stand in the way of their responsibility to promote the welfare and safety of children.
- 5.6 If staff members are in doubt about sharing information, they will speak to the SM
- 5.7 The Club also recognises the particular importance of inter-agency working in identifying and preventing child sexual exploitation (CSE).

6. Indicators of abuse and neglect

- 6.1 All members of staff will be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be given a specific label and multiple issues often overlap one another.
- 6.2 All staff, especially the SM and their deputies, will be aware that children can at risk of abuse or exploitation in situations outside their families (extra-familial harms).
- 6.3 All staff members will be aware of the indicators of abuse and the appropriate action to take following a child being identified as at potential risk of abuse or neglect.
- 6.4 When identifying children at risk of potential harm, staff members will look out for a number of indicators including, but not limited to, the following:
- Injuries in unusual places, such as bite marks on the neck, that are also inconsistent with their age
 - Lack of concentration and acting withdrawn
 - Knowledge ahead of their age, e.g., sexual knowledge.
 - Use of explicit language
 - Fear of abandonment
 - Depression and low self-esteem
- 6.5 All members of staff will be aware of the indicators of peer-on-peer abuse, such as those in relation to bullying, gender-based violence, sexual assaults and sexting.
- 6.6 All staff will be aware of the necessary procedures to follow to prevent peer-on-peer abuse, as outlined in **section 30** of this policy.
- 6.7 All staff will be aware of the behaviours linked to drug taking, alcohol abuse and sexting, and will understand that these put children in danger.
- 6.8 Staff members will be aware of the effects of a child witnessing an incident of abuse, such as witnessing domestic violence at home.

7. Types of abuse and neglect

- 7.1 **Abuse:** A form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them or, more rarely, by others, e.g., via the internet.
- 7.2 **Physical abuse:** A form of abuse which may involve actions such as hitting, throwing, burning, drowning and poisoning, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child.

- 7.3 **Emotional abuse:** A form of abuse that involves the emotional maltreatment of a child to cause severe and adverse effects on the child's emotional development. This may involve telling a child they are worthless, unloved, inadequate, not giving them the opportunities to express their views, deliberately silencing them, or often making them feel as though they are in danger.
- 7.4 **Sexual abuse:** A form of abuse that involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, and whether or not the child is aware of what is happening. This may involve physical assault, such as penetrative assault and touching, or non-penetrative actions, such as looking at sexual images or encouraging children to behave in inappropriate ways.
- 7.5 **Neglect:** A form of abuse that involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development. This may involve providing inadequate food, clothing or shelter, or the inability to protect a child from physical or emotional harm or ensure access to appropriate medical treatment.

8. FGM

- 8.1 For the purpose of this policy, FGM is defined as the partial or total removal of the external female genitalia, or any other injury to the female genital organs.
- 8.2 FGM is considered a form of abuse in the UK and is illegal.
- 8.3 All staff will be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. If staff members are worried about someone who is at risk of FGM or who has been a victim of FGM, they are required to share this information with social care and/or the police.
- 8.4 There are a range of potential indicators that a child may be at risk of FGM. While individually they may not indicate risk, if two or more indicators are present, this could signal a risk to the child.
- 8.5 Victims of FGM are most likely to come from communities that are known to adopt this practice. It is important to note that the child may not yet be aware of the practice or that it may be conducted on them, so staff will be sensitive when broaching the subject.
- 8.6 Indicators that may show a heightened risk of FGM include the following:
- The socio-economic position of the family and their level of integration into UK society
 - Any girl with a mother or sister who has been subjected to FGM
 - Any girl withdrawn from PSHE
- 8.7 Indicators that may show FGM could take place soon include the following:
- When a female family elder is visiting from a country of origin
 - A girl may confide that she is to have a 'special procedure' or a ceremony to 'become a woman'
 - A girl may request help from a teacher if she is aware or suspects that she is at immediate risk
 - A girl, or her family member, may talk about a long holiday to her country of origin or another country where the practice is prevalent

- 8.8 Staff will be vigilant to the signs that FGM has already taken place so that help can be offered, enquiries can be made to protect others, and criminal investigations can begin.
- 8.9 Indicators that FGM may have already taken place include the following:
- Difficulty walking, sitting or standing
 - Spending longer than normal in the bathroom or toilet
 - Spending long periods of time away from a classroom during the day with bladder or menstrual problems
 - Prolonged or repeated absences from Club followed by withdrawal or depression
 - Reluctance to undergo normal medical examinations
 - Asking for help, but not being explicit about the problem due to embarrassment or fear
- 8.10 Teachers will not examine children, and so it is rare that they will see any visual evidence, but they will report to the police where an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also consider and discuss any such case with the SM and involve CSCS as appropriate.
- 8.11 FGM is also included in the definition of 'honour-based' abuse (HBA), which involves crimes that have been committed to defend the honour of the family and/or community, alongside forced marriage and breast ironing.
- 8.12 All forms of HBA are forms of abuse and will be treated and escalated as such.
- 8.13 Staff will be alert to the signs of HBA, including concerns that a child is at risk of HBA, or has already suffered from HBA, and will consult with the SM who will activate local safeguarding procedures if concerns arise

9. Child sexual exploitation (CSE)

- 9.1 For the purpose of this policy, “**child sexual exploitation**” is defined as: a form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity, for either, or both, of the following reasons:
- In exchange for something the victim needs or wants
 - For the financial advantage or increased status of the perpetrator or facilitator
- 9.2 CSE does not always involve physical contact, as it can also occur online. It is also important to note that a child can be sexually exploited even if the sexual activity appears consensual.
- 9.3 The Club has adopted the following procedure for handling cases of CSE, as outlined by the DfE:
- Identifying cases**
- 9.4 Club staff members will be aware of and look for the key indicators of CSE; these are as follows:

- Having older boyfriends or girlfriends
- Suffering from sexually transmitted infections or becoming pregnant

Other indicators outlined in [10.3](#) may also be signs that a child is a victim of CSE

Referring cases

9.5 Where CSE, or the risk of it, is suspected, staff will discuss the case with the SM. If after discussion a concern still remains, local safeguarding procedures will be triggered, including referral to the LA.

