



**WAWAW**  
WE'RE ALL WEDNESDAY AREN'T WE

**SHEFFIELD WEDNESDAY FOOTBALL CLUB**  
**SAFEGUARDING POLICY**

## DOCUMENT CONTROL

### CHANGES HISTORY

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### APPROVALS

This document requires the following approvals.

Name	Position	Date Approved	Version
Laura Ibbotson	HR Manager	12/09/18	V1.3
Katrien Meire	SWFC CEO		
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### DISTRIBUTION

This document has been distributed to:

Name	Position	Date	Version
All staff, players, volunteers and Community			

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## A. STATEMENT OF INTENT FROM THE BOARD

Sheffield Wednesday Football Club (SWFC) is committed to safeguarding the welfare of children, young people and vulnerable adults. The Club will endeavour to ensure the safety of all those who engage with and come into contact with the Club. The club expects all staff, players, volunteers, participants, contractors and guests to share this commitment.

The Club believe that all staff, players, volunteers, participants, contractors and guests have a responsibility to report any concerns to the Club should that be concerned about the welfare of any child, young person or vulnerable adult.

The Club are committed to ensuring that:

- The safety and welfare of children, young people and vulnerable adults under the care of the Club is paramount.
- All children, young people and vulnerable adults that engage with the Club, 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 and investigated thoroughly which may involve the appropriate Local Authority teams where necessary

## B. AIMS

Through this policy the Club aims to:

- Safeguard all children, young people and vulnerable that come into contact with the Club
- To demonstrate best practice in the area of safeguarding children, young people and vulnerable adults
- Increase awareness and understanding of safeguarding issues Club wide
- Provide guidance for parents and carers on understanding the reporting procedures
- Provide guidance for staff, players, volunteers, contractors and guests on understanding the reporting procedures
- Ensure that coaches, parents, participants, staff, players and other adults who come into contact with children, young people and vulnerable adults provide good role models for behaviour
- Promote high ethical standards throughout the Club

## C. DEFINITIONS AND TERMINOLOGY

**The Club** – refers to Sheffield Wednesday FC, its staff and all activities it undertakes. In certain circumstances, it may also refer to third parties with an entrusted responsibility for delivering Club-supported activity.

**Staff** – refers to persons employed by and receiving payment for services from the Club. This is irrespective of the length or nature of their contract.

**Volunteers** – persons who freely offer their skills and expertise or take part in a task, event or enterprise with the Club at their own expense in terms of time and/or resources.

**Child/ren** – defined in the Children's Act (1989) as any person under the age of 18.

**Vulnerable adult/s** – an adult (person aged 18 and over) who is, or may be in need of one of the following services: Health care; relevant personal care; social care work, assistance in relation to general household

matters by reason of age, illness or disability; relevant assistance in the conduct of their own affairs (due to age, illness or disability in prescribed circumstances)

**Safeguarding** – preventative and reactional measures taken by the Club to ensure; the risk of harm or mistreatment to the welfare of vulnerable groups is minimised; the health or wellbeing of vulnerable groups is not impaired when engaging in Club related activities; an environment exists that allows vulnerable groups to be cared for safely and allows for the best possible outcomes for them and provides them with the best life chances possible.

**Welfare** – the health, happiness and fortunes of an individual and the humanitarian aspects of their life including personal need and physical and mental development

**Significant harm** – the Children Act (1989) introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children

**Child Protection** – the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect.

**Child abuse** – involves acts of commission and omission, which results in harm to the child. The four types of abuse are defined as follows:

- **Physical abuse** - Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.
- **Sexual abuse** - There are 2 different types of child sexual abuse. These are called contact abuse and non-contact abuse.
  - Contact abuse involves touching activities where an abuser makes physical contact with a child, including penetration.
  - Non-contact abuse involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing.
- **Emotional abuse** - Emotional abuse is the ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.
- **Neglect** - Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse.

KCSiE says, "We use the terms "must" and "should" throughout the guidance. We use the term "must" when the person in question is legally required to do something and "should" when the advice set out should be followed unless there is good reason not to".

