



CHILD PROTECTION & SAFEGUARDING POLICY

	Name	Designation	Date	Signature
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Approvals	Samantha Scott	Senior Safeguarding Manager Trustee	4/5/2023	<i>SScott</i>
	Deiniol Parselle	School Sport Coordinator	4/5/2023	<i>D Parselle</i>

Revision	Date	Effect on		Reason for revision and description	Author
		Page	Para		
1.0	July 2016	All	All	First Child Protection Policy	Norman Parselle
2.0	June 2017	All	All	Annual Review	Norman Parselle
3.0	June 2018	All	All	Annual Review	Norman Parselle
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5.0	Mar 2020	All	All	Bullying Statement & Policy	Norman Parselle
6.0	July 2020	All	All	Covid-19 Pandemic Guidance	Norman Parselle
7.0	July 2021	All	All	Annual Review	Norman Parselle
8.0	May 2023	All	All	Annual Review	Norman Parselle

1. MISSION STATEMENT

County in the Community Charitable Trust (The Trust) is committed to safeguarding the welfare of Children. The Trust will work alongside the football club (Newport County AFC) to ensure the safety of all those who engage with and meet the Trust. The Trust expects all Trustees, Staff, Volunteers, Participants, Contractors, and Guests to abide by and uphold this policy.

The Trust believe that all Trustees, Staff, Volunteers, Participants, Contractors, and Guests to have a responsibility to report any concerns to the Trust should they be concerned about the welfare of any Child.

In our work with children/young people/adults who may be at risk due to age, illness or disability, County in the Community will endeavour at all times to provide services and activities which minimise risk and are as safe as we can make them.

We recognise the right of all children to be protected from abuse. We will protect our service users from harm or maltreatment, prevent the impairment of health or development, ensure the provision of safe and effective care, promote people's life chances, and ensure children enter adulthood successfully.

We will work in partnership with other local/national agencies to put in place appropriate procedures for reporting, making referrals, accessing training and specialist support, as and when required.

2. CHILD PROTECTION POLICY

The Trust are committed to ensuring that the safety and welfare of Children under the care of the Trust is paramount. All Children that engage with the Trust, regardless of age, culture, social background, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to safety and protection from abuse or harm. All suspicions, reports and/or allegations of abuse will be taken seriously & investigated thoroughly which may involve the appropriate local authority teams where necessary.

3. SAFEGUARDING STRUCTURE AND RESPONSIBILITIES

- a) Overall responsibility lies with Trustees/Senior Safeguarding Officer Samantha Scott. As of 1st September, Schools Sports Coordinator, Deiniol Parselle will support the DSO, Norman Parselle, who will be available to all staff, volunteers and service users to speak to when they have any concerns, issues or complaints regarding the safety, well-being or conduct of service users, volunteers and staff.

The safeguarding officers and deputy will have access to appropriate training to support them in these roles. They will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records and keep confidentiality, adhere to and promote this policy within the organisation, and support or provide access to support for individuals suffering harm or abuse.

- b) In those areas where staff and volunteers work with children as part of their roles, a manager is nominated to have responsibility for safeguarding in their area (School Sports Coordinator).

All staff and volunteers are required to take a shared responsibility for the protection and safety of any children. They must be aware of and abide by the Trust's Codes of Good Practice.

Samantha Scott

Senior Safeguarding Officer & Trustee

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Email: samantha.scott@countyinthecommunity.co.uk

Norman Parselle

Designated Safeguarding Officer & Chief Executive Officer

Primary Contact Number: (01633) 251246

Emergency Contact Number: 07722 147695

Email: community@newport-county.co.uk

Deiniol Parselle

Schools Sport Coordinator

Primary Contact Number: (01633) 251246

Email: deiniol.parselle@countyinthecommunity.co.uk

3.1 Awareness of harm and abuse in our organisation

3.1.1 Harm

Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes or a failure to enable a person to participate in activities that are open to most of their peers.

All incidents of harm to anyone involved in our service will require an appropriate response to reduce risks and improve our service.

