

# **Yeovil Town Football Club**



## **Safeguarding Children Policy & Procedures.**

**Version 2.0**

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## **Safeguarding Policy**

Yeovil Town FC (YTFC) recognises its duty of care to safeguard all children, young people and young players involved in club activities. The club acknowledges that all children have the right to protection, and the needs of those children who may have additional vulnerabilities must be considered and addressed, such as:

- physical disabilities.
- mental health issues.
- special educational needs.
- being a displaced or looked after child.

The club will endeavour to ensure the safety and protection of all children and young people involved in its activities through adherence to the club Safeguarding Policies, Procedures and Guidelines.

## **Policy aims**

The aim of Yeovil Town's FC Safeguarding Policy is to promote good practice and to enable staff, to ensure that we:

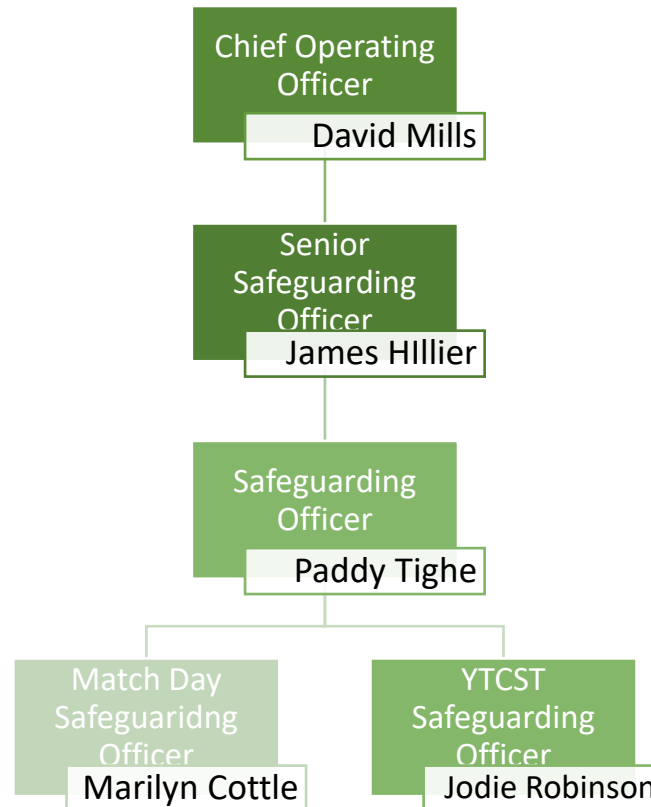
- Provide children, young people and young players with appropriate safety and protection whilst in the care of YTFC.
- Provide relevant Safeguarding Guidance and Training, with appropriate training providers, for staff, players and volunteers.
- Allow staff/volunteers to make informed and confident responses to specific Safeguarding issues.
- Provide education and awareness raising, to young players and parents to understand their role in safeguarding.

## **Scope**

This policy covers all activities within the club, training facilities, Stadium, Academy and any external club managed activities.

## Yeovil Town FC SAFEGUARDING TEAM

For the purpose of this document it should be noted that the Chief Operating Officer reports directly to the YTFC Board of Directors and also holds the position of Associate Director.



### **Additional contacts:**

Somerset FA, County Welfare Officer, Shirley Needham 01458 837 034, 07535664988

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FA Safeguarding Team, 08001691863

[Safeguarding@thefa.com](mailto:Safeguarding@thefa.com)

Somerset County Council LADO Local Authority Designated Officer:

Tel: 0300 123 2224

Email: [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)

## **Information and Procedure**

### **Roles and Responsibilities**

The club has a safeguarding structure which ensures the safety and welfare of all children who interact with the club. The Safeguarding Team consists of; the Chief Operating Officer, the Safeguarding Lead, the Designated Safeguarding Officers

Chief Operating Officer (COO) is responsible for all aspects of the club and to ensure safeguarding is a key priority at Board Level. The COO is also responsible for providing club-wide strategic leadership that assists the club to deliver the safeguarding strategy, vision, values, priorities, policies, promoting the welfare of vulnerable groups, communicating at Director and Heads of Department level.

Senior Safeguarding Officer (SSO) is responsible for the strategic and operational direction and embedding safeguarding across the club. The Safeguarding Manager is also lead point of contact should safeguarding concerns arise and the Lead Disclosure Officer

Designated Safeguarding Officers (DSO) are responsible for embedding safeguarding within their own departments as well as being the point of contact should a concern arise within their own departments.

Employees, agency staff, consultants and volunteers are responsible for familiarising themselves with the club's policy and procedures, ensuring the safety and welfare of all children as well as promoting best practice and creating a safe and inclusive environment to prevent harm occurring through awareness of what constitutes abuse and neglect.

### **Useful Definitions**

#### **Child**

A child is defined as a person under the age of 18 (The Children Act 1989)

#### **Staff or Employees**

Defined as any member of the workforce either paid or unpaid.

#### **DSO**

Designated Safeguarding Officer

**LADO**

Local Authority Designated Officer

**ICRT**

Integrated Contact & Referral Team (Social Services)

**DBS**

Disclosure & Barring Service

**CRC**

Criminal Records Checks

**What is Child Abuse?**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.

Child abuse is a generic term encompassing all ill-treatment of children, including cases where the standard of care does not adequately support the child's health or development.

Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or in an institutional or community setting. The perpetrator may or may not be known to the child.

Abuse can happen to a child regardless of their age, gender, race or ability. Abusers can be adults (male or female) and other young people and may be known to and trusted by the child and family.

All staff should maintain an awareness of safeguarding issues. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger. Safeguarding issues can manifest themselves via peer on peer abuse which is most likely to include, but may not be limited to, bullying (including cyberbullying), gender-based violence/sexual assaults and sexting.

## **Recognising Signs of Child Abuse**

In U.K. Criminal and Family law there are four specified types of Child Abuse:

1. **Physical abuse**
2. **Sexual abuse**
3. **Emotional abuse**
4. **Neglect.**

The F.A however regard **Bullying** within Football as the 5<sup>th</sup> form of child abuse and incidents of bullying should be given equal importance when reporting concerns regarding a child's welfare and safety.

**Should you have any concern that child abuse is occurring you should contact a member of the Safeguarding Team immediately.**

### **Physical abuse:**

Where adults or other young people physically hurt, or injure children, including by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. This category of abuse can also include when a parent or carer reports non-existent symptoms of illness or deliberately causes ill health in a child they are looking after, known as fabricated and induced illness.

Examples of physical abuse in sport may be:

- When the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body.
- Where the child is given drugs to enhance performance or delay puberty.
- When sanctions imposed by coaches involve inflicting pain.
- When harmful physical initiations or challenges are set by peers. (Hazing)

### **Sexual abuse:**

When adults (male or female) or other young people use children to meet their own sexual needs.



The following are all examples of sexual abuse:

- Rape, sexual assault.
- Engaging in sexual activity with a child.
- Causing or Inciting a child to engage in sexual activity, such as encouraging them to have sexual activity with another person, or to perform sexual acts on-line.
- Engaging in sexual activity in the presence of a child.
- Causing a child to watch a sex act, which may include pornographic videos or online pornography.
- Making, possessing or distributing indecent images of a child.
- Sexual Communication with a Child. This new offence criminalises a person aged 18 years or over who, for sexual gratification, communicates with a child under 16 if the communication is sexual or if it is intended to elicit from the child a communication which is sexual. (it will apply to oral communications and written notes as well as to e-mails and text messages).
- Grooming - when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional.
- Coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised or go unnoticed. A child or young person may feel unable to refuse sexual advances if they feel their future within the club could be jeopardised.
- Sexting - sharing sexually explicit images, videos or messages via mobile phones. ● Relationships of trust, if misused, may also lead to abusive situations developing.

## **Emotional Abuse**

The persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve communicating to a child that they are worthless or unloved, inadequate, or valued only in terms of meeting the needs of another person. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Examples of emotional abuse in sport include:

- Subjecting children to constant criticism.
- Name-calling.
- Sarcasm.
- Bullying.
- Racism.
- Putting a child under consistent pressure to perform to unrealistically high expectations.
- When a child's value or worth is dependent on sporting success or achievement.

