

SAFEGUARDING POLICY

Maidenhead United FC,
Maidenhead United FC Community
Trust &
Maidenhead United Futsal CIC

Next Review Date October 2024



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Introduction

This safeguarding policy applies to both Maidenhead United Football Club and the Maidenhead United FC Community Trust and the activities both organisations undertake, including those delivered in partnership through the Maidenhead United FC in the Community. Both organisations will be jointly defined as 'the Club' in this document.

The Club is committed to protecting the safety and welfare of all children, young people and vulnerable adults participating in the range of sport, education and wellbeing activities we deliver.

We want to create a safe and inclusive atmosphere where everyone involved with the Club works together to tackle bullying and discrimination, ensure safer recruitment, and tackle poor practice which leads to harm and reduces equal opportunities.

Best practice in inclusion, anti-bullying, equality and the respect agenda are all part of making safer cultures and the prevention of harm and abuse. This means creating a safe and inclusive atmosphere where everyone at the Club works together to:

- tackle bullying and discrimination;
- ensure safer recruitment; and
- tackle poor practice which leads to harm and reduces equal opportunities.

The objective of this Safeguarding Policy is therefore to ensure that everyone involved the Club understands their safeguarding roles and responsibilities and is clear about how to report a concern about the welfare of a child, young person or vulnerable adult.

Safeguarding Policy Statement

The Club has both a moral and legal obligation to ensure a duty of care for children, young people and vulnerable adults. We are committed to ensuring they are all protected and kept safe from harm whilst engaged in any activities or services organized and/or delivered by the Club.

This Safeguarding Policy recognises that the welfare and interests of children, young people 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, young people and vulnerable adults have a positive and enjoyable experience of the activities we deliver. We are committed to ensuring that the activities we deliver will be in a safe environment, where children and vulnerable adults are protected from abuse whilst under our care.

The Club acknowledges that some children, young people 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 the Club will:

- Ensure robust safeguarding arrangements and procedures are in operation.
- Promote and prioritise the safety and wellbeing of children, young people and vulnerable adults.

- Ensure staff, volunteers and directors/trustees understand their safeguarding roles and responsibilities and are provided with appropriate information about how 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 who 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 Club has safer recruitment procedures to secure the employment/deployment of suitable individuals.

This Safeguarding Policy responds to government legislation and guidance and has been developed to safeguard the welfare and development of children and young people.

In this context we are committed to working in partnership with the Police, Children's Social Care, the Windsor & Maidenhead Local Safeguarding Children's Board and the Disclosure and Barring Service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children, young people and vulnerable adults.

More guidance on local policy/legislation and guidance can be found here https://www.proceduresonline.com/Berks/windsor_maidenhead/index.html.

This Safeguarding Policy is further supported by the FA's Safeguarding Policies where applicable including their Respect programme

[RESPECT - Berks & Bucks FA \(berks-bucksfa.com\)](https://www.berks-bucksfa.com) to address verbal abuse and bullying of youngsters by parents and coaches on the side-lines.

This Safeguarding Policy applies to all involved Club whether in a paid or unpaid capacity including, but not limited to:

- Directors & Trustees.
- Club staff.
- Coaching staff (club & community).
- Volunteers.
- Other football club/trust representatives.

It is mandatory for anyone in the Club whose role involves working with children, young people and vulnerable adults to follow the policies and procedures set out in this document. Failure to do so will be addressed without delay and may ultimately result in dismissal or exclusion from the Club.

Accountability & Monitoring

We have appointed a Club Director and Trustee as the Senior Safeguarding Officer (SSO) with responsibility at board level for Safeguarding. We also have a designated Safeguarding Officer (SO) who is a member of the Club's management team and is

supported by a number of Deputy Safeguarding Officers working within different areas of the club.

This 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.

Key Principles

Key principles incorporated into our Safeguarding approach include that:

- The welfare of children, young people and vulnerable adults must always be 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.
- All suspicions and allegations of poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- Everyone involved with the Club has a responsibility to report any concerns about abuse in order that prompt action be taken if required.
- 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.

Definitions

The Club understands that the terms 'child, 'young person', 'vulnerable adult', 'abuse' and 'exploitation' can be open to interpretation. For the purpose of this policy these are defined as follows:

- A **Child or Young Person** shall be defined as anyone who has not yet reached their 18th birthday.
- A **Vulnerable Adult** can be anyone who is 18 years old or over, who has a physical or sensory impairment, a learning disability, or a mental health problem and may be unable to protect themselves from harm or abuse. This may include:
 - People with a learning disability
 - People who experience mental ill health
 - Those with a disability
 - Older people

- People who are experiencing short or long -term illness

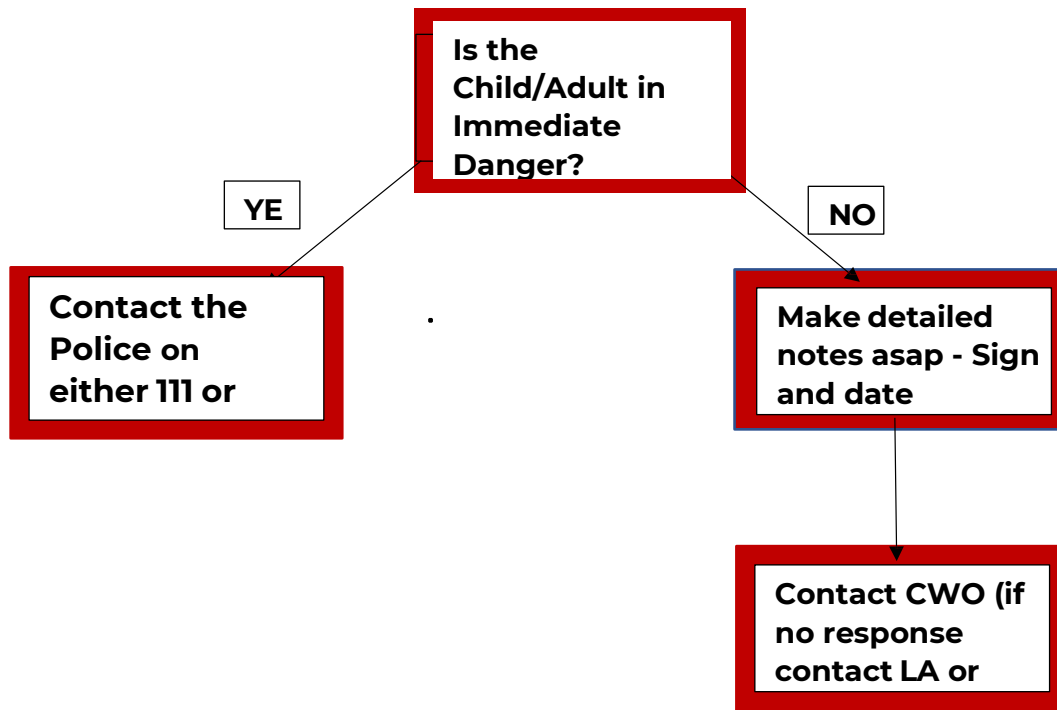
(It is important to note that inclusion in one of the above groups does not necessarily mean that a person is implicitly vulnerable).

All the policies and procedures in this document refer to vulnerable adults as well as children.

- **Safeguarding** is the action that is taken to promote the welfare and human rights of individuals, especially children, young people and vulnerable adults to live free from abuse, harm and neglect. Safeguarding is everyone's responsibility.
- A **Position of Trust** can be described as a relationship where one party has power and influence over another by virtue of their work or nature of the activity.
- **Abuse** is defined as a violation of an individual's human or civil rights by any other person or persons including physical abuse, emotional abuse, sexual abuse, neglect and bullying.
- **Disclosure** – In the context of Safeguarding, the term disclosure is used to describe the sharing of child protection concern(s) by one individual to another and not the Disclosure Barring Service formal record of an individual's relevant convictions. There is a legal and moral responsibility to report any concerns about a child, young person or vulnerable adult in any context.