Deliberate acts of harm (sexual, physical, emotional and financial) and neglect are abuses against the person and will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies and the Disclosure and Barring Service (DBS) if in regulated activity.

3.1.2 Significant Harm

Significant harm is the accepted point at which it is appropriate to refer the situation to statutory agencies. The harm may take place over a number of incidents or might be a single, serious incident. It is better to seek advice than to do nothing. It is not the role of anyone in your organisation to determine whether abuse has taken place, simply to report it to the statutory agencies, whose duty it is to investigate.

Example

Where there is risk of significant harm to our service users, volunteers or staff, the Safeguarding Officer and deputy are empowered to act accordingly. To log all conversations regarding the issue. To sign and request signatures on reports and statement. Confidentially seek advice from expert sources. Share concerns (with consent where required and appropriate) internally with senior staff/Chair of the Board. Share concerns and make referrals to external agencies such as Social Services, the Police or NSPCC as appropriate to the circumstances. Make a referral to the Disclosure and Barring Service regarding staff or

volunteers in regulated activity whose conduct is harmful to service users and when they are removed from regulated activity.

3.1.3 What is Abuse?

The main categories of abuse as identified by the NSPCC includes bullying/cyberbullying, child sexual exploitation, child trafficking, criminal exploitation/gangs, domestic, emotional, grooming, neglect, physical and sexual abuse. (Link to NSPCC Types of Abuse - <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>)

Abuse is defined as a violation of an individual's human and civil rights by another person or persons which results in significant harm.

Abuse may be:

- A single or repeated act, or multiple acts.
- A lack of appropriate action.
- Perpetrated because of deliberate intent, negligence, or ignorance: and/or
- An act of omission (failing to act) or neglect.

Abuse can occur in the child being persuaded or forced to enter into a financial or sexual arrangement of which they have not, or could not, consent.

Abuse can occur in any relationship and fundamentally is an abuse of trust, including failure to meet a duty of care.

Abuse is behaviour towards a person that either deliberately or unknowingly causes a child harm or endangers their life or their human or civil rights. It can be passive, e.g., failing to act to care for someone, or failing to raise the alert about abuse; or active, e.g., hitting, stealing, or doing something that causes harm.

Abuse can be a one-off or something that is repeated.

3.2 What is Safeguarding?

In recent years there has been increasing concern about the safety and welfare of children (people under 18 years of age). Agencies (and organisations) working with children must take all reasonable measures to ensure that the risks of harm to children's welfare are minimised; and where there are concerns about the welfare, of any child, all agencies (and organisations) take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies.

3.3 Who are we Safeguarding?

- a) For the scope of this Policy, the Trust recognises the need to ensure that children are protected from abuse and harm.
- b) In the terms of this policy "Children" has the following definition: A child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has become sixteen years of age, is living independently, is

in Further Education, is a member of the Armed Forces, is in hospital, is in prison or a young offender's institution does not change their status or their entitlement to services or protection under the Children Act 1989.

4. STATEMENT OF POLICY

The Trust is committed to safeguarding and promoting child protection, engaged in the breadth of its activities, for example:

- Premier League Primary Stars
 - Premier League Kicks
 - Sport Move & Learn
 - Holiday Camps
 - Soccer Tots
 - College Programme
 - EFL School Cup Competitions
- a) The Trust has taken the view that in the interests of good practice there should be a clear policy and associated procedures to guide work with. This policy deals with the protection of Children. A separate policy covers vulnerable adults
- b) The Trust recognises that it has a duty to help staff and persons recognise their responsibilities (through guidance, support, and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged.
- c) Processes are in place to check the suitability of staff and volunteers working directly with children. Some staff and volunteers within the Trust will be in regular or significant occasional contact children during their teaching or other work. There is a commitment to uphold the Law and where necessary such staff and persons have satisfactory DBS disclosures, at an appropriate level, before working with children.

