



CHARLTON ATHLETIC FOOTBALL CLUB

SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY & PROCEDURES

PRINCIPLES

Charlton Athletic Football Club (“the club”) is committed to safeguarding and protecting children and young people and fully accepts its responsibility for the safety and welfare of all children and young people who engage with the club. Simple flowcharts on how to respond to a safeguarding concern and what constitutes abuse and neglect can be found in **Appendices 1, 2, 3 and 4.**

The club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, complies with best practice and the FA requirements and Affiliated Football’s policy and procedures. Alongside this the club has adopted the guidelines and procedures as laid down in the “Working Together to Safeguard Children” (Department of Education) March 2018, “Keeping Children Safe in Education” (Department of Education) September 2018 and “Duty of Care in Sport” (Independent Report to Government) April 2017 in particular Theme 4: Equality, diversity and Inclusion, Theme 5: Safeguarding and Theme 6: Mental welfare.

The club recognises that the Royal Borough of Greenwich’s Children’s Services Department, the NSPCC and the Police have a statutory duty to protect children and young persons at risk. The club also accepts that it must work in partnership with these agencies when a safeguarding issue arises.

The welfare of children and young people is of paramount importance and all children and young people have a right to be protected from abuse regardless of their gender, race, disability, sexual orientation, religion, belief or age. Through the application of policy, procedures and best practice, the club promotes the safety, welfare and well being of all children and young people enabling them to participate in any club activity in an enjoyable, safe,

inclusive and child centred environment. This equally applies to the safety and security of those working with and who are responsible for the activities involving children and young people.

Employees, workers, consultants, agency staff and volunteers who come into contact with children and young people in club related activities should be positive role models and display high moral and ethical standards in line with the club’s vision and values.

If you work or intend to work with children or young people, you are automatically placed in a position of trust that carries authority, status, power and responsibility. If the adults involved are positive role models displaying high moral and ethical standards, the benefit to children and young people’s development can be significant.

SCOPE

This Policy is for use across the club and is to be observed by all those working and coming into contact with children and young people to ensure best practice in safeguarding is promoted and adhered to.

Activities undertaken at the following locations/departments are under the remit of this policy including:

- Charlton Athletic First Team and Academy Training Ground (Sparrows Lane)
- All medical provision for children and young people under 18 years
- Academy Host Family provision
- Other club related entities/activities undertaken outside of the UK

All employees and workers are made aware of the Policy and Procedures through induction and where appropriate their work with children and young people will be supported by a comprehensive on-going safeguarding training programme.

DEFINITION OF A CHILD

A child or young person is defined as anyone up to their 18th birthday.

Children Act 1989

Safeguarding children and young people is defined as:

- Protecting children and young people from maltreatment;
- Preventing impairment of children or young peoples health or development;
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children and young people to have the best life chances.

Working Together to Safeguard Children 2015

AIMS & KEY PRINCIPLES

The aims of the Club's Safeguarding Children Policy are:

- To safeguard all children and young people who interact with the Club.
- To demonstrate best practice in the area of safeguarding children and young people.
- To develop a positive and proactive welfare programme to enable all children and young people to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout.

The key principles underpinning this policy are:

- The child or young person'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 gender,

race, disability, sexual orientation, religion or belief or age.

- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to efficiently and appropriately.
- To ensure that staff, coaches, parents and other adults who come into contact with children and young people are good role models.
- To ensure that staff, coaches, parents and other adults who come into contact with children and young people are good role models.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

SAFER RECRUITMENT

The club recognises the importance of Safer Recruitment and endorses the FA's Responsible Recruitment guidelines. The club has A Safe Recruitment Policy to which all staff adhere to when considering the new employment of individuals to the club. All employees in regulated activity whether they are permanent, casual or voluntary will undergo the following procedures:

- Statements in job adverts and job descriptions as to the Club's commitment to safeguarding
- The completion of an application form and self declaration
- Provide two references from two different professional sources, preferably where individuals have worked in sport, particularly children's football, at the short listing stage of recruitment
- Attendance at an interview with a panel of at least two people
- Provide identity documents, right to work in the UK documents and relevant qualifications
- Undergo an enhanced CRC with a barring check, where appropriate and in line with FA policy (an individual will have a periodic Status Check on their CRC disclosure – usually every 3 years)
- Go through an Induction process and receive a comprehensive Employee Starter pack or for permanent, paid staff an Employee Handbook

- Attend the FA Safeguarding workshop
- All staff will be required to familiarise themselves with the content of their job descriptions around their responsibilities for safeguarding children

Should any persons enhanced CRC reveal any cautions, convictions, community resolutions, warnings or final reprimands, the club will consider whether the nature of the offence(s) deems the person concerned unsuitable for working with children and young people.

In such cases, decisions will be made during a risk assessment meeting with a panel made up of, but not limited to the Senior Safeguarding Manager and the Designated Safeguarding Officer (DSO), the person in question will also be invited to the meeting.