#### **D. RULES, REGULATIONS AND GUIDANCE**

The Club is governed by the legislation and rules and regulations set out by key governing agencies including the Government, The Football Association, The Premier League and the NSPCC Child Protection in Sport Unit. This safeguarding policy has been developed with reference to the policies and procedures and is underpinned by the following legislation:

- Working Together to Safeguard Children (2015)
- The Children Act (1989 and 2004)
- What to do if you're worried a child is being abused Advice for Practitioners (2015)

- Safeguarding Vulnerable Groups Act (2006)
- Protection of Freedoms Act (POFA, 2012)
- Female Genital Mutilation Act (2013)
- Keeping Children Safe in Education (2016)
- Sexual Offences Act (2003)
- UN Convention on the Rights of the Child (1989)
- The Mental Capacity Act (2005)
- The Care Act (2014)
- Every Child Matters (2003)
- Human Rights Act (1998)
- No Secrets (2000)
- Standards for Safeguarding and Protecting Children in Sport (NSPCC and CPSU, 20205)

The Club recognise their responsibilities to maintain regular communication with the Local Safeguarding Children's Board, Local Authority children's services, Local Authority Designated Officer and the Police safeguarding teams. The communication of the Club with the Local Authorities is centred upon supporting the club with; reporting/monitoring of Safeguarding incidents, sharing of best practice, sharing information/changes in legislation, sharing of important local area information and workforce best practice and training and development and any other relevant appropriate Safeguarding support.

The Club will ensure that any partner agencies also have robust Safeguarding policies and Procedures in place and where appropriate there will be a Service Level Agreement.

**Homelessness:**

Being homeless or at risk of being homeless presents a real risk to a child's welfare. Indicators that a family is at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour. The Homelessness Reduction Act 2017 places a legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment for their needs and circumstances. Further information that summarises the new duties is available at:

[www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets](http://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets)

**E. DATA PROTECTION & SHARING SAFEGUARDING INFORMATION - GDPR**

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 does not prohibit information about children, young people or vulnerable adults being shared with specific authorities if it is for the purposes of safeguarding children and individuals at risk. Information that could be relevant to keeping a child safe should be shared so that informed decisions can be made about a child's or individual's welfare. We have a duty of care for our children, young people and vulnerable adults and safeguarding is of utmost importance to us. GDPR does not 'trump' safeguarding. Processing safeguarding data is necessary for compliance with our legal obligation to which SWFC is subject. Therefore, consent is not needed for the effective sharing of safeguarding information between SWFC and relevant authorities.

**F. CLUB DESIGNATED SAFEGUARDING OFFICER**

The Club Safeguarding Officer has responsibility to oversee and direct the safe provision of all activities and associated training relating to children and young people. A strategic role providing leadership and guidance on all safeguarding matters and relevant legislation, along with implementing safeguarding awareness and best practice club across the Club, Academy and Trust.

The Safeguarding Officer will:

- Manage the implementation of the Trust and Club's strategy and action and implementation plan for safeguarding
- Ensure club compliance with statutory obligations under relevant legislation and the Affiliated Football Safeguarding Policy.
- Work closely with HR and heads of departments to develop and implement safer recruitment and induction practices across the organisation.
- Continuously work to maintain, embed and improve the Trust and Club's safeguarding provision ensuring the highest standards for safeguarding vulnerable groups.
- Manage the development, implementation, promotion and review of the Trust and Club's safeguarding vulnerable groups' policies, practices and good practice guidelines.
- Be the lead member of staff to manage safeguarding incidents, concerns and allegations.
- Be the lead member of staff to work in partnership with statutory and football authorities, sharing information where appropriate to safeguard vulnerable groups.
- Maintain accurate, confidential and up to date records on all safeguarding incidents, concerns and allegations.
- Give direction and guidance to staff in respect of safeguarding incidents, concerns and allegations.
- Support staff to respond appropriately to concerns about the welfare or safety of vulnerable groups.
- Lead and provide direction to Safeguarding Officer
- Ensure that Safeguarding Officers are trained, supported and supervised.
- Act as the Trust and Club's lead source of safeguarding support, advice and expertise.
- Ensure staff understand their individual responsibilities to safeguard and promote the welfare of vulnerable groups.
- Develop relationships with statutory and football authorities.
- Attend regular safeguarding training and maintain an up to date knowledge base of relevant legislation, regulations and best practice.
- Undertake the annual LSCB section 11 audit (Children Act 2004) and present the findings and take any relevant action.

