



**BRACKLEY TOWN FC  
SAFEGUARDING POLICY**

# **CONTENTS**

Page 3 Introduction

Page 4 Legislation

Page 5 Definitions

Page 6 Responsibilities

Page 7 Responsibilities

Page 8 Implementation Stages

Page 9 Communications training & support for Staff

Page 10 Professional Boundaries

Page 11 Reporting

Page 12 Allegations Management

Page 13 Allegations Management

Page 14 Other Disclosures & Reporting Procedure

Page 15 Managing Information

Page 16 Monitoring

## **BRACKLEY TOWN FC POLICIES**

Please see our website for all our policies & procedures: from the home page go to Club - BTFC and then Policies & Procedures.

<https://www.brackleytownfc.com/club/btfc/policies-procedures/respect-policies-procedures>

**Which you should also read**

## **Introduction**

Brackley Town Football Club acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults.

Brackley Town Football Club has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm whilst engaged in any services organised and provided by the Club. The Club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority requirements.

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and vulnerable adults have a positive and enjoyable experience of the activities delivered by the Club. We are committed to ensuring that these activities will be in a safe environment, where children and vulnerable adults are protected from abuse whilst under our care.

Brackley Town Football Club acknowledges that some children (and adults), including those with a disability or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Brackley Town Football Club will:

Promote and prioritise the safety and wellbeing of children, young people and vulnerable adults

Ensure staff, volunteers and trustees understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults

Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s that raise or disclose the concern

Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored and retained in accordance with Data Protection Act legislation.

Ensure that Brackley Town Football Club have safer recruitment procedures to secure the employment/deployment of suitable individuals.

Ensure robust safeguarding arrangements and procedures are in operation.

This policy and the procedures will be widely promoted amongst staff and are mandatory for anyone whose role involves working with Children and Vulnerable Adults at Brackley Town Football Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the club.

## **LEGISLATION**

- Working Together to Safeguard Children (2018)
- The Children Act (1989 and 2004)
- Safeguarding Vulnerable Groups Act (2006)
- Sexual Offences Act (2003)
- Standards for Safeguarding and Protecting Children in Sport (NSPCC and CPSU, 2020)
- General Data Protection Regulations 2018

## **Definitions**

This policy and supporting procedures are based on the following principles

The welfare of children and vulnerable adults is the primary concern.

All children and vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation have the right to protection from abuse and harm.

It is everyone's responsibility to report any concerns about abuse in order that prompt action be taken if required.

All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

All personal data will be processed in accordance with the requirements of the Data Protection Act May 2018. (GDPR) General Data Protection Regulation and any relevant privacy policy issued by the Club. All data will be kept in line with the Clubs Retention policy.

## **Responsibilities**

Brackley Town Football Club staff and volunteers involved have a great opportunity to be a positive role model and help build an individual's confidence, whether a child, young person or vulnerable adult.

Staff and volunteers are expected to:

Ensure the safety of all children, young people and vulnerable adults by providing effective supervision, proper pre-planning of sessions, using safe methods at all times

Consider the wellbeing and safety of participants before the development of performance

Encourage and guide participants to accept responsibility for their own performance and behaviour

Treat all people fairly and ensure they feel valued. Have no favourites.

Encourage all children, young people and vulnerable adults not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability

Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour

Be positive, approachable and offer praise to promote the objectives of the Club at all times

Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded

Incidents and accidents to be recorded in the line with the Club's procedures

Never use sanctions that humiliate or harm participants

Report accidents or incidents of alleged abuse or poor practice to the designated person

Administer minor first aid in the presence of others and where required

Have access to telephone for immediate contact to emergency services if required

Foster team work to ensure the safety of children, young people and vulnerable adults in their car

Ensure the rights and responsibilities of children, young people and vulnerable adults are enforced

Establish and address the additional needs of disabled participants or other vulnerable groups

Not abuse members physically, emotionally or sexually

Not engage in a sexual relationship with a child, young person or vulnerable adult for whom they are responsible

Maintain confidentiality about sensitive information

Respect and listen to the opinions of children, young people and vulnerable adults

Develop an appropriate working relationship with participants, based on mutual trust and respect

Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember people learn by example

Refrain from smoking and consumption of alcohol during activities or sessions

Never condone rule violations, rough play or the use of prohibited substances

Not spending excessive amounts of time alone with children, young people or vulnerable adults unless there are exceptional circumstances

Never taking a child, young person or vulnerable adult to their home or travel alone with them

Not administering First Aid involving the removing of an individual's clothing unless in the presence of others

Hold appropriate valid qualifications and insurance cover

Make activity fun

## **Implementation Stages**

All staff and volunteers, who are working with young people and vulnerable adults, are subject to an enhanced DBS check, which will be undertaken through the criminal record bureau service, with the process further outlined in the Clubs Self declaration form and Criminal Records Policy. This will be led by the Head of Safeguarding and Welfare.

The Club undertakes not to discriminate unfairly against any subject of a Criminal Records Check or self- disclosure based on a conviction or other information revealed.