Support

9.6 The LA and all other necessary authorities will then handle the matter to conclusion. The Club will cooperate as needed.

10. Child criminal exploitation (CCE)

10.1 For the purpose of this policy, “**child criminal exploitation**” is defined as: where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity, for any, or all, of the following reasons:

- In exchange for something the victim needs or wants
- For the financial advantage or other advantage of the perpetrator or facilitator
- Through violence or the threat of violence

10.2 CCE may be in effect even if the criminal activity appears consensual and can happen through the use of technology.

Identifying cases

10.3 Club staff will be aware of the following indicators that a child is the victim of CCE:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing
- Misusing drugs or alcohol
- Going missing for periods of time or regularly coming home late
- Regularly missing Club or education or not taking part

11. Mental health

11.1 All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered, or is at risk of suffering abuse, neglect or exploitation.

11.2 Staff will not attempt to make a diagnosis of mental health problems – the Club will ensure this is done by a trained mental health professional.

11.3 Staff will be encouraged to identify children whose behaviour suggests they may be experiencing a mental health problem or may be at risk of developing one.

11.4 Staff who have a mental health concern about a child that is also a safeguarding concern will act in line with this policy and speak to the SM or a deputy.

11.5 The Club will access a range of advice to help them identify children in need of additional mental health support

12. Serious violence

12.1 Through training, all staff will be made aware of the indicators which may signal a child is at risk from, or is involved with, serious violent crime. These indicators include, but are not limited to, the following:

- A change in friendships
- New relationships with older individuals or groups
- A significant decline in academic performance
- Signs of self-harm
- A significant change in wellbeing
- Signs of assault
- Unexplained injuries
- Unexplained gifts or new possessions

12.2 Staff will be made aware of some of the most significant risk factors that could increase a child's vulnerability to becoming involved in serious violent crime. These risk factors include, but are not limited to, the following:

- A history of committing offences
- Substance abuse
- Anti-social behaviour
- Truancy
- Peers involved in crime and/or anti-social behaviour

12.3 Staff members who suspect a child may be vulnerable to, or involved in, serious violent crime will immediately report their concerns to the SM.

13. Preventing radicalisation

13.1 For the purpose of this policy, we have used the following definitions:

- **“Radicalisation”** refers to the process by which a person comes to support terrorism and extremist ideologies
- **“Extremism”** refers to the vocal or active opposition to fundamental British values, e.g., individual liberty and the rule of law
- **“Terrorism”** refers to an action that endangers or causes serious violence to a person or people, property, or electronic system, which is designed to influence the government, intimidate the public, or advance a cause.

13.2 Protecting children from the risk of radicalisation is part of the Club's wider safeguarding duties.

13.3 The Club will actively assess the risk of children being drawn into terrorism.

13.4 Staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

- 13.5 Staff will use their professional judgement to identify children who may be at risk of radicalisation and act appropriately, which may include making a referral to the Channel programme. The Club will work with local safeguarding arrangements as appropriate.
- 13.6 The Club will ensure that they engage with parents and families, as they are in a key position to spot signs of radicalisation. In doing so, the Club will assist and advise family members who raise concerns and provide information for support mechanisms.
- 13.7 Any concerns over radicalisation will be discussed with a child's parents, unless the Club has reason to believe that the child would be placed at risk as a result.

Training

- 13.8 The SM has undertaken Prevent awareness training

Risk indicators of vulnerable children

- 13.9 Indicators of an identity crisis include the following:

- Distancing themselves from their cultural/religious heritage
- Uncomfortable with their place in society

- 13.10 Indicators of a personal crisis include the following:

- Family tensions
- A sense of isolation
- Low self-esteem
- Disassociation from existing friendship groups
- Searching for answers to questions about identity, faith and belonging

- 13.11 Indicators of vulnerability through personal circumstances includes the following:

- Migration
- Local community tensions
- Events affecting their country or region of origin
- Alienation from UK values
- A sense of grievance triggered by personal experience of racism or discrimination

- 13.12 Indicators of vulnerability through unmet aspirations include the following:

- Perceptions of injustice
- Feelings of failure
- Rejection of civic life
- Indicators of vulnerability through criminality:
- Experiences of dealing with the police
- Involvement with criminal groups

Making a judgement

- 13.13 When making a judgement, the SMs will ask themselves the following questions:

- Does the child have access to extremist influences?
- Does the child access the internet for the purposes of extremist activities (e.g., using closed network groups, accessing or distributing extremist material, contacting such groups covertly using Skype)?