Consideration will be given to the relevance and significance of the information and that all decisions will be made in the interests of children and young people.

STAFF TRAINING

All staff working in direct contact with children and/or young people shall be required to attend an Induction presentation when commencing their role at the Club as well as completing a degree of Safeguarding training. However the level and depth of such training is dependent on the level of contact with children their job role requires.

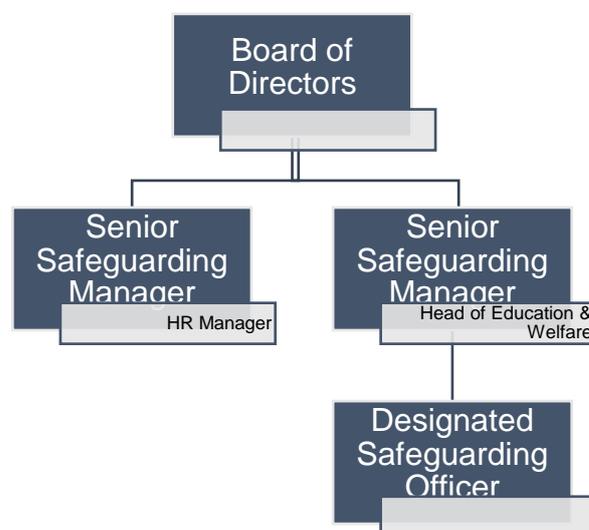
Typically, the training courses staff will undertake will include, but are not limited to; The FA Safeguarding Children in Football Workshop. Other more specialised courses may also be identified and included as part of the Club's approach to raising the safeguarding awareness levels and best practice. Refresher safeguarding training is provided every three years or earlier as required.

Employees also receive a copy of this Policy and Procedures as well as other club policies and are required to sign an acknowledgement that they have read and agree to abide by them.

ROLES AND RESPONSIBILITIES

The club has a comprehensive safeguarding structure, which ensures the safety and welfare of all children, and young people who engage with the club. For the purpose of this Policy and Procedure the Safeguarding Team consists of; the Board of

Directors, the Senior Safeguarding Managers and Designated Safeguarding Officer (DSO).



Board of Directors are responsible for all aspects of the club and to ensure safeguarding is a key priority at Board Level.

Senior Safeguarding Manager is responsible for the strategic and operational direction and embedding safeguarding across the club. They are also responsible for ensuring all vetting checks including criminal record checks adhere to the club's Recruitment Policy as well as legislation and governing body rules. The Senior Safeguarding Manager is also lead point of contact should safeguarding concerns arise.

Designated Safeguarding Officer (DSO) is responsible for embedding safeguarding within the Academy as well as being the point of contact should a concern arise within the Academy.

ABUSE AND NEGLECT

Abuse is defined as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children or young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child, children, young person or young people.

There are 4 recognised categories of abuse as defined in Working Together to Safeguard Children 2015:

1. Physical abuse;
2. Sexual abuse;
3. Emotional abuse (includes bullying); and
4. Neglect.

Full descriptions of each category of abuse and neglect can be found in **Appendix 4**.

Children and young people may be at additional risk of abuse and neglect through some of the additional vulnerabilities they may face.

ADDITIONAL VULNERABILITIES

If children and young people have additional vulnerabilities when engaging with the club, further safeguards may need to be put in place to reduce the potential risk of abuse and neglect.

PROTECTING CHILDREN & YOUNG PEOPLE WITH DISABILITIES & ADDITIONAL VULNERABILITIES

The Equality Act (2010) defines a person as disabled if they have a physical or mental impairment, which has a substantial and long-term adverse effect on one's ability to carry out normal day-to-day activities.

Children or young people with disabilities or additional vulnerabilities gain enormous benefit from participating in sport. For many years children and young people with disabilities or additional vulnerabilities were not considered to be vulnerable to abuse. It is now known, through research, that this is not the case and they are at an increased risk of abuse and that the greater the disability the greater the risk.

There are a number of factors that contribute to this and these include:

- Lack of friends and peer group to support and protect.
- Intimate/physical care/invasive medical care required. This can make it difficult for the child or young person to know what is acceptable and unacceptable touch.
- Lack of speech or limited communication. This makes it harder to report abuse.

- Multiple carers – making it hard to identify who may be abusing.
- History of being told what to do and not given choices.
- Depending on the abuser for a service or basic need.
- Having medical conditions that are used to explain injuries.

Children and young people with disabilities may also be less valued than their peers and poor care may be observed but tolerated by others. This might include such things as not speaking directly to the child or young person; not offering choices; not moving and handling them safely; not respecting their privacy and dignity; not treating them according to their age; allowing physical restraint to occur; or using derogatory language.

There is no single route to ensure that children and young people with disabilities or extra vulnerabilities are protected but the safest environments are those that help children and young people to protect themselves by helping them to speak out and do their best to stop abuse from happening and take responsibility for observing, challenging and reporting poor practice and suspected abuse.

Safe environments for children and young people with disabilities are also safer for all children and young people.

