

## **Morecambe Football Club/Community Sports**

### **INTRODUCTION**

#### **SAFGUARDING CHILDREN POLICY STATEMENT:**

Morecambe football club henceforth referred to as MFC and MFC Community Sports are committed to safeguarding the welfare of every child and young person who has been entrusted to our care. A child or young person is anyone under the age of 18 engaged in any club football activity. Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. MFC and MFC Community Sports are committed to working to provide a safe environment for all and we aim to achieve this through adherence to The Football Association's (FA) Safeguarding Children Policy and Procedure and to The English Football League guidelines that have been adopted by the club.

MFC and MFC Community Sports recognises and acknowledges that safeguarding is the responsibility of every adult involved in our club.

It is noted and accepted that in line with The FA's guidance this applies to everyone in football whether in a paid or voluntary capacity. MFC and MFC Community Sports expects any person involved with the club in any capacity to adhere to and be committed to this safeguarding policy and follow the procedures outlined if they have a concern or receive a disclosure regarding the welfare of a child.

#### **THE KEY PRINCIPLES OF THIS POLICY ARE:**

The child's welfare is, and must always be, the paramount consideration.

All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.

- Develop promote and review ways of protecting this group of children and young people from discrimination, abuse, exploitation, or treatment which degrades them.
- All concerns and allegations of abuse will be taken seriously and responded to appropriately.
- Working in partnership with other organisations, e.g. Police and Children's Social Care, The Football Authorities, children and young people and their parents/carers is essential.

#### **THE AIM OF THE CLUB'S POLICIES AND PROCEDURES ARE TO:**

Provide children and young people with a safe environment whilst in the care of MFC and MFC Community staff /volunteers.

- Provide staff with a framework for safe work with children and young people.
- Promote best practice at all times.
- Keep up to date with current legislation and guides from the follow

## Morecambe Football Club/Community Sports

Working Together to Safeguard Children 2015
Children Act 1989/2004
Safeguarding Vulnerable Groups Act 2006
Protection of Freedoms Act 2012
Keeping Children Safe in Education 2015
Sexual Offences Act 2003
Amendments Act
Mental Capacity Act 2005
Care Act 2014

### **THESE AIMS WILL BE MET BY:**

Ensuring all staff who work with children and young people are recruited appropriately including clearance through enhanced DBS process as required for the role.

- Ensuring all staff receive induction, training and continuous professional development in relation to safeguarding children.
- Ensuring all staff working with children hold the appropriate qualifications for the role.
- Ensuring all staff/volunteers are aware of how to make informed and confident responses to disclosures.
- Ensuring all staff/volunteers are alert to signs of behavioural change/abuse and that all suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.
- Increase awareness of Respect within the club and do all we can to respect the rights, wishes and feelings of children and young people who participate in our activities and programmes.
- Working in partnership with other organisations, including parents/carers, statutory agencies and footballing authorities to safeguard and promote the welfare of children and young people.
- Ensuring all parents and children are made aware of MFC and MFC Community Sports Safeguarding Children Policy and procedures for reporting concerns and the fact that cases may be referred to the external statutory agencies or to The FA if necessary.
- Providing a safe environment for children and young people who participate in our activities and programmes.

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- Regular review of these policies and procedures in line with guidance from The Football Authorities, The Local Safeguarding Children's Board and Government Guidance or in light of any serious safeguarding incident.

### **SAFEGUARDING CHILDREN PROCEDURES (FLOW CHART AVAILABLE STAFF NOTICE BOARD)**

#### **WHAT TO DO IF YOU HAVE A CONCERN:**

The staff and volunteers of MFC and MFC Community Sports are not expert in recognising child abuse. It is therefore expected that if any person at the club has a concern about the welfare of a child they will discuss their concerns with the Child Protection Officer (CPO) who is the person designated within the club to deal with child protection matters.

Janet Preston 01524 412125

If the Child Protection Officer is not available the person having the concerns should contact any of the support services in listed below

#### **IF YOU HAVE A CONCERN A CHILD IS IN IMMEDIATE DANGER:**

If the concern is a child protection concern and the child is in immediate or imminent danger then staff or the CPO should immediately call the police or Morecambe Children's Services/Social Care Department.