- Is there a reason to believe that the child has been, or is likely to be, involved with extremist organisations?
- Is the child known to have possessed, or be actively seeking, extremist literature/other media likely to incite racial or religious hatred?
- Does the child sympathise with or support illegal/illicit groups?
- Does the child support groups with links to extremist activity?
- Has the child encountered peer, social, family or faith group rejection?
- Is there evidence of extremist ideological, political or religious influence on the child?
- Have international events in areas of conflict and civil unrest had a noticeable impact on the child?
- Has there been a significant shift in the child's outward appearance that suggests a new social, political or religious influence?
- Has the child come into conflict with family over religious beliefs, lifestyle or dress choices?
- Does the child vocally support terrorist attacks, either verbally or in their written work?
- Has the child witnessed or been the victim of racial or religious hate crimes?
- Is there a pattern of regular or extended travel within the UK?
- Has the child travelled for extended periods of time to international locations?
- Has the child employed any methods to disguise their identity?
- Does the child have experience of poverty, disadvantage, discrimination or social exclusion?
- Does the child display a lack of affinity or understanding for others?
- Is the child the victim of social isolation?
- Does the child demonstrate a simplistic or flawed understanding of religion or politics?
- Is the child a foreign national or refugee, or awaiting a decision on their/their family's immigration status?
- Does the child have insecure, conflicted or absent family relationships?
- Has the child experienced any trauma in their lives, particularly trauma associated with war or sectarian conflict?
- Is there evidence that a significant adult or other person in the child's life has extremist views or sympathies?

13.14 Critical indicators include where the child is:

- In contact with extremist recruiters.
- Articulating support for extremist causes or leaders.
- Accessing extremist websites.
- Possessing extremist literature.
- Using extremist narratives and a global ideology to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.

- Making significant changes to their appearance and/or behaviour.

13.15 Any member of staff who identifies such concerns, because of observed behaviour or reports of conversations, will report these to the SM.

13.16 The SM will consider whether a situation may be so serious that an emergency response is required. In this situation, a 999 call will be made; however, concerns are most likely to require a police investigation as part of the Channel programme, in the first instance.

Channel programme

13.17 Safeguarding children is a key role for both the Club and the EFL, which is implemented through the use of the Channel programme. This service shall be used where a vulnerable child is at risk of being involved in terrorist activities.

13.18 In cases where the Club believes a child is potentially at serious risk of being radicalised, the C.E.O or SM will contact the Channel programme.

13.19 The SM will also support any staff making referrals to the Channel programme.

13.20 The Channel programme ensures that vulnerable children and adults of any faith, ethnicity or background, receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist-related activity.

13.21 The programme identifies individuals at risk, assesses the extent of that risk, and develops the most appropriate support plan for the individuals concerned, with multi-agency cooperation and support from the Club.

13.22 The delivery of the Channel programme may often overlap with the implementation of the LA's or Club's wider safeguarding duty, especially where vulnerabilities have been identified that require intervention from CSCS, or where the individual is already known to CSCS.

13.23 **[New]** The Club will keep in mind that an individual's engagement with the Channel programme is voluntary at all stages.

Resources

13.24 The Club will utilise the following resources when preventing radicalisation:

- Local safeguarding arrangements
- Local police (contacted via 101 for non-emergencies)
- The DfE's dedicated helpline (020 7340 7264)
- The Channel awareness programme
- The [Educate Against Hate](#) website

14. Children with SEND

14.1 The Club recognises that children with SEND can face additional safeguarding challenges and understands that further barriers may exist when determining abuse and neglect in this group of children.

14.2 Staff will be aware of the following:

- Certain indicators of abuse, such as behaviour, mood and injury, may relate to the child's disability without further exploration; however, it should never be assumed that a child's indicators relate only to their disability
- Children with SEND can be disproportionately impacted by things like bullying, without outwardly showing any signs
- Communication barriers may exist, as well as difficulties in overcoming these barriers

When managing a safeguarding issue relating to a child with SEND, the SM will liaise with the Club's Disability and Inclusion Officer, as well as the child's family where appropriate, to ensure that the child's needs are effectively met.

15. Work experience

15.1 When a child is sent on work experience, the Club will ensure that the provider has appropriate safeguarding policies and procedures in place.

15.2 Where the Club has children conduct work experience at the Club, an enhanced DBS check will be obtained if the child is over the age of 16.

16. Managing referrals

16.1 Referrals will be made to the SM and kept on file in a locked cabinet in the GM's office at Barrow AFC. Forms will be available from club reception.

16.2 All staff members, in particular the SM, will be aware of the Local Authority's arrangements in place for managing referrals. The SM will provide staff members with clarity and support where needed.

16.3 When making a referral to CSCS or other external agencies, information will be shared in line with confidentiality requirements and will only be shared where necessary to do so.

16.4 The SM will work closely with the police to ensure the Club does not jeopardise any criminal proceedings, and to obtain help and support as necessary.

16.5 Where a child has been harmed or is in immediate danger or at risk of harm, the referrer will be notified of the action that will be taken within one working day of a referral being made. **Where this information is not forthcoming, the SM will contact the assigned social worker for more information.**

16.6 The Club will not wait for the start or outcome of an investigation before protecting the victim and other children: this applies to criminal investigations as well as those made by CSCS.

16.7 Where CSCS decide that a statutory investigation is not appropriate, the Club will consider referring the incident again if it is believed that the child is at risk of harm.

- 16.8 Where CSCS decide that a statutory investigation is not appropriate and the Club agrees with this decision, the Club will consider the use of other support mechanisms, such as early help and pastoral support.
- 16.9 At all stages of the reporting and referral process, the child will be informed of the decisions made, actions taken and reasons for doing so.
- 16.10 Discussions of concerns with parents will only take place where this would not put the child or others at potential risk of harm.
- 16.11 The Club will work closely with parents to ensure that the child, as well as their family, understands that the arrangements in place, such as in-Club interventions, are effectively supported and know where they can access additional support.