4.1 Principles

- a) Everyone has the right to live their lives free from coercion, intimidation oppression and physical, sexual, emotional, or mental harm.
- b) Everyone has the right to a family life and privacy.
- c) Everyone has a right to confidentiality in respect of personal information, where this does not infringe the rights of other people.
- d) Everyone has the right to receive full and comprehensive information to allow them to make informed choices about their own circumstances.
- e) Everyone has the right to the protection of the law and full access to the judicial process and criminal justice system.
- f) Protecting children should be everyone's paramount concern (Trustees, Staff, Volunteers, Participants, Contractors and Guests).
- g) All staff have an ethical and professional duty of care to act if they; witness abuse; receive information about abuse, suspected abuse or concerns about the care or treatment of children; or have concerns or suspicions about possible abuse or inappropriate care.
- h) The sharing of information by professionals must be with due regard to confidentiality and information security, for example using secure e-mail and password-protected documents.

- i) The Wales Child Protection Policy and Procedures, including criminal investigations, override other organisational procedures, such as disciplinary and complaints investigations. <http://www.childreninwales.org.uk/our-work/safeguarding/wales-child-protection-procedures-review-group/>
- j) Agencies and services taking disciplinary action should delay their own investigations until completion of action under the Child Protection Policy and Procedures, unless a Strategy Meeting held under these Procedures agrees otherwise.

5. CHILDRENS RIGHTS STATEMENT

The Convention on the Rights of the Child (CRC) is one of the nine core UN human rights treaties; seven of which have been ratified by the UK. It sets out the civil, political, economic, social and cultural rights of all children. By ratifying this Convention in 1991, the UK agreed that public bodies should consider the best interests of the child when doing anything that affects children. The CRC protects the rights of children in all areas of their life, including their rights to:

- express their views freely and be heard in legal proceedings that affect them
- privacy and family life
- freedom from violence, abuse, and neglect
- protection of child refugees
- health
- social security
- an adequate standard of living
- education
- freedom from economic and sexual exploitation, and
- be treated with dignity and respect within the criminal justice system

[Equality and Human Rights Commission, 2018]

6. VALUES

The values and rights below underpin the way children should be supported and cared for in whatever setting or places they live in or use:

- a) **Independence:** to think, act and make decisions, even when this involves a level of risk.
- b) **Respect:** recognition that everyone is unique, with intrinsic value as a person.
- c) **Equality:** the right of people to be treated no less favourably than others because of their age, gender, disability, sexual orientation, religion, class, culture, language, race, ethnic origin, or other relevant distinctions.
- d) **Privacy:** the right of the individual to be left alone or undisturbed and free from intrusion or public attention in their affairs.
- e) **Choice:** the right to make choices, and to have the alternatives and information that enable choices to be made.

6.1 Putting the principles and values into practice means:

- a) Child protection is everyone's concern.
- b) All staff, volunteers, paid or unpaid staff should understand the nature of abuse, how people might be at risk of harm and work to prevent it.

- c) When responding to referrals, the concerns raised must be believed and accepted without judgement.
- d) Staff have a duty to report any concerns they have about the potential abuse of a child.
- e) Careful consideration and respect of a child's wishes, and preferences are essential to the child's protection process.

7. PROTECTING CHILDREN IN A SPORTING ENVIRONMENT

- a) The Trust is concerned that all its persons remain safe and free from harm and is committed to playing a full and active part in the multi-agency response to child protection concerns. This document sets out the Trust's position in relation to all aspects of the child protection process.
- b) In the event of any concern by any member of staff, or if a child approaches any member of staff, regarding any matter concerning abuse, they must tell the person that they are bound to pass on the information to the designated Safeguarding Officer. The person receiving the information should pass it on as a matter of urgency to ensure the matter can be dealt with as soon as possible. If the designated person is not available, the staff member should contact a member of the Senior Management Team or a Trustee. No person must be promised that anything they say will be kept confidential. It is helpful for a member of staff to tell the person they will jot down anything the person says to ensure an exact a record as possible is kept for future reference.

7.1 Prevention

- a) The Trust takes seriously its duty of pastoral care and will be proactive in seeking to prevent children becoming the victims of abuse or neglect.