Having a criminal record will not necessarily bar individuals from working or volunteering with the Club. Any record will be considered as part of a risk assessment process as outlined in the Safer Recruitment policy and Volunteering policy. This ensures suitability for the post in question. The decision on suitability will depend on the nature of the position and the circumstances and background of the offences, cautions and other criminal intelligence.

The CRB confirms that all CRC and criminal record data will be processed on behalf of Brackley Town Football Club in accordance with the provisions of the Data Protection Act 2018 and the DBS Code of Practice and Welfare, who must approve any actions to be taken, and any documentation or correspondence being sent out.



## **Communications training and support for staff**

All staff recruitment is conducted in an open and transparent manner to ensure that Brackley Town Football Club has the best staff.

Successful candidates are also subject to reference checks, which ask previous employers of their opinion as to whether the candidate is suitable to work with children and vulnerable adults, if the role requires it.

The employment of all Brackley Town Football Club staff, (where the role requires it) is subject to individuals having a relevant and up to date safeguarding qualification and enhanced DBS check. The standard recognised welfare qualification for Brackley Town Football Club is the FA Safeguarding Children and Welfare workshop.

The qualification is valid for a period of three years from the date it is attained, and all staff are required to maintain their safeguarding qualification throughout their employment to ensure that it remains up to date and valid.

As part of the induction process for every member of staff (and volunteers), a copy of this Safeguarding Children and Vulnerable Adults Policy is provided and discussed. This allows all staff and volunteers to understand theirs, and the Clubs responsibilities in running our activities in a controlled and safe environment for all participants. The induction process also covers the procedures for making disclosures or referrals should the need arise.

Brackley Town Football Club will also undertake mandatory in-house training and development on safeguarding and welfare, to ensure that it remains continuously at the top of the agenda for all staff. Brackley Town Football Club has a designated Head of Safeguarding and Welfare. This officer of the Club will have undergone the relevant and necessary training. The role of the Head of Safeguarding and Welfare is:

To be clear about the Clubs responsibilities when running activities for children, young people and vulnerable adults.

To help the Club staff and volunteers understand what their duty of care towards children, young people and vulnerable adults means and entails on a day to day basis.

The Head of Safeguarding and Welfare will lead the Club on safeguarding and the welfare of children, young people and vulnerable adults on a day to day basis, supported by an informed and trained workforce. This ensures that risks are managed as effectively as possible and all staff, players and volunteers, project participants and parents are aware of the processes and procedures for reporting concerns should the need arise.

The Safeguarding and Welfare Officer for Brackley Town Football Club is: Mick Hawes  
07780 953648

Other key contacts are:

Northants County FA Welfare Officer: Candice Hart [safeguarding@northantsfa.com](mailto:safeguarding@northantsfa.com) 07535 640452

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions and safeguarding and to positively involve people in developing safe practices.

## **Professional Boundaries**

### GIFTS POLICY

Brackley Town FC – Does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However, gifts may be provided by the organisation as part of a planned activity.

### POLICY ON PROFESSIONAL BOUNDARIES

#### Brackley Town FC Policy Statement

This club believes that staff need to observe professional boundaries in their relationships with service users and their relatives, friends, visitors and representatives and that behaviour outside those boundaries should be regarded as abusive and a reason for disciplinary action. We recognise that it is often difficult to draw precise lines defining appropriate behaviour, so we encourage staff to be transparent in their dealings with service users and others and to discuss with managers any ambiguities which arise. The starting point is that the needs of service users should be at the centre of our care practice; any relationship which might threaten that objective should be questioned.

The aim of this policy is to lay down the principles and values underlying our approach to professional boundaries in relationships with service users and their relatives, friends, visitors and representatives.

This policy applies to all staff of the club, including temporary staff and volunteers, not only those who have regular contact with service user in a care-giving capacity.

#### Service users

The term service user is used in this policy to include current service users, past service users and anyone whose contact with the club is concerned with their being or having been a user or potential user of services.

#### People associated with service users

This policy includes relationships with people directly associated with service users in a personal capacity — their relatives, friends, visitors and representatives.

#### Professional Boundaries

Professional relationships must be distinguished from personal relationships. Although we believe that staff can quite properly gain satisfaction from developing and sustaining relationships with service users, the key consideration should always be the needs of the service user rather than the personal or mutual satisfactions which characterise personal relationships. Staff must therefore on occasions hold back from allowing a relationship to develop a dimension or to a degree which they personally would find satisfying; in the interests of ensuring that the needs of the service user remain paramount. Any member of staff, who feels that a relationship is developing which might be judged inappropriate, should discuss the situation with their manager. The action to be taken may include varying the staff member's duties in order to limit contact with that person, discussing the situation frankly with the person in order to re-establish appropriate boundaries, or in extreme circumstances controlling an individual's contacts with the football club.

## **Reporting**

All allegations or suspicions and concerns are to be treated seriously. No abuse is acceptable. Some Safeguarding concerns may indicate the commission of a criminal offence and must be reported to the Police as soon as possible.

It is the responsibility of the individual employee or volunteers to take a lead on reporting all concerns to the Head of Safeguarding and Welfare to assist in any further action required on behalf of the Club.