17. Concerns about staff members and safeguarding practices

- 17.1 If a staff member has concerns about another member of staff (including temporary staff, contractors, staff and volunteers), it will be raised with the C.E.O.
- 17.2 If the concern is with regards to the C.E.O, it will be referred to the Board of Directors.
- 17.3 Any concerns regarding the safeguarding practices at the Club will be raised with the SLT, and the necessary whistleblowing procedures will be followed, as outlined in the Staff Handbook.
- 17.4 If a staff member feels unable to raise an issue with the management, they should access other whistleblowing channels such as the NSPCC whistleblowing helpline (0800 028 0285).
- 17.5 Any allegations of abuse made against staff members, including those that meet the harms test, will be dealt with in accordance with the Club's Staff Handbook
- 17.6 For the purpose of this policy, the "**harms test**" refers to a situation where a person would pose a risk of harm if they continued to work in regular or close contact with children in their present position, or in any capacity.

18. Dealing with allegations of abuse against staff

- 18.1 All allegations against staff, supply staff and volunteers, will be dealt with in line with the Staff Handbook– a copy of which will be provided to, and understood by, all staff.
- 18.2 The Club will ensure all allegations against staff, including those who are not employees of the Club, are dealt with appropriately and that the Club liaises with the relevant parties.
- 18.3 When using an agency to access staff, the Club will inform them of its processes for managing allegations, including any updates to the relevant policies, and liaise with the agency's human resources manager/provider where necessary.
- 18.4 When an allegation is made, an investigation will be carried out to gather enough evidence to establish whether it has a foundation, and the Club will ensure there is sufficient information to meet the DBS referral criteria.

- 18.5 On conclusion of a case, where an individual is removed from regulated activity – this could be due to suspension, redeployment to work that is not in regulated activity, dismissal or resignation – the Club will refer the case to the DBS as soon as possible.
- 18.6 If a case manager is concerned about the welfare of other children in the community following a staff member's suspension, they may report this concern to CSCS.
- 18.7 The Club will preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry in question.

19. Communication and confidentiality

- 19.1 All child protection and safeguarding concerns will be treated in the strictest of confidence in accordance with Club data protection policies.
- 19.2 Where there is an allegation or incident of sexual abuse or violence, the victim is entitled to anonymity by law; therefore, the Club will consult its policy and agree on what information will be disclosed to staff and others, in particular the alleged perpetrator and their parents.
- 19.3 Where a report of sexual violence or sexual harassment is progressing through the criminal justice system, the Club will do all it can to protect the anonymity of the children involved in the case.
- 19.4 Concerns will only be reported to those necessary for its progression and reports will only be shared amongst staff members and with external agencies on a need-to-know basis.
- 19.5 During the disclosure of a concern by a child, staff members will not promise the child confidentiality and will ensure that they are aware of what information will be shared, with whom and why.
- 19.6 Where it is in the public interest, and protects children from harm, information can be lawfully shared without the victim's consent, e.g., if doing so would assist the prevention, detection or prosecution of a serious crime.
- 19.7 Before doing so, the SM will weigh the victim's wishes against their duty to protect the victim and others.
- 19.8 Where a referral is made against the victim's wishes, it is done so carefully with the reasons for the referral explained to the victim and specialist support offered.
- 19.9 Depending on the nature of a concern, the SM will discuss the concern with the parents of the children involved.
- 19.10 Discussions with parents will not take place where they could potentially put a child at risk of harm.
- 19.11 Discussion with the victim's parents will relate to the arrangements being put in place to safeguard the victim, with the aim of understanding their wishes in terms of support arrangements and the progression of the report.

- 19.12 Discussion with the alleged perpetrator's parents will have regards to the arrangements that will impact their child, such as moving classes, etc., with the reasons behind decisions being explained and the available support discussed.
- 19.13 External agencies will be invited to these discussions where necessary.
- 19.14 Where confidentiality or anonymity has been breached, the Club will implement the appropriate disciplinary procedures as necessary and will analyse how damage can be minimised and future breaches be prevented.
- 19.15 Where a child is leaving the Club, the SM will consider whether it is appropriate to share any information with the child's new provider, in addition to the child protection file, that will allow the new provider to support the child and arrange appropriate support for their arrival.

20. Online safety

- 20.1 All children should be made aware of online risks and taught how to stay safe online.
- 20.2 Through training, all staff members will be made aware of the following:
- Child attitudes and behaviours which may indicate they are at risk of potential harm online
 - The procedure to follow when they have a concern regarding a child's online activity
- 20.3 The Club will ensure that suitable filtering systems are in place to prevent children accessing terrorist and extremist material from any social media platform
- 20.4 The use of social media by staff and children is closely monitored by the Club, in accordance with the Staff Handbook.

21. Mobile phone and camera safety

- 21.1 The sending of inappropriate messages or images from mobile devices is strictly prohibited.
- 21.2 Staff who do not adhere to this will face disciplinary action.
- 21.3 Photographs and videos of children will be carefully planned before any activity with particular regard to consent and adhering to the Club's Data Protection Policy.
- 21.4 The Media Manager will oversee the planning of any events where photographs and videos will be taken.
- 21.5 Where photographs and videos will involve LAC children, adopted children, or children for whom there are security concerns, the C.E.O will liaise with the SM and Media Manager to determine the steps involved.
- 21.6 The SM will, in known cases of a child who is a LAC or who has been adopted, liaise with the child's social worker, carers or adoptive parents to assess the needs and risks associated with the child
- 21.7 Staff will report any concerns about another staff member's use of mobile phones to the SM, following the procedures outlined in the Child Protection and Safeguarding Policy and the Staff Handbook

Up skirting

- 21.8 Under the Voyeurism (Offences) Act 2019, it is an offence to operate equipment and to record an image beneath a person's clothing without consent and with the intention of observing, or enabling another person to observe, the victim's genitals or buttocks (whether exposed or covered with underwear), in circumstances where their genitals, buttocks or underwear would not otherwise be visible, for a specified purpose.
- 21.9 A "specified purpose" is namely:
- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim's genitals, buttocks or underwear).
 - To humiliate, distress or alarm the victim.
- 21.10 "Operating equipment" includes enabling, or securing, activation by another person without that person's knowledge, e.g., a motion-activated camera.
- 21.11 Up skirting will not be tolerated by the Club.
- 21.12 Any incidents of up skirting will be reported to the SM who will then decide on the next steps to take, which may include police involvement.