A safe environment is one where:

- The possibilities of abuse are openly acknowledged and discussed by adults.
- Training in awareness takes place.
- Policies and Procedures are known by all and followed.
- There is support for those who report suspicions or concerns.

In addition, safe environments:

- Ensure that those working with children and young people learn the child or young person's communication method. They may need help to do this.
- Ensure that the child or young person's health needs are known, recorded and that sufficient people know how to respond. This may mean

knowing how to manage a seizure or an asthma attack. It may mean ensuring that medication is kept to hand, administered correctly, and recorded.

- Ensure a mobile phone is available and switched on.
- Discuss with parents or carers any physical care that is required and how this can best be done with respect and dignity. This will usually mean same gender carers, and consistent carers or supporters.
- Consideration needs to be given to the balance of the need for privacy with the need for accountability and protection against allegations for carers. This is best done by consulting with parents or carers and the child or young person concerned.
- Give the child or young person every opportunity to make informed choices and respect their choice.
- Have clear strategies for dealing with difficult behaviour that excludes any kind of physical punishment or restraint.
- Listen to and advocate for children and young people.
- Involve children or young people and their families wherever possible in the Club's provision for the activities in which they participate. This helps give all children and young people a voice and may act to deter abusers.

GOOD PRACTICE

All employees, workers, consultants, agency staff and volunteers working with children or young people should adhere to the following principles and action (*this list is not exhaustive*):

- Be a role model, displaying consistently high standard of behaviour and appearance (*disciplined/committed/time keeping*).
- Always use language that is appropriate and socially acceptable.
- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).

- Make the experience of the sporting activity fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all children and young people equally and with respect and dignity.
- Always put the welfare of the child or young person first.
- Maintain a safe and appropriate distance with children and young people and avoid unnecessary physical contact.
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child or young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child or young person's consent has been given.
- If groups have to be supervised in changing rooms always ensure coaches etc. work in pairs.
- Request written parental consent if Club officials are required to transport children and young people.
- Gain written parental consent for any significant travel arrangements e.g. tours/overnight stays.
- Coaches are qualified and a qualified first aider is in attendance.
- Ensure that at away events adults should not enter a child or young person's room or invite children and young people to their rooms.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Secure written parental consent for the Club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any incidents or injury that occurs, along with details of action taken and any treatment given.
- All other good practice/common sense principles given the varying situations.

UNNACCEPTABLE PRACTICE

The following are regarded as poor practice and should be avoided by all employees, workers,

consultants, agency staff and volunteers (*this list is not exhaustive*):

- Unnecessarily spending excessive amounts of time alone with children and young people away from others.
- Being alone in changing rooms, toilet facilities or showers used by children and young people.
- Taking children or young people alone in a car on journeys, however short.
- Taking children or young people to your home or places where they will be alone with you.
- Sharing a room with a child or young person.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allowing children or young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child or young person, even in fun.
- Reducing a child or young person to tears as a form of control.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that the child or young person can do for themselves;
- Not recording safeguarding concerns on the **safeguarding concerns form (SCF)**;
- Sending inappropriate text messages or social media messages to children and young people.

Challenging poor practice such as racism, homophobia, bullying, foul, aggressive or provocative language or any controlling behaviour that upsets children or young people is vital. Never ignore bullying or verbal abuse by parents, coaches, children or young people. Listen to and support the person being targeted. Explain to the bully that this is unacceptable.

WHAT TO DO IF YOU SUSPECT ABUSE OR POOR PRACTICE HAS OCCURRED?

If you are concerned about the welfare of a child or young person or you are concerned about an adult's behaviour towards a child or young person you must act. Do not assume that someone else will help the child. Safeguarding children is everyone's responsibility.

It is important that you report your concerns to either one of the following:

- **The Board of Directors**
- **The Senior Safeguarding Manager**
- **The Designated Safeguarding Officer.**

WHAT TO DO IF YOU RECEIVE A SAFEGUARDING DISCLOSURE FROM A CHILD OR YOUNG PERSON

Children or young people who may be vulnerable are likely to disclose abuse to those they trust and how one responds to a disclosure is crucial.

Stage 1

Deal with the disclosure as it happens and ensure that the child or young person's immediate needs are met and that they feel supported. When a disclosure is made, it is most important to understand that you must not investigate the disclosure yourself. The disclosure must always be taken seriously and dealt with according to the guidance in this Policy and Procedures, even if the truth of the disclosure is uncertain. You are not expected to act as a social worker, counsellor, judge, and jury or avenge the abuser; you are however expected to act in the best interest of the child or young person who may be at risk.

You must:

- Put your own feelings aside and listen as if the information is not sensational.
- Allow the child/young person to lead the discussion and to talk freely.
- Listen to what the child/young person is saying. Try not to interrupt them or ask lots of questions. Being asked a lot of questions can feel like being interrogated.

