



SAFEGUARDING CHILDREN AND ADULTS AT  
RISK  
POLICY AND PROCEDURES



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## **Safeguarding Policy: Purpose and Aims**

Cambridge United Football Club acknowledges its responsibility to safeguard the welfare of every child, young person and vulnerable adult who has been entrusted into its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 that engages in any club football activity.

The Club acknowledges that all children have the right to protection and they may have additional needs and vulnerabilities which must be considered, including but not limited to; physical disabilities, mental health issues, special educational needs, and being a displaced or looked after child.

All staff receive instruction in safeguarding including reading through the Safeguarding Children and Vulnerable Adult's Policy and sign a document to say that they have done so. This is updated on a season to season basis.

This Safeguarding Children Policy aims to promote good practice to ensure that the Club;

- Provides children, young people and vulnerable adults with appropriate protection.
- Provide current and relevant safeguarding training to all staff and volunteers.
- Allow staff to make confident and informed decisions and responses to safeguarding concerns.
- Educate the parents and players to understand their role in safeguarding.

## **Scope of the Policy**

This policy covers all activities within the Club, Stadium, Academy, Community Trust and any external managed activities. The policy applies to all staff including paid staff, volunteers, sessional workers and agency staff.

## **How this policy is communicated**

This policy is communicated to participants and beneficiaries (and their parents/carers, where relevant) via publication on both the Club and Trust websites, and is sent to all staff and volunteers when they join. The policy is updated every year, and re-circulated among staff at that time.