22. Safer recruitment

- 22.1 A DBS check will be undertaken for all staff members engaged in regulated activity. A person will be considered to be in 'regulated activity' if, as a result of their work, they:
- Are responsible on a daily basis for the care or supervision of children.
 - Regularly work in the Club at times when children are on the premises.
 - Regularly come into contact with children under 18 years of age.

Pre-employment checks

- 22.2 The Board of Directors will assess the suitability of prospective employees by:
- Verifying the candidate's identity, preferably from the most current photographic ID and proof of address except where, for exceptional reasons, none is available.
 - Obtaining a certificate for an DBS check where the person will be engaged in regulated activity.
 - Verifying the candidate's mental and physical fitness to undertake their working responsibilities, including asking relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.
 - Checking the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, the advice set out on the [Gov.UK](https://www.gov.uk) website will be followed.
 - If the person has lived or worked outside the UK, making any further checks that the Club considers appropriate; this includes checking for any teacher sanctions or restrictions regulating authority has imposed.
- 22.3 References from internal candidates will always be scrutinised before appointment.
- 22.4 A Fit and Proper Persons check will be carried out for each member of the Board of Directors.

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References

- 22.5 References will be obtained directly from referees and scrutinised, with all concerns satisfactorily resolved prior to confirmation of employment.
- 22.6 References will only be accepted from a senior person and not from a colleague.
- 22.7 References will be sought on all short-listed candidates for full time permanent employment, including internal ones, before an interview and checked on receipt to ensure that all specific questions were answered satisfactorily.
- 22.8 References will be obtained prior to interviews taking place and discussed during interviews.
- 22.9 Open testimonials will not be considered.
- 22.10 Information about past disciplinary actions or allegations will be considered carefully when assessing an applicant's suitability for a post.
- 22.11 Information sourced directly from a candidate or online source will be carefully vetted to ensure they originate from a credible source.

Volunteers

- 22.12 No volunteer will be left unsupervised with a child or allowed to work in regulated activity until the necessary checks have been obtained.
- 22.13 A risk assessment will be undertaken for volunteers not engaged in regulated activity when deciding whether to seek an enhanced DBS check.

Contractors

- 22.14 The Club will ensure that any contractor or employee of the contractor working on the premises has been subject to the appropriate level of DBS check.
- 22.15 Checks will be conducted to ensure that the contractor presenting themselves for work is the same person on whom the checks have been made.
- 22.16 Contractors without a DBS check will be supervised if they will have contact with children. The identity of the contractor will be checked upon their arrival at the Club.

Data retention

- 22.17 DBS certificates will be securely destroyed as soon as practicable, but not retained for longer than six months from receipt.
- 22.18 A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file. The personnel file will be held for the duration of the employee's employment plus six years.

Referral to the DBS

- 22.19 The Club will refer to the DBS anyone who has harmed a child or poses a risk of harm to a child, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity. The duty will also apply in

circumstances where an individual is deployed to another area of work that is not in regulated activity or they are suspended.

23. Training and Induction

- 23.1 Staff members will undergo safeguarding and child protection training at induction, which will be regularly updated on a season-by-season basis or whenever there is a change in legislation.
- 23.2 The induction training will cover:
- The Child Protection and Safeguarding Policy- Basic Principles
 - The Staff Handbook
 - The identity of the SM and any deputies
- 23.3 All staff members will also receive regular safeguarding and child protection updates as required, but at least annually.
- 23.4 Training will cover, at a minimum:
- How to refer a matter to the SM
 - Basic Safeguarding Procedures
 - An understanding of how to recognise abuse
- 23.5 Staff will receive opportunities to contribute towards and inform the safeguarding arrangements in the Club.
- 23.6 The SM will undergo updated child protection training every two years, as well as additional training to refresh their skills and knowledge at regular intervals (at least annually) to allow them to keep up to date with any developments relevant to their role.
- 23.7 The SM and deputy SM will also undergo biennial Prevent awareness training which will enable them to understand and support the Club with regards to the Prevent duty and equip them with the knowledge needed to advise staff.
- 23.8 The SM and their deputy(s) will undergo online safety training to help them recognise the additional risks that children with SEND face online, for example, from online bullying, grooming and radicalisation, to ensure they have the capability to support children with SEND to stay safe online
- 23.9 Online training will also be conducted for all staff members as part of the overall safeguarding approach.

24. Monitoring and review

- 24.1 This policy is reviewed annually by the SM and the C.E.O with reference to the EFL Safeguarding Checklist.
- 24.2 Any changes made to this policy by the C.E.O and SM will be communicated to all members of staff and ratified by the Board of Directors of Barrow AFC.

24.3 All members of staff are required to familiarise themselves with the basic processes and procedures outlined in this policy as part of their induction programme, as outlined at the start of this document, in conjunction with their Staff Handbook.