Safeguarding Concern Diagram

What to do if a child or adult makes a disclosure or you have a concern about a child or adult?



KEY POINTS FUNDAMENTAL TO THE SUCCESS OF SAFEGUARDING

1. TAKING NO ACTION IS NOT AN OPTION – IF YOU ARE CONCERNED YOU MUST PASS IT ON
2. REASSURE THE CHILD/ADULT THAT THEY HAVE DONE THE RIGHT THING BY SHARING INFORMATION
3. DO NOT PROMISE CONFIDENTIALITY BUT THAT YOU WILL ONLY SHARE WITH PEOPLE THAT NEED TO KNOW.
4. STATE THAT YOU ARE HERE TO HELP THEM
5. CONTACT THE CWO AS SOON AS POSSIBLE
6. MAKE DETAILED NOTES, USING THE CHILD/ADULTS WORDS AS MUCH AS POSSIBLE, INCLUDE DATE, TIME AND SIGN - STICK TO THE FACTS, DON'T USE OPINIONS.
7. DO NOT CONFRONT THE ALLEGED ABUSER

*Poor record keeping is the reason that most allegations are not prosecuted or upheld

Types of Abuse

Abuse can happen on any occasion or in any place where children, young people or vulnerable adults are present. Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and represents an abuse of power or a breach of trust. Abuse can happen to an individual regardless of their age, gender, race or ability.

Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. People may be abused in a family or in an institutional/community setting by those known to them or, more rarely, by a stranger. People can be abused by adults either male or female, or children. Any allegations or suspicions of abuse, poor practice or bullying need to be responded to and reported in line with the Club's reporting procedures.

There are four main types of abuse - neglect, physical abuse, sexual abuse and emotional abuse. Children, young people and vulnerable adults can also be harmed through poor practice and bullying within an activity setting.

We have summarised the four main types of abuse below and provided some guidance about signs to look out for if you are concerned about abuse.

Physical Abuse

When someone physically hurts or injures another person by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to someone they are looking after.

Physical abuse in sport or physical activity may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body; where coaches encourage the use of drugs or harmful substances to enhance

performance or delay puberty; if athletes are required to participate when injured; or when sanctions used by coaches imposed involve inflicting pain.

PHYSICAL ABUSE	
Examples Include	Signs Include
<ul style="list-style-type: none">- Shaking.- Pinching- Slapping.- Biting.- Burning or Scalding.- Locking someone a room.- Causing needless physical discomfort Inappropriate restraint.	<ul style="list-style-type: none">- Unexplained bruising, marks or injuries on any part of the body.- Frequent visits to the GP or A&E.- An injury inconsistent with the explanation offered.- Fear of parents or carers being approached for an explanation.- Aggressive behaviour or severe temper outbursts.- Flinching when approached.- Reluctance to get changed or wearing long sleeves in hot weather.- Depression.- Withdrawn behaviour or other behaviour change.- Running away from home/ residential care.- Distrust of adults, particularly those with whom a close relationship would normally be expected.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of an individual causing severe and persistent adverse effects on the person's emotional development. It may involve conveying to people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on someone or even the over protection of an individual. It may involve causing people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child, young person or vulnerable adult.

Emotional abuse in sport or physical activity may occur if people are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

EMOTIONAL/PSYCHOLOGICAL ABUSE	
Examples Include	Signs Include
<ul style="list-style-type: none"> - Intimidation and/or threats. - Bullying. - Rejection. - Shouting. - Indifference and the withdrawal of approval. - Denial of choice. - Deprivation of dignity or privacy. - The denial of human and civil rights. - Harassment. - Being made to fear for one's wellbeing. 	<ul style="list-style-type: none"> - A failure to thrive or grow. - Sudden speech disorders. - Developmental delay, either in terms of physical or emotional progress. - Behaviour change. - Being unable to play or socialise with others. - Fear of making mistakes. - Self- harm. - Fear of parent or carer being approached regarding their behaviour.

Sexual Abuse

This is where children, young people or vulnerable adults are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing individuals pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

In sport or physical activity, coaching techniques which involve physical contact with others can create situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach if misused, may also lead to abusive situations developing. Contacts made within sport and pursued e.g. through texts, Facebook or Twitter have been used to groom children for abuse.

SEXUAL ABUSE	
Examples Include	Signs Include
<ul style="list-style-type: none"> - Rape and other sexual offences. - For vulnerable adults, sexual activity including sexual contact and non-sexual contact that the person does not want, to which they have not consented, could not consent, or were pressured into consenting to. - Being encouraged or enticed to touch the abuser. 	<ul style="list-style-type: none"> - Pain or itching in the genital/anal areas. - Bruising or bleeding near genital/anal areas. - Sexually transmitted disease. - Vaginal discharge or infection. - Stomach pains. - Discomfort when walking or sitting down.

<ul style="list-style-type: none"> - Coercing the victim into watching or participating in pornographic videos, photographs, or internet images. - Any sexual relationship that develops where one is in a position of trust, power or authority. 	<ul style="list-style-type: none"> - Pregnancy. - Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn. - Fear of being left with a specific person or group of people. - Nightmares. - Leaving home. - Sexual knowledge which is beyond their age or development age. - Sexual drawings or language. - Bedwetting. - Saying they have secrets they cannot tell anyone about. - Self-harm or mutilation, sometimes leading to suicide attempts. - Eating problems such as overeating or anorexia.
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Neglect

This is when an adult/carer consistently or repeatedly fail to meet an individual's basic physical and/or psychological needs which could result in the serious impairment of the individual's health or development e.g. failure to provide adequate food, shelter and clothing; failing to protect someone from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection and attention.

Neglect in sport or physical activity could include a coach or other member of staff repeatedly failing to ensure people are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

NEGLECT	
Examples Include	Signs Include
<ul style="list-style-type: none"> - Withholding help or support necessary to carry out daily living tasks. - Ignoring medical and physical care needs. 	<ul style="list-style-type: none"> - Constant hunger, sometimes stealing food from others. - Dirty or 'smelly'. - Loss of weight or being constantly underweight.

<ul style="list-style-type: none">- Failing to provide access to health, social or educational support.- The withholding of medication, nutrition and heating.- Keeping someone in isolation.- Failure to intervene in situations that are dangerous to the vulnerable person Inadequate supervision and guidance – leaving the child to cope alone, abandoning them or leaving them with inappropriate carers and failing to provide appropriate boundaries about behaviours such as underage sex or alcohol.	<ul style="list-style-type: none">- Inappropriate dress for the weather.- Complaining of being tired all the time.- Having few friends.- Worsening of health conditions.- Mentioning their being left alone or unsupervised.- Sore or extreme nappy rash.- Skin infections.- Lack of response to stimuli or contact.- Poor skin condition(s).- Anxiety.- Child moves away from parent under stress.- Little or no distress when separated from primary carer.- Inappropriate emotional responses.- Language delay.
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Additional Welfare Considerations

Poor Practice

Poor practice is behaviour of an individual in a position of responsibility which falls below the Club's required standard. Poor practice may not be immediately dangerous or intentionally harmful to an individual, however is likely to set a poor example.

Poor practice is potentially damaging to the individual, the Club and to those who experience it. For example, leading a group with alcohol on the breath, smoking, swearing in front of others, or not paying due care and attention to participants all constitute poor practice.