## **Neglect**

Neglect occurs when adults fail to meet a child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Examples of neglect in sport could include:

- Not ensuring children 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 by ignoring safe practice guidelines or failing to ensure the use of safety equipment.
- By requiring young people to participate when injured or unwell.

## **Bullying**

Although anyone can be the target of bullying, children who are perceived as “different” from the majority may be at greater risk of bullying. This includes children from minority cultures or children with disabilities.

Bullying can include:

- Hitting or kicking.
- Taking of possessions.
- Name calling.
- Constant teasing.
- Racist or homophobic taunts.
- Threats or gestures.
- Sexually abusive or insulting comments.
- Online “cyberbullying,” using abusive texts or humiliating images.

Yeovil Town FC acknowledges that all settings in which children are provided with services, or are living away from home, should have rigorously enforced anti-bullying strategies in place. Bullying can lead to physical injury, social problems, emotional problems, and even death. Children and adolescents who are bullied are at increased risk for mental health problems, including depression, anxiety, headaches, and problems adjusting to school. Bullying also can cause long-term damage to self-esteem.

Children can be bullied by an adult or by another child(ren), however, any allegations of bullying by a member of staff towards a child or young person will be fully investigated and dealt with as a potential breach of YTFC’s code of conduct. Disciplinary action will be considered if appropriate.

In serious cases of bullying, for example where physical or sexual assaults have allegedly occurred, then those cases will be referred to Children’s Services and/or the Police by the club Safeguarding Manager.

## **Common Signs of abuse**

Every child is unique, so behavioural signs of abuse will vary from child to child. In addition, the impact of abuse is likely to be influenced by the child's age, the nature and extent of the abuse, and the help and support the child receives. However, there are some behaviours that are commonly seen in children and young people who have been abused:

- The child appears distrustful of a particular adult, or a parent or a coach, with whom you would expect there to be a close relationship.
- He or she has unexplained injuries such as bruising, bites or burns - particularly if these are on a part of the body where you would not expect them.
- If he or she has an injury which is not explained satisfactorily or properly treated.
- A deterioration in his or her physical appearance or a rapid weight gain or loss.
- Pains, itching, bruising, or bleeding in or near the genital area.
- A change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unexpectedly aggressive. Such changes can be sudden or gradual.
- If he or she refuses to remove clothing for normal activities or wants to keep covered up in warm weather.
- If he or she shows inappropriate sexual awareness or behaviour for their age.

Some disabled children may not be able to communicate verbally about abuse that they may be experiencing or have witnessed and so it is important to observe these children for signs other than 'telling'. Remember that the above signs should be seen as a possible indication of abuse and not as a confirmation. Changes in a child's behaviour can be the result of a wide range of factors. Even visible signs such as bruising or other injuries cannot be taken as proof of abuse without expert opinion. For example, some disabled children

may show extreme changes in behaviour, or be more accident prone, because of their impairment. However, if you are concerned about a child or young person you have a responsibility to act on those concerns. A child or young person may also try to tell you directly about abuse. It is very important to listen carefully and respond sensitively.

### **Signs and Indicators of Bullying**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- regularly presents with clothing torn or training equipment damaged.
- has possessions go “missing”
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what’s wrong
- gives improbable excuses for any of the above.

### **Action to Help the Victim and Prevent Bullying**

Yeovil Town FC staff have a duty of care and should:

- Take all signs and complaints of bullying very seriously. Bullying is not “banter”.
- Encourage all children to speak and share their concerns. Create an open environment.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.

- Keep records of what is said - What happened? Who is involved? When & Where? (Using the YTFC child concern report form available on SharePoint).
- Report any bullying concerns or allegations to the Safeguarding Manager who will coordinate the investigation and assess whether the circumstances require the involvement of Police or Social Services.
- Seek advice from the Safeguarding Manager/Safeguarding Team as to further action and who is to inform parent/carer of the child.
- With the guidance of the club Safeguarding Manager, assist in the Investigation of allegations and take action to ensure the victim is safe and supported.
- Report any signs of self-harm, or intentions to self-harm, immediately.
- Preserve any evidence e.g. torn clothing, abusive text messages etc.
- Regularly reinforce the club's anti-bullying stance, and expected level of behaviour, to players and parents.
- Encourage team work, inclusion, tolerance and acceptance of other's differences and promote communication and collaboration among players.

### **Action towards the Bully(s)**

Following consultation with the Safeguarding Manager the following actions may be taken, where appropriate:

- The bullying behaviour or threats of bullying will be investigated, risk assessed and steps to stop the bullying behaviour will be put in place immediately.
- If necessary and appropriate, the police and/or Social Services will be consulted
- Parents of the bully(s) will be informed and asked to come in to a meeting to discuss the problem.

- An attempt will be made to help the bully (bullies) change their behaviour and to understand the consequences of their actions.
- Seek an apology to the victim(s) and, where appropriate, insist on the return of any borrowed items and that the bully(s) compensate the victim for any loss.
- Issue a warning as to future conduct: If the bullying continues a more severe approach will be taken.
- Hold meetings with the family(s) involved to report on progress.
- Impose sanctions or exclude the offender(s), where necessary.
- Ensure relevant coaching staff are aware of the outcome and that they monitor the situation to reduce the chances of re-occurrence.
- A written record of action taken and outcome of the complaint will be kept by the club Safeguarding Manager, for future reference.

### **Action if Bullying is Suspected**

If bullying is suspected, the same procedure should be followed as set out in the section of this policy entitled “When to report suspicions or incidents.” (see page 25)



## **Promoting Good Practice with Children and Young People**

### **Introduction**

Child abuse, physical, emotional, neglect and in particular sexual abuse, can result in strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take.

Abuse can occur within many situations including the home, school and the footballing environment. Some individuals will actively seek employment or voluntary work with young people/young players in order to harm them. Conversely, a coach, instructor, teacher, official or volunteer may have regular contact with young people/young players and be an important link in identifying cases where a young person needs protection.

All cases of inappropriate behaviour should be reported following the guidelines in this policy. When a child enters the club, having been subject to child abuse outside the footballing environment, football can play a crucial role in improving a child's self-esteem. In such instances, the club must work with the appropriate agencies to ensure the child receives the appropriate support.

### **Good Practice guidelines**

All personnel are encouraged to demonstrate exemplary behaviour to best safeguard children but also to protect themselves from allegations.

The following are common sense examples of how to create a positive culture and climate within Yeovil Town FC.

Good practice means:

- All staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Treating all children and young people equally, and with respect and dignity.
- Putting the welfare of each young person first and act in their best interest.

- Building balanced relationships based on mutual trust and maintain professional boundaries at all times; for example, never have an intimate relationship with a child U18 (even if they are over 16 years old) when you are responsible for their supervision, care, support or coaching.
- Give enthusiastic and constructive feedback rather than negative criticism.

Making football fun, enjoyable and promoting fair play.

- Being an excellent role model - this includes not smoking, drinking excessive amounts of alcohol, using drugs or using bad language in the company of children and young people.
- Have access to and be familiar with the club's Code of Code of Conduct and Safeguarding policies and procedures.
- Know who is their Safeguarding Manager and how to contact them.
- Ensure any concerns or allegations pertaining to a child's safety and welfare are recorded and acted upon, in line with the club's safeguarding policies and procedures.
- Promote an environment where poor practice is challenged and reported.
- Help maintain an ethos whereby colleagues, children, young people and their parents/carers feel able to articulate any concerns, safe in the knowledge that effective action will be taken as appropriate.
- Ensure there is always an appropriate staff to participant ratio, determined by:
  - Age and needs of the participants.
  - Nature of the activity and environment.
  - Risk assessments identifying potential behavioural or other issues.
  - Expertise and experience of the staff involved.
  - Male and female supervising staff wherever possible for mixed gender participant activities.

### **Staffing ratios as per NSPCC guidance:**

4 - 8 years. 1 adult to 6 children.

9 - 12 years. 1 adult to 8 children.

13 - 18 years. 1 adult to 10 children.

However, regardless of the number of children participating in YTFC activities, staff are expected to work in pairs, particularly if there is a requirement to be in dressing rooms or undertake any personal care.

Lone working should be discouraged where ever possible. Where **lone working** is an integral part of a role e.g. an Academy teaching position, or club Driver, then additional risk assessment strategies will be put in place e.g.