24.4 The next scheduled review is 30.8.2021

25. Covid Amendment

Barrow AFC- Covid Amendment

This amendment should be read in conjunction with the Club Safeguarding Policy as updated in August 2020

Club statement:

The way in which Barrow AFC is currently operating in response to coronavirus

(COVID-19) is fundamentally different to business as usual, however, a number of our important safeguarding principles remain the same:

- **with regard to safeguarding, the best interests of children will always continue to come first**
- **if anyone has a safeguarding concern about any child connected to the Club they should continue to act and act immediately**
- **a Safeguarding Manager will always be available**
- **unsuitable people are not allowed to enter the Club workforce and/or gain access to children**
- **children continue to be protected when they are online**

26. Club Safeguarding Contacts:

During the Covid-19 lockdown period the Safeguarding contacts for the club are unchanged.

The Safeguarding Manager is Alison Jesson – 01229 666 010

Remember that in an emergency or where there is risk to life you should contact the police immediately.

27. Other Safeguarding contacts in football:

Whilst any safeguarding concern should be raised with the Club Safeguarding contacts in the first instance, we recognise that this may not always be possible or appropriate. Below are the contact details for footballing partners with whom safeguarding concerns in relation to the Club can be discussed:

The English Football League Safeguarding Team

Tel: 01772 325940

Email: safeguarding@efl.com

If they concern regards a person in employed in footballs conduct towards a child:

The FA Safeguarding Team

Tel: 0800 169 1863

Email: Safeguarding@TheFA.com

28. Mental health:

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of us all. Players who Aare struggling under the current circumstances should contact the Club safeguarding staff as outlined above.

Support can also be accessed through a number of national organisations including:

The Samaritans Tel: 116 123 <https://www.samaritans.org>

ChildLine: Tel: 0800 1111 <https://www.childline.org.uk>

NSPCC: Tel: 0808 800 5000 <https://www.nspcc.org.uk>

Mind: Tel: 0300 123 3393 <https://www.mind.org.uk>

PFA: Tel: 07500 000 777 <https://www.thepfa.com/wellbeing>

29. Online safety:

It is important that internet safety and security messages are re-enforced during this time when we are expecting young people to be online more often. They may also be increasing their usage on devices during their own free time during this lockdown period. It is important that both players and parents are aware of the help and support available should they be concerned about something they have seen or experienced online.

These include:

UK Safer Internet Centre <https://reportharmfulcontent.com/>

CEOP <https://www.ceop.police.uk/safety-centre/>

Internet Matters <https://www.internetmatters.org/>

NetAware <https://www.net-aware.org.uk/>

ParentInfo <https://parentinfo.org>

29. Barrow AFC Staff Declaration

Name of Club:	
Name of staff member:	Position:
Orders and other restrictions	Yes/No
Have any orders or other determinations related to childcare been made in respect of you?	
Have any orders or other determinations related to childcare been made in respect of a child in your care?	
Have any orders or other determinations been made which prevent you from being registered in relation to childcare	
Are you barred from working with children by the DBS?	
Specified and statutory offences	
Have you ever been cautioned, reprimanded, given a warning for or convicted of:	
• Any offence against or involving a child?	
• Any violent or sexual offence against an adult?	
• Any offence under The Sexual Offences Act 2003?	
• Any other relevant offence?	
Have you ever been cautioned, reprimanded for or convicted of a similar offence in another country?	
Provision of information	
If you have answered yes to any of the questions above, provide details below. You may provide this information separately, but you must do so without delay.	
Details of the order restriction, conviction or caution:	
The date(s) of the above:	
The relevant court(s) or body/bodies):	
You should also provide a copy of the relevant order, caution, conviction, etc. In relation to cautions/convictions, a DBS Certificate may be provided.	