There is also a team of Safeguarding Champions which can be seen as Appendix 1. The team is comprised of key department heads that support the DSO in their duties in raising awareness of safeguarding and assisting with responding appropriately to safeguarding concerns and allegations.

## **G. SAFEGUARDING TRAINING**

The Club will ensure that there are qualified and designated individuals within the organisation that will take the lead on ensuring that the Club does all it can to meet its statutory and moral obligations.

A Safeguarding induction is provided for all new starters, including full time, part time and casual members of staff. This induction is provided by the DSO. More specific training is given to people based on their job role and the need of the person.

All staff working in direct contact with children are required to complete the FA's three-hour Safeguarding Children Awareness Workshop and undertake a refresher course at least once every three years. Details of satisfactory completion are held on the SCR which can be accessed by the Club DSO and the HR team.

Bi-annual training is provided to all staff as part of their own CPD and monthly updates are provided to all staff through the staff Newsletter. Following the release of new legislation that will have an impact on any work

being carried out by the Club, the DSO will ensure that all personnel are made aware of this and that it is incorporated into ways of working.

#### **H. RECRUITMENT**

SWFC have a specific safer recruitment policy which sets out in detail the process the Club will undertake in ensuring staff are suitable to work with children and adults at risk. A copy is available if required.

All staff will undertake a specific safeguarding and safer working practices induction upon employment at the club. A briefing document and guidance for safer working practices will be provided and will also be available on the network. Key elements of the Club's Safeguarding Children Policy are discussed in more detail if the role requires it.

#### **I. DISCLOSURE AND BARRING SERVICE**

Staff in roles that require contact with children, young people and vulnerable adults will undergo enhanced DBS disclosure, which is an on-going procedure throughout the association with the club. Enhanced DBS checks will enable the club to undertake more thorough recruitment and selection procedures for positions which involve working with children. Staff working in other roles within the Club may be subject to Criminal Record Checks dependant on the role being undertaken and in line with guidance produced by the FA and EFL.

#### **J. MATCH DAYS AND UNACCOMPANIED CHILDREN**

In accordance with the Club's policy, Tickets will be sold to persons aged 14 years and above. Only persons aged 18 years and over may purchase a ticket for an Under 14. Where tickets are purchased at the turnstiles on the day of the game the Operators will check the age of the ticket buyer where there might be doubt on this point.

#### **K. POLICY LINKS**

This policy should be read in conjunction with the following policies:

- Whistle-Blowing Policy
- Anti-Bullying Policy
- Safer Recruitment Policy
- Late collection of Children Policy
- IT and Social Media Policy
- Equal Opportunities Policy
- Late Collection of Children Policy
- Complaints Policy
- NCA Sexting in Schools and Colleges
- Prevent Policy
- FGM Policy
- Safeguarding Adults at Risk Policy
- Health and Safety Policy
- Trips, Tours and Tournaments Policy
- GDPR and Data Sharing Policy
- Unaccompanied Children Attending Matches Policy
- Responding to Youth Sexual Imagery



## L. DEFINITIONS OF POOR PRACTICE AND ABUSE

Poor Practice is unacceptable and will be treated seriously with appropriate action. Any behaviour that contravenes existing Codes of Conduct, infringes an individual's rights and/or reflects a failure to fulfil the highest standards of care is an indication of Poor Practice. A child or young person may not be aware that poor practice or abuse is taking place, as they may deem the behaviour as acceptable.

### **What is abuse?**

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 a child or a vulnerable adult regardless of their age, gender, race, ability, culture or sexual orientation.

### **Abuse of positions of trust (Sexual Offences Act, 2003):**

As set out by the Sexual Offences Act (2003), abuse of position of trust covers the following situations: sexual activity with a child; causing or inciting a child to engage in sexual activity; sexual activity in the presence of a child; causing a child to watch a sexual act. These situations relate to offences being committed online, via social media or text messages.