- Notify the Designated Safeguarding Officer and Academy Manager/Community Trust Manager of the proposed lone working scenario.
- If conducting a one-to-one tutorial staff should aim to have the tutorial take place in a communal area, e.g. canteen or an office with other people present.
- Staff should ensure a colleague is made aware of when and where the tutorial is being held.
- If Staff are on their own in a room with a student the staff member should prop open the door of the room (so long as that does not constitute a fire safety hazard).
- When transporting a lone child, they should be seated in the rear of the vehicle. If several children are being transported, and it is necessary to sit a child in the front passenger seat, then that child must be the first to leave the vehicle so that at no time will the driver be alone with a child in the front of the vehicle. In the event of this scenario occurring the parents of the child must be contacted, in addition to the Welfare and Safeguarding Office and Academy Manager, in advance of any journey undertaken.
- Staff should never work alone if they are concerned about risks to themselves or others in the situation.

Potential risks that individuals could be exposed to during lone working include:

- Being the recipient of physical, emotional or sexual abuse.
- Being accused of perpetrating physical, emotional, sexual abuse or neglect.
- Neglecting one's own duties to safeguard children.

### **Coaching Contact**

- Ensure that if any form of manual/physical contact is required, it should be provided openly and according to the guidelines provided within the FA Safeguarding Children Workshop. Care is needed as contact may be difficult to maintain when a child is constantly moving. Young people/young players should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should be carefully considered.
- Keeping up to date with the technical skills and qualifications in football to the appropriate level.
- All care givers must be subject to DBS checks at the highest level.
- Ensuring that if mixed teams are taken away they should always be accompanied by a male and female member of staff. NB - however, same sex abuse can also occur.
- All staff should be vigilant and ensure adults around children and young people act in accordance with the standards set by Yeovil Town FC. Staff are also responsible for those who enter changing rooms etc.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children or young people into their rooms.
- When coaching giving enthusiastic and constructive feedback recognising the development needs and capacity of young people/young players - avoiding excessive training or competition and not pushing them against their will.

- Being an excellent role model – this includes not smoking, not using bad language, not using drugs or being under the influence of alcohol in the company of young players.
- Secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury or accident that occurs, along with the details of any treatment given and/or action taken. Advise parents of the incident.

When an injury occurs because of an accident, where the club or an individual's actions could amount to negligence, then an accident report form must be submitted to the club Safety Officer, as per the guidance in the Staff Handbook.

- Request written parental consent if club officials are required to transport children/young people/young players in their cars and ensure that coaches/staff are accompanied by another member of staff. Such transport arrangements should be avoided, unless absolutely necessary.
- Achieve the best level of supervision of children, always
- Record and report any situation which may place a child at risk or which may compromise the club's or the member of staff's own professional standing.
- Adhere to the club policy, guidance and agreed risk management strategies.

**Unless a child/young person is a direct relation, the coaches, managers, referees, medics and club officials should not:**

- Accept as a "friend", players or referees who are under 18 years, on social networking sites they are members of or share their own personal social networking sites with children or young people involved in youth football
- Contact children or young people known through football outside of the football context on social networking sites.

- Use internet or web-based communications to send personal messages of a non -football nature to a child or young person.
- Engage in any personal communications, 'banter' or comments.

(For further guidance refer to the club's Safeguarding Social Media Policy)

### **Practices to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children and young people away from others.
- Avoid taking children or young people to your home where they will be alone with you.

### **Practices never to be Sanctioned**

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Engage in any form of Sexual contact with a child or allow or engage in any form of inappropriate touching.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments towards, or in the presence of, a child or young person, even in fun.
- Reduce a child or young person to tears as a form of control.
- Allow allegations made by a child or young person to go unacknowledged, unchallenged, unrecorded or not acted upon.

- Do things of a personal nature for children or young people, that they can do for themselves.
- Invite or allow children or young people to stay with you at your home. It should be noted that in certain circumstances a coach may also form part of a host family that provides accommodation for a player. In the situation the appropriate safeguards will be maintained as agreed with the YTFC Academy Manager and Safeguarding Officer.
- Lend or borrow money or property from a child.

NB, it may sometimes be necessary for staff or volunteers to do things of a personal nature for children or young people, particularly if they are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reaction. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where physical contact, lifting or assisting a child or young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained. If you are unsure this must be checked with parents or carers and the Head of Safeguarding/Safeguarding Officers within Yeovil Town FC.

### **Home visits**

There are limited circumstances and occasions in which a member of staff's responsibilities may include home visits. It should be noted that this is discouraged by the club. Prior to any visit taking place the Safeguarding Officer and Academy Manager will be notified. Wherever possible such visits should not be undertaken alone. Contact by whatever means and meetings with vulnerable groups outside work arrangements should not take place without the agreement of the club, and in the case of a child, they should not take place without a parent/carer being present.

### **When to report suspicions or incidents.**

Staff are not expected to be experts in recognising abuse; however, staff should be vigilant and respond swiftly and appropriately.

If any of the following circumstances occur, you should report this immediately to the club Safeguarding Manager or Designated Safeguarding Officers.

**Make a written record of the incident or grounds for concern using the YTFC Child Concern Report form (available on the YTFC SharePoint website).**

The YTFC Child Concern Report form is an internal document, designed to record the information necessary to formulate a referral, when necessary, to an outside agency but also to enable the club to maintain accurate records of any concerns or allegations of child abuse which may come to light.

You will be guided by the Safeguarding Manager as to how, when and by whom the parents of the child are to be informed:

- If you suspect a child may be the victim of abuse by any person, including neglect, physical, sexual or emotional abuse.
- If a child appears to have been the victim or perpetrator of bullying, including on-line cyberbullying.
- If you observe any injuries/marks on a child which they cannot account for, their explanation for the injury seems unlikely or you have suspicions as to how the injury may have been caused.
- If there is a sudden change in behaviour, i.e. the child/young person's behaviour alters significantly, they become withdrawn or tearful. If a child, voices intentions to self-harm or if you suspect, he/she may be exhibiting signs/symptoms of self-harm or an eating disorder.
- If you suspect a child has been exposed to any inappropriate or indecent images or discloses any inappropriate on-line behaviour.
- If you accidentally hurt a child or young person, or you observe another adult hurting a child.



- If he/she seems distressed in any manner and you have concerns for their emotional state or welfare.
- If a child or young person appears to be sexually aroused by your actions or may have developed an infatuation with you or another member of staff.
- If a child or young person misunderstands or misinterprets something you have done, which may compromise your position or working relationship with that child.

The circumstances of the concern will be fully investigated by the Safeguarding Manager who may decide to refer the concern to Children's Services or other agencies.

Do not worry that you may be mistaken. Being worried about doing the wrong thing is not a reason not to act. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.

### **Responding to Concerns or Allegations**

It is not the responsibility of anyone employed by Yeovil Town FC, in a paid or unpaid capacity to decide whether the alleged harm or abuse has taken place. However, it is the responsibility of all YTFC staff to act, by reporting any concerns or allegations of abuse of a child to the YTFC Safeguarding Team or by contacting the appropriate authorities.

### **Action to be taken when Abuse is Suspected.**

The following actions must be carried out when abuse of a child is suspected.

- Any suspicion that a child has been harmed or abused by an adult, peer, member of staff, player or volunteer should be immediately reported to the club's Designated Safeguarding Officer.
- The member of staff reporting the suspicion of abuse will also record the incident, using the YTFC Child Concern Report form (available on the YTFC SharePoint website) and immediately forward the document to the Safeguarding Manager.