- Let them tell you at their own pace. Don't worry if the child/young person stops talking for a while - silences are OK. You don't have to rush in to fill the gaps.
- Accept what the child/young person says without challenge.
- Listen to the child/young person without investigating.
- Allow the child/young person to talk but protect them from sharing the information with too many other people.
- Provide reassurance that you are taking them seriously.
- Let the child/young person know it is recognised how hard it is for them to tell.
- Reassure them that they are doing the right thing by disclosing.
- It is ok to let them know if you are unable to answer all their questions.
- Avoid using questions such as "Is there anything else you would like to tell me?"
- Avoid asking leading questions like "Did the coach hit you?"
- Never ask questions that may make the child/young person feel guilty or inadequate.
- If physical abuse has taken place, you may observe visible bruises and marks but do not ask a child/young person to remove or adjust their clothing to observe them.
- Tell the child/young person who you will be contacting e.g. Designated Safeguarding Officer or the Club's Head of Safeguarding, statutory agencies etc. and that you will support them through that process.
- Once you have established that they have been harmed or are at risk of being harmed, do not pursue the conversation any further. This is important to ensure that questions cannot be raised later about possible manipulation of the disclosure.
- Respect the confidentiality of the disclosure and do not share the information with anyone other than those who need to know. Those who need to know are those who

have a role to play in protecting child/young person.

- **You must not:**

- Panic or show that you are shocked. It is important to remain calm and in control of your feelings.
- Document or record the conversation while the child/young person is disclosing. This should be done as soon as possible after the child/young person has disclosed to you.
- After the child/young person has disclosed, the conversation must be documented remembering as accurately as you can, the words and phrases used by the child/young person to describe what has happened to them.
- Investigate but do listen and reassure the child/young person that they are doing the right thing by disclosing.
- Give the impression that you might blame the child/young person e.g. Don't ask: "why did you let him?", "what were you doing there anyway?" or "why didn't you tell me before?"
- Press for details by asking questions such as "What did he/she do next?"
- Ask leading questions.
- Pass judgement on what is said, but do try to alleviate any fears or guilt which the child/young person may have.
- Make false promises and/or promise confidentiality – it should be explained that the child/young person has done the right thing, who will need to be told and why.
- Approach the alleged abuser yourself.

Do remember, when a child/young person discloses they are may feel:

Guilt: They may blame themselves for the abuse and often feel guilt for telling.

Ashamed: They may feel ashamed about the abuse itself.

Confused: They may be confused about their feelings for the alleged abuser.

Scared: They may be fearful of the repercussions of telling. They may be scared of the alleged abuser.

Be careful about touching (e.g. hugging or cuddling) the child/young person if they have not initiated the contact. They may be upset by physical contact.

Stage 2

As soon as possible, once the immediate comfort and safety of the child/young person is secured, you must inform the Department Safeguarding Officer or the Head of Safeguarding of the disclosure. You may make a referral yourself directly to a statutory agency if you are concerned about the child/young person's immediate safety and/or are having difficulty contacting the designated safeguarding person/s or if the designated safeguarding person is the alleged abuser. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

Stage 3

You should note down details as soon as possible after the disclosure has been made. What is clearly etched at the time can become blurred after a few hours. It is vital that you make clear and concise notes soon after the disclosure in order to complete a more detailed record and incident sheet later.

Immediate notes should include:

- Date and time
- Place and context of disclosure or concern
- Important facts provided, e.g. names of alleged victim and alleged perpetrator (if available).
- Who you are and your role and contact details at the Club.
- Any action taken.

- Current position including any concerns about safety of the alleged victim and any other person.

- How aware of the referral is/are the victim, perpetrator, parents or relatives.

Wherever possible, you must record information as it was told to you using the language of the child/young person rather than your own interpretation of it.

It is important to report factual information rather than assumption or interpretation. You might convey your intuitive thoughts but these should be recognised as such and should not form part of the record.

What happens next?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. You should be informed by the Senior Safeguarding Manager or Designated Safeguarding Officer what has happened following the report being made.

A disclosure is not the only way that you may be made aware of a problem. Sometimes another adult or even a child may say something about a possible abusive situation.

On occasions you may witness an incident that may cause concern or indeed you may pick up on things that cause concern or information may be passed to a coach or manager anonymously by a person or persons who do not want to be directly involved for whatever reason. However you come upon information that causes concern and may put others at risk, the result should always be the same.

Full contact details can be found in **Appendix 5**.

All matters will be fully investigated and appropriate action will be taken. Action may include referral to the Police, Children Services. The FA Case Management Team as appropriate and if seen to be required by the Senior Safeguarding Manager. Any referral to an external agency shall also be reported to the Board of Directors.

Full details of dealing with concerns can be found in **Appendix 2**.

SAFEGUARDING PROCEDURES

The Club takes any form of safeguarding poor practice or abuse seriously to promote a culture of best practice and accountability,

The Club encourage all employees, workers, consultants, agency staff and volunteers to raise concerns they may have about any safeguarding poor practice or abuse as early as possible to the designated personnel. We will respond appropriately to promote a safer Club.