Poor practice can sometimes lead to, or create, an environment conducive to more serious abuse. It may also lead to suspicions about the individual's motivation, even where no harm is intended. For example, if a member of staff is giving one child too much attention, regularly transports children in their car, or encourages physical contact with children without obvious justification.

Bullying

Bullying by peers can occur whenever children and young people come together. Bullying can take many forms and is harmful to the victim. It may be physical e.g. hitting;

online or cyber e.g. abusive messages, comments or images on social media; involve damage or theft of property; based on someone's gender, ethnicity, sexuality or disability; or about their physical ability.

More detail on recognising and managing instances of bullying can be found in the Club's Anti-Bullying Policy.

Specific Safeguarding Issues

Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends, and acquaintances); and by strangers.

Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

As children get older and are granted more independence (for example, as they start walking to training/fixtures on their own) it is important they are given practical advice on how to keep themselves safe.

Further information is available at: www.actionagainstabduction.org and www.clevernevergoes.org.

Children and the court system

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11-year olds and 12-17 year olds.

The guides explain each step of the process, support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

Children with family members in prison

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. The National Information Centre on Children of

Offenders, NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

Domestic abuse

Any incident or pattern of incidents of controlling, coercive threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial and emotional. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse (physical or non-physical) or may have had to leave the family home as a result.

Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life. Children will sometimes blame themselves when they hear or see violent words or actions in the home; just hearing a violent quarrel will seriously unsettle many children.

Children who witness domestic abuse may amongst other indicators:

- become aggressive;
- display anti-social behaviour;
- demonstrate overnight incontinence (bed-wetting);
- suffer from depression or anxiety; and not do as well at school due to difficulties at home or disruption of moving to and from refuges.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE).

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence.

Child Sexual Exploitation (CSE)

CSE can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Some additional specific indicators that may be present in CSE are children who:

- have older boyfriends or girlfriends; and
- suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

Child Criminal Exploitation (CCE)

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence, or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

In some cases the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim.

Whilst the age of the child may be a contributing factor for an imbalance of power, there are a range of other factors that could make a child more vulnerable to exploitation, including, sexual identity, cognitive ability, learning difficulties, communication ability, physical strength, status, and access to economic or other resources. Some of the following can be indicators of both child criminal and sexual exploitation where children:

- appear with unexplained gifts, money or new possessions;
- associate with other children involved in exploitation;
- suffer from changes in emotional well-being;
- misuse drugs and alcohol;
- go missing for periods of time or regularly come home late; and
- regularly miss school or education or do not take part in education.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. This activity can happen locally as well as across the UK - no specified distance of travel is required.

Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can be targeted and recruited into county lines in a number of locations including football clubs.

Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- go missing and are subsequently found in areas away from their home
- have been the victim or perpetrator of serious violence (e.g. knife crime)
- are involved in receiving requests for drugs via a phone line, moving drugs, handing over and
- collecting money for drugs
- are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection
- are found in accommodation that they have no connection with, often called a 'trap house or cuckooing' or hotel room where there is drug activity
- owe a 'debt bond' to their exploiters
- have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child's involvement in county lines is available in guidance published by the [Home Office – County Lines guidance](#)

Mental Health

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.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Coaches and managers, however, are well placed to observe children week-to-week and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour, education and

concentration.

Child on Child abuse

Children can abuse other children online, offline or both.

All staff should understand, that even if there are no reports in their schools or colleges it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding peer on peer abuse they should speak to the DSL or a member of our safeguarding team.

Child on Child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.

causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;

- consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery); (further information can be found on the government document which has the link above)
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element);
- online challenges, online hoaxes, and the online promotion of misinformation any of which may involve harm and serious harm.

Adults will recognise that it is more likely that girls will be victims and boys perpetrators, but that all child-on-child abuse is unacceptable and will be taken seriously.

LGBTQIA+ pupils may be especially vulnerable to abuse including child-on-child abuse and bullying.

Cybercrime

Children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

If there are concerns about a child in this area, the designated safeguarding lead (or a deputy), should consider referring into the **Cyber Choices** programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Note that **Cyber Choices** does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety.

Additional advice can be found at: Cyber Choices, 'NPCC- When to call the Police' and National Cyber Security Centre - NCSC.GOV.UK

Modern Slavery and the National Referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.

Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Modern Slavery Statutory Guidance. Modern slavery: how to identify and support victims - GOV.UK (www.gov.uk)

Fabricated or Induced Illness

Is a condition whereby a child suffers harm through the deliberate action of her/his main carer and which is attributed by the adult to another cause. There are four main ways of the carer fabricating or inducing illness in a child:

- Fabrication of signs and symptoms, including fabrication of past medical history
- Fabrication of signs and symptoms and falsification of hospital charts, records, letters and documents and specimens of bodily fluids
- Exaggeration of symptoms/real problems. This may lead to unnecessary investigations, treatment and/or special equipment being provided;
- Induction of illness by a variety of means.

Harm to the child may be caused through unnecessary or invasive medical treatment, which may be harmful and possibly dangerous, based on symptoms that are falsely described or deliberately manufactured by the carer, and lack independent corroboration.

Female Genital Mutilation (FGM)

Comprises all procedures involving partial or total removal of external female genitalia or other injury of the female genital organs. It is illegal in the UK and constitutes a form of child abuse with long-lasting harmful consequences. FGM is internationally recognised as a violation of human rights of girls and women, and it is essential that staff are aware of certain practices and the need to look for signs, symptoms and other indicators of FGM. It involves procedures that intentionally alter/injure the female genital organs for non- medical reasons.

Types of procedure include:

- Clitoridectomy - partial/total removal of clitoris
- Excision - partial/total removal of clitoris and labia minora
- Infibulation - entrance to vagina is narrowed by repositioning the inner/outer labia

Other procedures that may include pricking, piercing, incising, cauterising and scraping the genital area.

Beliefs underpinning FGM include:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean / hygienic
- Cosmetically desirable
- Makes childbirth easier

Circumstances and occurrences that may indicate that FGM may take place:

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leone, Egypt, Nigeria and Eritrea, as well as non-African communities including Yemen, Afghanistan, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM:

- Prolonged absence
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from their social group Reluctance to take part in physical activity
- Repeated urinary tract infections
- Disclosure

THE 'ONE CHANCE' RULE action must be taken without delay: inform the police and make a referral through the DSL team or direct to local authority children's services.

- If a coach/manager has discovered that a girl has been a victim of FGM then that coach should make a direct referral to the police.

Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example)

Nevertheless, some perpetrators use perceived cultural practices to coerce a person into marriage. All organisation can play a significant role in safeguarding children from forced marriage.

The Forced Marriage Unit (FMU) has created: Multi-agency practice guidelines: handling cases of forced marriage (pages 75-80 of which focus on the role of schools and colleges) and, Multi-agency statutory guidance for dealing with forced marriage, which can both be found at The right to choose: government guidance on forced marriage - GOV.UK (www.gov.uk) School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmufcdo.gov.uk.

Honour-based abuse (HBA)

May include but is not restricted to FGM and forced marriage. Children may become entangled in inter-family or other disputes which may involve some form of punitive violent action against a member of the child's family or the child themselves. There have been cases of acid attacks and arson as well as murder. Staff should be vigilant and report any suspicions to the DSL team without delay.

Sexual Assault: intentional sexual touching without consent.

Sexual Consent:

Having the freedom and capacity to choose. In the context of sexual activity it means that a person may agree to one kind of action but not another. Consent can be withdrawn at any time during sexual activity and each time the sexual activity occurs.