When engaging with children and young people on behalf of SWFC, staff and volunteers are considered to be acting in a position of trust. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.

Young people of 16 or 17 can legally consent to sexual activity but they may still be relatively immature emotionally. It is essential that those who may be in a position of trust recognise this vulnerability and ensure it is not exploited.

Where a person aged 18 or over is in a specified position of trust with a young person under 18, it is an offence in certain circumstances for that person to engage in sexual activity with or in the presence of that young person, or to cause or incite that young person to engage in or watch sexual activity even if the young person appears to consent.

Therefore, given this principle, SWFC expects that:

- Any behaviour, which might allow a sexual relationship to develop between the person in a position of trust and the child or young people in their care, must be avoided;
- Any sexual relationship within a position of trust relationship is not allowed so long as the relationship of trust continues.

## M. SIGNS OF ABUSE

The main forms of abuse identified are as follows, should you have any concern that abuse is occurring you should contact the Safeguarding Manager or nominated Safeguarding Officer for the relevant department for advice.

### **Physical Abuse:**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Physical abuse can be caused through an act or omission.

### **Sexual Abuse:**

Sexual abuse involves forcing or enticing a child or young person to engage in sexual activity, regardless of 'implied consent.' This includes penetrative (penetration of vagina, anus & mouth) and non-penetrative acts (touching – over or under clothing, any part of the body in a sexual way).

Sexual abuse includes involving children in the watching of sexual acts, and encouraging children to engage in over-sexualised behaviour, and also grooming offences which can also be committed via the internet.

Sexual abuse can be perpetrated by anyone, including a parent or guardian, caregiver, extended family, friend, neighbour, stranger or a person in a position of trust (includes 16/17 year olds).

Sexting is also classed as sexual abuse. Sexting includes: sending or receiving naked photos, underwear shots, sexual or 'dirty' photos or rude text messages or videos.

The government published more detailed advice on [Sexual Violence and Sexual Harassment Between Children in Schools and Colleges](#) in December 2017. This advice sets out in greater detail, the approach schools and colleges should take, what their legal duties are and where they can obtain additional support.

### **Female Genital Mutilation:**

A girl at immediate risk of FGM may not know what is going to happen. But she might make you aware of the following: a long holiday abroad or going 'home' to visit family; a relative or 'cutter' visiting; a special occasion or ceremony to 'become a woman' a female relative being cut.

The symptoms of FGM can include: difficulty walking, spending longer at the toilet, withdrawal, anxiety, severe pain, shock, bleeding, infections, blood loss.

### **Honour Based Violence:**

Where HBV affects children young people and vulnerable adults, it is a safeguarding issue. It is an abuse of human rights. Children and young people who suffer Honour Based Violence are at risk of Significant Harm through physical, sexual, psychological, emotional harm and neglect. In some cases, they are also at risk of being killed. Some reasons that have been given for HBV are:

- Protecting family 'honour'
- To control un-wanted behaviour and sexuality
- (including perceived promiscuity or being lesbian, gay, bisexual or transgender)
- Strengthening family links
- Protecting perceived cultural and/or religious ideals
- Preventing unsuitable relationships
- Assisting claims for residence and citizenship in the UK

- Perceived immoral behaviour e.g. make-up or dress; use of mobile phone; inter faith relationships

Staff may notice that children or young people may truant to avoid family and relatives knowing where they are, they may be isolated, depressed and there may be concerns about self-harming behaviour. Children and young people may be restricted in their access to internet, phones, friends, passport

All staff must take the disclosure seriously and act on it and talk to the DSO who will refer to Children's Social Care & the Police promptly. Under **no** circumstances should we let the family or social network know about the concerns, speak to the child in front of family members, approach the family or community leaders or attempt mediation, use members of the community to interpret. Caution is required about how information is recorded and shielded within the organisation.

#### **Forced Marriage:**

This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Evidence shows that the issue of forced marriage affects certain sectors of communities, typically girls in the age range of 14 – 16 years old originating from Pakistan, India & Bangladesh (approx. 60% of the cases) together with a percentage of cases of children origination from the Middle-East and African countries.