If you have any questions regarding this section of the Safeguarding Children Policy and Procedures, please contact the Head of Safeguarding.

PROCEDURE FOR RAISING A SAFEGUARDING CONCERN

How to raise a concern

You do not need to have firm evidence before raising a concern. But we do ask that you explain as fully as you can the information or circumstances that gave rise to your concern.

Step 1

If you have a concern of any form of safeguarding poor practice or abuse, raise it first with the Designated Safeguarding Officer, who will raise it with the Senior Safeguarding Manager.

Step 2

If you feel unable to raise the matter with the Designated Safeguarding Officer for whatever reason, raise the matter with the Senior Safeguarding Manager.

Step 3

If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, please either contact:

- **The London FA Welfare Officer**
- **The FA/NSPCC 24 hour**
- **The Police or Children's Services**

Full contact details can be found in appendix 5.

LOST OR MISSING CHILDREN AND YOUNG PEOPLE

During club activities every effort is made to ensure children and young people remain with their parents/carers or the activity leaders. Should a child or young person become lost or go missing during a club activity every effort will be made to locate the child or young person as quickly as possible. Should a child or young person not be located within a reasonable timeframe, contact will be made with their parents/carers and the police to file a missing child/young person's report.

CHILDREN OR YOUNG PEOPLE WHO ARE NOT PICKED UP ON TIME

All parents and carers should collect their children or young person on time and in line with the instructions given by the club. Should the child or young person not be collected on time a minimum of two appropriate adults will wait at the venue until the parent or carer arrives. Should the child or young person not be picked up at all, a club employee or worker will contact the DSO or the Senior Safeguarding Manager. Should sufficient time pass, the club may contact the police and/or children's services to take care of the child or young person until their parent or carer is contacted.

SOCIAL NETWORKING GUIDANCE

The Club recognises that social media and social networking services provide opportunities to effectively engage with a wide range of audiences in a positive manner. However the Club is also aware of the potential safeguarding risks especially to children and young people when using these forms of media.

Do not add/invite children or young people you have responsibility for in football as 'friends' within social networking sites such as Bebo, SnapChat, Instagram, Facebook etc.

Avoid 'one to one' electronic communications. Where you do communicate electronically ensure you send this communication to the parent/carer as well as the child or young person.

GOOD PRACTICE WITH SOCIAL MEDIA

When working with children and young people you should always encourage them to:

- Ensure their privacy settings are set as high as possible;
- To have private profiles on social networking sites including Twitter and Instagram;
- Not to indulge in any form of 'Sexting'. By having in their possession or distributing indecent images of a person under 18 on to someone else – young people need to be aware that they could be breaking the law as these are offences under the Sexual Offences Act 2003.
- Ensure they are aware that Apps like SnapChat do not always destroy the image as other users have the ability to capture the images and store or share them;
- To report any inappropriate images or things that concern them to the designated Safeguarding Team;
- To report any cyber bullying, harassment or images and content that cause offence;
- To behave in a safe and appropriate way online and not put themselves or others at risk.

Online Grooming; this is where an adult (someone over the age of 18) uses the internet and social media to befriend and entrust a child or young person for future sexual abuse, image production or exposure. Children or young people may befriend someone online and that person may use sexual language with the child and also send gifts or pretend they are in a relationship with the child.

As with other abuse, the signs and indicators are similar, however with online grooming there are more specific indicators including;

- Children spending an alarming amount of time online in isolation of other family members;
- Children having lots of new gifts not brought by family members;
- Children being picked up by different people (who the family do not know in cars);
- Children saying they are dating someone they met online and it is apparent the person is older.
- Children using dating sites.

Cyberbullying; The use of electronic and digital media to scare, harass or intimidate another person.

Social Networking is dealt with in full in the Club's Social Media Policy, available in a separate document.

CHILD SEXUAL EXPLOITATION (CSE)

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts to serious organised crime from groups or gangs.

What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim.

PREVENT – Preventing Radicalisation/Tackling Extremism

The Government's PREVENT duty came into force on the 1st July 2015 and involves protecting children from the risk of radicalisation. Key Club staff will be trained, informed and able to recognise vulnerability and mitigate the risks. Currently there a number of factors that can make young people vulnerable to radicalisation and if there are any such concerns about a child or young person a member of the Safeguarding team must be notified immediately.

REFERRALS

If the club has safeguarding concerns in relation to a child, young person or their parents/carers the club may refer these concerns to external agencies. External agencies include, but are not limited to children's social care, adult social care, the police, health agencies and the FA.

UNDER 18, 23 & FIRST TEAM PROGRESSION

As players progress through the Academy system they may have the opportunity, before their 18th birthday, to train and play with the First team. Obviously this carries a number of safeguarding concerns, as they will be entering an adult environment and be susceptible to adult behaviours and language. The Club will support the player/s during this transition and their first point of contact for

guidance and support will be the First team player liaison staff. Parents will be included and consent sought. See separate guidance document on first team appearances for further details.

CONFIDENTIALTY & DATA PROTECTION

Employees, workers, consultants, agency staff and volunteers may have access to confidential information about children and young people in order to undertake their responsibilities and may be given highly sensitive or private information. They should never use confidential or personal information about a child or young person or his/her family for their own or others' advantage.

Confidential information about a child or young person should never be used casually in conversation, or shared with any person other than on a need-to-know basis. In circumstances where the child or young person's identity does not need to be disclosed, the information should be used anonymously.

There are some circumstances in which an employee, worker, consultant, agency staff or volunteer may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities.

If an employee, worker, consultant, agency staff or volunteer is in any doubt about whether to share information or keep it confidential, they should seek guidance from the Head of Safeguarding. Any media or legal enquiries should be referred to the Club Secretary or, in their absence, to their deputy.

The storing and processing of personal information about children is governed by the Data Protection Act, 1998.

This means that employees, workers, consultants, agency staff and volunteers;

- Are expected to treat information they receive about children in a discreet and confidential manner;
- Should seek advice from the HR Department if they are in any doubt about sharing information they hold or which has been requested of them.

WHISTLEBLOWING

Employees, workers, consultants, agency staff, volunteers, players and parents may be the first to know about concerns about a child's safety and welfare. When individuals feel unable to follow the normal reporting procedures or have already followed the procedure and consider that the issues have not been adequately addressed, they are encouraged to contact a member of the Club's Designated Safeguarding Team. This process will enable individuals to share their concerns, in good faith and in confidence to enable the matter to be taken seriously, investigated and managed appropriately.

REVIEW

The club shall review this Policy and Procedures at the end of every season or whenever there is a change in legislation, guidance, governing body rules or learning from safeguarding cases.

This document was updated on 17th January 2018.

SAFEGUARDING CHILDREN POLICY & PROCEDURES

Appendices

Appendix 1

Signs & Indicators of Abuse.

Appendix 2

Dealing with concerns in a football setting.

Appendix 3

Dealing with concerns outside the football setting.

Appendix 4

Other applicable Club Policies & relevant Legislation/Regulations.

Appendix 5

Key Safeguarding Contacts

Appendix 1

Signs and Indicators of Abuse

One of more of the following might trigger concerns about a child:

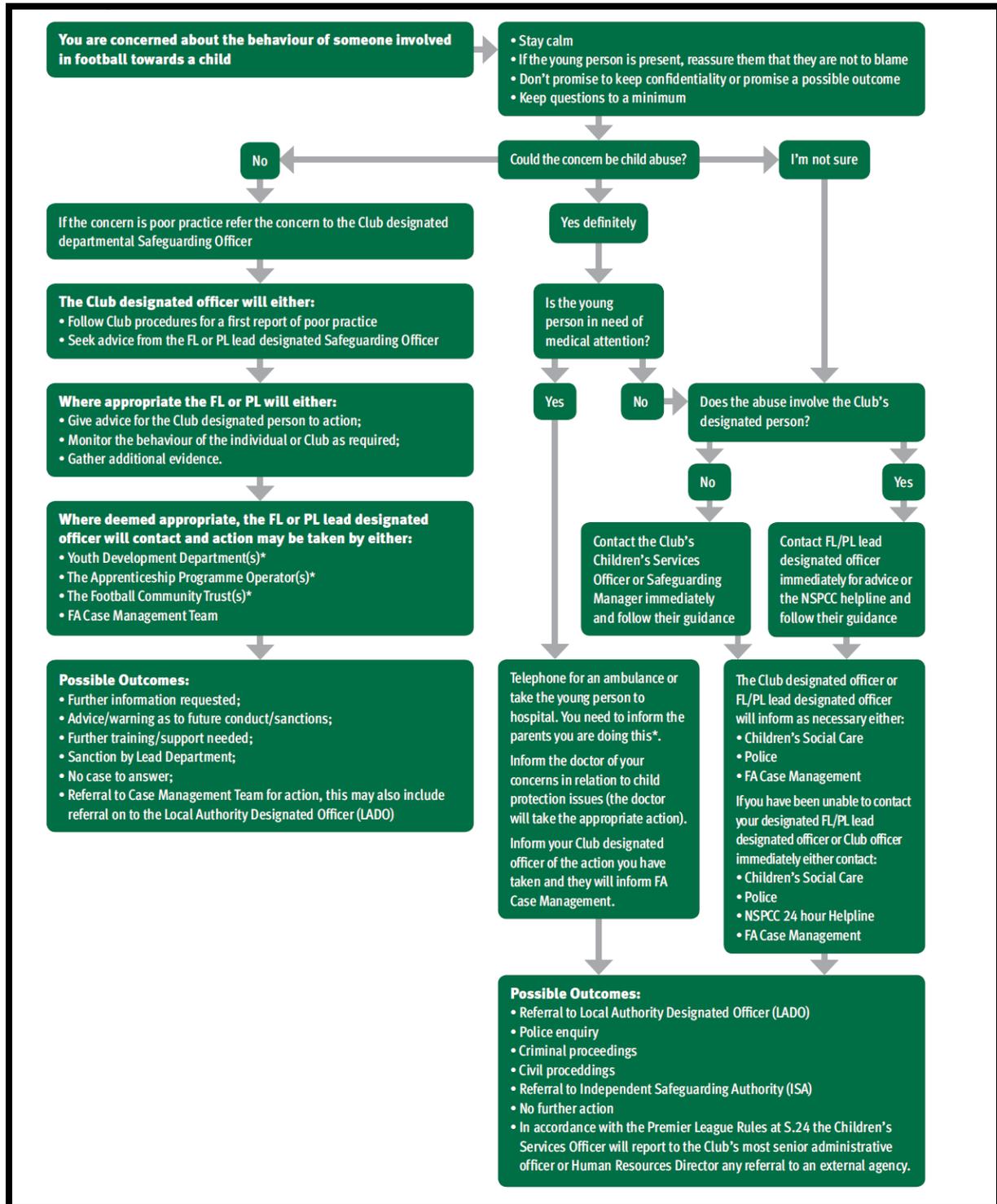
- A sudden change in behaviour
- Something a child says
- Physical signs of abuse

The signs may vary according to the age and understanding of the child.

Category of abuse	Physical signs	Behavioural signs
Physical abuse	Physical signs such as unexplained and unusual bruising, finger and strap marks, injuries, cigarette burns, bite marks, fractures, scalds, missing teeth.	Behavioural signs such as fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, bullying or abuse of others.
Neglect	Physical signs such as constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor Infections, failure to supply hearing aids, glasses and or inhalers.	Behavioural signs such as always being tired, early or late, absent, few friends, regularly left alone, stealing, no money, parent or carer not attending or supportive.
Sexual abuse	Physical signs such as genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STDs, thrush, anal pain on passing motions.	Behavioural signs such as apparent fear of someone, nightmares, running away, Sexually explicit knowledge or behaviour, masturbation, bed-wetting, eating problems, substance abuse, unexplained money or gifts, acting out with toys, self-harm.
Bullying	Physical signs such as weight change, unexplained injuries and bruising, stomach and headaches, bed-wetting, disturbed sleep, hair pulled out.	Behavioural signs such as difficulty making friends, anxiety over school, truancy, withdrawn, anger, moodiness, suicide attempts, reduced performance, money and possessions reported as lost, stealing from within the family, distress and anxiety on reading texts or e-mails.
Emotional abuse	Physical signs such as weight change, lack of growth or development, unexplained speech disorders, self-harm,	Behavioural signs such as unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.

	clothing inappropriate for child's age, gender or culture etc.	
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Appendix 2
Dealing with concerns in a football setting.



Appendix 2 (continued)

Remember - You can always contact the 24 hour NSPCC Helpline (**0808 800 5000**) for advice and guidance.

If referred to FA Case Management the case will be considered by The FA Safeguarding Review Panel. The possible outcomes include:

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

All appeals regarding The FAs decisions will be dealt with by The FA appeals procedures which can be found in The FA Handbook, available on www.TheFA.com

IF IN DOUBT CONTACT THE CLUB'S SAFEGUARDING MANAGER

*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.

Please note the Club's designated Safeguarding Officers can be found in Appendix 5.

Appendix 3

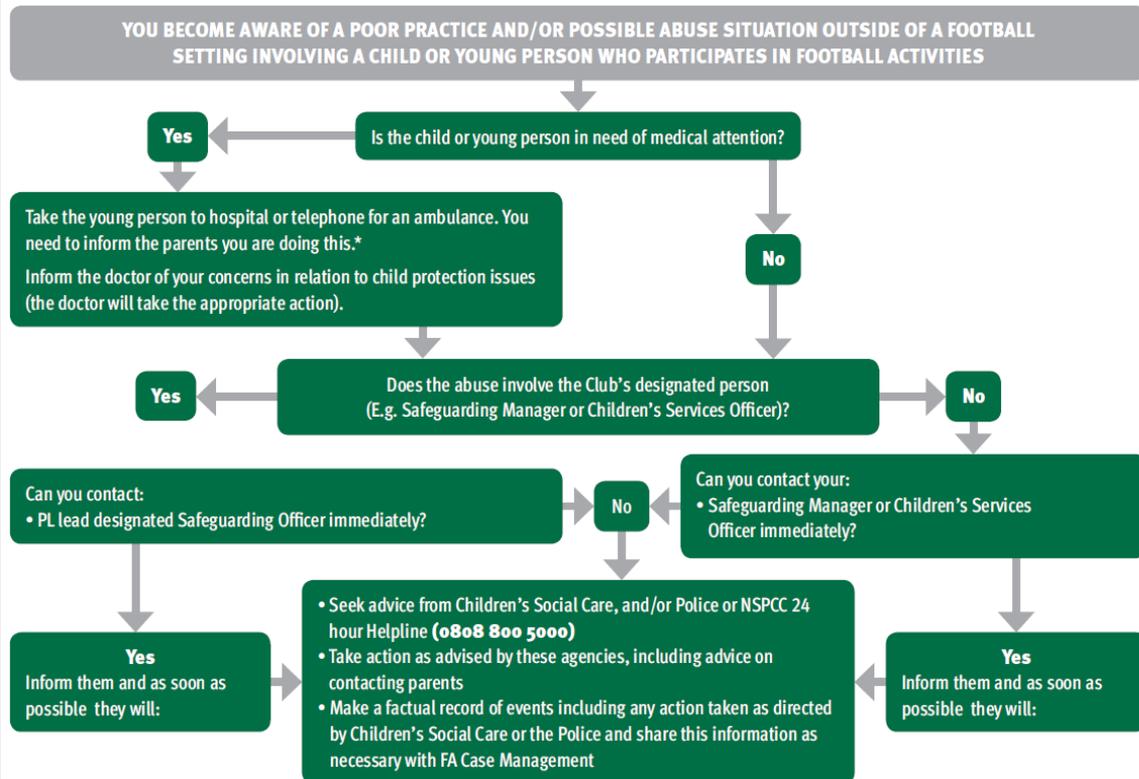
Dealing with concerns outside the football setting.

You may receive information regarding the welfare of a child or young person who is involved in football, yet the concern itself does not relate to someone within the game (e.g. the child's home or school). Nevertheless, you need to follow The FA Procedures outlined below and described in the flow diagram.

- If the child or young person informs you directly, then follow the guidance detailed in the flow diagram below.
- If your concerns are via a third person or through observation, report your concerns directly to the relevant designated person as outlined in the flow diagram below.
- If you are unable to contact the relevant person immediately, refer your concerns directly to local Children's Social Care or

to the local Police. These agencies will advise you whether a formal referral to Children's Social Care is necessary and what further action you might need to take. If you are advised to make a formal referral, make it clear to Children's Social Care or the Police, that this is a child protection referral.

- There may also be other issues where a child is in need and where the family consents to a referral being made to Children's Social Care for support.
- Make a factual record of events using The FA Information and Referral Form including any action as directed, indicating clearly whether or not the allegation refers to someone involved in football. Forward this to FA Case Management.



*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.

Appendix 4

Other applicable Club Policies:

- Academy Transport Policy, Procedures & Guidelines
- Academy Medical Policy & Procedures
- Academy Host Family & Accommodation Policy
- Academy Tour Policy
- Social Networking Policy
- Safeguarding Adults at Risk Policy
- Health & Safety Policy
- Data Handling & Protection Policy
- Whistleblowing

Relevant Legislation/Regulations:

- Working Together to Safeguarding Children 2013 & 2015
- The Children Act 1989 & 2004
- Crime & Disorder Act 1998
- Data Protection Act 1998
- FA Safeguarding Children Rules
- FA Respect Code of Conduct
- Human Rights Act 1998
- Police Act 1997
- Protection of Children Act 1999
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006
- Sex Offenders Act 1997
- Sexual Offences Act 2003
- Keeping Children Safe in Education (Statutory guidance for schools and colleges) July 2015

Please note that this list is not exhaustive.

Appendix 5**Key Safeguarding Contacts**

The Club		
Senior Safeguarding Manager And Head of Human Resources	Lungi Macebo	0208 333 4000 (office) 07833 950 919 (mobile) Lungi.Macebo@cafc.co.uk
Senior Safeguarding Manager And Head of Education & Welfare	Joe Francis	07983 363 476 (mobile) Joe.Francis@cafc.co.uk
Charlton Athletic Community Trust Safeguarding Officer	Barry Simmons	0208 850 2866 (office) 07816 848 677 (mobile) Barry.Simmons@cact.org.uk
Designated Safeguarding Officer (Academy)	Kiran Dingri	07917 157 369 Kiran.Dingri@cafc.co.uk
Education & Welfare Assistant	Ladoki Toya	07464 480 797 (mobile) Ladoki.Toya@cafc.co.uk

External Safeguarding Contacts		
The London FA County Welfare Officer	Yasmin Dyer	020 7610 8360 Yasmin.Dyer@LondonFA.com
Local Authority Designated Officer (LADO) via the Children's Safeguarding unit		020 8921 4477
Children's Services Contact and Referral Team 020 8921 3172		020 8921 3172 Out of hours 0208 854 8888
Metropolitan Police		101 - non urgent calls 999 - emergencies
Greenwich Safeguarding Children Board		020 8921 4477 or safeguardingboard@greenwich.gov.uk
FA/NSPCC Helpline		0808 800 5000 (24 hour helpline)

Child Line		0800 1111
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Reviews

RGB Review

Next Review

SMT Endorsement

Next Review

Updated

Next Update

Signed

Kiran Dingri
CAFC Designated Safeguarding Officer

Signed

Richard Murray
Non-Executive Chairman