The age of consent to any form of sexual activity is 16 for both men and women. The age of consent is the same regardless of the gender or sexual orientation of a person and whether the sexual activity is between people of the same or different gender.

It is an offence for anyone to have any sexual activity with a person under the age of 16. However, Home Office guidance is clear that there is no intention to prosecute teenagers under the age of 16 where both mutually agree and where they are of a similar age.

It is an offence for a person aged 18 or over to have any sexual activity with a person

under the age of 18 if the older person holds a position of trust (for example a coach or manager) as such sexual activity is an abuse of the position of trust.

The Sexual Offences Act 2003 provides specific legal protection for children aged 12 and under who cannot legally give their consent to any form of sexual activity. There is a maximum sentence of life imprisonment for rape, assault by penetration, and causing or inciting a child to engage in sexual activity.

Sexual Harassment

Unwanted conduct of a sexual nature, which can occur online, and in real life. Sexual harassment violates the victim's dignity, makes them feel intimidated, degraded and humiliated, and can create a hostile, offensive and sexualised environment.

Sexual Violence

Includes acts such as rape, assault by penetration and sexual assault.

Increased Risks to Vulnerable Children

There are many issues that may contribute to child abuse, but some factors increase the risk to children and make them more vulnerable to abuse. They can be found in the background of parents, in the environmental situation and in attributes of the child themselves.

Parental factors:

- Parent has a mental illness
- Parent is abusing drugs or alcohol
- Parent has already abused a child
- Pregnancy was not wanted
- Parent has a background of abuse when growing up
- Young, unsupported mother often with low education
- Parents have unrealistic expectations of the child and lack parenting knowledge
- Parent is isolated and has little support
- Parent has a learning difficulty

Environmental factors:

- Overcrowding in the house
- Poverty or lack of opportunity to improve the family's resources
- Domestic violence is present
- A non-biological adult (i.e. unrelated) living in the house

- Family is experiencing multiple stress

Additional Risks to Vulnerable Adults

With vulnerable adults being classed as 18+, there are additional risks relating to financial, legal and discriminatory matters.

FINANCIAL ABUSE (Vulnerable Adults)	
Examples Include	Signs Include
<ul style="list-style-type: none"> - Being over charged for services. - Being tricked into receiving goods or services that they do not want or need. - Inappropriate use, exploitation, or misappropriation of property and/or utilities. - Theft. - Deception. - Fraud. - Exploitation or pressure in connection with wills. 	<ul style="list-style-type: none"> - Lack of basic requirements e.g. food, clothes, shelter. - Inability to pay bills. - Unexplained withdrawals from accounts. - Inconsistency between standard of living and income. - Reluctance to take up assistance which is needed. - Unusual interest by family and other people in the person's assets. - Recent changes in deeds. - Power of Attorney obtained when person lacks capacity to make the decision.

DISCRIMINATORY	
Examples Include	Signs Include
<ul style="list-style-type: none"> - Use of inappropriate "nick names". - Use derogatory language or terminology. - Enforcing rules or procedures which undermine the individual's wellbeing. - Denial to follow one's religion. - Lack of appropriate food. - Denial of opportunity to develop relationships. 	<ul style="list-style-type: none"> - Being treated unequally from other users in terms of the provision of care, treatment or services. - Being isolated. - Derogatory language and attitude by carers. - Dismissive language by staff. - Hate campaigns by neighbours or others. - Deteriorating health.

<ul style="list-style-type: none">- Denial of health care.- Coercive control.- Modern slavery.- Organisational.- Neglects/acts of omission.	<ul style="list-style-type: none">- Indicators of other forms of abuse.
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Roles & Responsibilities

Senior Safeguarding Officer (SSO)

The Club will always nominate a Trustee/Director as the Senior Safeguarding Officer with the responsibility for safeguarding and welfare at Board level.

The Safeguarding Senior Officer will ensure that:

- They use the experiences and expertise of the staff when shaping the safeguarding policies.
- The Club has a safeguarding children and vulnerable adult's policy and procedures in place and that these are known to all Board Members and Trustees.
- Board members and Trustees attend appropriate safeguarding training.
- Where safeguarding concerns about a member of staff are substantiated appropriate action is taken.
- Delegate responsibly for day to day procedures that ensure the smooth operational practice for safeguarding arrangements to the SO.
- Ensure that policy and practice align with guidance set out.

Safeguarding Officer (SO)

The Club will always have a designated Safeguarding Officer with day to day responsibility for the safeguarding and welfare matters.

The Safeguarding Officer will ensure that:

- There are mechanisms in place to assist staff and volunteers to understand and discharge their roles and responsibilities.
- To ensure they have received up to date training as the Designated Safeguarding Officer
- Staff and volunteers have received appropriate training as required.
- Proper procedures and policies are in place and are followed with regards to the protection of children, young people and vulnerable adults.
- They receive necessary training related to the role and keep up to date with safeguarding developments at least annually.

- Records of training are accurately maintained for all staff in liaison with the Club administration department.
- There is regular communication across the Club on safeguarding issue to ensure that the profile and understanding of safeguarding remains high.
- All staff and volunteers have access to protocol and policy related to child protection.
- Parents/carers are aware that the Club may need to make referrals as this will avoid later conflict if the Club does have to take appropriate action to safeguard a child.
- Lead on safe recruitment of volunteers in their specific area

The Safeguarding Officer will:

- Be responsible for record keeping, ensuring accuracy and security.
- Act as a source of advice, support and expertise within the Club and be a resource available for other staff, volunteers and Trustees to draw upon.
- Coordinate all action regarding safeguarding and child protection concerns.
- Liaise with the safeguarding partners including the Senior Safeguarding Officer within the Club to inform them of any issues and ongoing investigations.
- Support Trustees and Directors with reviewing this policy annually.

All Staff

The Club has a duty to ensure that professional behaviour applies to relationships between staff and young people and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

Staff should be explicitly aware of the dangers inherent in:

- Working alone with a young person.
- Physical interventions.
- Cultural and gender stereotyping.
- Dealing with sensitive information.
- Giving to and receiving gifts from participants and parents.
- Contacting young people through private telephones (Including text), email or social networking sites.
- Disclosing personal details inappropriately.
- Meeting students/ young people/ vulnerable adults outside of working hours.

If a member of staff has reasonable suspicion that a child, young person or vulnerable adult is suffering harm and fails to act in accordance with this policy and the local Safeguarding Board procedures this will be viewed as misconduct and appropriate action will be taken by the Senior Safeguarding Officer.

Any member of staff or visitor to the Club who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the SO or the SSO. Confidentiality must be maintained and information relating to individual participants/families shared with staff on a strictly need to know basis.

All members of staff have a duty to attend training on safeguarding children and vulnerable adults that will enable them to fulfil their responsibilities effectively.

The whistleblowing advice line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or other organisations. They can be contacted on 08000280285 or by emailing them directly using help@nspcc.prg.uk

Safer Recruitment of staff and volunteers

We are committed to ensuring that appropriate recruitment checks have been carried out as anyone may have the potential to abuse children, young people and vulnerable adults, therefore all reasonable steps must be taken to ensure unsuitable people are prevented from working with children, young people and vulnerable adults.

Proper recruitment and selection procedures will help to screen out those who are not suitable to work at the Club including:

Planning and Advertising

- Having defined role profiles outlining the key responsibilities of the role for every job.
- Having a defined person specification defining the skills and experience a role.
- Ensuring the Club's aims and philosophy are defined in our adverts/ information.
- Outlining the Club's positive stance on safeguarding children, young people and vulnerable adults as well as equal opportunities.
- Collecting information on job applicants through CVs and application forms.
- Asking for original identification documents to confirm the identity of applicants, e.g. passport or driving license.