- The Safeguarding Manager, Designated Safeguarding Officer or the member of YTFC staff dealing with the child at that time, must take steps to ensure the immediate safety of the child in question and any other child who may be at immediate risk of harm.
- The parents/carers of the child will be contacted as soon as possible, unless they are suspected to have abused the child in question. In such circumstances, advice will be obtained, by the DSO or staff member dealing, from Police or Social Services with regards to when and who should inform the parents of the concern or allegation.
- The Senior Safeguarding Officer will refer the allegation to Together for Children Integrated Contact and Referral Team, who may involve the police.
- If a child is at immediate risk of harm, then the Safeguarding Officer or any staff member dealing may also report the incident directly to the Police and/or Children's Services.
- The Senior Safeguarding Officer should also notify the Chief Operating Officer who will inform the Media and Communications Manager who will deal with any media enquiries.
- If the Senior Safeguarding Officer is the subject of the suspicion/allegations, the report must be made to the Chief Operating Officer who will refer the allegations to Social Services.
- In cases, such as sexual assault, where forensic evidence from a scene or the victim's body or clothing may be available then staff must attempt to preserve any such evidence e.g. locking a room to prevent other people disturbing the scene, advising the child not to wash, go to the toilet or change clothes if the assault was relatively recent. Staff should also be mindful of documentary or other evidence, which may be present on mobile phones, computers or other devices which may need to be retained.

Advice should be sought from the Senior Safeguarding Officer or DSO as to the preservation of evidence in such cases, pending police involvement.

### **Action to be taken when a child discloses abuse.**

- Stay calm.
- Listen carefully to what is said.
- Reassure the child that they have done the right thing in telling you.
- Do not promise to keep secrets –find an appropriate early opportunity to explain that to keep them safe it is likely that the information they tell you may need to be shared with others.
- Allow the child to continue at her/his own pace.
- Keep questions to a minimum; use the following as a guide to establish the brief, basic facts of the allegation:

WHO? – Names of who is involved.

WHAT? – What happened?

WHERE? – Where did it happen?

WHEN? -When did it happen?

- When they have finished make a detailed record of what they have said, using the child's own words, as soon as possible using an YTFC Child Concern Report form recording what actions you have taken so far.
- **There is no requirement to get a lengthy account from the child at this stage. Remember that if the child discloses abuse you are only making a record of that child's initial disclosure and it is likely he/she will subsequently be fully interviewed by Police.**
- Tell them what you will do next and with whom the information will be shared

**Contact the club Senior Safeguarding Officer or the Safeguarding Officer immediately.**

**If the Senior Safeguarding Officer or Safeguarding Team are unavailable, and you feel the child is in immediate danger or at immediate risk of harm, then report your concerns direct to the Designated Safeguarding Officer.**

Children's Social Care on 0300 123 2224

Emergency Duty Team on 0300 123 23 27

Avon and Somerset Police Tel: 101 or 999 in an Emergency

### **Actions to follow if the above has arisen**

- Do not contact or confront the alleged abuser.
- If the alleged abuser is a parent, then do not immediately inform the parent of the child's disclosure. Seek advice from your Safeguarding Manager, Children's Services or the Police in respect of when and who will contact the parent or alleged abuser.

### **Information to be recorded**

Information passed to social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. The YTFC Child Concern Report form will guide you as to what information is needed but, where possible, include the following:

- Name of child.
- Age of child and date of birth.
- Home address and telephone number.
- Details of child's parents/carers, name(s), address(es), date(s) of birth, contact telephone number(s). Indicate who has parental responsibility if known.
- Indicate if the person making the report is expressing their own concerns or those of someone else?
- If it is not the child making the disclosure has the child concerned been spoken to? If so what was said?
- What is the nature of the allegation? Include dates, times, location(s), person(s) involved and any other relevant information.
- Include a description of any visible bruising or other injuries, but do not ask a child to remove or adjust an item of clothing. Record the child's explanation as to how any bruising or other injuries occurred.

- You may include your own observations about the child’s behaviour e.g. tearful, shaking, reluctant to make eye contact etc.
- Do not record your own opinion of the incident on the Child Concern Report form e.g. “She appeared genuine”, “I doubt they could have been alone together”, “why would he have gone into that room?” etc.
- Details of any witnesses to the incident?
- The child’s account, if it can be given, of what has happened. Use the child’s own words where possible, put significant comments in speech marks.
- Have the parents been contacted? If so what has been said?
- Details of other people consulted.
- Details of the suspect, name, nickname or description and their relationship to the child (e.g. parent/coach/stranger).

### **When to Inform the LADO**

If the allegation relates to a person who works with children (including YTFC members of staff) then the Safeguarding Manager will refer the incident to the LADO (Local Authority Designated Officer) if that person has:

- i) Behaved in a way that has harmed or may have harmed a child.
- ii) Possibly committed a criminal offence against or related to a child.
- iii) Behaved towards a child in a way that indicates they may pose a risk of harm to children.

### **Allegations against members of staff**

Where there is a complaint against a member of staff there may be three types of investigation (internal and external):

- A Criminal Investigation – by Police.

- A Safeguarding Investigation – by Social Services and the club.
- A Disciplinary or Misconduct Investigation – by the club and/or FA.

The results of the police and Safeguarding investigation may well influence the disciplinary investigation, and/or any future action, but not necessarily.

### **Internal enquiries and Suspension**

- The Senior Safeguarding Officer (or Safeguarding Officer dealing) will make an immediate decision in conjunction with the Chief Operating Officer and Head of Human Resources about whether any individual accused of harm, inappropriate behaviour or abuse should be temporarily suspended pending further police and social services enquiries.
- Irrespective of the findings of the social services or police enquiries the Head of HR and Safeguarding Manager, in conjunction with legal advisors, will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Head of HR, Senior Safeguarding Officer and the legal advisors must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true.
- The welfare of children should always remain paramount.
- Should the investigation reveal any breaches of the club's Discipline Policy then those matters will also be subject of an internal investigation and may result in Disciplinary Action/ Dismissal of the individual.
- The FA/ League should be informed by the club Senior Safeguarding Officer of any serious safeguarding concern or complaint in order that they may consider the risk posed across football.
- If Yeovil Town FC decides to withdraw permission for a member of staff to engage in regulated activity with children and/or vulnerable adults YTFC is legally obliged to refer that person to the Disclosure and Barring Service when it is also believed that member staff has caused harm or poses a

future risk of harm to vulnerable groups, including children. This includes situations when Yeovil Town FC would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.

### **Poor Practice**

Poor practice is behaviour that falls short of abuse but is nevertheless unacceptable. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed or unreported.

- If, following consideration, the allegation is clearly behaviour which amounts to poor practice; the Senior Safeguarding Officer and Head of HR will deal with it as a misconduct issue.
- If the allegation relates to poor practice by the Senior Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Chief Operating Officer who will decide how to deal with the allegation and whether to initiate disciplinary proceedings.

Yeovil Town FC will ensure that all staff/volunteers are fully supported and protect anyone, who in good faith reports his or her concerns that a colleague is, or may be, harming or abusing a child. The club's Whistleblowing (Public Interest Disclosure) Policy will apply to ensure this.

### **Confidentiality**

Yeovil Town FC will operate on the premise that all information imparted to a member of staff will be treated in confidence. Confidentiality is a key issue in the lives of young people. They may trust a member of staff with issues of a personal nature and wherever possible their confidences should be respected. Staff must not however make promises on confidentiality they may be unable to keep.

Furthermore, staff should always make any complainant fully aware of any situation where confidentiality must not be maintained. Where there is a concern that the child may be suffering, or is at risk of suffering, abuse or significant harm, the child's safety and welfare must be the overriding consideration.

Children and Young people may disclose information that is difficult for the member of staff to deal with without further advice/support, or which must be reported to statutory agencies. In this case the complainant should be told that the situation will be discussed with the Senior Safeguarding Officer or Designated Safeguarding Officer with a speciality in that area, but confidentiality will be maintained if possible.

### **Information sharing**

Yeovil Town FC is committed to sharing information for the purposes of safeguarding and promoting the welfare of children and young people in line with Working Together (2013) and with respect for The Data Protection Act (1998). Every effort though should be made to ensure that confidentiality is maintained for all concerned.

Information must be shared on a need to know basis, with or without the consent of the child to whom the information relates or the consent of that child's parent, carer or guardian. Whilst it is good practice to obtain **consent** wherever possible, **it is not a prerequisite**. Information may be shared with (but is not limited to) the following people:

- The Senior Safeguarding/Safeguarding Officers.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social Services/Police.
- The Chief Operating Officer/Media and Communications Manager.
- The alleged abuser (and parents if the alleged abuser is a child)

In the event of a Criminal Investigation the Senior Safeguarding Officer, Designated Safeguarding Officer (or member of staff dealing in their absence) will seek Social Services/Police advice on who should first approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws, e.g. that information is



accurate, regularly updated, relevant and secure. Information will be retained for the relevant period as specified in the club's Data Retention Policy.