The Trust will do this in many ways:

- b) Through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds
- c) By identifying a member of the Board of Trustees and Staff, who have overall responsibility for child protection matters they will receive training in this field and act as a source of advice and support to other Trust staff especially Community coaches and volunteers. Training to be delivered to staff by the Safeguarding Officer or Leading delivery agencies.
- d) By informing children of their rights to be free from harm and encouraging them to talk to Trust staff if they have any concerns.
- e) Through the ongoing programme of support, at an appropriate level, to promote self-esteem and social inclusion and address the issue of the protection of children in the wider context.

Note: Refer to Safeguarding Children Incident Form.

8. RECRUITMENT

- a) The Trust will operate safe recruitment procedures and ensure that appropriate checks are carried out on all new Trustees, Staff, Volunteers, Participants, Contractors, and Guests. (See Appendix 2 - Confidential Declaration Form).
- b) When working with ex-offenders in Full time, Part Time, or Volunteer roles CitC will carry out robust checks as per the ex-offender's procedure (see Appendix 3). An applicant will be vetted appropriately to ensure they have not been barred from working with children. An enhanced DBS will be required, and these factors will also be taken into consideration.

8.1 Volunteers

It is important that all volunteers are treated fairly, are given clear expectations of their role within the organisation and are supported to fulfil that role.

Example: All volunteer roles will be supported by a Volunteer Co-ordinator/Supporter.

Volunteers will be treated equally alongside any paid staff, and all volunteers will be offered the same opportunities for advancement, responsibility, training and gaining qualifications and acknowledgement for their contribution to our organisation. In turn, our volunteers will adhere to the Code of Conduct at all times as a representative of our organisation.

Any volunteer roles, which would be regulated activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

8.2 Staff Training and Development

All staff (including volunteers) within the Trust will undergo training so that they are fully aware of this policy and their responsibilities. The Designated Safeguarding Officer will receive additional training so that they can effectively fulfil their responsibilities to the protection of Children at the Trust. A frequency of training record can be found in Appendix 11.

9. GUIDANCE AND PROCEDURE FOR STAFF

- a) **Confidentiality:** There is nothing in legislation that prevents the sensible sharing of relevant information to prevent harm to an individual or to assist in the prevention or detection of a crime. Personal information on all personnel and service users should be kept securely and not shared unless there is reason to do so. Personnel should understand that any personal information they may learn about service users in the course of their work should not be discussed outside the organisation.

Example: All reports and logs (including personnel records) will be kept securely and confidentially according to our data protection policy and confidentiality statement, or in line with DBS Code of Practice if appropriate, until or unless it is necessary to share this material with the agencies named above. Information will be shared on a "need-to-know" basis only.

- b) **Communication:** It is vital to plan and prepare for the appropriate sharing of information within and beyond the organisation. Staff and service users, or their families may have communication difficulties, speak languages other than Welsh and English, or be unable to hear, see, read, speak etc. Everyone should know they have the right to speak up about things

that concern them. The organisation has a duty to communicate with other agencies, to best support their service users and to fulfil their safeguarding/protection responsibilities.

Example: We will communicate this policy to all staff, volunteers, service users and their families/carers, using appropriate methods, formats and language to get the essence across. We support and encourage all service users, volunteers and staff to speak up and contact the named Safeguarding Officer or deputy where there is a concern (a worry, issue or doubt about practice or treatment of a service user or colleague, or their circumstances), or a disclosure (information about a person at risk of or suffering from significant harm) or an allegation (the possibility that a volunteer or staff member could cause harm to a person in their care).

- c) Staff or volunteers can report things that aren't right, are illegal or if anyone at work is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing. In the first instance they should speak with the Safeguarding Officer, their deputy or the trustee with appropriate responsibility (as outlined in point 2).

Whenever possible members and personnel will use internal processes to report as above, but this does not prevent them from making a report or referral to statutory agencies such as Social Services or the Police, in their own right as a private individual. We also support our staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistleblowing (disclosure in the public interest).