Interviewing

- Ensuring all applicants have been interviewed and met more than one Club official prior to any recruitment decision.
- Where appropriate to the role being interviewed for, incorporating questions relating to safeguarding in order to provide the applicant with the opportunity to share previous experiences and give examples of how they have or would handle situations and explore their attitudes and commitment to welfare.

References

- Requesting two references from individuals who are not related to the applicant. One reference should be associated with the applicant's place of work and, if possible, one that demonstrates they have been involved in sport, particularly children's activities, previously, or other voluntary work. References should be followed up prior to any offer of appointment being made. Where references raise any concerns, managers will contact the Safeguarding Officer to discuss.

Disclosure and Barring Service Checks

The disclosure and barring service checks (DBS or FA CRC) are a tool in the Club's recruitment process. A DBS/CRC contains impartial and confidential criminal history information held by the Police and government departments which can be used by the Club to make safer recruitment decisions. It can indicate that a person is not suitable to work with children, for example if they have a history of sexual offending or offences against children or vulnerable adults. It may also tell authorities that further investigations are required, for example if the person has a history of drug dealing or racist offending.

All staff or volunteers with substantial access to children or vulnerable adults at the Club have an Enhanced Disclosure and Barring Service check before starting work and prior to confirmation of employment.

The Club will account for the Rehabilitation of Offenders Act and only consider offences which are relevant to the care, supervision and training of children. This will take the form of producing a risk chart to fully understand the risk involved as well as gathering all the information regarding previous convictions and offenses. Any decision would be made by consulting the Club Directors or Trustees, SO, LADO, FA and other organisations involved before deciding on the candidate.

During the DBS/CRC process, the FA is not allowed to tell the Club about the actual offending and so applicants can be assured of confidentiality. The FA will however tell the Club whether the person is considered suitable to work with children.

Appointing Volunteers and Staff

The Club will consider all the information they receive via the application form, confirmation of identity, the outcome of the take up of references and the FA criminal records check or DBS equivalent. This information will then be considered alongside the outcome of the meeting/ interview to make an informed decision as to whether to accept the applicant into the Club.

Post Appointment Decisions

It is important that once a new volunteer/staff member has been recruited, follow up action is taken and this should include:

- Any qualifications are substantiated e.g. request to see copies of their coaching certificate(s).
- New volunteers are made aware of this Safeguarding Policy and associated best practice guidelines.

- The roles and responsibilities of the new volunteer/staff member are signed up to.
- Training needs are established and actioned.

Where appropriate:

- A period of supervision/observation or mentoring is used to support the new volunteer; this is often referred to as an induction.
- The FA's Safeguarding Children and Vulnerable Adults Workshop or equivalent for wider activities through the club and Trust is completed.

Code of Conduct

To ensure that all children, young people and vulnerable adults have the most positive and safe experience when engaging with the Club, it is expected that all Club staff and volunteers will read and adhere to the Club Code of Conduct,

One of the key purposes of the code of conduct is to ensure that all staff and volunteers role model positive behaviours and so reduce the risk of allegations, abuse and neglect occurring

- Maidenhead United Football Club have implemented Codes of Conduct for Players, Parents/Spectators and Coaches/Managers (this is required by the CPSU Safeguarding Standards). The club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanction which may be implemented by the CFA in more serious circumstance.

Unacceptable Practice

The following are regarded as poor practice and should be avoided by all staff and volunteers:

- Unnecessarily spending excessive time individually with a child, young person or vulnerable adult away from others.
- Being alone in changing rooms, toilet facilities or showers used by children, young people vulnerable adults.
- Taking children, young people or vulnerable adult alone in a car or on a journey unless consent has been sought from the Club's safeguarding team in emergency situations.
- Sharing a room with children, young people or vulnerable adults.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in any form of inappropriate touching.
- Allowing the use of inappropriate language unchallenged.
- Making sexually suggestive comments, even in fun.
- Reducing children, young people or vulnerable adults to tears as a form of control.
- Doing things of a personal nature that children, young people vulnerable adults can do for themselves.

- Directly engaging with children, young people or vulnerable adults on one to one basis electronically or on social media including sending inappropriate text messages or social media messages to children, young people or vulnerable adults.
- Allowing allegations to go unchallenged, unrecorded or not acted upon.
- Not recording safeguarding concerns on the Safeguarding Concern Form.

Other Safeguarding Considerations

Managing Risk

We naturally undertake risk assessments when planning activities. Where a children, young person or vulnerable adult is involved in an activity the risk assessment should account their vulnerabilities. Where appropriate the risk assessment should set out any specific arrangements in place to deal with additional risks. Staff and volunteers leading activities should continually monitor and amend risk controls where necessary.

To ensure the welfare of children, young people and vulnerable adults within our care it is important to always ask the following basic questions:

- What is the activity?
- What are the ages or levels of development of the children involved?
- Where is the activity going to take place?
- Are there any additional needs within the group?
- How do they affect the child's ability and needs in terms of safeguarding?
- Are there mixed groupings?
- What experience and qualifications do the organisers have?
- Are staffing or volunteer levels appropriate to the needs of the group?
- Do you have someone with the appropriate level of first aid training for the needs of the group?

Supervision of Children and Young People

The Club follows the FA's best practice guidance relating to the supervision of children and young people with a minimum of one adult to every ten children aged 0 to 7 and a minimum of one adult to every sixteen children/young people aged 8 to 17.

Activities may require a different adult to child/young person ratio. Factors influencing this include:

- The age, abilities and needs of children and young people.
- The nature of the activity and the environment.
- The expertise and experience of staff.

Lone working with Children, Young People and Vulnerable Adults

Lone working with individual children, young people or vulnerable adults should be avoided if possible. However, it is recognised that there will be occasions when there is no alternative. The following guidelines should be considered by staff and volunteers:

- Let another member of staff know that they are alone with a child, young person or vulnerable adult.
- Keep the door open to the room that they are in or ensure they are in a room with an uncovered glass panel in the door.
- If this is a regular occurrence (such as regular individual lessons/work experience/transportation), the parent/carer of the child, young person or vulnerable adult should be informed of the situation.
- Should anything happen during the session that makes the staff member/volunteer uncomfortable, this should be reported to the Safeguarding Officer immediately.
- Coaches/volunteers providing transport for children, young people or vulnerable adults to and from training/matches must ensure that parents have agreed in writing in advance.
- Coaches providing transport for work experience - the families must put this request in writing to the coach.

Use of Photography and Film

We understand that parents/carers like to take photos of or video record their children when participating in activities whilst with the Club; this is a normal part of family life and, we will not discourage parents from celebrating their children's successes. However, if there are health and safety issues associated with this e.g. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents/carers to use film or settings on their camera that do not require flash.

The Club cannot be held accountable for photographs or video footage taken by parents/carers or members of the public during Club activities. The Club will take measures to ensure that members of the public are not able to take images or footage of participants during activities where possible.

Photography and film will be used as a tool to promote and market the Club as well supporting evaluation, monitoring and celebration of Club Activities.

Images used for the purpose of the Club should only be taken by the Club photographer or staff/volunteers who have been briefed on the safeguarding considerations and are aware of their responsibilities to ensure that activities must be photographed or filmed in an appropriate manner. Where possible, we will not allow images or footage of children, young people or vulnerable adults to be used on the Club websites, publicity or press releases without express permission from the parent/carer, and if we do obtain such permission, we will not identify individual children by name.