### **Support to deal with aftermath**

Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling and Psychotherapy Directory is available from:

British association for Counselling and Psychotherapy

BACP House

15 St John's Business Park

Lutterworth

Leicestershire

LE17 4HB Tel:

01455 883300 e-

mail:

[bacp@bacp.co.uk](mailto:bacp@bacp.co.uk)

Internet: [www.bacp.co.uk](http://www.bacp.co.uk)

- Social Services can signpost children and their families to support services within the community so can be consulted for advice.
- Consideration should also be given about what support may be appropriate to the alleged perpetrator of the abuse.

### **Allegations of Non-recent abuse (Historic abuse)**

Non-recent abuse (also known as historic abuse) is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years or over, relating to an incident which took place when the alleged victim was under 18 years of age.

Many people who were abused in childhood believe that they are to blame and that the abuse was their fault. But this is never the case - a child cannot consent to abuse.

In countless circumstances children are too young to fully understand or articulate what is happening to them. Some spoke out at the time but weren't believed. Others were too embarrassed to tell anyone or did not know who to turn to.

In some cases, the non-recent allegation may be made against a member of staff who is still currently working with children, either within or outside the club.

Where such an allegation is made to a member of YTFC staff, follow the "Action to be taken when abuse is suspected" (see page 26), and report the allegation to the Safeguarding Manager or Designated Safeguarding Team. The Senior Safeguarding Officer/Safeguarding Officer will then report the allegation to the LADO, social services and/or the police. This is because other children, either within or outside the club, may be at risk of harm from this person.

Advice and Support for victims can be obtained from:

### **NAPAC – National Association for People Abused in Childhood**

Free help-line - 0800 8010331

Office - 0207 614 1801 (9am-5pm)

NAPAC

Herald House,

Off Bunhill Row,

15 Lamb's Passage,

London EC1Y 8TQ

### **Victims of non-recent Sexual Abuse in Football can contact:**

The FA/NSPCC Helpline 0800 0232642

The Professional Footballers' Association – [wellbeing@thepfa.co.uk](mailto:wellbeing@thepfa.co.uk)

The FA Directly via [safeguarding@thefa.com](mailto:safeguarding@thefa.com)

The Police, by going to a police station or dialling 101.

This policy should be read in conjunction with other YTFC related policies.

The full policies can be found in the Staff Handbook, the club Seasonal Operational Order or on the YTFC SharePoint website.

### **Other Policies**

1. Safer Recruitment and Selection Policy.
2. Dignity at Work Policy.
3. Equal Opportunities, Diversity and Inclusion.
4. Whistleblowing (Public Interest Disclosure) Policy.
5. Health and Safety Policy.
6. Photography & Digital Images Policy. (see below)
7. Ball Assistants Policy (see below)
8. Mascots Policy. (see below)
9. Lost Children, Searching and Ejecting children & Minimum Age of Unaccompanied Children.

Policies and guidance for the above are included in the:

YTFC Match Day Staff Handbook.

YTFC Customer Charter

Terms and Conditions of ticket sales.

10. Excursions and Events Policy (including guidance on Under 18's travelling as part of the 1<sup>st</sup> Team - see below).

11. Academy Specific Policies:

Academy Education & Welfare Performance Plan – (includes guidance on Welfare /

Player Philosophy, Promoting the Education of Looked After Children & Substitute Accommodation)

Transport policy – (Transporting Vulnerable Groups)

Academy Handbook – (Academy players on loan or work experience)

12. Safeguarding Social Media Policy
13. Preventing Radicalisation and Extremism (see below)
14. Safeguarding Within Partnerships Policy (see below) **Photography & Digital Images Policy**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. It is advisable that all staff/volunteers be vigilant, with any concerns to be reported to the YTFC Senior Safeguarding Officer /Safeguarding Officers.

Yeovil Town FC utilises designated photographers to record activities and events within the club. Written parental consent must be obtained before any child or young person partaking in Yeovil Town FC events and activities are photographed, filmed or their image is captured using any device.

The exception to this, when written parental consent will not apply, is when the child enters solely as a spectator at Huish Park Stadium (including all locations owned, occupied or utilised by the club), at which time the terms and conditions of entry advise that by a parent/carer allowing their child to enter the ground they thereby provide consent for that child's image to be captured/used by the club. This is in line with existing club and EFL Ground Regulations 24 and 26.

Any observers to a YTFC event or activity involving children under 18 years will be asked not to photograph or film without having firstly obtained the consent of Yeovil Town FC. To be given such consent Yeovil Town FC must be provided with the following:

- Written parental consent of all children involved in the activity.
- A written confirmation of the purpose of the images, how the images may be used

(e.g. on a Club's website etc.), who the images may be shared with and confirmation of any personal details which may accompany the images.

Please refer any queries or concerns to the club Safeguarding Manager.

Yeovil Town FC has introduced this Policy in line with guidance from the FA, to avoid the following:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often incorrectly referred to as pornography sites)
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed.'
- The identification and locating of children in inappropriate circumstances which include: where a child has been removed from his/her family for their own safety;
  - (i) where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases;
  - (ii) in situations where a child may be a witness in criminal proceedings; or iv) other safeguarding children concerns.

With the exception of professional photographers employed by Yeovil Town FC or media cameras brought in to cover an event, no cameras, other than those owned by Yeovil Town FC and operated by YTFC personnel, are permitted to be used at any YTFC event/activity where young people are involved, without the necessary consent as previously outlined.

Yeovil Town FC **will:**

- Provide guidance on the taking of images to all parents, carers, children and staff participating in YTFC activities.
- Ensure the club has parental consent to use a child's image if it is to be used in the public domain e.g. club website or newspaper article. (essential in relation to below)
- Ensure that any child who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This will be done by using a Consent Form, so that parents/carers can identify whether this applies to children in their care.
- Focus on the activity rather than the individual.

- Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts)
- Aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.

Yeovil Town FC **will not**:

- Publish photographs with the full name(s) of the child(ren) featured without written consent to do so and having informed the parents as to how the image will be used.
- Use players who are under 18 years profiles with pictures and detailed personal information on websites.
- Use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a commemorative picture.
- Allow images to be recorded in changing rooms, showers or toilets – this includes the use of mobile phones that record images.

Where video is to be used as a teaching aid, all participants and their parents/carers should be made aware of the proposed use and written consent to a participant being filmed should be sought prior to the start of filming.

All video tapes, still photographs and digital images are retained and stored in accordance with Yeovil Town FC's Data Protection and Retention Policy with access limited to designated individuals.

## **Ball Assistants Policy**

Yeovil Town FC will endeavour to ensure the safety and protection of Child Ball Assistants, whilst carrying out their duties at the Huish Park Stadium, through adherence to the club's Safeguarding Children Policy and Procedures and Health and Safety Policy.

In addition, the following rules apply:

- Ball assistants will be a minimum of 14 years of age and will be subject of a Code of Conduct and a statement of conditions issued by the club, which must be signed by the child and their parent/guardian.
- Ball assistants will be supervised by at least two members of YTFC staff. All supervising staff will be subject of Enhanced DBS checks and will have completed the YTFC Safeguarding Children Induction on-line training.
- Male and Female staff, wherever possible, will be used to supervise mixed gender groups.
- Separate gender appropriate changing areas will be made available if required.
- No photographs will be taken in the changing areas.
- Staff should avoid any situation where they may be left alone with a ball assistant.
- All ball assistants will receive a Health and Safety Induction prior to carrying out their duties, this shall be notified to that child's parent/guardian.
- All ball assistants and their parent/guardian will be provided with the name and contact details of the Safeguarding Manager of the club.

## **Mascots Policy.**

Yeovil Town FC is committed to ensuring that all children who carry out the role of Mascot, whilst in the care of the club, can do so in a safe and enjoyable environment through adherence to the club's Safeguarding Children Policy and Procedures and Safer Recruitment Policy and process.