If the child needs immediate medical treatment then telephone for an ambulance or take the young person to hospital (only if appropriate). You need to inform the parents you are doing this. \* **If the parents are allegedly involved in the abuse, only inform them that you are taking the child to hospital. Do not share any other information.** Inform the medics / doctor of your concerns in relation to child protection issues (the doctor will take the appropriate action). Inform the Club's CPO/FLCPA of the action you have taken as soon as possible and they will inform the appropriate agencies.

#### **IF YOU HAVE A CONCERN A CHILD IS AT RISK OF POSSIBLE CHILD ABUSE:**

If the concern is a child protection concern but the child is not in immediate danger then you must inform the CPO as soon as possible. The CPO will refer to the appropriate agency or seek further advice. Further advice is available from:

The English Football League	
Child Protection Advisor	T: Ann Hussey 07795 628 379
The FA County Welfare Office	T: Neil Yates 01772 62400
The FA Case Management Team	T: 0844 980 8200 Ex.4787
The FA Safeguarding Children General Enquiry	T:0845 210 8080
<a href="http://www.TheFA.com/Footballsafes">www.TheFA.com/Footballsafes</a> • Emailing –	Footballsafes@TheFA.com
The NSPCC 24 Hour Helpline	T: 0800 800 500
The Local Authority Designated Officer LADO	T: Tim Booth 01772 536694

#### **IF YOU HAVE A CONCERN A CHILD IS AT RISK OF POOR PRACTICE:**

If the concern is one of poor practice then this should be reported to the club CPO. The club may deal with the complaint internally following the club's 'Complaints and Grievance Procedures in line with HR Policies and Procedures. (Further details on these policies are available in the staff handbook).

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Complaints of poor practice may be referred directly to The FA by parents but the club would request that safeguarding complaints are address to the CPO in the first instance to provide the opportunity to deal with any poor practice complaint and to improve the services offered.

### RESPONDING TO DISCLOSURES:

Children who experience abuse may choose to tell people who they trust and with whom they feel safe. It is essential that all children who participate in the activities of MFC and MFC Community Sports are given opportunities to talk about any concerns they may have. Children should be made aware that they can speak to a person at the club that they trust. What to do if a child tells you they are being abused?

- Stay calm.
- Ensure the child is safe and there is no immediate danger.
- If the child/young person is present, reassure them they were right to tell and they are not to blame.
- Take what they say seriously.
- If the child or young person needs immediate medical treatment, telephone for an ambulance, inform doctors/medic of your concerns and ensure that they are aware that this is a child protection issue.
- Don't promise to keep confidentiality or promise a possible outcome.
- Keep questions to a minimum and only use them to clarify what you have been told.
- In the event of suspicion of sexual abuse, advise the child not to bathe or shower until given permission to do so. Washing can destroy valuable evidence.
- Staff will be led by the CPO, Designated Person, or the agency managing the allegation as to who should inform parents/carers.
- Make a full written record of what was said, seen and heard as soon as you can. (Using the Club's Child Protection Incident Report Form) **REMEMBER - you can contact the NSPCC 24 hour Helpline on 0800 800 5000 or Deaf users text phone 0800 056 0566, at any time, for immediate advice and guidance.**

### DBS/CRC

- All staff in regular activity with children young people and venerable adults paid or volunteers will be DBS checked, information and support will be given from the clubs DSO with the process.
- All DBS checks are completed online using the FA /DGD check. The FA CRB is an appropriate umbrella body for processing Criminal Records Check to safeguard Children in football.
- The FA DBS checking system checks assess all content on the application and will ask for further information is needed.

### DBS CONTENT

If a DBS application has content, it will assed by the FA and they will inform the club's DSO informing of any issues more. This information goes to the DSO who would review the information seeking a panel meeting (members of the panel are DSO, Trustee & director responsible for safeguarding at club board level) All information will be treated in the strictest confidence and will dealt with dependent on position applied for and relevance of the content. The applicant will be kept up to date with the process and will have a decision within 28 working days.

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### WHAT IS CHILD ABUSE

Child abuse is a term used to describe what happens when a person, or group of people, harm a child or young person under the age of eighteen. Child abuse may mean that harm is actively done to the child, such as a beating or burning or is the result of a failure to protect the child from harm. The abuser is often an adult, but, may also be another young person and occasionally even a child. Both males and females do abuse. Usually the abuser has some sort of power over the child and often knows the child well. Abuse can happen anywhere – the family, any institution or group and in any activity where children are present.

There are five types of abuse – neglect, physical abuse, sexual abuse, emotional abuse and bullying. Football acknowledges bullying as a form of abuse. The risk and evidence is that bullying and direct abuse, or neglect, can happen in football.

**NEGLECT** is the persistent failure to meet a child's basic physical and/or psychological needs. For example: food, shelter, warmth and clothing, or medical or emotional needs for attention and affection. It occurs if children or young people are left alone or inadequately supervised or where they are exposed to danger, injury or extreme weather conditions.

**PHYSICAL ABUSE** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to children or failing to prevent these injuries or illnesses from happening.

**SEXUAL ABUSE** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. This includes the use of sexually explicit language and jokes and exposure to pornographic material or watching sexual activities, exploiting or encouraging children to behave in sexually inappropriate ways. Sexually explicit images of children and young people are often referred to as child pornography. The making, adapting or viewing of sexually explicit images of children or young people is sexual 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. It may involve degrading them or conveying to children that they are worthless or unloved; inadequate or valued only in so far as they meet the needs of another person. These may include pushing a child beyond their current developmental capability, as well as over-protection or limiting the child's social interaction. It may involve the child witnessing the ill-treatment of another; or serious bullying causing children to be constantly frightened or traumatised and can be inflicted by other children as well as adults.

**BULLYING** is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft) verbal (e.g. racist, sexist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group, constant taunting, **shouting and screaming threats and gestures**). **Bullying can take place in a number of forms including by letter or in person but may also include CYBER-BULLYING** by text messaging, e-mail, telephone/mobile phone or through social network sites. **RACISM** may be considered by MFC and MFC Community Sports as bullying under some circumstances and the club's commitment to anti-racism is addressed in the MFC and MFC Community Sports Equal Opportunities Policy. Emotional abuse and verbal bullying appear to be more common in football.

**Abuse and bullying can occur in any setting including sport and football. MFC and MFC Community Sports will do all we can to reduce the opportunity for bullying and abuse to occur in our club.**

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### POSSIBLE WARNING SIGNS OF ABUSE:

- Children having bruises, cuts, abrasions or burns on parts of their body where such injuries are usually unexpected.
- The explanation for the injury does not match the nature of the injury.
- A child or young person makes a statement that they have been abused, or describe behaviour towards them, which could be considered as abusive.
- Other people have expressed concern for the child or young person's wellbeing.
- There are changes in the child or young person's behaviour or mood, for which there appear to be no logical explanations.
- The child or young person displays an inappropriate sexual awareness or plays and talks in sexually explicit ways.
- The child or young person has difficulty making friends and/or is actively discouraged by those caring for him/her, from having close relationships.
- A child or young person becoming wary and distrustful and not wanting to be with an adult they previously appeared to like.
- A child or young person not being able to trust adults especially those with whom they would normally be expected to have a close relationship.
- A child or young person becoming increasingly dirty and poorly clothed.

This list is not exhaustive and does not contain all of the warning signs of abuse. If you have any concerns about the welfare of a child contact the Club CPO.

### EFFECTS OF ABUSE:

Each individual act of abuse is unique and children who are abused can be affected in different ways children and young people can experience abuse at any stage in their lives and their experience can have far reaching detrimental effects, particularly if they remain unprotected or are not provided with help to overcome their abusive experiences.

It is the responsibility of every person working at the club to report any concern they have regarding the welfare of a child in order that a referral may be made to specialist services which have expertise in dealing with the effects of abuse.