A signal of FM is the removal of the students from school and lengthy absence which is often unexplained. Other indicators may be detected by changes in adolescent behaviours. Whistleblowing may come from younger siblings.

Any member of staff with any concerns should report this immediately to the DSL who should raise the concern with the Local Police Safeguarding Unit email or by phone. Never attempt to intervene directly as a school or through a third party. Whilst the onus of the investigation for criminal offences will remain with the Police, the DSL should co-operate and liaise with the relevant agencies in line with current child protection responsibilities.

More advice can be found at: <https://www.gov.uk/stop-forced-marriagehomelessness>

#### **Neglect:**

Neglect is the persistent failure to meet a Child's basic physical and/or psychological needs, likely to result in the serious impairment of the Child's health or development. This includes failing to provide adequate nutrition, clothing, shelter, health care and protection from harm. Emotional neglect is the failure to meet the child's ongoing emotional needs for affection and a sense of belonging.

#### **Emotional Abuse:**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development, including verbal attacks on a child's sense of self, repeated humiliation or rejection. Exposure to violence, drugs, alcohol abuse or severe conflict in the home, forced isolation, restraint or causing a child to be afraid much of the time may also cause emotional harm. Emotional abuse rarely happens only once, and it is usually part of a pattern of how the child is being treated over a significant period of time.

#### **Online Safety:**

Our E-Safety and Acceptable use of Technology Policies can be found with IT or from the Education staff team. Both must be read alongside this document. This includes the changes to KCSIE September 2018 relating to

online safety. There is a recognition in this guidance that most children and young people are using data on their phones, on the 3G or the 4G network. In schools, this means that not only must staff think about filtering and monitoring within the infrastructure, they also need to have a policy about children and young people accessing the internet whilst they're at school/college.

It is essential that children and young people are safeguarded from potentially harmful and inappropriate online material. As such, SWFC ensure appropriate filters and appropriate monitoring systems are in place.

Online safety is included our curriculum provision ensures children and young people are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.

### **Bullying/Cyberbullying (strand of emotional abuse):**

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 children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

SWFC may work with children, young people or vulnerable adults whose behaviour cause significant harm to other children. Examples of this may include when children, young people or vulnerable adults are violent or cause danger towards other children, young people or vulnerable adults. It can also be when children, young people or vulnerable adults sexually abuse other children, young people or vulnerable adults.

Where a pupil's behaviour causes significant harm to other pupils, staff should follow the child protection procedures for SWFC. The DSO will refer the child, young person or vulnerable adult in line with the local area safeguarding protocol for these children, young people or vulnerable adults.

### **Cyberbullying:**

This 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.

### **Child Criminal Exploitation (CCE):**

Gangs use children and vulnerable people to move drugs and money. Gangs establish a base, typically by taking over the homes of local vulnerable adults by force or coercion in a practice referred to as 'cuckooing'.

One of the key factors found in most cases of CCE is the presence of some form of exchange (e.g. carrying drugs in return for something). Where it is the victim who is offered, promised or given something they need or want, the exchange can include both tangible (such as money, drugs or clothes) and intangible rewards (such as status, protection or perceived friendship or affection). If staff suspect that an individual is a victim of CCE they must follow the procedures for reporting child protection concerns and report to the DSO immediately. The DSO should report to the local safeguarding children's board immediately and the police if there is a risk of immediate harm.

### **Domestic Abuse:**

This is a significant indicator of risk of harm to children, whom may suffer directly or indirectly if they live in households where there is domestic abuse. Domestic abuse is likely to have a damaging effect on the health and development of children.

### **Concerns around radicalisation and extremism:**

The Counter Terrorism and Security act places a duty on specified authorities, including sport in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism (the prevent duty) There is also a duty on local authorities to ensure there is a Channel Panel in place. This must include the local authority and senior police officers. The panel will assess to what extent identified individuals are vulnerable to being drawn into terrorism. The Act requires partners of the Chanel Panel to cooperate with the panel in the carrying out of its functions and the police in undertaking he initial assessment as to whether a referral is appropriate. Any concerns or queries regarding this should be discussed with the DSO as the designated lead for PREVENT.

### **The Prevent strategy**

- Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
- Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.