The following guidance will be applied to all children visiting Yeovil Town FC as a Match Day mascot

- Child mascots must be aged minimum 6 years old to maximum 12 years old. (Documentary proof of age will be required).
- All staff escorting match day child mascots must be subject of an enhanced DBS check and must have completed the YTFC Safeguarding Children Induction on-line training.
- There should be a maximum of 5 mascots for any game (this will include the away mascot). In cases of a special match where the number of mascots may exceed the recommended number then authorisation from a club Director to include additional mascots will be required.
- Child mascots must be accompanied by a parent/carer at all times, other than when in secure areas e.g. the tunnel, when the mascot will be supervised by suitably qualified YTFC chaperones.
- Parents will be advised to bring their child to the Stadium already wearing their Mascot Football strip (worn under warm clothing if appropriate) thereby avoiding the need for the child to change into their strip whilst on club premises as the club is unable to offer designated changing areas for Mascots.
- If a mascot requires help with dressing this will be done by the parent/carer.
- If an injured or disabled child is used as a mascot a risk assessment will be carried out to establish if that child can safely participate in the Match Day Mascot itinerary and to identify what additional safety measures may need to be put in place to allow the child to safely participate. The club Safety



Officer will be notified of the risk assessment, who will then advise the paramedics of any issues.

- Every effort should be made to achieve correct staffing ratios and the best level of supervision of Match Day Mascots at all times. An individual member of suitably DBS checked YTFC staff will be allocated as chaperone to each child with a disability or injury, if they are assessed as requiring additional support.
- Male and Female chaperones, wherever possible, will be used to supervise mixed gender groups of Mascots.
- Staff should avoid any situation where they may be left alone with a mascot e.g. do not use a lift alone with a child mascot.
- Parents/carers will be informed of the club's Images Policy in information sent to them prior to the game; together with the appropriate Mascot Itinerary and details of the club's Safeguarding Manager.
- Should a mascot be subject to a Court Order special reference must be made to the Image Permission form.

## **Excursions and Events Policy.**

Yeovil Town FC has an ongoing commitment to the safety and protection of children and vulnerable groups who participate in excursions and events organised by the club and recognise that all children and vulnerable groups, regardless of age, any disability they may have, gender, racial origin, religious belief or sexual identity have a right to be protected from harm, abuse and discrimination.

The club will endeavour to safeguard children and vulnerable groups participating in club activities by adhering to the YTFC Safeguarding Children and Adults at Risk Policies, the YTFC Transport Policy, the YTFC Health and Safety Policy,

preparation of a Risk Assessment as needed and Safeguarding Plan specific to the trip or event.

The event safeguarding plan (refer to YTFC trip planning forms) will describe how this policy will operate in the context of the specific event and aims to:

- minimise the risk to participants and staff
- encourage the enjoyment of all involved
- maximise the opportunity for children and adults at risk to participate to the best of their ability.

Yeovil Town FC regards Safeguarding and promoting the welfare and well-being of our young players as of paramount importance. All staff share a responsibility to the players, regardless of the player's ethnic origin, colour, nationality, race, religion or belief, gender, sexual orientation, age or disability and shall recognise that Academy players may be particularly vulnerable when away from home.

Academy staff must therefore ensure detailed planning and careful supervision of players, including under 18s when playing in the first team, when young players are travelling on tours and tournaments, in accordance with the club's Safeguarding Children and Adults at Risk Policies, Premier League Youth

Development Rule 186 and S.2.1 and the YTFC Trips, Tours and Tournaments guidance. (available on the YTFC SharePoint website)

Written parental consent will always be required to enable a child under 18 years of age to participate in any trip, tour or tournament or to train or travel as a member of the YTFC First Team.

### **Under 18's travelling as part of the 1<sup>st</sup> Team**

A First Team or Development Squad Match is not an activity designed for U18s, therefore DBS/CRCs are not required by all the adults involved, however the following additional safeguarding measures must be adhered to:

- Young players U18 are defined in law as a child and adults working with children need to not only protect those young players, but to also demonstrate standards of behaviour which do not leave the adults open to allegations against themselves.
- If the game involves away travel, players U18 should be in a hotel room alone and should not share with an adult over 18. An exception to this would be if two U18s are travelling with the team, in which case they may share a room.
- A safeguarding risk assessment/welfare check will be completed by the Head of Education & Welfare.
- Players and staff should not encourage young players U18 to engage in any inappropriate activities such as gambling; the use of alcohol or other inappropriate or illegal substances; or watching or engaging in any inappropriate adult behaviours.
- Players and all staff should recognise the vulnerability of young players U18 and the risks associated with encouraging young players to engage in inappropriate activities.
- A suitably DBS checked YTFC Chaperone will be appointed to any U18 player in the First team and contact details of the Chaperone will be provided to the player's parent/guardian.

- In the case of an overnight stay the Chaperone will provide the U18 player with instructions to follow in case of an emergency/fire/evacuation, and for checking the young player has no access to a mini-bar, inappropriate pay to view TV etc. in their hotel room.

### **Preventing Radicalisation and Extremism Policy**

Protecting children from the risk of radicalisation is part of Yeovil Town FC's wider safeguarding duties, is similar in nature to protecting children from other forms of harm or abuse.

All Safeguarding Staff, Academy Coaching, Education and Medical staff will receive PREVENT and Channel general awareness training and additionally all Academy scholars will be informed about the dangers of radicalisation via the YTFC Life Skills plan.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help and protection. Yeovil Town FC staff should use their professional judgement in identifying children who may be at risk of radicalisation and report their concerns (using an YTFC Child Concern Report form) to the club Safeguarding Manager, who, if satisfied the concern is valid, will make a safeguarding referral to Children's Services and also share the concerns with the Police.

Referrals should clearly state that a "PREVENT REFERRAL" is being made and should be sent to:

<https://www.togetherforchildren.org.uk/what-we-do/concerned>

A multi-agency assessment meeting (MASH) will determine the appropriate response and level of support to the family. Consideration of referrals to the Channel programme may be appropriate in some cases. Response should be proportionate, with the emphasis on supporting vulnerable children and young people, unless there is evidence of more active involvement in extremist activities.

If there is an IMMEDIATE risk of a terror incident taking place you must call 999 or the Anti-Terrorist Hotline on 0800 789321

## **Safeguarding within Partnerships Policy**

Yeovil Town FC recognises its responsibility to safeguard the welfare of all Children and Adults at Risk participating in club activities and when participating in activities arranged in partnership with an external service provider. The club is committed to working within partnerships to provide a safe environment for all Children and Adults at Risk by utilising Safeguarding Policies and Procedures to protect vulnerable groups from physical, sexual or emotional harm, neglect, bullying or exploitation.

The club commitment to safeguarding is outlined in any partnership agreements, service level agreements or any other agreements that are in place with any service provider or for commissioned services insofar as those services relate to Children or Adults at Risk of Harm.

Partnership agreements will include the following:

- All partners will be fully aware of their areas of safeguarding responsibilities.
- It will be determined which organisation's Safeguarding Policy and Procedures will be followed in the event of a concern arising.
- An agreement confirming safe recruitment procedures have been followed.
- If appropriate level DBS checks and self-declarations have been undertaken.
- Agreement on the level of supervision to be provided by the partner during the activity.
- If the provider has valid public liability insurance.
- What safeguarding training has been undertaken by the deliverers?
- Who is responsible for the induction of staff and volunteers? Health & Safety, Codes of Conduct etc.
- Who has responsibility for completion of consent forms (e.g. medical and image consent), registration, record keeping and risk assessments.

- Details of First Aid arrangements
- Clear guidance on the reporting of Safeguarding concerns or concerns regarding Poor Practice during and outside of normal office hours.
- Name and contact details of staff to whom Safeguarding concerns, or concerns regarding poor practice, should be reported.
- Whether participants and their parents/carers have been provided with details of how to report a Safeguarding concern.
- Guidance about informing partner organisations.
- Arrangements to support whistle-blowers.
- What evaluation procedures are in place to gain the vulnerable groups' views about the activity.
- The period by which the safeguarding arrangements in the agreement will be reviewed

## **Useful Contact Details**

Somerset County Council, Childs Social Care

Tel: 0300 123 2224 )

E-mail: [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)

Out of hours Emergency Duty Team: 0300 123 23 27

Avon and Somerset Police Tel: 101 or 999 in an Emergency

Child Line: 0800 1111 Confidential telephone advice for children.