The Club will adhere to the following key principles when using photography or film:

- All children, young people or vulnerable adults featured in Club publications are appropriately dressed.
- Where possible, the image will focus on the activity taking place rather than specific children, young people or vulnerable adults.
- Where appropriate images should represent the broad range of activity participants.
- The images of children, young people or vulnerable adults who are subject to a court order should not knowingly be published in any club document.
- No images of children, young people or vulnerable adults used in publications will be accompanied personal details.
- Recordings of children, young people and vulnerable adults for the purposes of legitimate coaching aids are only filmed by Club staff/volunteers and are stored safely and securely.
- Any instances of inappropriate images in football should be reported to the Safeguarding Officer.

Safeguarding Legislation

Legislative Framework & Working with Other Agencies

The Children Acts 1989 and 2004 set out duties to support families to meet the needs of children, to meet needs and to carry out enquiries where 'significant harm' is suspected. This role is given to Social Care but all agencies and organisations have a duty to work together, share information and cooperate in the best interests of the child. Working Together to Safeguard Children 2013 is the guidance for all local authorities and all agencies whether statutory, non-statutory and including sports bodies. All local authorities have Local Safeguarding Children Boards (LSCBs) which coordinate the work of the agencies, and organisations in their area. Extra government guidance, Safeguarding Disabled Children, was produced in 2009. All individual agencies working with children will have their own child protection policies which fit into this framework.

It is not the role of the Club to investigate where significant harm to a child is suspected – but it is our role to carefully pass on to the authorities our concerns, record and report them accurately including areas we are unsure about – it is the role of the Police to investigate possible criminal offences and of Children's Social Care to investigate risks to children and to consider how they need to be managed.

Working together to safeguard children 2018

Voluntary, charity, social enterprise (VCSE) and private sector organisations and agencies play an important role in safeguarding children through the services they deliver. Some of these will work with particular communities, with different races and faith communities and delivering in health, adult social care, housing, prisons and probation services. They

may as part of their work provide a wide range of activities for children and have an important role in safeguarding children and supporting families and communities.

Like other organisations and agencies who work with children, they should have appropriate arrangements in place to safeguard and protect children from harm.

Charity trustees are responsible for ensuring that those benefiting from, or working with, their charity, are not harmed in any way through contact with it. The Charity Commission for England and Wales provides guidance on charity compliance which should be followed. [Safeguarding for charities and trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees)

All practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or volunteer.

Sports clubs and organisations including voluntary and private sector providers that deliver a wide range of sporting activities to children. Some of these will be community amateur sports clubs, some will be charities. All should have the arrangements described in this chapter in place and should collaborate to work effectively with the safeguarding partners as required by any local safeguarding arrangements. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary.

Adults Safeguarding Legislation

The Care Act 2014

Sets out six key principles of adult safeguarding, empowerment, prevention, proportionality, protection, partnership and accountability.

The club recognizes each and all of these principles in all of the work that we do. The club believes that safeguarding should always be about the individual: it must be person led, focused on real outcomes and should always endeavor to empower people to make their own choices.

Mental Capacity Act 2005

The MCA 2005 was enacted to protect individuals and their freedoms. It empowers individuals to retain freedom of choice and, when choices cannot freely be made, it seeks to make sure that decisions are taken in the individual's best interests. Any decision taken on behalf of an individual who lacks capacity to make a specific decision must be based on their wishes so far as is possible. Best interest rules must be followed when making decisions for an adult who lacks capacity.

The Act is also a useful guide to interactions with people who may lack capacity. Everyone working with someone who might be considered to be vulnerable must have a working knowledge of the Act. The Act also complements 's other policies and its ethos. Therefore, it is included here both for information purposes and to note that 's volunteers, staff and Trustees will act within its principles at all times.

Part 1 of the Mental Capacity Act 2005

The Principles outlined in the Mental Capacity Act are:

A person must be assumed to have capacity unless it is established that he/she lacks capacity.

A person is not to be treated as unable to make a decision unless all practicable steps to help him/her to make a decision have been taken without success.

A person is not to be treated as unable to make a decision merely because he/she makes an unwise decision.

An action taken, or decision made, under this Act for, or on behalf of a person who lacks capacity, must be done, or made, in his/her best interests.

Before the action is undertaken, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

People who lack capacity

For the purposes of this Act, a person lacks capacity in relation to a matter if, at the material time, they are unable to make a decision for themselves in relation to the matter because of an impairment of, or a disturbance in the functioning of, the mind or brain.

It does not matter whether the impairment or disturbance is permanent or temporary.

A lack of capacity cannot be established merely by reference to - (a) a person's age or appearance, or

(b) a condition of theirs, or an aspect of their behaviour, which might lead others to make unjustified assumptions about their capacity

The Act also introduced Independent Mental Capacity Advocates who can be appointed if circumstances warrant an independent voice for someone considered to lack capacity. Deprivation of Liberty Safeguards, Code of Practice 2008

This sets out key provisions for the protection of those in some residential settings and hospitals who are deemed not to have capacity. It is a set of safeguards which ensure individuals are not unnecessarily deprived of their freedoms. Should a situation arise where a deprivation of liberty is required, such as to fulfill medical treatment, it must usually be authorised by the Local Deprivation of Liberty Team or, ultimately, the Court of Protection. It is the responsibility of our organisation to obtain the correct authorisation

prior to any deprivation of liberty.

Safeguarding Vulnerable Groups Act 2006

The purpose of this Act is to prevent harm from occurring to adults at risk by preventing those who may cause harm from being employed or volunteering in roles where they are in contact with them.

The Act introduced the Criminal Records Bureau check (CRB), which was replaced by the Disclosure and Barring Service (DBS) in 2012. The DBS undertakes basic, standard and enhanced checks in order to ensure that people who work with adults at risk are safe to do so. Basic DBS Checks can be obtained from the gov. uk website and Enhanced Checks can be obtained directly from DBS Check Online. A DBS check will be sought for everyone who we employ to work with adults in our care, or adults at risk with whom we come into contact through our organisation.

The Human Rights Act 1998

This gives legal effect in the UK to the fundamental rights and freedoms contained in the European Convention on Human Rights (ECHR).

The Act applies to all public authorities, such as central government departments, local authorities and NHS Trusts, and other bodies performing public functions, such as private companies operating prisons. These organisations must comply with the Act, and an individual's human rights, when providing a service or making decisions that have a decisive impact upon an individual's rights. The Care Act extends the scope of the Human Rights Act. This incorporates registered care providers, both residential and non-residential, providing care and support to an adult, or support to a carer, where the care and support is arranged or funded by the Local Authority, including Direct Payment situations (Local Government Association, 2014). It does not incorporate entirely private arrangements concerning care and support.

Although the Act does not apply to private individuals or companies, except where they are performing public functions, public authorities have a duty to promote the human rights of individuals and this entails a duty to stop people or companies abusing an individual's human rights. For example, a public authority that knows an adult is being abused by their privately funded carer has a duty to protect the adult from inhuman or degrading treatment.

The Human Rights Act covers everyone in the United Kingdom, regardless of citizenship or immigration status. Anyone who is in the UK for any reason is protected by the provisions of the Human Rights Act.

The Public Interest Disclosure Act 1998 (PIDA)

This created a framework for whistleblowing across the private, public and voluntary sectors. The Act provides almost every individual in the workplace with protection from victimisation when they raise genuine concerns about malpractice in accordance with the Act's provisions. All organisations must have a Whistleblowing Policy in place.

Protection of Freedoms Act 2012

This Act brought together the agencies which now undertake DBS checks and issue certificates.

The Equality Act 2010

The principles of the Equality Act 2010 underpin this policy: it covers everyone in Britain and protects people from discrimination, harassment and victimisation.

Consent

The priority in safeguarding must be to ensure the safety and welfare of the child, young person or vulnerable adult. If a concern arises, it is best practice to always gain the consent of the child, young person or vulnerable adult before external referral is made. There are however of circumstances where an external referral can be made without consent including:

- The child, young person or vulnerable adult is at risk of harm.
- Other people are or may be at risk, including other children, young people or vulnerable adults.
- Emergency situations may warrant the sharing of relevant information with the emergency services without consent.
- Sharing the information could prevent a serious crim.
- The children, young person or vulnerable adult lacks the mental capacity to make that decision.
- A serious crime has been committed.
- There is a risk of significant harm.
- Employees, co-workers, temporary staff or volunteers are implicated.

Responding to a Concern

If you are concerned about the safety or welfare of a child, young person or vulnerable adult or you are concerned about an adult's behavior towards a child, young person or vulnerable adult you must act. Do not assume that someone else will help the child, young person or vulnerable adult.

You do not need to have firm evidence before raising a concern, but you will be expected to explain as fully as you can the information or circumstances that give rise to your concern.

If you have safeguarding concerns these should be reported to one of the following:

Amend link to wider FA work

- Raise it first with the Safeguarding Officer (SO) Helen Preedy on 07752 356167 or via email at helen.preedy@maidenheadunitedfc.org.

- If you feel unable to raise it with the SO for whatever reason, raise the matter with the Senior Safeguarding Officer (SSO) Steve Jinman on 07909 655409 or via email at sjinman@hotmail.com .
- If you feel the Safeguarding Team has not responded to your concern appropriately you should contact the Club CEO Jon Adams on 07538821946 or via email at jon@maidenheadunitedfc.org. If these channels have been followed and you still have concerns or that you feel the matter is so serious that you can discuss with any of the above, you should contact the FA's Safeguarding team on 0800169 1863 Extension 6300 or 6400 or via email on safeguarding@TheFA.com.

The Club will support anyone who, in good faith, reports a concern about the potential abuse of a child, young person or vulnerable adult, even if that concern is proved to be unfounded. Concerns may arise because:

- A child or young person or adult informs you directly that he or she is concerned about someone's behaviour towards them.
- You become aware, through your own observations or through a third party, of possible abuse occurring. Most suspicions of abuse come about from observation of changes in the child or young person's behaviour, appearance, attitude or relationship with others. Your suspicions may develop over time. The matter should be reported directly to the SO who will then inform the LADO, First Response, Early Help and/or the local Police.

Responding to Disclosure

If a child, young person or vulnerable adult informs you directly that they are concerned about someone's behaviour towards them, this is known as a disclosure. A disclosure may be given slowly over time or all at once and it may seem incomplete, unclear and may sometimes be retracted. Children, young people and vulnerable people don't often tell in one simple 'disclosure'. This disclosure may be relating to an incident or incidents either during a Club activity, or outside of the activity environment.

You should deal with the disclosure as it happens and ensure that the child, young person or vulnerable adult's immediate needs are met and that they feel supported. Your priority must be:

- To ensure the immediate safety of the child, young person or vulnerable adult; and
- If the child, young person or vulnerable adult needs immediate medical treatment, call 999 for immediate assistance. You should inform ambulance staff/doctors of concerns and ensure that they are aware that this is a child protection issue as it is their responsibility to refer this on appropriately to the Police or LADO. The emergency services should be called whenever the situation is felt to be beyond the control of staff or volunteers. Staff and volunteers should have readily available the contact numbers of the Club's Safeguarding Team (see contacts below) or other services which can assist in

an emergency or urgent situation. Report the matter to the Safeguarding team at the earliest opportunity.

When a disclosure is made it is important to understand that you must not investigate the disclosure yourself. The disclosure must always be taken seriously and dealt with in line with this Safeguarding Policy, even if the validity of the disclosure is uncertain.

You are not expected to act as a social worker, but you are expected to act in the best interest of the Child, Young person or vulnerable adult at risk.

When receiving a disclosure, you should:

- React calmly so as not to frighten the child, young person or vulnerable adult.
- Put your own feelings to one side and listen as if the information is not sensational.
- Take what the child, young person or vulnerable adult tells you seriously.
- Allow child, young person or vulnerable adult to tell you at their own pace, listen to what you are being told and accept it without challenge or investigation.
- Don't worry if the child, young person or vulnerable adult stops for a while, silences are ok. You do not need to rush to fill the gaps.
- Keep any questions to the absolute minimum – being asked lots of questions can feel like being interrogated. Avoid leading the individual in questioning and ask only what is necessary to ensure a clear understanding of what has been said.
- Allow the child, young person or vulnerable adult to talk, but protect them from sharing the information with too many other people.
- Re-assure the child, young person or vulnerable adult that you are taking them seriously and that were right to tell. Recognise that you know how hard it must be for them to tell you.
- If you establish that the child, young person or vulnerable adult has been harmed or is at risk of being harmed, do not pursue the conversation further. This is important to ensure that questions raised later about possible manipulation of the disclosure.
- In the event of suspicion of sexual abuse try to avoid the child bathing or showering until given permission to do so. Washing can destroy valuable evidence.
- If physical abuse has taken place, you may observe visible bruises and marks but do not ask the child, young person or vulnerable adult to remove or adjust their clothing to observe them or take photographs. You should make a note of the injuries on the Body Map in the Safeguarding Concern Form (Appendix 5)
- Tell the child, young person or vulnerable adult who you will be contacting e.g. the Club safeguarding team, and that you will support them through the process.
- As soon as you can after the child, young person or vulnerable adult completes the disclosure (but not during the disclosure) you must accurately record what they said

using their language and of any actions you may have taken as a result using the Safeguarding Concern Form.

- Respect the confidentiality of the disclosure and do not share information with anyone other than those who need to know. Those who need to know are those who have a role to play in protecting children, young people and vulnerable adults.

When receiving a disclosure, you should not:

- Dismiss the concern.
- Show panic, shock or distaste.
- Give the impression that you might blame the child, young person or vulnerable adult. E.g. don't ask "why did you let them?" or "What were you doing there anyway?" or "Why didn't you tell me before?".
- Document the conversation while the child, young person or vulnerable adult is disclosing. (this should be done as soon as possible after the disclosure have finished)
- Probe for more information than is offered.
- Speculate or make assumptions.
- Make negative comments about the alleged abuser.
- Make false promises or promise confidentiality.
- Pass judgement on what is said.
- 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.
- Take photographs of any alleged injuries - Any such recording must only be done by an approved medical or other practitioner, following referral.
- Approach the alleged abuser yourself.

Do remember, when a child, young person or vulnerable person discloses they may feel:

- Guilt – they may blame themselves for the abuse and often feel guilt for telling.
- Ashamed – they may feel ashamed about the abuse itself.
- Confused – they may be confused about their feelings for the alleged abuser.
- Scared – they may be fearful of the repercussions of telling. They may be scared of the alleged abuser.
- Be careful about touching (e.g. hugging or cuddling) the child, young person or vulnerable adult if they have not initiated contact. They may be upset by physical contact.

Managing concerns for a child or young person

Any concern relating the abuse of a child, young person or vulnerable adult by another child, person or vulnerable adult must be dealt using the procedures defined in this Safeguarding Policy.

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 or adult.

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

Reporting Disclosures

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.

Whether informed directly by a child, young person or vulnerable adult via a third party, or through your own observations, you should follow the procedures outlined below and in the flow diagrams in Appendices 3, 4 & 5.

As soon as possible, once the immediate comfort and safety of the child, young person or vulnerable adult is secured you must:

Report the concerns to the SO, Helen Preedy, immediately on 01628 636314 Option 6 or via email at welfare@maidenheadunitedfc.org.