The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

### **The Counter Terrorism & Security Act (2015):**

This Act places a duty on specified authorities including schools, Further and Higher Education, to have due regard to the need to prevent people from being drawn into terrorism (the Prevent duty).

At SWFC, we are committed to supporting vulnerable people through our safeguarding policies and procedures and recognise that this will support our contribution to the Prevent duty.

At SWFC, we build people's resilience to radicalisation by promoting fundamental British values and enabling our pupils to challenge extremist views.

### **Signs and Symptoms:**

The list below is not exhaustive and the presence of one or more of these indicators is not proof that abuse is taking place though they are indicators that abuse may have taken place:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- Disclosure of what appears to be an abusive act.
- Disclosure of unsatisfactory home circumstances i.e. Domestic abuse, drugs and alcohol misuse, mental health concerns of a parent or other person within the home.
- Someone expresses concern about the welfare of the child.

- Unexplained changes in behaviour (e.g. becoming quiet, withdrawn or sudden outbursts).
- Oversexualised behaviour
- Displays variations in eating patterns including overeating or loss of appetite.
- Weight loss for no apparent reason.
- Becomes increasingly dirty or unkempt.
- Evasive parents/care

Remember: It is not the responsibility of staff (permanent or casual) or volunteers to decide if abuse has taken place, but it is their responsibility to act on any concerns, in accordance with this procedure.

#### **N. RESPONDING TO ALLEGATIONS OR SUSPICIONS**

Safeguarding and promoting the welfare of children is **everyone's responsibility**. Everyone who comes into contact with children, young people and vulnerable adults and their parents or carers has a role to play in safeguarding. Knowing what to look for is vital to the early identification of abuse and neglect and if staff are unsure they should always speak to the Lead Designated Safeguarding Officer or deputy – if in exceptional circumstances, the Lead Designated Safeguarding Officer (or deputy lead) is not available, staff should consider speaking to their line manager and/or take advice from your local safeguarding children's board. All actions that are completed in the absence of a designated safeguarding person should be shared with them at the very earliest opportunity.

All staff, volunteers and players have a responsibility to ensure the safety and welfare of children and to take appropriate steps to ensure that suspicions and allegations of abuse are taken seriously and responded to quickly and appropriately. It is not the responsibility of anyone within the club to decide whether or not child abuse has taken place. Appendix 3 shows the procedure to follow if you have a concern about the behaviour of someone involved in football towards a child.

Where there is a complaint against a member of SWFC staff the one of the following may occur:

- A criminal investigation led by the Police
- A child protection investigation led in a multi-agency approach by the Local Authority
- A disciplinary or misconduct investigation led by the club, which may also involve The Football Association or Premier League.
- The club will delay an internal disciplinary or misconduct investigation while a criminal or local authority investigation takes place.

If a member of staff suspects abuse is taking place, or a report/allegation of abuse has been disclosed to them, where possible the Designated Safeguarding Officer should be contacted as early as possible. However, it is recognised that an individual may need to respond to a situation immediately and prior to such contact if the nature of the suspicion or report is putting the child concerned in immediate danger. The Designated Safeguarding Officer will notify the LADO and consult with the police and local authority children's social care as appropriate. Useful contact details are listed as Appendix 1.

The following guidelines offer help and support in responding to abuse or a suspicion of abuse:

Staff should:

- Listen carefully rather than question the child directly.
- Stay calm and not offer their personal opinions/thoughts.
- Be aware that medical or criminal evidence may be relevant.

- Tell the child that you are listening and taking what they say extremely seriously.
- Seek medical attention if necessary.
- Take further action – they may be the only person in a position to prevent future abuse.
- Inform the Designated Safeguarding Officer of the information or another senior member of staff if these are not available.
- Using Appendix 2, Write down everything said (in their words as far as possible) and what was done – accuracy and detail is important. Keep this information stored in a secure place. Concerns can be recorded on the Safeguarding reporting form.