Information should be shared with the Head of Safeguarding and Welfare, who must approve any actions to be taken and any documentation or correspondence being sent out.

Employees with concerns should discuss them with the Head of Safeguarding and Welfare immediately. If the Head of Safeguarding and Welfare is not available, then any concerns should be discussed with the Respect Director, who will then seek advice if necessary from other nominated welfare professionals (South Northants Council and the Football Association).

Volunteers with concerns should discuss these discreetly with their coordinator or the Head of Safeguarding and Welfare as soon as possible after the abuse or suspicions of abuse are observed. If unavailable then any concerns should be discussed with the Respect Director.

Concerns about colleagues should be addressed initially with Head of Safeguarding and Welfare, but if this is not possible or the concern is about the Head of Safeguarding and Welfare or other senior member of staff, then any concerns should be discussed directly with Northants County FA and the Football Association.

Where there is evidence of immediate harm then the employee should phone 999 and report the incident to the Police.

Brackley Town FC recognises its legal duty to report any concerns about unsafe practice.

## **Allegations Management**

If a child, young person or vulnerable adult informs a member of staff directly or a member of staff identifies that they are concerned about someone's behaviour towards them, this is known as disclosure. This disclosure may be relating to an incident or incidents either during the Brackley Town Football Club activity, or outside of the activity environment. The person receiving the disclosure should:

React calmly so as not to frighten the individual

Tell the individual that he or she is not to blame and that they were right to share their concerns

Take what the individual says seriously

If the individual needs immediate medical treatment, take them to hospital or telephone for an ambulance, inform doctors of concern and ensure they are aware that is a child protection issue (as outlined in the referral procedure diagram)

Ensure the immediate safety of the individual in question

Avoid leading the individual in questioning and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said

Re-assure the individual but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments

In the event of suspicion of sexual abuse do not let the child bath or shower until given permission to do so. Washing can destroy evidence

Inform parents/carers immediately unless there is a specific reason not to e.g. the individual has named the parent/carer as the abuser. If this is the case then contact the Club's welfare officer. If they are unavailable, staff should contact local Social Services or the Police for guidance.

The judgment about whether an incident is one of abuse or poor practice may not be able to be made at the point of referral, but only after the collection of relevant information by someone appropriately trained and skilled

Make a full written record of what was said, seen and heard as soon as you can. (Using the Club's Child Protection Incident Report Form)

In the event of a disclosure, staff should not:

Dismiss the concern

Panic

Allow your shock or distaste to show

Probe for more information than is offered

Speculate or make assumptions

Make negative comments about the alleged abuser

Make promises or agree to keep secrets

Ask the child, young person, vulnerable adult or any witnesses to sign your written information as this may be significantly detrimental to any subsequent police investigation.

Do not take photographs of any alleged injuries. Any such recording must only be done by an approved medical or other practitioner, following referral.

## **Other Disclosures**

There may be instances where a fellow member of staff, friend or carer of a child, young person or vulnerable adult may disclose a concern about the welfare of a young person.

In this instance the same protocol should be followed regarding reporting procedures, and it should be made clear on the referral form by whom the disclosure was made.

This Safeguarding Children and Vulnerable Adults Policy should be made available for all key stakeholders upon request, to ensure individuals and the Clubs are aware of the Brackley Town Football Club reporting procedure for safeguarding concerns.

## **Reporting Procedure**

All allegations or suspicions and concerns are to be treated seriously. No abuse is acceptable. Some Safeguarding concerns may indicate the commission of a criminal offence and must be reported to the Police as soon as possible.

It is the responsibility of the individual employee or volunteers to take a lead on reporting all concerns to the Head of Safeguarding and Welfare to assist in any further action required on behalf of the Club.

## **Managing Information**

If there is a reasonable concern that a child may be at risk of significant harm this will always override a professional agency requirement to keep information confidential.

If Brackley Town Football Club are approached about sharing information, the following will be considered:

What information do they need?

Why they need it

What they will do with the information?

Who else needs to be informed if concerns about the individual persist?

If we are asked to provide information we will never refuse solely on the grounds that all information is confidential.

Brackley Town Football Club will consider:

What information the individual in question has given permission to use

Any perceived risk to the individual which would warrant breaching confidentiality

Any relevant information on risk to the individual, which would allow another agency to offer appropriate help and services or take action to reduce risk to the child

Whether to ask advice from South Northants Council or Northants County FA or the Football League Welfare Officers

Brackley Town Football Club will record when, what, why, and with who information has been shared; or why sharing was refused. This is recorded as the Club may be required to justify reasons at a later date.

Staff should always seek advice if unsure and never refuse to provide information without considering the risks of not sharing. All decisions on information sharing will ultimately fall with the Brackley Town Head of Safeguarding and Welfare.

### **Communicating and reviewing the policy**

The policy will be reviewed a year after development and then every year after, or in the following circumstances:

Changes in legislation and/or government guidance

As required by the Local Safeguarding Children Boards

As a result of any other significant change or event.

### **Confirmation of Understanding**

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Brackley Town FC.

Employee Name:

Employee Signature:

Date: