

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY AND PROCEDURES



Community
Sports
Trust

Contents

Trust's Commitment.....	3
Trust's Objectives	4
Key Principles	6
Trust Consultation – Children and Young People	7
SAFEGUARDING CHILDREN AND YOUNG PEOPLE PRACTICAL PROCEDURES	8
Reporting and recording of suspicions, concerns or events	9
Data Sharing Guidelines	9
Providing Support	10
Complaints and Disciplinary Procedures	11
Allegations of Non-Recent Abuse	11
Allegations made Out of Hours	12
Possible Outcomes	12
Code of Conduct.....	12
Consequences of non-compliance.....	13
Trust Recruitment and Safeguarding Training	13
Staff and Volunteer Induction process:	14
External Partners / Training Agencies / Suppliers	15
Signs and Indicators of Harm and Abuse.....	15
Sexual Exploitation	16
Emotional Abuse.....	16
Faith Abuse.....	17
Peer on Peer abuse	18
- Domestic abuse.....	18
- Harmful sexual behaviour	18
- Youth Crime and Violence	18
- Contextual Safeguarding	18
Prevent Agenda and Radicalisation.....	19
Managing Peer-on-Peer disclosures	20
Signs and indicators.....	20
Social Media	20
Social Media (Further Guidelines).....	21
Potential indicators of online grooming and sexual exploitation of Children and Young People.....	22
Specific Safeguarding Issues.....	22
Children and Young People Safeguarding Policy review (COVID 19)	24
Definitions	25
Important Contacts	27
Signatories.....	28
Case Management Form	29
Appendices	32

Trust's Commitment

Brentford FC Community Sports Trust ("Trust") is committed to its responsibility for the wellbeing and safety of every Child and Young Person who engages and participates in the Trust's activities and developing a culture and ethos in which Children and Young People can engage and participate in the sports and activities in a safe and enjoyable environment which protects them from harm.

Safeguarding is legally everybody's responsibility. The policy and procedures apply to all individuals within the Trust including trustees, full-time, part-time and zero hour contracted Trust workers, volunteers and commissioning agencies who work with Children and Young People. All will be expected to play their part in protecting Children and Young People from harm and enhancing their well-being.

The Trust will use a child-centred approach when safeguarding Children and Young People, taking the needs of individual Children and Young people into consideration including disabilities, learning needs, hearing and visual impairments, whether they are a young carer or have been involved with the youth justice system. This will inform the safeguarding team of the needs of that Child or Young Person e.g. providing sign language interpreters, visual aids and taking account of individual family circumstances and risk factors.

The Trust intends that its practices and procedures, in addition to continued training, will ensure that everyone knows exactly what is expected of them in relation to the protection of Children and Young People engaged in the Trust's activities.

The Trust has a Designated Safeguarding Officer (DSO), a Senior Safeguarding Officer (SSO) and a Deputy Designated Safeguarding Officer (DDSO). Officers will work collaboratively to ensure that the Trust can provide all staff and participants with the following:

- A robust safeguarding system dedicated to the welfare of all Children and Young People within the Trust's activities
- Training and support for Trust staff
- A clear and direct reporting structure in the event of any safeguarding incidents
- Regular dialogue with local safeguarding support agencies and/or external national bodies

The DDSO will provide a point of contact for staff and participants during the DSO's absence or annual leave. In the absence or annual leave of the SSO, the Operations Director will be the point of contact.

Trust's Objectives

- i) To develop a positive and pro-active approach to best protect all Children and Young People who play and engage with activities across the Trust, enabling them to participate in an enjoyable and safe environment. Trust staff are provided with contact details of the Safeguarding Team, a summary leaflet and a key safeguarding contact card. Project managers will work closely with their team to ensure the procedure for reporting is followed, that accurate information is obtained, risks are assessed, and action is taken to ensure the safety of the Child or Young Person.
- ii) To provide all Trust staff, trustees, full-time, part-time, zero hour contracted and volunteers with opportunities for training on Safeguarding Children and Young People. Safeguarding training will be delivered to the specific role individuals have within the Trust. It will be tailored to the level of regular contact they have with Children or Young People and will be determined by level of understanding their role requires. For instance, Coaching staff have much more contact with Children and Young People compared to staff who are office based. Staff will be provided with information and processes to fulfil their safeguarding responsibilities linked to their role.
- iii) To provide parent/carers with Session Codes of Conduct. This will also include information on safeguarding issues and how to raise any safeguarding concerns.
- iv) To demonstrate best practice in the area of Safeguarding Children and Young People.
- v) To promote high ethics and high standards throughout the entire Trust.
- vi) To recruit new staff, full-time, part-time, zero hours and volunteers fully complying with the Trust's **Safer Recruitment Policy**.
- vii) To liaise confidentially with the English Football League, the Premier League, the Football Association, English Football League (EFL) Trust and/or Brentford Football Club. The Trust will seek advice and report any serious concerns to the relevant football authorities. The Trust will report to the EFL Trust and FA Case Management Teams as quickly as possible or within 24 hours. The Trust will also work closely with social care and the Local Authority Designated Officer and other respective safeguarding agencies and follow police protocols should any safeguarding issues arise at the Trust. The local authority has responsibility to ensure the welfare of Children and Young People. Section 17 from the Children Act 1989 requires social workers to investigate if there's a reasonable doubt that a Child or Young Person is at harm. The local authority is required to make enquiries and assess whether there are safeguarding concerns. A range of Children and Young People who attend sessions are already known to social care. The Trust will assist local authorities and social services with their investigations when it's appropriate and helpful to do so.

The Children Act 2004 supplements the Children Act 1989 to cover all organisations including the police, clinical commissioning groups, local authorities and other partners working with Children and Young People who have a duty and responsibility to safeguard and ensure the wellbeing of Children and Young People. As a local partner, responsibility is on the Trust to ensure that professionals, such as social workers and social care organisations are informed of any safeguarding concerns.

Where Children and Young People attending sessions are already referred by or open cases to social care, the Trust will ensure staff liaise with these professionals on a regular basis. Staff will be required to feedback if the Child or Young Person is at risk of harm.

The number for Duty Social Care staff within the different boroughs is also provided to staff. This allows the Trust to contact social care with any safeguarding concerns of any Child or Young person during and outside of office hours (Emergency Duty Teams – EDT).

The steps taken to achieve the above objectives will be through regularly raising awareness with all

staff around safeguarding. Information will be put up in plain sight around the Trust offices and all staff will be sent, via email/coaching temp, updates about any changes to legislation or reiteration of key information such as signs of Abuse and how to report safeguarding concerns.

They will also be provided with a Safeguarding Policy Summary Booklet and a Key Safeguarding Contacts card. The Trust also delivers in-house safeguarding refresher training days along with further safeguarding training, including Internet Safety (social media).

The Trust will review safeguarding procedures with the board approval and sign off. The policy will be reviewed annually unless there is a change in safeguarding legislation. The recent review considered the data protection laws of 2018 and how safeguarding practices would work in line with this. The review considered how information can be shared but still safeguard Children and Young people.

The Trust offers a range of projects throughout its provision including intervention, community engagement and education programmes. Thousands of children and young people access the wide range of initiatives. From time to time the Trust will deliver new activities and programmes. The safeguarding policy and procedures will be used as a guide to safeguard children, however if there are any new and or significant needs of young people then policies will be reviewed to ensure that all Children and Young People are safeguarded. This will be done in collaboration with the specific project manager and the safeguarding team and included in procedures throughout out the organisation e.g. procedures were updated/adapted when the Traineeship programme was first delivered. Additional specific safeguarding risk assessments were introduced due to the complex needs of this specific group.

The Trust will also review its policy and procedures should there be any incident which directly concerns or affects the Trust. A review will take place involving key members of the team, this will include the specific project manager and any other relevant staff, including the safeguarding team and the Operations Director who is also a member of the senior Leadership Team. Amendments to practice will then be made to the policy as well as to staff procedures.

The policy will also be reviewed if there are any significant organisational changes.

Key Principles

A Child or Young Person's welfare is and always will be of paramount consideration. Safeguarding is legally everybody's responsibility, and our aim is to ensure that every individual within the Trust is ready to play their part in the protection of Children and Young People and enhancing their life chances.

All Children and Young People have a right to be protected from abuse, poor practice and exploitation, regardless of their age, gender (including transgender and gender reassignment), disability, culture, language, racial origin, religious beliefs or sexual identity. The Working Together to Safeguard Children Guidance includes a list of new vulnerabilities which also need to be considered. These include disabilities, involvement in anti-social and criminal behaviour, substance/alcohol abuse, challenging family backgrounds and specific needs of young carers. Taking account of these will ensure early identification of any safeguarding concerns and ensure a support plan is put in place. Children and Young People with additional needs may access a number of projects across the Trust, which means there could be a number of potential safeguarding issues. Staff will create a safe environment for all Children and Young People during their sessions. This will ensure that vulnerable Children and Young People can ask for support if needed. Both monitoring the needs and creating a safe environment will ensure that Children and Young People are protected and will be able to ask for help if they need it.

The Trust is committed to ensuring that the additional vulnerabilities of some participants, are also considered sensitively for example, looked after children, young carers, young people with mental health issues and those with mild or complex learning needs or physical disabilities. There are several funded projects within the Trust, which specifically support these Children and Young People. To ensure they are not at risk, the Trust will consider the individual needs of the Child and Young Person and their ability to make decisions under the Mental Capacity Act (2005). An initial assessment will be made as to how limiting the impairment is and how this affects the Child or Young Person's ability to make a decision. The assessment will highlight if the Child or Young Person can understand the decisions they are making.

The Child or Young person will be supported to make their own decisions to the best of their abilities. With support, the Child or Young Person will have a say, make decisions and be treated equally. If they cannot make decisions, the Child or Young Person will be encouraged to contribute as much as possible. Any decisions made by the Trust will always be in the Child or Young Person's best interests.

Any suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. Therefore, Safeguarding Policies are interlinked with the Trust's Whistleblowing policies.

The Trust will work in partnership with its governing bodies, partnering organisations e.g. Social Care and the Police, Children and Young People and their parents or carers.

The Trust is committed to working with the Multi-Agency Safeguarding Hub (MASH) confidentially, in accordance with the Police, Local Authority Children's Services Departments, Local Safeguarding Children's Boards (LSCB) and the Safeguarding Review Panel. The 2004 Children Act which supplemented the Children Act 1989, places a duty on local authorities re the importance of interagency work with the police, local authorities and their partners.

Trust Consultation – Children and Young People

The Trust will conduct regular consultation with Children and Young People to ensure that any needs and concerns within projects or activities are monitored, reviewed and addressed. The Trust will undertake and apply the following methods to this consultation process:

- Regular activity questionnaires;
- Participant feedback forms including suggestion boxes;
- Participant focus groups.

In undertaking this consultation, the Trust will:

- Ensure that consultation arrangements make it easy for Children and Young People to participate, for example, the Trust will consider the timing and location of face-to-face consultation and make written or computer-based consultations easy to fill in e.g. Survey Monkey
- Give Children and Young People (and intermediaries) initial briefings, explaining why they are being consulted, what they will be asked to do, what will happen to that information, and what may happen as a result.
- Provide post-consultation feedback on the impact of their involvement following their participation, for example, to highlight what changes will be made to the project as a result of their feedback.
- Make every effort to ensure that Children and Young People, and the staff and volunteers that work with them, do not regard consultation as a burden, but rather as a positive way of improving services and outcomes for children and young people.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE PRACTICAL PROCEDURES

Although the Trust's commitment is paramount to safeguarding Children and Young People from harm or abuse, there may be occasions when concerns are raised over the treatment of a Child or Young Person or about the welfare of a Child or Young Person in their personal life or from another Child or Young Person at a session not directly linked to the Trust. Such notifications are 'disclosures'.

As the person receiving a disclosure, you should:

- a. Stay calm so as not to worry or frighten the Child or Young Person;
- b. Tell the Child or Young Person that they are not to blame and that they were right to share this;
- c. Take what the Child or Young Person says seriously; listen actively and reiterate they were right in sharing this with you.
- d. Explain what you will do next, which will be to take note of what has been said. Take note only in the Child or Young Person's words – Include the following: Date, Time, Venue and the persons present.
- e. Avoid asking leading questions and keep any questions to an absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said;
- f. Read the notes back to the Child or Young Person to ensure you have got the details correct.
- g. Explain what you will do next, depending on the Child or Young Person's age and understanding, tell them you will contact your Manager (Younger Child) or Safeguarding Officer (Older Child or Young Person).
- h. Ensure the immediate safety of the Child or Young Person.
- i. If the Child or Young person needs immediate medical treatment telephone for an ambulance, inform paramedics of concerns and ensure that they are aware that this is a safeguarding *concern*. Contact a member of the Trust's Safeguarding Team immediately thereafter.
- j. Re-assure the Child or Young Person, but do not make promises of confidentiality or assume outcomes.
- k. In the event of suspicion of Sexual Abuse, do not let the Child or Young Person bathe or shower until they given permission to do so, as washing can destroy valuable evidence.
- l. Inform a member of the Safeguarding Team and your Manager for advice as to what to do next.
- m. Inform the parents or carer immediately thereafter unless you have specific reason not to. For example, if the Child or Young Person has named the parent or carer as the perpetrator. If there is a reason not to notify the parents or carer, contact a member of the Trust's Safeguarding Team - the Designated Safeguarding Officer (DSO) or Deputy Designated Safeguarding Officer (DDSO). If any of them are unavailable, contact the Trust Operations Director. If the Operations Director is unavailable contact the CEO and then local Social Services, the police, or Children's Services, for guidance.
Contact details on page 27

Reporting and recording of suspicions, concerns or events

Keep an accurate record, as there may be legal proceedings at a later date. This must include, your name, date of disclosure/suspicion/concern/event, venue, Child or Young Person's name, using their initials.

The Designated Safeguarding Officer (DSO) or a member of the Safeguarding Team should be contacted as soon as possible and immediately after a Child or Young Person has made a disclosure.

For any serious safeguarding concerns the Case Management Form should be completed. Managers and Coordinators will support coaching staff to complete the [Case Management Form \(Pages 29-31\)](#), which will be used as a means of tracking and monitoring any concerns staff have.

If there is a risk that a staff member will be a further risk to any Child or Young Person, the Trust will report it to other professionals and agencies including the local authorities, police, Premier League and the FA Case Management Team as quickly as possible.

If the disclosure is an allegation of Abuse against a member of Trust staff, it should be confirmed by completing a Case Management Form. The Safeguarding Team will decide on the next steps with a view to informing the Local Authority Designated Officer (LADO) within 24 hours and will keep a record via email.

Data Sharing Guidelines

Ensure all information is maintained safely in accordance with data protection legislation, including GDPR and the Data Protection Act 2018 which requires organisations to process data in a lawful manner.

Information should only be shared on a strictly "need to know" basis usually via the Multi-Agency Safeguarding Hub (MASH).

The Trust works across numerous Boroughs with large numbers of Children and Young People. Therefore, information regarding their welfare and safeguarding will be shared across multi agencies in line with The Working Together to Safeguard Children National Guidance. Trust staff should follow the Guidelines to share information securely and confidentially.

When sharing data regarding Children or Young People, the Trust will be transparent with their family. The Trust will communicate clearly who the data will be shared with, and the reasons for sharing and seek their consent where appropriate. If there are concerns for the safety of the Child or Young Person, then the DSO will make an informed judgement, whilst liaising with the Operations Director (OD) and CEO, in sharing the information to stop any harm coming to the Child or Young Person.

Clear records will be kept of the name and designation of the services contacted, the member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed. Staff should follow the Trust's processes and guidelines, either through Egress which is an encrypted email programme or password protection, when sharing sensitive safeguarding information.

Staff have had GDPR training and will need to adhere to the Trust's Data Protection Policy when sharing information and data. Staff are also provided with guidelines to sharing data and information with third parties.

Completed Case Management Forms are stored electronically in a 'protected' folder, with 'access' permissions granted to the Safeguarding Team, Operations Director and CEO only. This is to ensure that the information saved on the Trust's SharePoint remains confidential and access to sensitive safeguarding information is limited to designated persons.

Staff are expected to sign a confidentiality agreement with regard to safeguarding and sensitive information. This includes any completed Incident or Case Management Forms. Sensitive safeguarding case information is password protected and shared within the Safeguarding Team and the relevant project coordinator/manager, to maintain confidentiality.

Consent Forms which are completed by participants who take part in any Trust activity also stipulate to parent/carers, that any safeguarding concerns will be reported to the relevant authorities, depending on the nature of the disclosure or concern.

Case Management - In the case of Abuse or alleged Abuse from a member of Trust Staff:Steps to manage any allegations

The Designated Safeguarding Officer will consult with the Trust's Operations Director and CEO to determine if there is any risk of harm to a Child or Young Person. If there is a serious concern, the incident will be accelerated very quickly and reported to the LADO, otherwise it will be reported within 24 hours of the allegation being made. If the incident does not put any Child or Young Person at risk of harm, the Trust will address the behaviour of the staff member and they will resume their normal working duties.

The Trust will assess all individual cases under the appropriate Trust's misconduct and disciplinary procedures, irrespective of the findings of the Adult Social Care Services or Police enquiries.

The Trust will decide whether the nature of the concerns need to be disclosed and dealt with by the appropriate sporting bodies and whether the EFL Trust or the FA Case Management Team should also be informed. This will be carried out very quickly if any Child or Young Person is at risk of ongoing harm.

Providing Support

The Trust also has a responsibility to the staff member against whom allegations have been made and they should be supported throughout the investigation process. The Trust will inform Human Resources, who will determine any resources needed to support the staff member.

The Trust will inform the EFL Trust and the FA Case Management Team within 48 hours of any serious or harmful allegations against a member of the coaching staff, who could potentially move to another area. If the incident becomes a legal matter, the Premier League and the Premier League Case Manager will be informed immediately.

Individuals will be informed when they are subject of a safeguarding concern and will be provided a point of contact to keep them informed of proceedings. The staff member will be told of the nature of the allegation, how the enquiry is carried out and what the possible outcomes could be.

The Trust will treat the staff member fairly, help them understand the nature of the allegation and be open and honest. If they are suspended, they will be kept up to date with the enquiries.

The Trust will decide whether a member of staff or volunteer can be reinstated and how this can be handled sensitively. The Trust will reach a decision based upon available information.

If there is any concern about a fellow member of staff acting or behaving inappropriately, it is very important that you raise your concerns. The **Trust's Whistleblowing Policy - Safeguarding** should be referred to – **Appendix 15**.

The Trust will carry out its own investigations independently of the Police and Adult Services, where it believes it is necessary. The Trust will support all designated persons in carrying out their role and responsibilities.

Possible outcomes of investigations

- No case to answer
- Advice and/or warning as to future conduct
- Further support or training
- Supervision and/or monitoring
- Suspension
- Dismissal.

Complaints and Disciplinary Procedures

(See Staff Handbook for full Disciplinary/Grievance Procedures)

A complaint may be made by an individual who has been the subject of poor practice or a safeguarding concern.

In the first instance, the complainant is required to contact the Trust's Designated Safeguarding Officer, who will liaise with the Operations Director. The Trust's Safeguarding Team will try to resolve the complainant's concerns and give appropriate assurances regarding the management of the case in question. A record of the resolution will be made and copied to the complainant. Staff can speak openly to their line manager and the Safeguarding Team. The Line Manager will then liaise with the Operations Director and CEO. The DSO will notify the Operations Director as quickly as possible.

If the complainant is dissatisfied with the response and wishes to take the matter further, they should appeal to the Operations Director, in writing. This should be done in writing and the staff member will receive feedback within 48 hours.

The appeal must identify the specific decision being appealed and set out the grounds of appeal and the reasons why it would be substantially unfair not to alter the decision.

The appeal panel will consist of three [persons/trustees] not involved in the initial decision-making panel. Staff will be given notification of the outcome of the appeal within 5 working days.

Allegations of Non-Recent Abuse

Allegations of Abuse could be made at any point. They can be made some time after the event (e.g. by a person who was abused, by a member of Trust staff or volunteer who is still currently working with any Child or Young Person, either within the Trust or elsewhere). Where such an allegation is made, the Trust's Designated Safeguarding Officer should be informed immediately, who will liaise with the Operations Director. When an allegation has been made, the DSO will not investigate but keep a factual record of the account. The DSO will collect written details of the allegation or concern with dates, times, locations and incidents. These will be collated and signed by the person who has received the allegation. Any discussions or decisions will also be recorded and signed within the written account. If the staff member still works within the Trust, they will be suspended, pending ongoing investigations. If the staff member has moved on, it will be reported to the relevant authorities.

The DSO will record and report any allegations to the Local Authority Designated Officer (LADO), as soon as possible. The LADO will oversee the investigation. If the accused staff member no longer works at the Trust, the Premier League and the FA Case Management Team will be notified immediately of any non-recent allegations. If it is unclear whether the incident is an allegation or a concern, the LADO should be consulted for advice.

Allegations made Out of Hours

If there are any allegations outside working hours, a Risk Assessment should be carried out straight away. Staff should speak to the DSO. Any concerns should be reported to the Duty Social Care Worker for the particular local authority straight away (EDT - Emergency Duty Team, available 24/7 by phone) and the Local Authority Designated Officer LADO (lead Safeguarding Officer) as soon as possible. If appropriate, the police should also be informed within one working day, or immediately if any other Children or Young Person are at risk of harm.

The Trust will work collaboratively and in consultation with local partners and professionals including the police and social care to protect any other vulnerable Children or Young People, who may still be at risk of harm from a particular individual.

Possible Outcomes

- No case to answer
- Advice and/or warning as future conduct
- Further support or training
- Supervision and/or monitoring
- Suspension.

Code of Conduct

All Trust staff and volunteers are expected to conduct themselves at all times in a professional manner as set out in the Trust's Employee's Handbook. This will ensure the Safeguarding of Children and Young People, while reducing the risk of allegations made against staff.

A general Safeguarding Code of Conduct providing staff and volunteers with guidance is set out below. The Trust is committed to its responsibility for the wellbeing and safety of every Child and Young Person who engages and participates in the Trust's activities. Trust staff, volunteers and trustees must:

- i. Recognise that the role of a Staff member or Volunteer places him/her in a position of trust with regard to Children and Young People with whom they come into contact in the performance of their role. They must uphold that trust at all times.
- ii. Not knowingly place themselves in a situation where they are alone with any Child or Young Person. They should endeavour to ensure that they work with groups of Children and Young People and, where possible, that there is always another adult in attendance at any meetings. Staff and Volunteers must avoid remote areas and wherever possible leave doors open. Staff must complete a Risk Assessment when working in a new environment.
- iii. Avoid using inappropriate language in front of, about or to a Child or Young Person. Staff and Volunteers must display consistently high standards of professional behaviour and appearance, acting as a positive role model for the Trust.

iv. Be aware that even well-intentioned physical contact may be misconstrued by the Child or Young Person, observers or by anyone to whom the action is described. Never make physical contact with a Child or Young Person in a way which may be construed as being inappropriate. Be aware of cultural or religious views about physical contact and always be sensitive to issues of gender. Understanding appropriate physical contact and how it can be perceived will form part of staff training.

v. Not offer to transport individual Child or Young Person in their own vehicle or any other mode of transport (e.g. moped or motorcycle.) Groups may be transported where there are sufficient Trust staff (minimum x 2) available and suitable insurance cover in place. For further guidance, you should refer to the Trust Transport policy.

vi. Not make arrangements to contact, communicate or meet with Children or Young People outside of sessions. In cases where staff already have any social relations with a Child or Young Person or a parent/carer, they must inform a senior member of staff. This may happen where some participants or volunteers move to become Trust staff and they need to be aware this can put them in a vulnerable position. Staff should also copy in their line manager when E mailing participants.

vii. Ensure the DSO is included as a member, in any WhatsApp groups for young people that are set up.

Viii Staff need to be aware that young people sometimes develop a “crush” or “infatuation” with a staff member. Staff members should be careful and deal with this sensitively. If staff feel this may be happening, they should speak to the DSO/DDSO for guidance.

Ix Staff should report any allegations that are made against them or another member of staff. Senior staff DSO/SSO/Operations Director and CEO will put a plan into place.

Consequences of non-compliance

Staff and volunteers within the Trust are placed in a position of trust regarding Children and Young People taking part in Trust activities. Anyone who abuses that trust will be subject to investigation and disciplinary action or in the case of a volunteer, will be required to cease volunteering activities. The abuse may be reported to the police and relevant local authorities where appropriate.

Trust Recruitment and Safeguarding Training

All Trust staff and volunteers will undertake an induction process with the relevant Project Manager or Volunteer Coordinator. The induction process will communicate the Safeguarding Procedures and processes for the Trust; these include knowing who the DSO/DDSO are, access to the Safeguarding Policy, Safeguarding Quick Guide booklet, reporting flow chart for any safeguarding incidents.

Trust staff are required to adhere to the following recruitment policies/processes:

- Safer Recruitment Policy
- Recruitment Procedure Guide
- Volunteer Policy
- Whistleblowing Policy

Staff and Volunteer Induction process:

- Staff training will include staff reviewing their current cohorts of young people and identifying that there may be Children and Young people who are present with vulnerabilities.
- Staff will receive training to ensure they understand the needs of the Children and Young people attending including, young carers, young offenders and those with complex family backgrounds. Staff will be trained to take these factors sensitively into account, creating a safe environment and promoting their wellbeing.
- Training will include taking account of the different needs Children and Young People have and how they communicate (visual/hearing impairment, complex, moderate learning difficulties, young carers, and those engaged with the youth justice system)
- Staff will be trained to safeguard both Children and Young People, who may have differing safeguarding risks e.g. young people may be at risk of engagement as victims or perpetrators in gangs, violent crime, sexual exploitation and going missing, including County Lines.
- Volunteers will be informed of the Trust's safeguarding commitments and procedures at an initial introduction evening.
- There is an induction process after the initial meeting hosted by the Volunteer Co-ordinator, where the Disclosure Barring Service is completed, and two references are provided. They are then introduced to the DSO and DDSO. As a volunteer they should be made aware of their responsibility for any safeguarding issues which may arise. Once volunteers start working with the Trust, they are then assigned to work with a project manager who they can liaise with if they have any safeguarding concerns. They are also given a card with the details of the DSO and DDSO to support the volunteers in addressing any concerns they have and to understand the process to follow.
- The Trust will provide appropriate training throughout the year for Staff and Volunteers, designed to support them in understanding Safeguarding issues. The training will be delivered by the Designated Safeguarding Officer and representatives from appropriate support organisations e.g. Local Authority Designated Officer. All training will be included in the Trust's annual training plan. Staff will be provided with appropriate notice to ensure they are able to attend training.

Induction for new staff will include:

- Contact details for the safeguarding leads
- Flow charts of what to do with a safeguarding concern
- Introduction to the DSO/DSO.

Coaching staff will also be sent reminder texts on a termly basis regarding their safeguarding responsibilities. Communication through a text message will support staff whilst out delivering sessions and enable them to have the opportunity to seek advice and support.

Staff appraisal forms will include a section for safeguarding training needs/concerns and they can then receive the relevant and necessary training.

The Trust will ensure that Safeguarding leads (DSO/Deputy DSO) are supported with training appropriate to their roles.

External Partners / Training Agencies / Suppliers

The Trust may engage the services of other partner organisations, training providers and suppliers to improve and support the needs and understanding of Trust staff and volunteers.

The Trust will ensure the following procedures and standards are in place with an appropriate contract or Service Level Agreement detailing:

1. Safeguarding qualification(s) e.g. current DBS
2. Appropriate Safeguarding Policy and Procedures
3. Health & Safety Policy & Procedures
4. Public Liability Insurance
5. Relevant qualifications
6. Appropriate understanding of the needs of the organisation or group
7. Relevant appropriate industry standards i.e. recognised industry training provider
8. Check cases or claims against partner/supplier/contractor in the last 3 years
9. Cost comparison through tendering process (when appropriate).

Signs and Indicators of Harm and Abuse

What is Harm?

Harm is ill treatment (including sexual abuse and other forms of ill-treatment such as emotional abuse which is not physical) and also the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, or social or behavioural development.

What is Abuse?

Abuse is a violation of a person's human or civil rights by another person(s) and includes:

Neglect

Neglect takes place if adults fail to meet a Child or Young Person basic physical needs, e.g. food, shelter, warmth, and clothing, or emotional needs such as 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.

Within sessions, neglect could occur if Children or Young People do not have proper supervision, clothing or are allowed or encouraged to play whilst injured. It could occur if Children or Young Persons needs are disregarded before, during, or after a session.

Physical Abuse

Physical Abuse includes violence towards a child or young person. This can be evidenced by unusual bruising or marks on the body. It could also happen within sport, where training methods are inappropriate for the developmental age of the Children or Young Person or where they are forced to play with an injury. It could also occur if a Child or Young Person is hit or physically restrained or manhandled by those supervising the game, training session or activity or by their peers.

Sexual Abuse

Sexual Abuse occurs if Children or Young People are used to meet another person's sexual needs. This includes any form of sexual behaviour with a Child or Young Person - by an adult, or another Child or Young Person, the use of sexually explicit language and jokes, inappropriate touching and exposure to pornographic material, or if indecent images are taken or adapted and placed on child pornography or other adult websites or social media sexting images are sent.

Sexual Exploitation

The Sexual Offences Act of 2003 amended an offence which could be committed against under-16's to under-18's. Sexual Exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a Child or Young Person into sexual activity (a) in exchange for something the Child or Young Person needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

The Child or Young Person may have been sexually exploited even if the sexual activity appears consensual but reflects an imbalance in age, mental capacity or power. This can also occur through the use of technology. Violence, coercion and intimidation can be common and sometimes, the Child or Young Person does not see themselves as a victim.

The Sexual Offences Act of 2003 has a number of amendments, including the following:

1. The abuse of position of trust against a child.
2. New offences relating to indecent photos of children.
3. Sexual activity with a child's family member.
4. Meeting a child after sexual grooming.
5. Sexual activity with a child, in their presence, as well as "causing the child to watch a sexual act"
6. There has been further guidance on Child Sexual Exploitation "causing prostituting for gain" and "keeping a brothel"
7. The offence for Sex Trafficking acts are included within and outside the UK.

Emotional Abuse

Emotional Abuse includes frequent threatening, taunting or sarcastic behaviour, withholding affection or being extremely controlling or overprotective. It includes discriminatory behaviour on grounds of race, religion, gender, disability or cultural background and demeaning initiation ceremonies. It can be inflicted by other Children and Young People as well as by adults.

Coaches or parents/carers may emotionally abuse Children and Young People if they constantly criticise, abuse their power, or impose unrealistic pressure to perform to a high standard. It may also occur if participants are allowed to deride people with disabilities or persons from minority cultures and use derogatory language about them.

Bullying

Bullying can be identified as:

- Physical: hitting, kicking and theft; potentially this can happen within Trust sessions. Staff are expected to develop an ethos where this does not happen and create an environment for Children and Young people to speak to them if they need help. As sport is competitive, they should be vigilant that there are no physical attacks within their sessions.
- Verbal: name calling, constant teasing, sarcasm, racist, religious or homophobic taunts, threats and gestures;
- Emotional: tormenting, ridiculing, humiliating and ignoring;
- Sexual: unwanted physical contact or harassment or sexually abusive comments;
- Homophobic behaviour – bullying a child or young person because of their sexual orientation or that of their family or friends;

- **Cyberbullying:** Abusive messages online on social media sites (Facebook, Instagram and Twitter), sharing embarrassing videos or photos, creating fake accounts to shame, forming groups which pick on an individual online, including when playing online games and trolling sending horrible, upsetting or scary messages through online platforms. For online safety of Children and Young People, it is important to ensure they are encouraged to speak out if they are facing online trolling or if they are worried or targeted online;

Bullying can take place anywhere but is more likely to take place where there is inadequate supervision, e.g. in changing rooms, or on the way to and from the area of activity, but can also take place at a training session or in a competition. The Trust will make it clear at the initial discussions on Code of Contact that any form of bullying will not be tolerated.

Sport's competitive nature can create and even support an environment for the bully. The bully can be a parent who pushes too hard, a coach or manager who has a win-at-all costs philosophy; a Child or Young Person intimidating another (also called peer-on-peer bullying) or an official who places unfair pressure on a Child or Young Person. Staff should ensure an inclusive and safe environment is created. All bullying will be investigated by staff to ensure the safety of all participants.

Faith Abuse

There is a national action plan to provide guidelines to safeguard Children and Young people against faith abuse. It is a National Working Group between central government and local statutory partners, faith leaders, voluntary sector organisations and the Metropolitan Police. Faith abuse is when faith is used to abuse a Child or Young Person.

Some of the concepts include:

- witchcraft, spirit possession, demons and devils (Christian faith)
- physical abuse
- evil eye and djinns (Islamic faith)
- dakani (hindu faith)
- using fear of magic or witchcraft to scare children into doing things including domestic slavery and sexual exploitation.

The Trust has responsibility to follow up on such a case with Social Care and should receive in writing within 48 hours of how the referral is being dealt with. If the Trust has not heard back within 3 days then the LADO should be contacted.

Peer on Peer abuse

The Working Together to Safeguard Children and Keeping Children Safe in Education government guidance, set out advice on identifying and managing peer-on-peer abuse through a contextual Safeguarding Framework. Peer-on-Peer abuse refers to Children and Young People who abuse their peers, i.e. both the victim and the perpetrator are Children or Young People.

There is no strict description of Peer-on-Peer abuse. Keeping Children Safe in Education guidance includes the following: physical abuse such as hitting, kicking, shaking, biting and hair pulling, sexting, initiation type violence and rituals.

Four key areas

- Domestic abuse

This refers to control of a Child or Young Person by another Child or Young Person through physical, sexual, emotional or financial abuse and control, in their intimate relations.

- Harmful sexual behaviour

This refers to behaviour which goes outside the age-appropriate sexual parameters. It includes sexual abuse by children or young people who sexually harass or are sexually violent towards another Child or Young Person. Sexual violence can occur between two children and young people of any age and any gender and can happen offline and online. This includes sexual harassment and homophobic abuse. When assessing any disclosure of peer abuse, the age and the development of the child/young person needs to be considered and whether it is consensual or abusive/exploitative and issues of capacity and consent.

- Youth Crime and Violence

This includes offences committed by a Child or Young Person against another Child or Young Person. Offences deemed to be serious youth violence include knife crime, rape and physical violence between young people. These issues often occur within the context of local gangs and drug distribution networks. Disputes can escalate quickly between young people and all staff need to be vigilant towards identifying these issues and preventing and managing conflicts. They should then be raised as safeguarding issues for all involved, with Line Managers and the DSO and DDSO as detailed above.

- Contextual Safeguarding

Assessing safeguarding risks needs to consider the context of the incident. Children and Young People form relationships outside the family, e.g. this could be in Trust sessions and activities. Socialising with their peers, in some circumstances, can lead to abuse – including substance misuse, harm, grooming and involvement in gangs and criminal activity. Parents or carers may not even be aware their children have relations with their peers which could be harmful. They may have little influence over their child outside of their home environment. The Trust has a staff Code of Conduct as part of their practice and for their sessions, highlighting appropriate behaviour and interactions. The Trust ensures the sessions are conducted in a safe environment, with an ethos where Children and Young people can share if they are at risk of harm or worried about anything. Staff should ensure that inappropriate behaviours such as grabbing or touching individuals is not accepted in their sessions and that jokes or comments which hurt or target an individual are not accepted as “banter”.

The Trust offers a range of projects across a number of communities therefore, staff need to be aware of young people who may be vulnerable to Peer-on-Peer abuse. This includes Children and Young people who identify as LGBT and those who may have a Special Educational Needs and Physical or

Learning Disabilities.

Prevent Agenda and Radicalisation

The Prevent agenda is a UK-wide strategy that aims to stop people being drawn into Terrorism. This statutory duty on authorities is set out in section 29 of the Counter-Terrorism and Security Act 2015 and also falls within the remit of Safeguarding Policies.

The strategy's three objectives are:

- To challenge the ideology that supports terrorism.
- To protect vulnerable people from being drawn into terrorism.
- To support sectors and institutions where there are risks of radicalisation.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies – these can come from a wide range of groups and organisations. It can result in a person becoming drawn into terrorism and is a form of safeguarding harm to the vulnerable individual, as well as potentially a risk to the wider public.

All Trust staff have a responsibility to be vigilant and protect children from harm. This includes becoming radicalised and/or being exposed to extreme views. We undertake this responsibility in partnership with the local authority, police, health and community partners. The local authority led Community Safety Partnership is the key multi-agency group that shares information and oversees risks and potential threats locally.

If there is an immediate risk of harm, **call 999 straight away.**

If it isn't an emergency, follow the Trust safeguarding procedures including contacting the Safeguarding Officer and your Manager for support.

Managing Peer-on-Peer disclosures

Trust staff should manage disclosures carefully and consider the context of the incident, taking account of why the behaviour is of concern, how often it has happened, and the age of and vulnerability of the Children or Young People involved. Both the victim and the alleged perpetrator need to be supported. Research indicates that children who have been bullied or abused themselves, may move on to become bullies or abusers, as a perceived protective factor eg highly vulnerable young people becoming involved in criminal gangs. The DSO, alongside staff working on the sessions, will ensure any investigations are done impartially and both victims and perpetrators get the support they need.

Signs and indicators

Children and Young People are often reluctant to tell someone when they are being abused, so it is essential to be aware of the possible signals that a Child or Young Person's welfare or safety is being threatened e.g. sudden changes in behaviour and evidence of increased anxiety or becoming very withdrawn.

There is rarely a clear sign re safeguarding issues and you may have to piece together various pieces of information and rely on instinct that something does not seem quite right. Staff may have one piece of information that, when added to that of others, forms a clearer picture of safeguarding concerns. This is why it is always important to record and share concerns with the DSO, Line Manager and partner agencies where appropriate e.g. social care and the Police/Health authorities.

It is not your job to decide whether or not a Child or Young Person is being abused - but it is your responsibility to share your concerns. Safeguarding is legally everybody's responsibility.

Social Media

A separate policy is provided for Trust staff and volunteers providing guidance on the appropriate use of social media – see Trust Social Media policy. However, Trust staff and volunteers should be aware of the potential safeguarding risks to Children and Young People using social media.

With all emerging technologies there is the potential for misuse. Risks associated with user interactive services include: cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-harm, radicalization, racist hate and pornography.

Most Children and Young people use the internet positively but sometimes behave in ways that may placethemselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world, and vice versa.

Potential risks can include, but are not limited to:

- bullying by peers and people they consider 'friends'
- posting personal information that can identify and locate a child offline
- sexual grooming, luring, exploitation and abusive contact with strangers
- homophobic harassment and abuse of LGBT young people
- exposure to inappropriate content
- involvement in making or distributing illegal or inappropriate content
- theft of personal information
- exposure to information and interaction with others who encourage self-harm
- exposure to information and interaction with others who encourage radicalisation and terrorism

- exposure to racist or hate material
- encouragement of violent behaviour, such as 'happy slapping' (the practice whereby a group of people assault someone at random while filming the incident on a mobile device, so as to circulate the images or post online).
- glorifying activities such as drug taking or excessive drinking
- physical harm to Children and Young People in making video content, such as enacting and imitating stunts and risk-taking activities
- leaving and running away from home as a result of contacts made online
- exposure and grooming to encourage engagement in gangs and criminal activity, often based around drug distribution networks. These can be locally based or a significant distance away from the area, known as 'County Lines'.

Social Media (Further Guidelines)

The Trust ensures social media accounts are password protected, passwords are changed regularly. The social media accounts are managed by the Trust's Communication Manager, Marketing Manager and Graphic Designers. The Communication and Marketing team will monitor the accounts for any inappropriate material on social media sites. They will remove the material and inform the Safeguarding Team/OD and CEO for further action.

For any social media posts on Instagram, Twitter or Facebook etc, permission from parent/carer will be sought. This is a signed registration form informing parent's photos may be placed on the Trust social media channels.

When staff are using social media accounts with open access, they must ensure the content is appropriate as a young person could be following them. Children and Young People may want to "friend" or "follow" staff, however staff should not follow back or accept any requests on their personal accounts.

Staff must also refrain from adding any emojis, symbols such as hearts or emojis with emotions in their messages, as these could be misinterpreted by any Child or Young Person.

Staff must ensure that the DSO is included and can oversee the content of any WhatsApp groups set up with young people.

Potential indicators of online grooming and sexual exploitation of Children and Young People

There is concern that the use of social networking services may increase the potential for sexual exploitation of Children and Young People. Exploitation can include exposure to harmful content (including adult pornography and illegal child abuse images), and encouragement for young people to post inappropriate content or images of themselves.

There have also been a number of cases where adults have used social networking and user interactive services as a means of grooming Children and Young People for sexual abuse. The Home Office Task Force on Child Protection on the Internet identifies that online grooming techniques include:

- gathering personal details, such as age, name, address, mobile number, name of school and photographs
- promising meetings with celebrities or offers of merchandise
- offering cheap tickets to sporting or music events
- offering material gifts including electronic games, music or software
- paying young people to appear naked and perform sexual acts
- bullying and intimidating behaviour, such as threatening to expose the Child or Young Person by contacting their parents to inform them of their Child or Young Person's communications or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school
- asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- asking to meet Children and Young People offline
- sending sexually themed images to a child, depicting adult content or the abuse of other Children or Young People
- masquerading as a minor or assuming a false identity on a social networking site to deceive a Child
- using school or hobby sites (including sports) to gather information about a Child or Young Person's interests likes and dislikes. Most social networking sites set a Child and Young Person's web page/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

Specific Safeguarding Issues

After training, all Trust staff and volunteers should have an awareness of the wide range of safeguarding issues, some of which are listed below. Staff and volunteers should be aware that behaviour linked to the areas of drug taking, alcohol abuse, truanting and sexting, place Children and Young People in danger. Safeguarding issues can manifest themselves via peer-on-peer abuse. This is most likely to include but may not be limited to bullying (including cyber bullying), gender-based violence/sexual assaults, gang initiation and involvement and sexting.

Staff and volunteers can access government guidance as required on the issues listed below via GOV.UK and other government websites but if you are unsure, please contact the Designated Safeguarding Officer:

- Bullying including cyber bullying
- Children missing education
- Child missing from home or care
- Child Sexual Exploitation
- 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
- Hate
- Mental Health
- Missing children and adults
- Private fostering
- Preventing radicalisation
- Relationship abuse
- Sexting

Children and Young People Safeguarding Policy review (COVID 19)

Due to the Covid 19 Pandemic since February 2020 this policy has been adapted to meet the safeguarding needs of the Trust.

Trust sessions and activities have been adapted to meet the needs of the young people, to ensure they can still participate. Activities have been delivered online due to government guidelines on social distancing. Therefore, safeguarding procedures and processes have been adapted to ensure all participants are able to take part free from risk or harm in virtual as well as physical settings.

Staff have been provided with the following guidance:

- Safeguarding risk assessments taking account of online delivery and working from home
- Updating and revisiting risk assessments to meet government guidelines as well as the relevant governing bodies i.e. FA and PL
- Risk assessments to be adapted when face to face delivery takes place
- New online consent forms, completed by parent/carers or staff (if the parents/carers struggle to complete the form)
- Consent form includes the safeguarding responsibilities of the Trust to young people participating
- Online consent form includes permission from parents to record online sessions to manage any safeguarding risks
- Online consent forms ensure parent/carers permission is sought for recording any sessions for safer working practices
- Audit of potential social media platforms to be carried out (staff to complete a questionnaire of any potential platforms they wish to use)
- Staff provided with guidance on the Trust Covid 19 working practices including guidelines on using social media and online platforms (social media guidelines signed off by Operations Director)
- Social media guidelines emailed, and staff have access through the Trust's SharePoint
- Reporting procedures adapted to take account of the Trust DSO being furloughed. Staff to report to Deputy DSO.
- Welfare calls will be made to young people and families at risk – these to be monitored and logged. These to be escalated to local agencies if required.
- Safeguarding monitoring and tracking forms to be compiled for those most at risk, staff will support young people and update forms.

Definitions

Abuse(d)	A violation of a person's human or civil rights by another person(s) and includes Physical Abuse, Neglect, Sexual Abuse, Emotional Abuse and Bullying (and includes Harm)
Child(ren)	Person(s) under 18 years. 'Children' therefore means 'Children & Young People' throughout. The fact that a Child has reached 16 years of age, is living independently, is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989 and 2004
Harm	Ill treatment (including sexual abuse) and can be non-physical or impairment of an avoidable deterioration in physical behavioural development
LADO	Local Safeguarding Designated Officer
MASH	Multi Agency Safeguarding Hub
Trust's Safeguarding Officers	Kathryn Sobczak (Designated), DSO Martin Bradshaw (Deputy), DDSO
Trust's Operations Director (OD)	Luke Skelhorn
Trust CEO	Lee Doyle
Young People	Person(s) between the ages of 16-18 years

Category of Abuse	Physical signs	Behavioural signs
Physical Abuse	<p>Unexplained and unusual bruising, finger, strap and bite marks, injuries, cigarette burns, fractures,scalds, missing teeth.</p> <p>Injuries that a Child, Young Person or Adult at Risk with limited mobility would find difficult to get.</p>	<p>Fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, cowering, bullying or abuse of others.</p>
Neglect	<p>Constant hunger, ill- fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and inhalers.</p>	<p>Always being tired, late, absent, few friends, regularly left alone, seeks adult company or withdraws from people, stealing, no money, parent or carer not attending or interested.</p>
Sexual Abuse	<p>Genital pain, itching, bleeding, bruising, discharge, stomach pains,discomfort, pregnancy, incontinence, urinary infections or STDs, thrush,anal pain on passing motions.</p>	<p>Apparent fear of someone, nightmares, running away, age inappropriate sexually explicit knowledge or behaviour, bedwetting, eating problems, substance abuse, unexplained money or gifts, inappropriate masturbation, sexual approaches to others, sexual games with toys.</p>
<p>Bullying</p> <p>(Similar Physical and Behavioral signs for SexualExploitation)</p>	<p>Weight change, unexplained injuries and bruising, stomach and headaches, incontinence, disturbed sleep, hair pulled out.</p>	<p>Difficulty making friends, anxiety over school/sport, truancy, withdrawn, depressed, anger, moodiness, suicide attempts, reduced performance, money or possessions reported as lost, stealing from the family,distress and anxiety on reading e-mails or texts.</p>
<p>Emotional Abuse</p> <p>(Similar Physical and Behavioural signs for Sexual Exploitation)</p>	<p>Weight change, lack of growth/development, unexplained speech disorders, self-harm, clothing inappropriate for Child or Young Person's age, gender or culture.</p>	<p>Unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.</p>

Important Contacts

Responsibility	Authority	Contact Details
All	Brentford FC Community SportsTrust's Safeguarding Team	Kathryn Sobczak (Safeguarding Officer) 07926 591 468 (work) 07533 136 524 (out of hours) Martin Bradshaw (Deputy Safeguarding Officer) 07463 344062 (Work & Out of Hours)
All	Emergency Services	999
All	Football Association (FA)	FA Case Manager 0844 980 8200 x 4787
All	Premier League	Kate Singleton Safeguarding Manager 020 7864 9000 Ksingleton@premierleague.com
All	NSPCC, Child Protection in Sport Unit	0116 234 7278 www.thecpsu.org.uk

	Local Authority Designated Officers (LADOs)	
All	Hounslow	020 8583 5730 LADO/SAAM Duty Line LADO@hounslow.gov.uk Safeguarding Advisor, LADO 020 8583 4933 grace.murphy@hounslow.gov.uk
All	Ealing	020 8825 8930 Paul Andrews / Sherwyn Sicut asv@ealing.gov.uk child.protection@ealing.cjism.net
All	Kingston & Richmond	020 8891 7370 LADO@achievingforchildren.org.uk Kingston & Richmond SPA: 020 8547 5008 Out of Hours: 020 8770 500
All	Hillingdon	Rob Wratten Tel: 01895 250 975 Email: rwratten@hillingdon.gov.uk

These policies and these procedures will be reviewed and updated, by the Safeguarding Sub-Group and reported to the Board of Trustees:

1. annually in September;
2. following a change in legislation; or
3. after any serious incident;

These Policies and Procedures shall apply to all Trust activities.

All partner agencies commissioned by the Trust shall be notified of the need to comply with these Policies and Procedures.

Document Review Date:

03/08/2021

Specify reasons for review:

1. Change in legislation
2. New programme/activity
3. Safeguarding incident which has impacted the Trust
4. Organisational changes
5. Annual review
6. New online activity due to Covid 19

Signatories

Marcella Phelan, Trustee

Marcella Phelan 10/05/2021 15:20 BST

Luke Skelhorn, Operations Director



05/10/2021

Kathryn Sobczak, Safeguarding Officer



05/10/2021

Next Review:

July 2022

Case Management Form

*TO BE COMPLETED AFTER SPEAKING TO A MEMBER OF THE SAFEGUARDING TEAM

Staff	
Project	
Date reported	
Name of Young Person	

Date/Time of incident or concern	Detailed description of safeguarding incident or concern	Actions taken (what did you do? Who did you speak to?)	Other agencies / professionals involved or informed (school staff, teachers, social workers, family support workers, CAMHS*)	Next Steps DSO** comments/ review

(*) CAMHS Child and Adult Mental Health Services / (**) DSO Designated Safeguarding Officer

Supervision for BFCST staff post referral- TO BE COMPLETED BY THE SAFEGUARDING TEAM ONLY

Staff wellbeing (any additional support needed)	
Key lessons from incident/practice or procedures	
Outcomes/ actions from supervision (relating to staff or organisation only)	

SSO/DSO recommendations

Next Steps E.g. No Action, Monitor and Refer to External Agencies.

Brentford FC CST Staff member Signature: _____ Date: _____
.....(block capitals)

Project Manager Signature: _____ Date: _____
.....(block capitals)

Designated Safeguarding Officer Signature _____ Date: _____
.....(block capitals)

Appendices

The Trust endorses and is committed to following:

The Football Association policies, procedures and guidelines, more fully described at:

<http://www.thefa.com/football-rules-governance/safeguarding/raising-awareness---downloads-section>

(Appendix 1)

Safeguarding Children Policy

(Appendix 2)

Safeguarding Children Regulations

(Appendix 3)

Affiliated Football Safeguarding Policies and Procedures

(Appendix 4)

Including and Safeguarding Deaf and Disabled Children and Young People

(Appendix 5)

Respect Safeguarding Children Policy Form

(Appendix 6)

Premier League Safeguarding Policy

(Appendix 7)

<https://resources.premierleague.com/premierleague/document/2021/03/15/4b18f359-cdbf-4dd7-a7cf-33b0305e0ba8/2020-21-PL-Safeguarding-Policy.pdf>

BFCCST Staff Handbook

BFCCST Professional Conduct, Page 21

(Appendix 8)

BFCCST Session Code of Conduct

(Appendix 9)

BFCCST Staff Handbook – Computers, Email, and Internet Usage, Page 17

(Appendix 10)

BFCCST Staff Handbook – Whistleblowing, Page 53

(Appendix 11)

BFCCST Data Protection Policy

(Appendix 12)

BFCCST Photography and Images Policy

(Appendix 13)

BFCCST Lost Child Policy & BFCCST Late Collection Policy

(Appendix 14)

BFCCST Whistleblowing Policy – Safeguarding

(Appendix 15)

Hounslow Safeguarding Children Board - <https://www.hscb.org.uk/>

HM Government – Working together to safeguard children:

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-secure-the-best-possible-outcomes-for-children)