Child Protection in Sport Unit: 0116 2347278/7280 A central point for sport organisations in relation to child protection in sport.

NSPCC Helpline: 0808 800 5000

NSPCC British Sign Language Helpline: ISDN videophone:0208 4631148

Stonewall: 08000 502020 for support and information about lesbian, gay, bisexual and transgender issues and homophobia.

CEOP (Child Exploitation and Online Protection):Go to their website to report concerns about online abuse or grooming <http://www.ceop.uk/>

YTFC Chaplain Jim Pearce 07901 714 714

(The PFA (Professional Footballer's Association) Independent Youth Advisory Service-available to all Academy Players, Trialists and their parents.

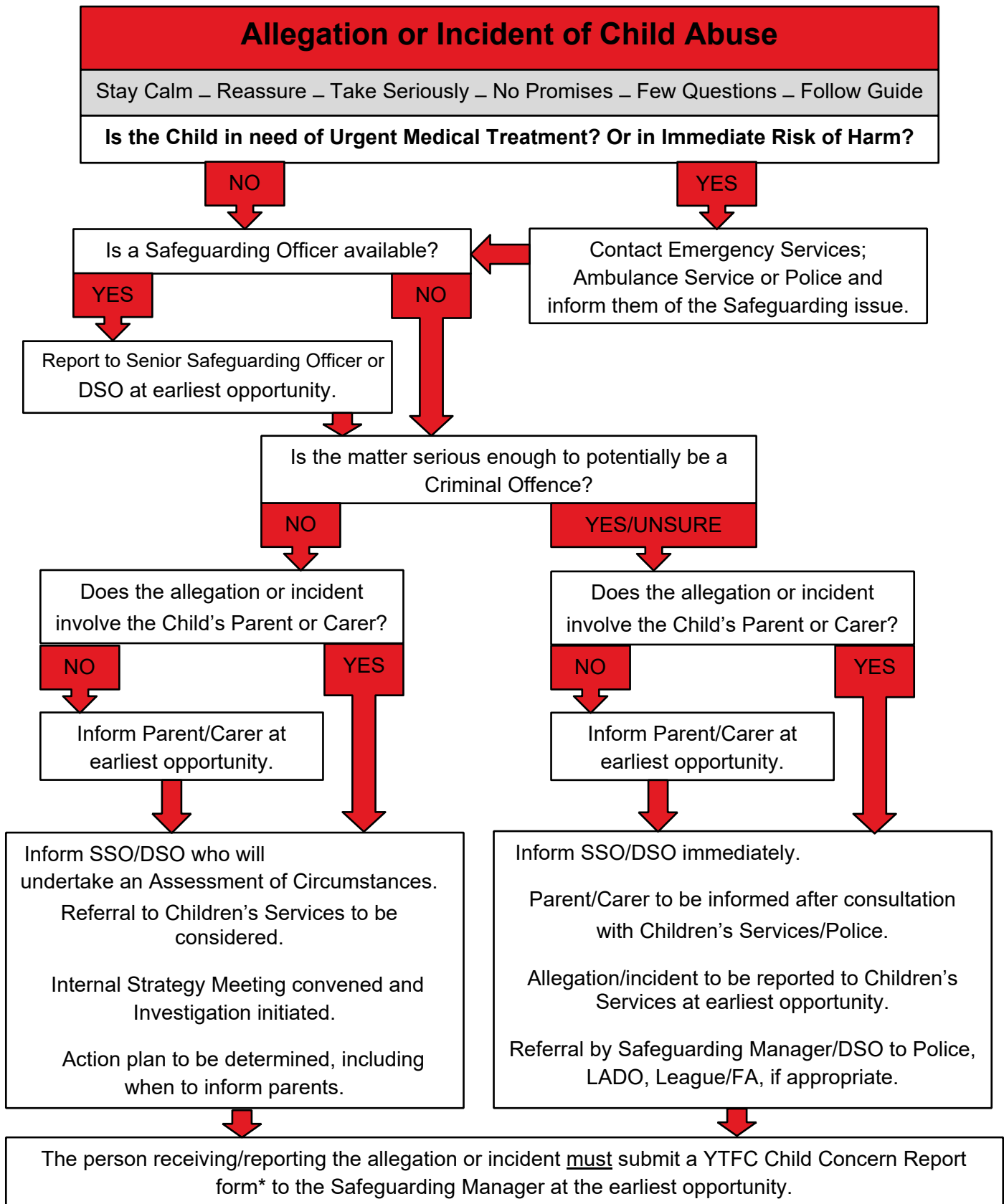
[youthadvisory@thepfa.co.uk](mailto:youthadvisory@thepfa.co.uk)



## **Government Guidance**

Broad government guidance on additional safeguarding issues (as per the Keeping Children Safe in Education Guidance 2015) listed below, can be accessed via the GOV.UK website:

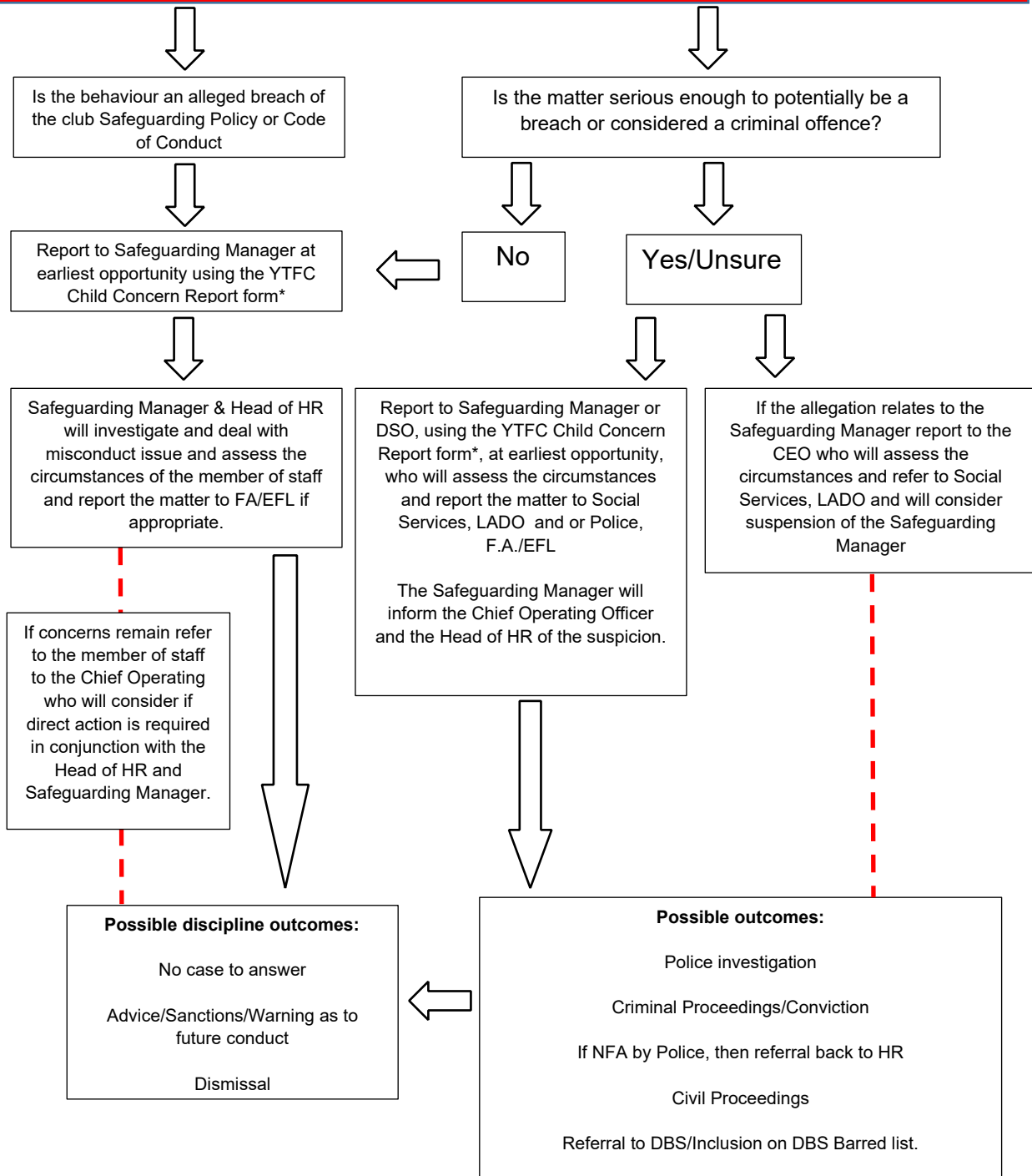
- bullying including cyberbullying
- children missing education
- child missing from home or care
- child sexual exploitation (CSE)
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence • gender-based violence/violence against women and girls (VAWG)
- hate
- mental health
- missing children and adults
- private fostering
- preventing radicalisation
- relationship abuse
- sexting
- trafficking



\*YTFC Child Concern Report form is available on the YTFC SharePoint website.