**O. EMERGENCY CONTACT DETAILS** – See Appendix 1 for SWFC contact details

- Sheffield Children’s Services – everything to go through the Safeguarding Hub – 0114 273 4855
- Sheffield Safeguarding Hub – 0114 273 4855
- Sheffield Safeguarding Adult Services – 0114 273 6870
- LADO – Hannah Appleyard – 0114 273 4850 – [lado@sheffield.gcsx.gov.uk](mailto:lado@sheffield.gcsx.gov.uk)
- Prevent Single Point of Contact – 0114 273 4850 – [lado@sheffield.gcsx.gov.uk](mailto:lado@sheffield.gcsx.gov.uk)
- Should you require police assistance call 101 or 999 in an emergency Should any further help or advise be required please contact
- FA case management team – Stefania Sacco – [Stefania.Sacco@thefa.com](mailto:Stefania.Sacco@thefa.com)
- County welfare officer – Lisa Glaves – [lisa.glaves@sheffieldfa.com](mailto:lisa.glaves@sheffieldfa.com)
- Child protection advisor EFL – Alex Richards – 01772 325940 – [arichards@efl.com](mailto:arichards@efl.com)
- Or EFL Trust – 01772 325954 – DSO for EFL Trust – Claire Taylor
- NSPCC 24-hour helpline – 0808 800 5000
- Details of all the above are available from the DSO – Matthew Foster [matthew.foster@swfc.co.uk](mailto:matthew.foster@swfc.co.uk)

**APPENDIX 1**

# SAFEGUARDING TEAM

If you have any concerns or queries regarding safeguarding, please contact a member of the below team.



**MATT FOSTER**  
**CLUB AND COMMUNITY DESIGNATED SAFEGUARDING OFFICER (DSO)**  
**PREVENT LEAD**  
[Matthew.foster@swfc.co.uk](mailto:Matthew.foster@swfc.co.uk)  
 07801 231 726



**LAURA IBBOTSON**  
**HR MANAGER & SENIOR SAFEGUARDING MANAGER (SSM)**  
[laura.ibbotson@swfc.co.uk](mailto:laura.ibbotson@swfc.co.uk)  
 0114 324 0705



**RICHARD STANFORD**  
**SWFC OPERATIONS MANAGER**  
**SINGLE POINT OF CONTACT FOR PREVENT**  
[richard.stanford@swfc.co.uk](mailto:richard.stanford@swfc.co.uk)  
 07795 632 738

**SHEFFIELD SAFEGUARDING CHILDREN'S BOARD**  
<https://www.safeguardingsheffieldchildren.org/sscb>  
[sscb@sheffield.gov.uk](mailto:sscb@sheffield.gov.uk)  
 0114 273 4450



**DAN POTTS**  
**SWFC ACADEMY**  
[dan.potts@swfc.co.uk](mailto:dan.potts@swfc.co.uk)  
 07891 676 424

**SHEFFIELD SAFEGUARDING ADULTS BOARD**  
<https://www.sheffield.gov.uk/home/social-care/adult-safeguarding>  
[safeguardingadults@sheffield.gov.uk](mailto:safeguardingadults@sheffield.gov.uk)  
 0114 273 6870

**BRITISH TRANSPORT POLICE**  
<http://www.btp.police.uk/>  
 0800 40 50 40

**POLICE (NON-EMERGENCY)**  
<https://www.police.uk/contact/101/>  
 101

**NSPCC HELPLINE**  
<https://www.nspcc.org.uk/help@nspcc.org.uk>  
 0808 800 5000



**APPENDIX 2**

**Safeguarding Concern Form**

<input type="checkbox"/> Accident	<input type="checkbox"/> Incident	<input type="checkbox"/> Safeguarding Concern
<input type="checkbox"/> Club	<input type="checkbox"/> Academy	<input type="checkbox"/> Community
<b>Date of incident:</b>		
<b>Name and details of the person(s) the report is being made about:</b>		
<b>Account of incident or concern:</b> (give clear details relating to what happened, where, when, who was involved, what was said, nature of injury or behaviour, any witnesses etc keep if factual).		
<b>Action taken:</b>		
<b>Name of person making the report:</b>		
<b>Signed:</b>		
<b>Date:</b>		
<b>ADMIN USE ONLY</b>		
<b>Designated Safeguarding Officer:</b>		
<b>Signed:</b>		
<b>Date:</b>		
<b>Further action taken:</b>		



**APPENDIX 3**