### RESPONDING TO DISCLOSURES:

Children who experience abuse may choose to tell people who they trust and with whom they feel safe. It is essential that all children who participate in the activities of MFC and MFC Community Sports are given opportunities to talk about any concerns they may have. Children should be made aware that they can speak to a person at the club that they trust. What to do if a child tells you they are being abused?

- Stay calm.
- Ensure the child is safe and there is no immediate danger.
- If the child/young person is present, reassure them they were right to tell and they are not to blame.
- Take what they say seriously.
- If the child or young person needs immediate medical treatment, telephone for an ambulance, inform doctors/medic of your concerns and ensure that they are aware that this is a child protection issue.
- Don't promise to keep confidentiality or promise a possible outcome.
- Keep questions to a minimum and only use them to clarify what you have been told.
- In the event of suspicion of sexual abuse advise the child not to bathe or shower until given permission to do so. Washing can destroy valuable evidence.
- Staff will be led by the CPO, Designated Person, or the agency managing the allegation as to who should inform parents/carers.
- Make a full written record of what was said, seen and heard as soon as you can. (Using the Club's Child Protection Incident Report Form)
- **REMEMBER - you can contact the NSPCC 24 hour Helpline on 0808 800 5000 or Deaf users text phone 0800 056 0566, at any time, for immediate advice and guidance.**

### WHAT TO DO IF YOU HAVE A CONERN:

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It is not the responsibility of any of the staff or volunteers of MFC and MFC Community Sports to decide if child abuse has, or is taking place. It is your responsibility to report any concerns you may have to the CPO who will take the appropriate action to deal with poor practice or refer on more serious issues to the appropriate agency.

MFC and MFC Community Sports believes in the principle of always working with parents and carers particularly when there are concerns about their children. In many situations it is important to talk informally with parents or carers to try and clarify any initial concerns. Such circumstances would normally relate to changes in a child/young person's temperament or behaviour, which could for example be as a result of bereavement or other family crisis. **\* If concerns are around the parents or in more serious circumstances parents are allegedly involved in the abuse refer the situation to the CPO who will work with external agencies to decide how parents should be informed.**

### RECORDING OF INFORMATION:

Accurate recording of the circumstances is essential, as in more serious cases there **may** be legal proceedings at a later date.

Such information should include:

- The child/young person's name, date of birth and address.
- The nature of the incident and the date upon which it occurred.
- The staff member or volunteer's observation of the child/young person.
- A note of exactly what the child/young person said and a note of the staff member or volunteer's responses should be kept.
- Staff member or volunteer's should make a note of the action they took as a result of their concerns This could include any discussions they have had with the club's designated person, parents and/or agency representatives.
- The record should be signed and dated and given to the Child Protection Officer as the Trust's designated person dealing with child abuse.

### THE CPO SHOULD THEN

- Refer to Children's Services or Police and follow up in writing within 24 hours - if not, then at the earliest opportunity and add a request for an acknowledgment of receipt of the referral.
- Keep a record of the name and designation of the Children's Services member of staff or Police Officer (Officer number) to whom concerns were passed and record the time and date of the call in case any follow-up is needed
- Ensure all information is maintained safely in accordance with Data Protection Legislation
- Refer the information to The FA Case Management Team
- Inform the EFL CPA of the general circumstances of the referral

\*Information should only be shared on a strictly 'need to know' basis

### DBS REFERRALS

If any person working or volunteering in a Regulated Activity for the Club is suspended as a result of a concern, or internal investigation, for reasons connected to their role with Children, young people or vulnerable adults then the Club must notify The FL CPA and The FA Case Management Team as soon as practicable and in any event within 72 hours.

If the club makes a referral to the police or any other agency they will contact The EFL CPA and The FA Case Management Team.

### ALLEGATIONS OF ABUSE AGAINST STAFF/VOLUNTEERS ASSOCIATED NAME OF CLUB

It is crucial for all staff/volunteers to be aware that abuse can occur in any setting including in football settings. Allegations made against staff member or volunteers of MFC and MFC Community Sports will be taken seriously and appropriate action taken. Complaints and allegations against a member of staff or volunteer will be dealt with in the same manner as any other complaint, disclosure or allegations.

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If the complaint involves the behaviour or practice of the CPO, designated person, the matter should be referred to The Senior Safeguarding Manager at the Club.

If a complaint is made against a member of staff/volunteer of MFC or MFC Community Sports there are three forms of enquiry which could take place.

- A poor practice / misconduct enquiry will be dealt internally in line with club procedures.
- A child protection investigation.
- A criminal investigation.

A child protection investigation and/or a criminal investigation may have a bearing upon an internal enquiry. The findings of a safeguarding enquiry or investigations may result in disciplinary action or dismissal.

### **DEALING WITH INTERNAL COMPLAINTS AND ALLEGATIONS**

The CPO as the designated person along with the Senior Safeguarding Manager will after consultation with and advice from the appropriate agencies inform the person about whom the allegation has been made that (s)he is the subject of a complaint. This **may** result in the person being temporarily suspended from activities at the club until further enquiries are made and there is an outcome with regard to the complaint.

A complaint or allegation may have insufficient evidence to allow the police to pursue a criminal prosecution. In such cases an MFC and MFC Community Sports Panel including the Senior Safeguarding Manager and CPO will consider all the information available and reach a decision based on the balance of probability if it is more likely than not that the allegation is true. Any decision will be based on the welfare of the child/young person being of paramount importance".

The Panel will make a decision and take action which may include dismissal, official disciplinary procedures or other appropriate sanctions or actions, including a requirement for the person(s) to undertake further training or be subject to close supervision in response to the outcome of the enquiry.

The Club, regardless of the outcome of the Social Services Decision, or a police investigation, will make an employment decision with regard to the outcome of any internal enquiry.

The club will work with external agencies as appropriate to offer support to all of those affected by any safeguarding enquiry, disclosure or allegation.

The CPO, designated person, may refer information to The FA if it considers that not sharing information may place a child(ren) at risk.

Confidentiality is very important. All staff/volunteers involved with the MFC and MFC Community Sports should respect that information is shared on a 'need to know' basis to protect both the child and the alleged accused person.

No individual member of staff/volunteer should respond to any external enquiry with regard to a complaint or allegation. They must refer such enquiries to CPO. Individual members of staff or volunteers must not respond to any media enquiry. Media enquiries must be referred to the designated Media Officer .MFC and MFC Community Sports has in place a Media Policy. (Appendix) Unauthorised discussions/disclosures with the Media may be subject to disciplinary action.

### **STAFF TRAINING/ CODE OF CONDUCT:**

All staff are expected to adhere to The Code of Conduct for staff and Safeguarding policies and procedures. The Codes of Conduct and Policies are in the staff handbook. All new staff read and sign the staff handbook during their induction and existing staff annually or when amendments are made to policies to ensure they stay up to date with changes. This procedure is followed by all staff and volunteers paid or unpaid.

Safeguarding training is undertaken by all staff and volunteers all staff attend The FA's safeguarding workshop. They must keep their certificate up to date, ensure they attend any ongoing CPD training and meeting for safeguarding, cpd is also managed at the annual appraisals where future training can be identified or training can be signed off and recorded on their staff records.

### **WHISTLE BLOWING:**



## **Morecambe Football Club/Community Sports**

It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it. Any adult or young person with concerns about a colleague can also use whistle blowing by contacting The FA Case Management Team on 0844 980 8200 Ex.4787. Alternatively you can go direct the Police or Children's Services and report your concerns there.