## Allegation of Child Abuse or Poor Practice by a Member of YTFC Staff

**Stay Calm – Reassure – Take Seriously – No Promises – Few Questions – Follow Guide**



YTFC Child Concern Report form is available on the YTFC SharePoint website.

### **Making a Referral to the League / F.A.**

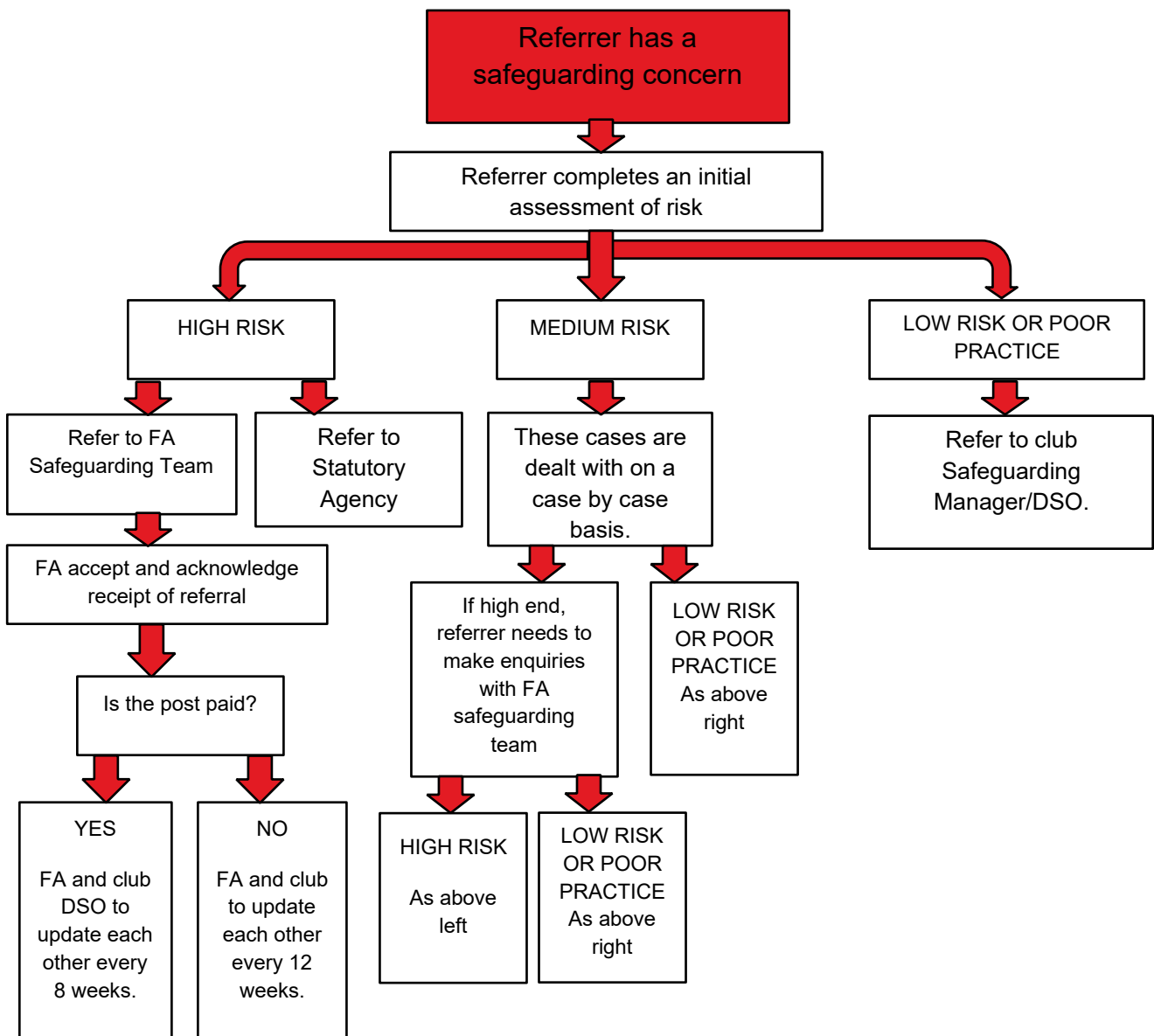
On making any referral of an allegation of or incident of suspected abuse of or unsuitable behaviour towards a Child or Adult at Risk to any external agency (including the police, the local authority or the DBS), the Head of Safeguarding shall notify the club Safeguarding Lead in writing and ensure that the Safeguarding Lead is kept fully apprised of the progress of the referral and any subsequent investigation or action.

The club will notify the League and the F.A. of the referral or incident (through the submission of the Affiliated Football Safeguarding Referral Form) and provide them with appropriate updates in respect of:

- Any evidence obtained by the club demonstrating the abuse of, or unsuitable behaviour towards, a Child or Adult at Risk (whether the evidence relates to conduct by a member of Staff in the performance of their duties as a member of Staff, or otherwise);
- A third (or subsequent) incident or allegation of 'poor practice' (as defined in Affiliated Football's Safeguarding Procedures) in relation to a Child or Adult at Risk involving the same member of Staff;
- Any referral of an allegation or incident of suspected abuse or of unsuitable behaviour towards a Child or Adult at Risk the club has made to any external agency.
- Any investigation by an external agency into suspected abuse of or 'unsuitable behaviour' towards a Child or Adult at Risk involved in an Activity of which the club becomes aware.

A referral is made by completing an 'Affiliated Football Referral Form' and sent to The FA Safeguarding Team or County FA (depending on level of risk assessed) within 24 hours. Referrals can be made over the phone but a written referral needs to be sent within 24 hours. The FA's Safeguarding Team can be contacted on 0844 9808200 (ext. 6401 or 6876) or email [safeguarding@thefa.com](mailto:safeguarding@thefa.com)

## FA Referral process



Alternatively, Somerset FA Welfare Officer can be contacted on 01458 837 034

[Shirley.Needham@somersetfa.com](mailto:Shirley.Needham@somersetfa.com)

The FA/NSPCC 24-hour Helpline can be contacted for advice on 0808 800

5000 Deaf users text phone 0800 056 0566

## **Suspensions by the FA**

When the FA suspends an individual the FA Safeguarding Team will notify the Safeguarding Manager of the suspension. This notification will be via a copy of the suspension letter sent to the individual.

For further details of The FA process of investigation and decision making (including the appeals process) please refer to The FA's Safeguarding Rules and Regulations available on [www.theFA.com](http://www.theFA.com).

The following legislation and national and local guidance has been used to inform this policy:

- Working Together to Safeguard Children.
- Data Protection Act 1998.
- Sexual Offences Act 2003.
- 67 Serious Crime Act 2015
- Protection of Children Act 1978
- S.160 Criminal Justice Act 1988
- Safeguarding Vulnerable Groups Act 2006
- The Human Rights Act 1998.
- UN Convention on the Rights of the Child (UNCRC) Achieving Best Evidence 2011.
- Premier League Guidance for Safer Working Practice.
- Premier League Youth Development Rules
- FA Grassroots Football Safeguarding Children 2016.
- FA Safeguarding Rules and Regulations.
- The F.A. RESPECT Campaign.
- NSPCC Child Protection in Sport Unit guidance.
- Keeping Children Safe in Education (Statutory guidance for schools and colleges) July 2015

## **POLICY UPDATE**

This policy will be reviewed annually, or in light of any changes in legislation or guidance, or following any learning outcomes from safeguarding incidents, concerns or allegations.

Policy dated July 2018