To encourage everyone involved in our organisation to understand that safeguarding is everybody's business, we will: hold forums/agenda trustee's meetings/provide opportunities for discussions about issues and concerns, policy and procedures to reflect, review and to continue to learn and improve in our safeguarding responsibilities.

- d) The Trust recognises its legal duty to work with other agencies in safeguarding children and in responding to abuse. All members of staff involved with children (coaching and non-coaching) have a responsibility to be mindful of issues related to children safety and welfare and a duty to report and refer any concerns however "minor" they appear to be. IT IS NOT THE JOB OF TRUST STAFF TO INVESTIGATE THESE CONCERNS.
- e) In cases where it is deemed that a child lacks sufficient understanding to make informed decisions about his/her own care and treatment, it may be in their best interest to inform and involve parents/carers about any concerns about the child's welfare or any action taken to safeguard and promote the child's welfare, providing this does not compromise the child's safety. Where there are possible concerns about a child's safety. Unconditional confidentiality cannot be guaranteed and should not be offered.
- f) The Trust will be proactive and take positive steps to inform persons of their rights to safety and protection and the options available to express their fears or concerns.
- g) When persons make allegations about abuse or neglect, they should always be listened to, have their comments taken seriously and, where appropriate, the allegations should be investigated thoroughly.

- h) If you suspect that a person is going to discuss abuse, either towards themselves or another child, establish GROUND RULES CONCERNING CONFIDENTIALITY. This information must be shared with a nominated person for safeguarding.

The designated person Norman Parselle will then contact the Newport Safeguarding Children Board (NSCB) to discuss appropriate action (Mike Sloan Newport LADO 01633 851485) The landline number for Mike also connects through to his mobile phone. Mike deals with professional concerns, such as coaches/staff etc. Any concerns about children or adults at risk should go straight through to the duty desk.

- i) The Newport Safeguarding Children Board (NSCB) is responsible for coordinating action in child cases, including liaison with police.

Note: It is important to convey that the Newport Safeguarding Children Board (NSCB) will need to assess the situation and would want to work with the child determining what could/should happen next. They would wish to respect the child's wishes and feelings provided no one is at immediate risk of harm.

- j) If the person is fully aware of what could happen, they can:
- choose whether they want to speak now or have time to think about it
 - be as informed as possible regarding the implications of passing on this information.
- k) If the complainant is the child him/herself, questions should be kept to the minimum necessary to understand what is being alleged. Leading questions must be avoided as the use of leading questions can cause problems for the subsequent investigation and any court proceedings.

- l) **Who to contact:**

Gwent Safeguarding Board: <https://www.gwentsafeguarding.org.uk/en/Home.aspx>

Newport City Council: children.duty@newport.gov.uk

01633 656656 (Business Hours)

0800 3284432 (Out of Hours Service)

9.1 Procedure for staff dealing with suspicions or allegations of abuse to a child

Any suspicion, allegation or incident of abuse must be reported to:

Samantha Scott

Senior Safeguarding Officer & Trustee

Primary Contact Number: (01633) 251246

Email: samantha.scott@countyinthecommunity.co.uk

Norman Parselle

Designated Safeguarding Officer & Chief Executive Officer

Primary Contact Number: (01633) 251246
Emergency Contact Number: 07722 147695
Email: community@newport-county.co.uk

Deiniol Parselle

Schools Sport Coordinator

Primary Contact Number: (01633) 251246
Email: deiniol.parselle@countyinthecommunity.co.uk

Step 1

If a child or young person tells you something that concerns you or them, listen carefully and say that you will need to share this information. Write down notes as soon as possible in the child's own words.

Step 2

The **Designated Safeguarding Officer** has responsibility for the protection of children as soon as possible and in any event within 2 hours. If this is not possible, a member of the **Senior Management Team** must be notified, e.g., **Samantha Scott or Deiniol Parselle**.

Step 3

The nominated member of staff must immediately discuss the matter with **Newport Children and Young People's Services** to determine whether it is a child protection matter.

Newport Children and Young People's Services

Contact Number: (01633) 656656
Emergency Contact Team: 0800 328 4432

If you feel a child is in immediate danger, call 999.

Step 4

The Newport Safeguarding Children Board (NSCB) is responsible for coordinating action in child cases, including liaison with police).

If it is agreed that it meets the threshold for a child referral, a decision which can only be made by the NSCB, a written record of the date and time of the report shall be made, and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the NSCB within 24 hours. If the consent has not been gained from the child, the nominated member of staff should discuss with the NSCB what action will be taken to inform the parents/carers of the child and a note of that conversation should be made. The nominated member of staff must notify the Safeguarding Manager of the Trust as soon as practicable and in any event within 2 hours of the initial concern arising.

9.2 Responding to an allegation

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information. This must also be recorded as soon as possible on the '[MyConcern](#)' Safeguarding platform.

South East Wales Safeguarding Children Board – Child Protection Process



Note: Refer to Safeguarding Children Incident Report Form (Appendix 4), and Multi Agency Report Form (MARF). The Designated Safeguarding Officer to complete a referral if required.

9.3 Responding to an allegation about a member of staff

Any suspicions, allegations of actual abuse of a child by a member of staff must be reported to the Designated Safeguarding Officer and the Chair of Trustees immediately.

On being notified of any such matter, the Designated Safeguarding Officer shall:

Step 1

Notify the Chair of Trustees. No investigation by the organisation is to take place unless they have had the necessary training and been provided with an Investigation remit from NSCB.

Step 2

Take such steps as he/she considers necessary to ensure the safety of the person in question and any other person who might be at risk.

Step 3

Report the matter to NCAFC's Designated Safeguarding Officer on 07519 82227 and safeguarding@newport-county.co.uk in accordance with the procedure set out in the previous paragraph.

Step 4

Ensure that a report of the matter is completed by the person who reported the original concern. If the complaint is made against any member of the Senior Management Team or the Designated Safeguarding Officer, then the person dealing with the complaint must notify a Trustee of the Trust or The Football League Trust Regional Manager immediately.

9.4 Guidance on a lost child

On discovering that a child has gone missing, you must:

Step 1

- Immediately search the surrounding area.
- Request help from other people.
- If in a public building, alert the staff of the situation and ask for assistance in searching for the missing child.
- If in a place where it is possible to seal off exits and access CCTV, then request that this is done immediately.
- Give people involved in the search a description of the child and what the child is wearing.
- Reassure the other children in my care, as this could become a distressing situation for them.

If the search is unsuccessful, the child is defined as **missing**. In this case you must:

Step 2

- Call **999** to notify the Police (if a child is living out of area notify the placing authority Police as the child may return to the home area).
- Notify the parents and anyone else with parental responsibility.
- Notify the Local Authority responsible for the child, Social Worker, relevant Line manager or follow out of hours procedure (Emergency Duty Team).
- Notify the Registered Home Manager/on call Manager.
- After the event, record details in the incident logbook and ask parent/carer to sign it.

10. WRITTEN RECORDS

The designated safeguarding officer for the protection of children will retain the central record of all allegations and actions taken. This will include:

- The formal report on form CP1 (See Appendix 4).
- Any notes, memoranda or correspondence dealing with the matter.
- Any other relevant material.

Copies of reports, notes etc., will be kept securely locked at all times but will be shared in accordance with the Data Protection Act 1998.

11. REVIEW AND MONITORING OF THE POLICY AND PROCEDURES

The Designated Safeguarding Officer & Senior Safeguarding Manager will review and monitor the policy and procedures on an annual basis and will recommend and implement approved changes

where necessary. A revised version of the policy will be submitted to the Board of Trustees on an annual basis to ensure that any identified deficiencies or weaknesses have been dealt with without delay. A review will also be carried out if there has been a significant safeguarding issue or if there has been a change in the Law.

12. PROCEDURAL SUMMARY

This procedure must be followed whenever any member of Trust's staff hears an allegation from children that abuse has, or may have, occurred or where there is a significant concern that a child may be abused:

RECEIVE

- What is said.
- Accept what you are told – you do not need to decide whether it is true.
- Listen without displaying shock or disbelief.

REASSURE

- The child.
- Acknowledge their courage in telling.
- Do not promise confidentiality.
- Remind them they are not to blame – avoid criticising the alleged perpetrator.
- Do not promise that “everything will be all right now” (it might not be).

REACT

- Respond to the child but do not interrogate.
- Avoid leading questions but ask open ended ones.
- Clarify anything you do not understand.
- Explain what you will do next, e.g., inform a Designated Person (The Safeguarding Officer, A Trustee, The Football Trust Regional Manager).

RECORD

- Make notes as soon as possible – during the interview if you can comprehensively complete form CP1/Appendix 3
- Include: time, date, place, the person's own words – **do not assume** – ask, e.g. “Please tell me what xxxxx means”.
- Describe observable behaviour and appearance.
- Cross out mistakes – do not use Tippex.
- Do not destroy your original notes – they may be needed later and must be given to the Designated Person.

SUPPORT

- Consider what support is needed for the child – you may need to give them a lot of your time or they may need to be referred.
- Ensure you are supported – such interviews can be extremely stressful and time consuming.
- Once reported to them, the Designated Person will take responsibility for the matter and will take the necessary actions. However, if you have questions or need additional support then do ask.

13. BULLYING

County in the Community works with children and families as part of its activities. The purpose of this policy statement is:

- to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities.
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need.
- to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working on behalf of County in the Community, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

- Our code of behaviour for children, young people and adults.
- Our policies and procedures for preventing and responding to bullying and harassment that takes place between adults involved with our organisation.

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

We will proactive about:

- Seeking opportunities to learn about and celebrate difference.
- Increasing diversity within our staff, volunteers, children and young people.
- Welcoming new members to our organisation.

13.1 What is Bullying

Bullying includes a range of abusive behaviour that is:

- repeated.

- intended to hurt someone either physically or emotionally.

13.2 Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK. The NSPCC provides summaries of the key legislation and guidance on:

- [Bullying and Cyberbullying \(NSPCC\)](#)
- [Online Abuse \(NSPCC\)](#)
- [Child Protection \(NSPCC\)](#)

14. WHISTLEBLOWING

This Trust encourages individuals to raise any concerns they have about the Health, Safety and Welfare of children, young people and vulnerable adults involved with County in the Community, and details how their concerns can be raised.

It provides for a method of raising concerns, assurance of receiving a response, how feedback will be received on any action taken and how to further pursue the matter if they are not satisfied.

The Trust seeks to reassure individuals they will be protected from reprisals or victimisation for whistleblowing in good faith (See Appendix 6).

APPENDIX 1

DEFINITIONS OF ABUSE

Physical Abuse

Physical abuse is the physical ill treatment of a child, which may or may not cause physical injury and causes harm to the individual's person. It may involve pushing, slapping, pinching, punching, hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating, force feeding, improper administration of medicines or denial of prescribed medicines, forced isolation and confinement, including a person being locked in a room or inappropriate sanctions or restraint, or inappropriate manual handling. It may be the result of a deliberate failure to prevent injury occurring.

Psychological and Emotional Abuse

Psychological abuse may involve the use of harassment, bullying, intimidation, indifference, hostility, rejection, threats, humiliation, name-calling, other degrading behaviours, shouting, swearing, discrimination or the use of oppressive language, mobile phone texting abuse, email, emotional abuse and all forms of cyber abuse. It can result in feelings of low self-worth. Some level of psychological or emotional abuse is present in all forms of abuse.

Sexual Abuse

Sexual abuse involves a child participating in, or watching, sexual activity to which they have not consented or were pressured into consenting, or to which they cannot give informed consent. It is not necessary for the individual to be aware that the activity is sexual. The activities may include physical contact, including penetrative or non-penetrative acts, e.g. rape, buggery, indecent assault or inappropriate touch, incest, and situations where the perpetrator touches the abused person's body (e.g. breasts, buttocks, genital area); non-contact activities, e.g. exposing genitals to the abused person, or coercing the abused person into participating in or watching pornographic videos or photographs.

Guidance on Child Sexual Exploitation can be found by clicking this link [\(Gov.Wales\) Safeguarding Children - Child Sexual Exploitation](#)

Neglect

Neglect is the deliberate withholding or unintentional failure to provide help or support, which is necessary for the child to carry out activities of daily living. It also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk. Neglect may involve failing to provide adequate food, shelter and clothing; failure to ensure access to appropriate medical care or treatment; neglect of basic emotional needs.

Financial/Material Abuse

Financial/Material Abuse is the exploitation, inappropriate use or misappropriation of a person's financial resources or property. It occurs when the individual is deprived of their own financial assets, for example, by holding money back from the individual, obtaining money by deception, or stealing money. It includes the withholding of money or the improper use of a person's money or property, usually to the disadvantage of the person to whom it belongs.

The following definitions of abuse are not categories of abuse in themselves but are different aspects of abuse.

Institutional Abuse

Institutional abuse can be defined as abuse or mistreatment by a regime as well as by individuals within any building where care is provided. Examples include lack of flexibility and choice, lack of consultation, public discussion of personal matters, inadequate or delayed responses, staff overly controlling service users' relationships and activities.

Discriminatory Abuse

Repeated, ongoing or widespread discrimination on the grounds of age, race, disability, religion, sexual preference or gender, slurs, harassment, name-calling, breaches in civil liberties, unequal access to health or social care.

Significant Harm

Sometimes, a single traumatic event may constitute significant harm, e.g. violent assault, suffocation, or poisoning. More often, significant harm is a compilation of significant events, both acute and long-standing, which interrupt, change or damage the adult's physical and psychological development.

Bullying

May be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional, both face to face and via social media and other online forums. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which vulnerable adults are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

Cyberbullying

Is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. Bullies often feel anonymous from the incident when it takes place online and bystanders can easily become bullies themselves by forwarding the information on.

Trafficking

The recruitment, transportation, transfer, harbouring or receipt of person's under 18 years of age, for the purpose of exploitation.' 'Exploitation' includes: 'sexual exploitation, forced labour or services. Slavery or practices similar to slavery, servitude or the removal of organs.

Guidance on Child Trafficking can be found by clicking this link ([Gov.Wales Operational Handbook - Child Trafficking](#))

Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Please refer to the County in the Community 'Prevent Policy' (Appendix 13).

SAFEGUARDING CONTACTS

FAW Safeguarding Practices & Procedures and Welfare Policy – www.faw.org.uk/safeguarding
(Provides information on how to manage concerns, signs of abuse and poor practice and how to report etc.)

Tara Lawson

EFLT Designated Safeguarding Officer

Contact Number: 07964 905652

Email: tlawson@efltrust.com

Joe Wyatt

EFLT Safeguarding & Incident Manager

Contact Number: 07866 884186

Email: jwyatt@efltrust.com

Alexandra Richards

EFLT Safeguarding Manager

Contact Number: 07792 284740

Email: arichards@efltrust.com













FA Safeguarding Case Management Team (Urgent)

Contact Number: 0800 0835 902

(Monday to Friday 9am till 5pm)

For non-urgent enquiries please email: safeguarding@thefa.com

APPENDIX 2	APPENDIX 3	APPENDIX 4	APPENDIX 5
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 Confidential Declaration Form.pdf	 Recruitment of Ex-Offenders Policy.pdf	 Child Protection Incident Report Form.	 Player Code of Conduct.pdf
APPENDIX 6	APPENDIX 7	APPENDIX 8	APPENDIX 9
 Behind the Line, Behind the Team.pdf	 Parent, Guardian and Spectator Code of Co	 Whistleblowing Policy.pdf	 Lone Working Policy.pdf
APPENDIX 10	APPENDIX 11	APPENDIX 12	APPENDIX 13
 DSO Responsibilites.pdf	 Frequency of Training.pdf	 Safeguarding during lockdown.pdf	 Prevent Policy.pdf