**Updated June 2016**

**Please see below Appendix 1**

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**APPENDIX 1**

Useful telephone numbers

**Child Protection Officer**

Janet Preston 01524 412125

**The ENGLISH Football League Child Protection Advisor**

Ann Hussey 07795 628 379

**FA County Welfare Officer**

Neil Yates 0177262400

**FA Case Management Team**

Tel: 0844 980 8200 Ex.4787

**Local Authority Designated Officer (LADO)**

**Tim Booth** 01772 536694

Safeguarding Unit Room B16

County Hall Fishergate Hill

Preston PR1 8R1

**Local Police**

24 Hours – 101

**NSPCC**

Free phone 0800 800 500 (24 hrs)

**Information may have to be shared between agencies. If you act you will be helping a child. Please help to stop child abuse.**

**Updated June 2016**

# Morecambe Football Club

## Child Protection Incident Report Form

1. Please indicate what you are reporting: (tick as appropriate)
- I have concerns that abuse may be occurring (complete sections 2 and 3)
  - I was involved in an incident with a child (complete sections 2 and 4)
  - I was a witness to an incident with a child (complete sections 2 and 4)
  - I have received an allegation of abuse (complete sections 2 and 5)
  - A child has told me that they are being abused (complete sections 2 and 5)
  - Other – (brief explanation) \_\_\_\_\_

2. Important information:

- Your name  
\_\_\_\_\_
  
  - Your contact details \_\_\_\_\_
  
  - Name of child(ren)  
\_\_\_\_\_
  
  - Capacity in which child is known to you \_\_\_\_\_
  
  - Any other useful information relating to the child (eg: home address, school, date of birth) \_\_\_\_\_  
\_\_\_\_\_
- 

- Is the child aware of this referral. Yes/No (if no explain why)  
\_\_\_\_\_

- Is the parent/carer of the child aware of this referral. Yes/No (if no explain why)  
\_\_\_\_\_

• \_\_\_\_\_  
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## Morecambe Football Club/Community Sports

### 3. Concerns that abuse may be occurring

- Please record the concerns that you have regarding a child or adult:
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- 
- 
- 
- 
- 

### 4. Incident with a child

Please indicate which of the following has occurred (more than one may be indicated):

- A child was hurt accidentally
- A child misinterpreted or misunderstood something.
- An intervention occurred where a child needed to be reasonable physically restraint.
- I was witness to one of the above (please indicate which one)

Please provide further information, including any action taken so far and the reasons for doing so.

### 5. Allegation/Disclosure of abuse:

Allegation/disclosure received from: \_\_\_\_\_

Date \_\_\_\_\_ dd/mm/yy Time received \_\_\_\_\_ (am/pm)

Name of person about whom allegation has been made: \_\_\_\_\_

Relationship to child \_\_\_\_\_

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#### Please relate the circumstances of the disclosure of allegation below.

Please use space below to record the details of the allegation or disclosure you received. This should be a actual account of the information you have received only. Do not include assumptions or opinions of others. Make sure you record details of dates and times and any other potentially useful information. If the disclosure has come from a child who is claiming they are being abused, the conversation should be recorded in their words. If there are any injuries to the child, describe the injuries but do not remove clothing to inspect a child. Do not attempt to investigate the matter yourself. Also record any action you have taken. (Attach a separate sheet if required)

**Morecambe Football Club/Community Sports**

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Role \_\_\_\_\_ Date \_\_\_\_\_

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After completion this form should be returned to the club Safeguarding Officer (CPO)  
Name of CPO

Received by CPO Name \_\_\_\_\_ Date: \_\_\_\_\_

Action taken \_\_\_\_\_ Further information continued in file

**Morecambe Football Club/Community Sports**

**POLICY REVIEW DATES**

**These policies will be reviewed annually or within 4 weeks of the outcome of a safeguarding incident.**

<b>Developed by</b>	<b>Date Review carried out</b>	<b>Version Control</b>	<b>Endorsed by Board</b>	<b>Distributed to Heads of Department</b>
CPO Janet Preston	August 2013	Ver 1	August 2013	August 2013
Janet Preston	August 2014	Ver 1	No changes	August 2014
Janet Preston	July 2015	Ver 1	July 2015	July 2015
Janet Preston	June 2016	Ver 2	June 2016	June 2016

**Once approved by the Board these Policies and Procedures will be:**

- **Distributed via each Head of Department.**
- **A hard copy will be held in the Youth Department/community Administration Office.**
- **They will also be made available on the Club Website.**