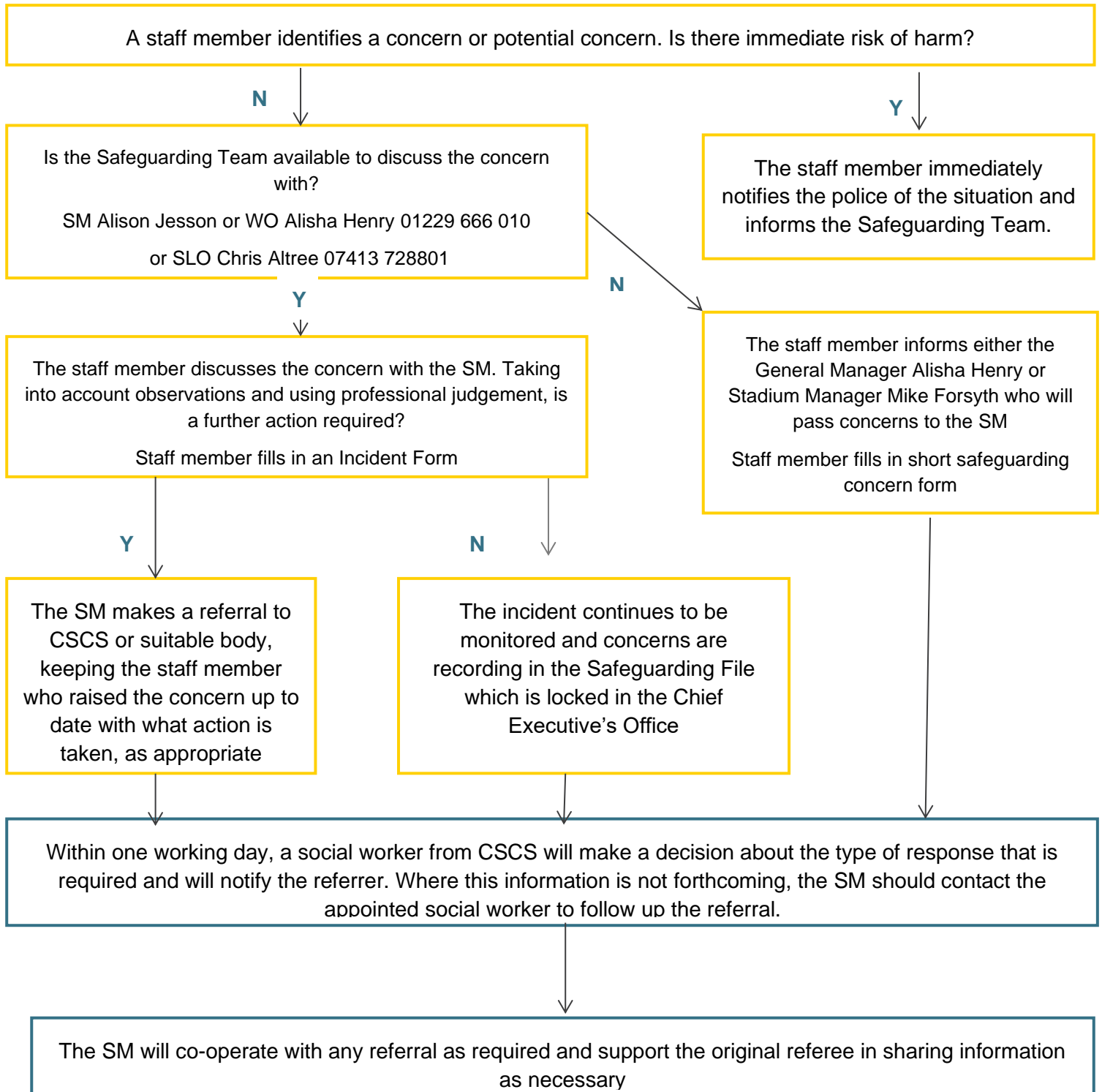
Declaration	
<p>In signing this form, I confirm that the information provided is true to the best of my knowledge and that:</p> <ul style="list-style-type: none">• I understand my responsibilities to safeguard children.• I have read the Barrow AFC Safeguarding Policy• I understand that I must notify the Safeguarding Team immediately of anything that affects my suitability to work within the Club. This includes any cautions, warnings, convictions, orders or other determinations made in respect of me that would render me disqualified from working at Barrow AFC and/or with children.	
Signed:	
Print name:	
Date:	

Safeguarding Reporting Process

The process outlined within the first section should be followed where a staff member has a safeguarding concern. Where a referral has been made, the process outlined in the 'After a referral is made' section should be followed.

The actions taken by the Club are outlined in yellow, whereas actions taken by another agency are outlined in blue.

Before a referral is made





Incorporating Barrow AFC, Barrow AFC Performance Centre and Barrow AFC Community

Safeguarding Advice for all Barrow AFC Staff

Should you have any concerns it is essential these are reported as soon as possible. For all non-critical matters, you should contact the Safeguarding Team at Barrow AFC:

Alison Jesson (BAFC Safeguarding Manager – 01229 666 010)

Alisha Henry (BAFC General Manager/Welfare Officer – 01229 666 010)

Christopher Atree (BAFC Supporters' Liaison Officer - 07413 728801)

Where you believe a child or young person may be at imminent risk you should report this to the Police on 101 or 999 if an emergency. If The Safeguarding Team is not available, you should contact the NSPCC Helpline on 0808 800 5000 and then notify the team at your earliest opportunity.

Handling A Disclosure

If a child a young person or vulnerable person tells you about something that is happening or has happened to them then we must remember the following procedure:

- React as calmly as possible
- Ensure the immediate safety of the young person
- Reassure the young person – “you’ve done the right thing by telling me”
- Take what they say seriously – evidence shows it will be almost certainly truthful
- Don’t make promises not to tell- you will need to share it
- Don’t prompt but ask open questions gently and slowly “What” “When” “Who” “Where.”
- Fill in a short ‘Concern Form’ (forms available) using their words and sign it
- Take advice from the above sources at the first opportunity

It is highly unlikely that such an issue will arise during your activities, but it is important to remember these protocols. It may be worth copying this document and keeping it to hand. In conclusion thanks for the great work on behalf of the different departments of Barrow AFC.

Vulnerable Adults Protocol

POLICY

Barrow AFC, Barrow AFC Community and Barrow AFC Performance Centre are committed to ensuring that vulnerable people who use our service are not exploited or abused and that working practices minimise the risks of such abuse. If abuse is reported, or staff feel concerned about a situation of potential abuse, the following policy and procedure should be implemented.

Staff will be aware of and guard against possible discrimination because of assumptions about class, gender, sexuality, race, disability, religion and age.

Definition

The term vulnerable adults refers to people of 18 and over *"who are or maybe in need of community care services by reason of mental or other disability, age or illness or lack of opportunity; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"*.

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances." **Care and support statutory guidance, Department of Health, 11th March 2016**

Adult protection concerns the violation of an individual's human and civil rights by another person or persons.

Abuse can include verbal, physical, financial/material, sexual, psychological, discriminatory, emotional abuse and neglect. Abuse can take place in any setting, public or private, and can be perpetrated by anybody.

PROCEDURE

Awareness

All staff and volunteers involved in the provision of the service have a responsibility to be aware and alert to signs that all is not well with a vulnerable adult. Not all concerns relate to abuse and there may well be another explanation.