If the concern is about this individual report concerns to the SSO Steve Jinman on 07909 655409 or via email at sjinman@hotmail.com.

- If the SO is not available, or the concern is about this person, report your concerns directly to the SSO, the Early Help team or local Police. If the child already has an allocated child protection social worker, contact the social work team.
- If the child has a disability or extra communication needs share the needs with the people you report to so they can communicate effectively with the child or young person.
- Once the information has been passed to the SO, the SO will then pass any information given on to the LADO, Police and Early Help.
- If the concern is about someone involved within a football setting and you are unable to contact the Club's designated Safeguarding Officer, then you should also inform The nation league designated safeguarding Officer on 0121 7142207 or the FA's Safeguarding team on 0800169 1863 Extension 6300 or 6400 or via email on safeguarding@TheFA.com and let them know what action, in line with FA procedures.

- Remember that every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and shared on a need to know basis.
- As soon as possible after the disclosure has been made you should complete the Club's Safeguarding Concern Form (Appendix 5), which should be sent to the SO or the SSO within 24 hours of disclosure.

When working in schools, coaches should follow the reporting procedures that the school set out while also informing the SO and SSO of any safeguarding incidents.

If you have any concerns about a child or young person and the SO or SSO is not around, do not leave it for someone else to deal with, particularly if you think a child or adult is being neglected or abused. All referrals and incidents that have been reported will be stored securely these files must not be shared and discussed outside of the safeguarding team and members of staff involved. Details of the reports must not be shared outside of the Club or agencies involved.

If you're concerned about the well-being of a child, contact the First Response Team on 01628 68323 or at lsbc@rbwm.gov.uk. If the child or adult is at immediate risk call the Police on 999.

Other numbers you can call:

- NSPCC 24 hour Helpline: 0800 800 5000 (free from a landline)
- NSPCC Asian Languages Helpline: 0808 800 5000 (free from a landline)
- NSPCC Text helpline: 88858 (service is free and anonymous)
- Police: 101 (non-emergency calls)

Key Contacts

Maidenhead United FC - Safeguarding Officer: Helen Preedy (Safeguarding Lead/Community Trust Manager),
Telephone - 01628 636314 option 6, Email: welfare@maidenheadunitedfc.org

Maidenhead United Juniors
Telephone - 07846 813608, Email: safeguarding@mufcjuniors.co.uk

Maidenhead United FC – Senior Safeguarding Officer: Steve Jinman (Club Director & Trustee),
Telephone – 07909 655409, Email - sjinman@hotmail.com.

RBWM Multi Agency Safeguarding and Early Help Hub (MASH) - Telephone - 01628 683150 (Please note that a call to this number is not a referral to Children's Social Care, contact can be anonymous to obtain information / advice only) - Monday to Thursday 8.45am-5.15pm and Friday 8.45 am-4.45 pm.

Local Authority Designated Officer (LADO) - The LADO Service for the Royal Borough of Windsor and Maidenhead is now based within Achieving for Children, alongside the other Children's Services in the Borough. For all allegations against Staff and Volunteers, please contact the LADO via the MASH on 01628 683150 or call 01628 683202 or 07774 332675. Email LADO@achievingforchildren.org.uk.

RBWM Emergency Duty Service (any time outside the hours above) - Telephone: 01344 786543.

National League Designated Safeguarding Officer- 01217142207
Email: martyn@thenationalleague.org.uk

The Berks and Bucks FA: Telephone – 01235 544890, email - Safeguarding@Berks-BucksFA.com.

The FA Safeguarding Contact email: safeguarding@thefa.com .

NSPCC Football specific helpline: 0800 0232642.

ChildLine 0800 1111 / www.childline.org.uk.

Kidscape www.kidscape.org.uk.

Anti-Bullying Alliance www.antibullyingalliance.org.

Allegations Made Against Staff or Volunteers

If anyone alleges that any members of staff or volunteer may have:

- Behaved in a way that has harmed a child/Adult.
- Possibly committed a criminal offence against or related to a child/Adult.
- Behaved towards a child/Adult or children/adults in a way that indicates that he or she would pose a risk of harm to children.

Then the allegation will be dealt with in accordance with national guidance and agreements as implemented by the Windsor and Maidenhead Safeguarding Board.

Allegations against a member of staff or volunteer should be brought to the attention of the designated Safeguarding Officer in the first instance, unless the SO is the subject of the allegation, in this situation the allegation should be referred to the Senior Safeguarding Officer.

The person raising the disclosure or concern should complete the Club's Safeguarding Concern Form

If contacted about an allegation against the SO or the SSO, the CEO will contact the Windsor and Maidenhead Safeguarding Board continue in line with Local authority guidance. An allegation must not be discussed with the alleged perpetrators or other Club staff or volunteers, unless advised to do so by the LADO.

When managing an allegation against a Club staff member or volunteer, the safeguarding team will:

- Refer the allegation to the Local Authority Designated Officer (LADO)/Designated person at the local authority and/or the Police.
- As soon as possible contact the parent/carer of the child, young person or vulnerable adult, following advice from statutory agencies.
- Notify senior Management and if applicable the FA.
- If a member of the Safeguarding Team is the subject of an allegation, the report must be made to the CEO who will refer the allegation to the appropriate statutory agencies.
- If required, will undertake a full investigation and possible sanction in accordance with the Club's Disciplinary procedures.
- Make referrals as appropriate to the Disclosure and Barring Service.

What Happens After a Concern or Disclosure Has Been Reported

It is important that concerns and disclosures are followed up and it is everyone's responsibility to ensure they are. If you have reported a concern you will be informed by the Club's Safeguarding Team what has happened following the report being made. If you do not receive this information, you should be proactive in seeking it out.

If you do not believe that the concern or disclosure has been acted on appropriately, you should inform the Club CEO and ultimately contact the relevant statutory agency.

Information Sharing

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

If the 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.

The 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 Royal Borough of Windsor and Maidenhead or Berks & Bucks FA or the Football League Welfare Officers.
- The 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 Safeguarding Officer.

Quick reference of who to contact if you have a concern

Reporting a Safeguarding concern or incident

- Maidenhead United Football Club/Maidenhead United FC Community Trust have appointed safeguarding officers across the Club and Trust
- If you have any safeguarding concerns or would like to report a safeguarding incident about a child or adult, please use the contact details listed below
- There are key staff volunteering for Maidenhead United Football Club who oversee the club's safeguarding.

Person	Role	Phone Number	Email Address
Helen Preedy	Safeguarding Lead	01628 636314 Option 6	welfare@maidenheadunitedfc.org
James Sawle	Maidenhead Juniors Child Welfare Officer	07846 813608	safeguarding@mufcjuniors.co.uk

- In addition to the above direct links with Maidenhead United, there are a number of local and national contacts for safeguarding that should be available to all employees/volunteers if they are concerned about either a child or an adult's conduct.
- These contact details should also be used if any adult or young person has concerns about an adult in a position of trust withing Maidenhead United Football Club and the need to "whistle blow" has arisen

Person/Organisation	Phone Number	Email Address
Martyn Cannon Designated Safeguarding Officer National League Trust	0121 7142207	martyn@thenationalleague.org.uk
RBWM Children's Social Services	01628 683150	MASH@achievingforchildren.org.uk
RBWM Emergency Duty Service RBWM	01344786543	
FA Safeguarding team	0800 169 1863	Safeguarding@TheFA.com
NSPCC Helpline	0808 800 5000	help@nspcc.org.uk

If a child or adult is in immediate danger, then the police must be called on either 999 or 111