It is important while being vigilant to keep an open mind. If at all possible, staff should discuss their concerns discretely and in confidence with the Manager and seek help through supervision, if they are concerned about a client or member of staff.

Further Action

- Having raised the issue with the Manager the staff member / volunteer should make a confidential personal note of the circumstances and if appropriate check whether there were any witnesses present.
- The vulnerable adult should be informed that the staff member will be discussing the matter with the Manager.
- If the person who says they are being abused asks the staff member to do nothing at all, they should inform them that whilst respecting this, the staff member must share the information with the Manager.

- staff / volunteers do not carry out an investigation. This must be left to the relevant agencies. You should also inform them that the information might be passed to the appropriate agencies
- If physical and/or sexual abuse/assault is reported the vulnerable adult and/or their representative should be asked to report it to the police and offered support to do so.
- The Manager will treat the matter as top priority and inform the Chair of the Board of Trustees.
- The Manager will seek advice urgently. This may involve discussing the situation with Social Services or with the Police. Social Services will instigate an assessment of the person's needs under Community Care legislation.
- The Manager will keep the Chair of the Board of Trustees informed, of all action taken to date.
- The Manager will keep the vulnerable adult informed at all times as to action being taken.

Support for Staff

The member of staff reporting incidents of suspected or potential abuse may find that the vulnerable adult is very upset or angry. The Manager will offer support as appropriate. Other support, for example, may include counselling provided by an outside body if required or by request.

Suspected abuse by an employee / volunteer

Suspected abuse by an employee / volunteer, where a member of staff is suspected of abuse the following action should be taken;

- The Manager should interview the member of staff or client with a witness or representative of their choice present.
- The Manager should make arrangements for interviewing the suspected victim; this should be done with a staff member, Trustee and a representative of the victim present
- The purpose of the meeting is not to investigate but to establish whether there are grounds for the allegation.
- The procedure outlined under **Further Action** should then be followed.

Confidentiality

- Confidentiality is crucial to all our work and relationships should be strictly adhered to, except that the welfare of vulnerable adults is paramount and takes precedence over it.
- Staff / volunteers should not keep concerns relating to potential abuse of a vulnerable adult to themselves but should report to the BAFC Safeguarding Team.
- Confidentiality may **NOT** be maintained if the withholding of information or evidence will prejudice the welfare of the adult.



BARROW AFC and BARROW AFC COMMUNITY TRUST ACCIDENT & INCIDENT NOTIFICATION FORM

All accident and incident notification forms must be submitted **within 24 hours**.

In the event of **ANY** accident, incident or Safeguarding Child/Adult issue, please contact your line manager as soon as it is safe to do so in line with the Incident Escalation Process.

INDIVIDUAL AFFECTED BY THE INCIDENT

Full Name			
Classification of person involved/affected/injured by incident/accident.	Participant <input type="checkbox"/>	Staff <input type="checkbox"/>	Volunteer <input type="checkbox"/>
	Other:		
Date of Birth and age of individual			
Gender & Ethnicity			
Address & Postcode			

PROGRAMME DETAILS

Incident Category

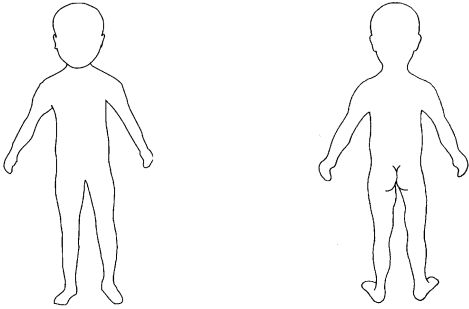
Please choose the relevant category and type of issue your concern is about below:

Accident	Break	Epi Pen / Asthma	Fall / Trip	Sprain /Strain
	Graze	Hit by Object	Near Miss	Nosebleed
	Behaviour	Bullying or Cyber Bullying	General Wellbeing	Domestic Violence
	Medical Issues	Home Issues	Female Genital Mutilation (FGM)	Child Sexual Exploitation
	Educational Needs	Mental Health	Ratio Breach	Soiling

Incident	Discriminatory Incident	Travel	Criminal Activity i.e., Drugs or Weapons	Verbal Aggression or Violence
	Other:			
Complaint	Member of Staff	Player/Participant	Supporter/Member of the Public	
Allegation against a professional				

COACHING INFORMATION	
Programme	
Date and time of incident:	
Other Staff/Partners Present:	
Programme Manager	

DESCRIPTION OF INCIDENT (PLEASE USE THE CONTINUATION SHEET IF NECESSARY)	
<p>Describe the incident / accident.</p> <p><i>NB: If information is unknown, it is still crucial that you share the information that you do have.</i></p> <p>Outline any immediate action taken as a result of any injuries and the details of any first aid given (if applicable)</p> <p>Who was the information formally referred to?</p> <p>Does the child/young person/adult know that a referral is being made?</p>	<p><i>Please handwrite in capital letters and report factual information rather than assumption or interpretation. Where an opinion is given, this should be clearly stated.</i></p>

<p><i>Note: Do not inform parent/carer if there is any suspicion of their involvement.</i></p>	
<p>If relevant, please indicate where upon the body the injury occurred:</p>	
<p>What was done immediately after the accident / incident?</p>	
<p>Were the emergency services called? If so, what further action was taken</p>	
<p>Who has been notified so far?</p>	

INCIDENT REPORTER SIGN OFF

<p>Signature of BAFC staff member:</p>	
<p>Signature of parent/carer (<i>if applicable</i>) or another adult (<i>if there is suspicion of parent/carer's involvement</i>):</p>	