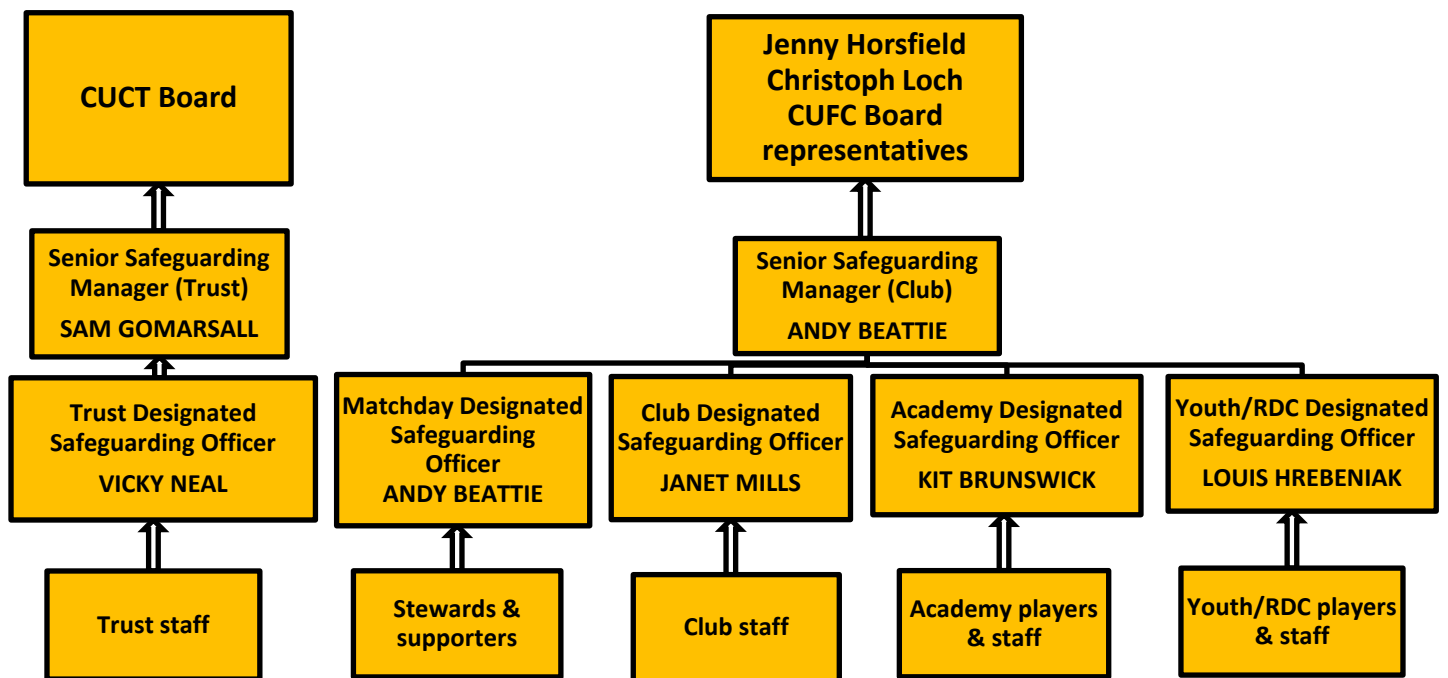
## **Equality Statement**

This policy outlines a strong commitment from Cambridge United to the safeguarding agenda and the promotion of wellbeing. As per Cambridge United's Equality Policy all children and vulnerable adults have an equal right to protection by Cambridge United, and the Club are committed to providing equal opportunities for all staff, supporters and other individuals with whom we engage.



## Roles and Responsibilities

Below is the Cambridge United/Cambridge United Community Trust Safeguarding Structure showing lines of reporting.



## Contact list

Andy Beattie	<a href="mailto:andy.beattie@cambridge-united.co.uk">andy.beattie@cambridge-united.co.uk</a>	07769 217870
Kit Brunswick	<a href="mailto:kit.brunswick@cambridge-united.co.uk">kit.brunswick@cambridge-united.co.uk</a>	07889 563341
Louis Hrebeniak	<a href="mailto:louis.hrebeniak@cambridge-united.co.uk">louis.hrebeniak@cambridge-united.co.uk</a>	07835 299602
Janet Mills	<a href="mailto:janet.mills@cambridge-united.co.uk">janet.mills@cambridge-united.co.uk</a>	
Sam Gomarsall	<a href="mailto:sam.gomarsall@cambridge-united.co.uk">sam.gomarsall@cambridge-united.co.uk</a>	07512 935532
Vicky Neal	<a href="mailto:vicky.neal@cambridge-united.co.uk">vicky.neal@cambridge-united.co.uk</a>	01223 632129

## **Role of the Designated Safeguarding Officer:**

The person in this role is responsible for:

- Receiving and acting upon any reported concerns.
- Ensuring all staff are familiar with, and adhere to the Safeguarding Children & Vulnerable Adults Policy. This includes inducting new staff and keep records of staff training.
- To ensure this Policy and Procedures are available to any relevant individuals.
- Ensuring the Policy is implemented and promoted.
- Promoting best safeguarding practice across the wider partnership network.
- Acting as a first point of contact for Cambridge United on issues of Child Protection, both internally, and for members of the public and other external contacts.
- Representing the key link to statutory agencies (Social Care or Police) during and following formal investigations.
- Maintaining and updating the Policy.
- Keeping an up-to-date knowledge and understanding of the area of child protection, including attending appropriate training.
- Ensuring all relevant information around Child Protection is communicated to the relevant people.
- Providing guidance on relevant matters to members of staff, as appropriate.
- Securely storing records of any concerns.
- Advocating the importance of Child Protection to partners and customers.
- Ensuring that when on leave or absent from work for any significant period, that the role of Safeguarding Officer is suitably covered by another member of staff.
- Reporting all issues to the Senior Safeguarding Manager.
- Reporting all safeguarding cases to County FA Designated Safeguarding Officer.

## **Role of the Senior Safeguarding Manager:**

The person in this role is responsible for:

- Ensuring the Safeguarding Officers are properly undertaking their responsibilities.
- Reporting all incidents to the relevant Board in a timely manner.
- Liaising with the Safeguarding Officer and relevant local authorities in serious cases.
- Reporting all safeguarding cases to County FA Designated Safeguarding Officer.

## **Key Regulations and Legislation**

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

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

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

## Key Contacts and Helpful Resources

### Cambridgeshire FA

- County FA Designated Safeguarding Officer - Diane Bradshaw: 01223 209021
- The FA CRC Unit: 0845 210 8080

<http://www.cambridgeshirefa.com/volunteer/safeguarding>

[www.TheFA.com/footballsafe](http://www.TheFA.com/footballsafe) - [footballsafe@TheFA.com](mailto:footballsafe@TheFA.com)

### NSPCC

- NSPCC 24 hour helpline for advice on 0808 800 5000
- Text 88858
- Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### Local Authority Designated Officer (LADO) team:

- Contact [LADO@cambridgeshire.gov.uk](mailto:LADO@cambridgeshire.gov.uk)

### Telephone contacts:

- 01223 727967;
- Out of Hours Emergency Duty Team: 01733 234724.

### Working Together To Safeguard Children (2015)

<http://www.cambridgeshire.gov.uk/lscb/>

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

- The FA/NSPCC Helpline 0800 0232642
- The Professional Footballers' Association – [wellbeing@thepfa.co.uk](mailto:wellbeing@thepfa.co.uk)
- The FA Directly via [safeguarding@thefa.com](mailto:safeguarding@thefa.com)
- The Police, by going to a police station or dialling 101.



NAPAC – National Association for People Abused in Childhood

- Free helpline – 0800 8010331
- T: 0207 614 1801 (9am-5pm)
- Address: NAPAC, Herald House, Off Bunhill Row, 15 Lamb's Passage, London, EC1Y 8TQ

Cambridgeshire and Peterborough Safeguarding Board:

<https://www.safeguardingcambspeterborough.org.uk/concerned/>

- CAMBRIDGESHIRE Children's Services: 0345 045 5203 /Adult Services: 0345 045 5202
- PETERBOROUGH Children's Services: 01733 864180 /Adult Services: 01733 747474
- Emergency Duty Team (Out of Hours): 01733 234724.



## Definition of child and vulnerable adult

Children: Anyone who has not yet reached their 18<sup>th</sup> birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Adult at risk: Anyone who is aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

## What is Child Abuse?

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

Child abuse may be in the form of inflicting harm or through failure to act to prevent harm. Abuse can occur in a family, community or institutional setting and the perpetrator may or may not be known to the child.

Abuse can occur regardless of age, gender, race or ability. Abusers can be adults, male or female, or other young people.

All staff should maintain an understanding of safeguarding issues and aware that behaviours such as drug taking, alcohol abuse and sexting put children in danger. Safeguarding issues may also be peer on peer abuse which may include the likes of bullying (include cyberbullying), gender based violence/sexual assaults and sexting.

## Recognising signs

World Health Organisation distinguishes that there are 4 specified types of abuse;

- 1) Physical Abuse
- 2) Sexual Abuse
- 3) Psychological/emotional abuse
- 4) Neglect

The Football Association identifies bullying as the fifth category of abuse, and any incidents of bullying should be given the same importance as the above stated types of abuse when reporting a concern.

Should you have any concerns that child abuse is taking place then you should contact a member of the Cambridge United Safeguarding Team immediately.

## Physical Abuse

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

Example of physical abuse in sport may be:

- Where the child is given drugs to enhance performance.
- When the intensity of training exceeds the capacity of the child's growing body.
- When sanctions imposed by coaches involve inflicting pain.

## Sexual Abuse

When adults (male or female) or other young people use children to meet their own sexual needs including the following examples:

- Rape, sexual assault.
- Engaging in sexual activity with a child.
- Causing or inciting a child to engage in sexual activity e.g. performing sexual acts online or encouraging them to engage in sexual activity with another person.
- Engaging in sexual activity in the presence of a child.
- Making, possessing or distributing indecent images of a child.
- Sexual communication with a child (including oral and written communication).
- Grooming – when a person builds an emotional connections with a child to gain their trust for the purpose of sexual abuse or exploitation. This can occur both face to face and online by someone they may or may not know.
- Sexting – the sharing of sexually explicit images, videos or messages via a mobile device.

## Emotional Abuse

The ill treatment of a child which is likely to cause lasting adverse effects on the child's emotional development and well-being. This may involve communicating to a child that they are unloved, worthless or valued only in terms of meeting the needs of another person. It may involve causing children to feel in danger by being constantly shouted at, threatened or taunted which may result in the child being very withdrawn and nervous.

Examples of abuse in sport for emotional abuse may include:

- Bullying
- Constant criticism
- Racism
- Constant pressure to perform to unrealistic high expectations
- When a child's value is dependent on sporting success

## Neglect

Neglect occurs when adults fail to meet basic needs for the child, both physical and/or psychological needs, which may result in serious damage to the child's development or health (e.g. failing to provide adequate food, clothing and shelter, or failing to protect the child from physical harm or danger or appropriate medical care).

Examples of abuse in sport for neglect may include:

- Not ensuring children are safe.
- Exposing them to extreme weather conditions and not providing suitable clothing and hydration (hot and cold).
- Making young people participate when they are unwell or injured.
- Exposing them to unnecessary risk of injury or harm by ignoring safe practice guidelines.

## Common Signs and Indicators of Abuse

Every child is unique to behavioural signs of abuse will vary depending on the individual. There are some behaviours that are more common in children that have been abused:

- The child appears distrustful with a particular parent/coach where you would expect there to be a close relationship.
- Unexplained injuries including cuts, bruises or burns.
- Deterioration in physical appearance - e.g. extreme weight loss/gain.
- Pains, itching, bruising or bleeding around the genital area.
- Changes in child's behaviour – e.g. suddenly becoming very withdrawn and quiet or aggressive.
- Showing signs of inappropriate sexual awareness or behaviour for their age.
- Not wanting to attend training sessions
- Is frightened to say what is wrong

Some disabled children may not be able to verbally communicate about abuse they may be receiving so it is important to be able to observe these signs of abuse.

If you have concerns about a child's wellbeing, you have a responsibility to act on those concerns.

## Bullying

Anyone can be the target of bullying, and children that are perceived as "different" from the majority may be at greater risk of bullying. This may include children from minority cultures or children with disabilities.

Bullying can include, but is not limited to, the following:

- Hitting or kicking
- Name calling
- Teasing/taunting
- Taking/stealing of possessions
- Threats
- Sexually abusive or insulting comments

- Cyberbullying – e.g. humiliating images

Bullying can lead to physical injury, social and emotional problems and even death. Children who are bullied are at increased risk of mental health problems, including depression and anxiety.

Any allegations of bullying made towards a member of staff will be fully investigated by Cambridge United FC and disciplinary action will be taken where appropriate. Local authorities will also be notified where required.

Further information can be found in Cambridge United's Anti-Bullying Policy which outlines in greater detail the action to be taken.

### **Actions (to help the victim):**

Cambridge United FC have a responsibility to ensure all young people are protected and should:

- Take all signs and complaints of bullying very seriously and report to the safeguarding officer for further investigation.
- Encourage all children to speak and share their concerns at all times.
- Reassure the victim that they can trust you, however, you cannot promise that you will not pass the information onto someone else (e.g. safeguarding officer or local authorities).
- Keep detailed records of what was said (What happened? Who was involved? When? Where did it happen?).
- Report any signs of self-harm, or intention to self-harm, immediately.
- Regularly reinforce the clubs anti bullying environment and behaviour standards.

### **Actions (towards the bully/bullies):**

Cambridge United FC will liaise with the appropriate safeguarding staff to action the following where appropriate:

- The allegations of bullying will be investigated and appropriate action taken.
- Police and Children's Social Care will be consulted where necessary.
- Parents/carers of the bully/bullies will be notified about the situation.
- An attempt will be made to help the bully/bullies change their behaviour and understand the consequences of their actions.
- Issue a warning as to future conduct and the disciplinary consequences of and future behaviour.
- Have regular contact with the family/families involved to report of progress.
- Impose sanctions or exclude the bully/bullies where necessary.
- Ensure relevant staff are aware of the situation so that they can monitor the situation to avoid repeat offending.
- Written records will be kept on file for the bully/bullies.
- County FA Designated Safeguarding Officer to be informed.

## Good practice:

The below are examples of good practice of how to create a suitable environment and culture within Cambridge United FC:

- All staff, volunteers, participants and parents/carers should be aware of the Cambridge United Code of Conduct and therefore know what is expected of them in terms of their behaviour.
- All staff are responsible for their own actions and behaviour and should avoid any conduct that would lead any reasonable person to question their motivation and intentions.
- Treating all children and young people equally and with respect.
- Putting the welfare of each young person at the forefront of all activities.
- Building balanced relationships built on mutual trust and maintain professional boundaries at all times.
- Ensure any allegations regarding a child's welfare are reported and acted on appropriately.
- Reinforce and promote to parents and players that they can talk to yourself/the Club about any concerns.
- Give constructive feedback and not negative criticism.
- Being a role model to all young people within your care.
- Know who the appropriate safeguarding officer is and the details to contact them.

Where lone working is a fundamental part of the role appropriate actions should be taken for example;

- Aim to have any one-to-one meetings in a communal area where other people are present.
- Ensure other staff are aware of when you will be in a lone working situation.
- If transporting a child in a vehicle, that child must be seated in the rear of the vehicle and where possible ensure another member of staff is also travelling in the vehicle. Lone transport of the same child should never be a regular situation.
- If at all possible and appropriate ensure another adult such as a parent/carer is present

## Practices to be avoided

The following should be avoided except in emergency situations where the parents and other senior members of the Club are aware;

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

The following should never be sanctioned;

- Engage in rough, physical or sexually provocative games.
- Share a room with a child.
- Engage in any form of sexual contact/inappropriate touching.
- Make sexually suggestive comments.
- Allow allegations made by a child or young person to go unacknowledged or not acted upon.
- Invite or allow children or young people to stay at your home.
- Lend or borrow money or property from a child.

## Action to be taken when a child discloses abuse

- Remain calm.
- Reassure the child they have done the right thing in telling you.
- Listen carefully to what is said.
- Keep a record of exactly what was said (Who? When? Where? What happened?).
- Do not promise to keep the information a secret.
- Keep questions to a minimum.
- Explain to them the next steps and who you will need to tell.
- Do not confront the alleged abuser.
- If the alleged abuser is a parent, do not immediately tell the parent about the child's disclosure. Seek advice from the safeguarding officer, police or Children's Social Care first.
- Seek advice from a member of the Cambridge United Safeguarding Team, or if not available from the NSPCC 24 helpline, follow their advice and then report your action as soon as possible to a member of the Cambridge United Safeguarding Team.

For full guidance on what to do when you have a concern please see Appendix D, and for all referrals complete the Incident Referral Form in Appendix E and send to your DSO.

## When to inform the LADO

If the allegation relates to a person who works with children (including Cambridge United FC staff), then the Safeguarding Officer will refer the incident to the LADO if that person has:

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

## Allegations against a member of staff

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

- A criminal investigation by the police.
- A safeguarding investigation by the Children's Social Care and/or Club.
- A disciplinary or misconduct investigation by the Club and/or the FA.

For full guidance on what to do when you have a concern please see Appendix D, and for all referrals complete the Incident Referral Form in Appendix E and send to your DSO/SSM/alternative body as outlined where appropriate.

## Internal enquiries and suspension

- The appropriate members of staff (Safeguarding Manager, Line Manager etc.) will make an informed decision of whether the member of staff should be temporarily suspended following allegations and police and Children's Social Care enquiries.
- Irrespective of the findings, the Club will assess the case to decide whether a member of staff can be reinstated and how this can be handled appropriately.
- The welfare of children should always remain the paramount concern.

- Should the investigation reveal any breaches of code of conduct, then those matters will be subjected to investigation and appropriate disciplinary action taking place where necessary.
- The FA/EFL should be informed of any serious safeguarding concerns or complaints in order for them to consider the risk posed across football. Cambridge United FC is legally obliged to inform the Disclosure and Barring Service when it is believed that member of staff has caused harm or is a future risk of harm to vulnerable groups, including children.
- Where there is a complaint against a member of staff, there may be internal and external types of investigation including County FA Designated Safeguarding Officer to be informed.

## Confidentiality and Information Sharing

Confidentiality is a key issue in the lives of young people, however, staff must not make promises to keep the information explained to them a secret and will need to inform the child or young person that this information must be shared with the relevant person and/or authorities.

Information must be shared on a strictly need to know basis, with or without the consent of the child to whom the information related or the consent of that child's parent or carer (e.g. to the police or Children's Social Care).

All Safeguarding records should remain as confidential as possible and only retain identifying information where necessary. The documents, both physical and digital, should remain in secure locations constantly.

The seven golden rules to sharing information as per HM Government Information Sharing Advice (July 2018) are as set out below:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely (see principles).

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

## **Support following disclosures**

Consideration should be given about what support may be appropriate to children, parents and members of staff following a disclosure(s). The use of help lines, support groups and open meetings will provide further support. The British Association for Counselling and Psychotherapy contact details are as follows:

Address: BACP House, 15 St John's Business Park, Lutterworth, Leicestershire, LE17 4HB

Tel: 01455 883300

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

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

Children's Social Care will also be used as a support for advice and they can signpost children and their families to support services within the community.

Consideration should also be given about what support may be appropriate to the alleged perpetrator of the abuse.

## **Allegations of non-recent abuse (historical abuse)**

Non recent abuse is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now over the age of 18 years old, relating to an incident that took place when the alleged victim was under 18 years old.

In some cases, the allegation of abuse may be relevant to a member of staff still working with children, either within or outside the Club.

Cambridge United FC staff are advised to take the same action as with a current Under 18 and report any allegations to the Safeguarding Officer. This is because other children may still be at risk of harm by this person.

## **Whistleblowing**

Any whistleblowing by staff, volunteers and participants will be dealt with in accordance with Cambridge United's Whistleblowing Policy. Cambridge United is committed to ensuring that no member of staff should feel at a disadvantage in raising legitimate concerns. Any concerns around safeguarding should be raised by staff under protection from the Whistleblowing policy.

Any adult or young person with concerns about a colleague can "whistle blow" by contacting The FA Safeguarding Team on 0844 980 8200 ext. 4787, or by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ or alternatively by going direct to the Police, Children's Social Care or the NSPCC.



## Complaints and Appeals

Any staff, volunteers and participants who have any complaints regarding Cambridge United's safeguarding should refer to Cambridge United's Complaints and Appeals Policy. Cambridge United welcomes complaints that can support the organisation to safeguard children and adults at risk in the most effective way. Any non-recent abuse allegations must be reported to County FA Designated Safeguarding Officer.

## Recruitment

Safeguarding should also be integral to the recruitment process. In view of this, the following points should be adhered to for the recruitment of all full-time, part-time or sessional staff and volunteers.

- In the application pack and the application process it should be made clear that our organisation has a commitment to safeguarding and protecting children.
- All application processes should include questions about whether the candidate has any legal restrictions or otherwise that would prevent them working with children or make them unsuitable to work with children.
- All candidates should bring photographic identification to interview to be checked by the interviewer.
- All recruitment processes should include a check of the candidates' qualifications.
- All candidates must have a Disclosure and Barring Service check before being cleared to work with children.
- References should be requested and all referees should be asked about the candidate's suitability to work with children.
- All candidates should be provided with a copy of Cambridge United's Safeguarding Policy.

## Other Associated Policies (including Academy/Trust specific policies)

The full list of Club policies can be found in the staff handbook (or PMA system for Academy staff and participants), including but not limited to:

- Safe Recruitment
- Equality and Diversity Policy
- Whistleblowing Policy
- Health and Safety Policy
- Transport/Trips and Travel Policy
- Tours, tournaments and festivals
- Social Media, Internet and Images Policy
- Complaints and Appeals Policy
- Safer Recruitment Policy

## Photography and Digital Images

Cambridge United FC utilises designated photographers within the Club to document activities and events. Parental consent must be obtained before any child or young person that in participating in a Club activity is photographed or filmed.

The exception to this, when written consent is not required, is when a child or young person attends the Abbey Stadium as a spectator (e.g. on a match day) whereby the parent/carer allowing their child to enter the Stadium they thereby provide consent for that child's image to be captured and used by the Club. This is in line with EFL Ground Regulations 25 and 27.

Any external observers to a Club event are strictly prohibited from taking photographs or film footage unless they have written consent of all children and young persons involved in the activity and written confirmation of the purpose of the images, who the images may be shared with and what personal information may accompany the images.

## Sexting

Sexting is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'youth produced sexual imagery'.

'Sexting' does not include the sharing of sexual photos and videos of under-18 year olds with or by adults. This is a form of child sexual abuse and must be referred to the police.

What to do if an incident involving 'sexting' comes to your attention:

- Report it to your Designated Safeguarding Officer (DSO) immediately.
- Never view, download or share the imagery yourself, or ask a child to share or download – this is illegal.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSO.
- Do not delete the imagery or ask the young person to delete it.
- Do not ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSO.
- Do not share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- Do not say or do anything to blame or shame any young people involved.
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSO.
- Report to County FA Designated Safeguarding Officer.

For further information please visit:

Young People (UKCCIS, 2018) at [www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis](http://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis)

## **Preventing Radicalisation and Extremism**

Protecting children from the risk of radicalisation is part of Cambridge United's wider safeguarding duty.

All Safeguarding staff, coaching staff, medical and education staff as well as any other staff in contact with children will receive Prevent and Channel general awareness training which will need to be renewed every 3 years. All Academy Scholars will complete the online training as well via the life skills programme.

As with managing other safeguarding risks, staff should be alert to changes in behaviour in children and young people that may indicate they are in need to help or protection.

Club staff should use their professional judgement in identifying children who may be at risk of radicalisation and report any concerns to a member of the Safeguarding team. If the team are satisfied with the concern, they will then refer it to the Police and Children's Social Care.

If there is immediate risk of a terror activity taking place, you must call 999 or the Anti-Terrorist hotline on 0800 789 321.

## **Safeguarding within Partnerships**

Cambridge United recognise its responsibility to safeguard the welfare of all children, young people and adults at risk participating in club activities and activities arranged with an external provider. The Club is committed to working with providers to ensure that children are protected from physical, emotional/psychological, sexual abuse, neglect and bullying.

Agreements with partnerships will include the following:

- All partners will be fully aware of their responsibility to safeguard children, young people and vulnerable adults.
- It will state whose Safeguarding policies and procedures will be followed in the event of a concern.
- It will state that a safe recruitment process has been followed.
- If appropriate, DBS checks and self declarations have been undertaken.
- If the provider has public liability insurance.
- That appropriate safeguarding training has been undertaken by the providers.
- Who has responsibility for risk assessments, consent forms, registration etc.
- Details of first aid arrangements.
- Who has responsibility of inducting staff on Health and Safety and codes of conduct etc.

In Schools, the Safeguarding Policy of the School will be followed where provided. In external venues, the Cambridge United FC Safeguarding Policy will be followed unless otherwise stated in a

service level agreement. In the event of any uncertainty contact your Designated Safeguarding Officer. Cambridge United reserve the right to follow our own procedures if there is doubt or lack of clarity when working in partnership.

## **Trips and Tournaments**

Further information on trips and tournaments can be seen in the separate Trips and Tournaments documents for Club, Academy and Trust (including NCS).

Written parental consent will always be obtained for all Club trips and tournaments.

## **Under 18's travelling as part of the First Team**

Any Manager/Coach that has any U18's as part of the team must have a FA DBS check. Additionally, the Club has in place the following safeguarding measures;

- Young players under the age of 18 are defined in law as a child, and adults working with children must protect those young players and demonstrate behaviour that does not leave the adults open to allegations against themselves.
- If the game involves away travel, players under the age of 18 must have a separate hotel room and not share with another adult over the age of 18. If two Under 18 players are travelling together then they are permitted to share a room.
- Players and staff should not engage the player(s) under the age of 18 to engage in activities such as gambling, alcohol consumption or watching or engaging in any inappropriate adult behaviours.
- Players and staff should recognise the vulnerability of players under the age of 18 and the risks associated with encouraging players to engage in inappropriate behaviours.
- A suitably qualified member of First Team staff will be assigned to supervision of the Under 18 player. This member of staff will have an enhanced DBS check and FA Safeguarding Children certification. Contact details of this person will be shared with the player's parent/carer prior to departure.
- In the case of an overnight stay, the Under 18 supervisor will ensure the player has understanding of instructions to follow in the event of a fire, checking the young person has no access to alcohol/mini bar and inappropriate pay to view TV in their rooms.
- Written consent will be obtained by parents to confirm they consent to the player travelling away with the First Team.

## Appendix A: Safeguarding Vulnerable Adults

Cambridge United recognise that safeguarding vulnerable adults is an important aspect of our safeguarding policy and procedures. Whilst the safeguarding policy overall applies to vulnerable adults there are aspects of safeguarding that are specific to vulnerable adults.

A vulnerable adult is an adult (person aged 18 and over) who is, or may be in need of one of the following services: Health care; relevant personal care; social care work, assistance in relation to general household matters by reason of age, illness or disability; relevant assistance in the conduct of their own affairs (due to age, illness or disability in prescribed circumstances).

Cambridge United is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of adults in accordance with the Care Act 2014.

The guidance given in the policy and procedures is based on the following principles:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- Cambridge United will seek to ensure that our club is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within Cambridge United for example inappropriate behaviour of a coach, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with Cambridge United Safeguarding Adults Policy and Procedures.
- Cambridge United recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

The six principles of adult safeguarding

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults

- Empowerment - People being supported and encouraged to make their own decisions and informed consent.
- Prevention – It is better to take action before harm occurs.
- Proportionality – The least intrusive response appropriate to the risk presented.
- Protection – Support and representation for those in greatest need.
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- Accountability – Accountability and transparency in delivering safeguarding.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

## **What to do if you have a concern or someone raises concerns with you.**

- It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the Cambridge United Lead Safeguarding or Welfare Officer, or, if the Lead Safeguarding or Welfare Officer is implicated then report to the Cambridge United Senior Management Team.
- When raising your concern with the Club Welfare Officer or Lead Safeguarding Officer, remember Making Safeguarding Personal. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern and
- It is important when considering your concern that you also ensure that keep the person informed about any decisions and action taken about them and always consider their needs and wishes.
- CUFC to report any allegations/concerns to County FA Designated Safeguarding Officer

## **How to respond to a concern**

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Cambridge United Lead Safeguarding or Welfare Officer.
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your lead safeguarding or welfare officer.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding or Welfare Officer and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk then contact the emergency services immediately.

The roles and responsibilities as well as reporting procedures for safeguarding vulnerable adults remain the same as for the overall safeguarding policy.

## Appendix B: Ball Assistants Policy

Cambridge United will endeavour to ensure the safeguarding and protection of all ball assistants carrying out their duties at the Abbey Stadium.

Ball assistants will be;

- A minimum of 11 years of age and must sign, along with parents/carers, a code of conduct issued by Cambridge United.
- Ball assistants will be supervised by at least one Cambridge United member of staff.
- Male and female staff will be used where possible to supervise mixed gender groups.
- Separate gender appropriate changing rooms will be available where required.
- No photographs will be taken in ball assistant changing areas.
- Staff should never be in any situation where they are left alone with the ball assistants.
- All ball assistants will receive Health and Safety induction prior to carrying out their duties (e.g. fire assembly points, safety around the pitchside etc).
- All ball assistants and parents/carers will be provided with the Match Day Designated Safeguarding Officers' contact details.
- All Club staff supervising ball assistants will have an enhanced DBS check and have completed the FA Safeguarding Children certification.

## Appendix C: Mascot Policy

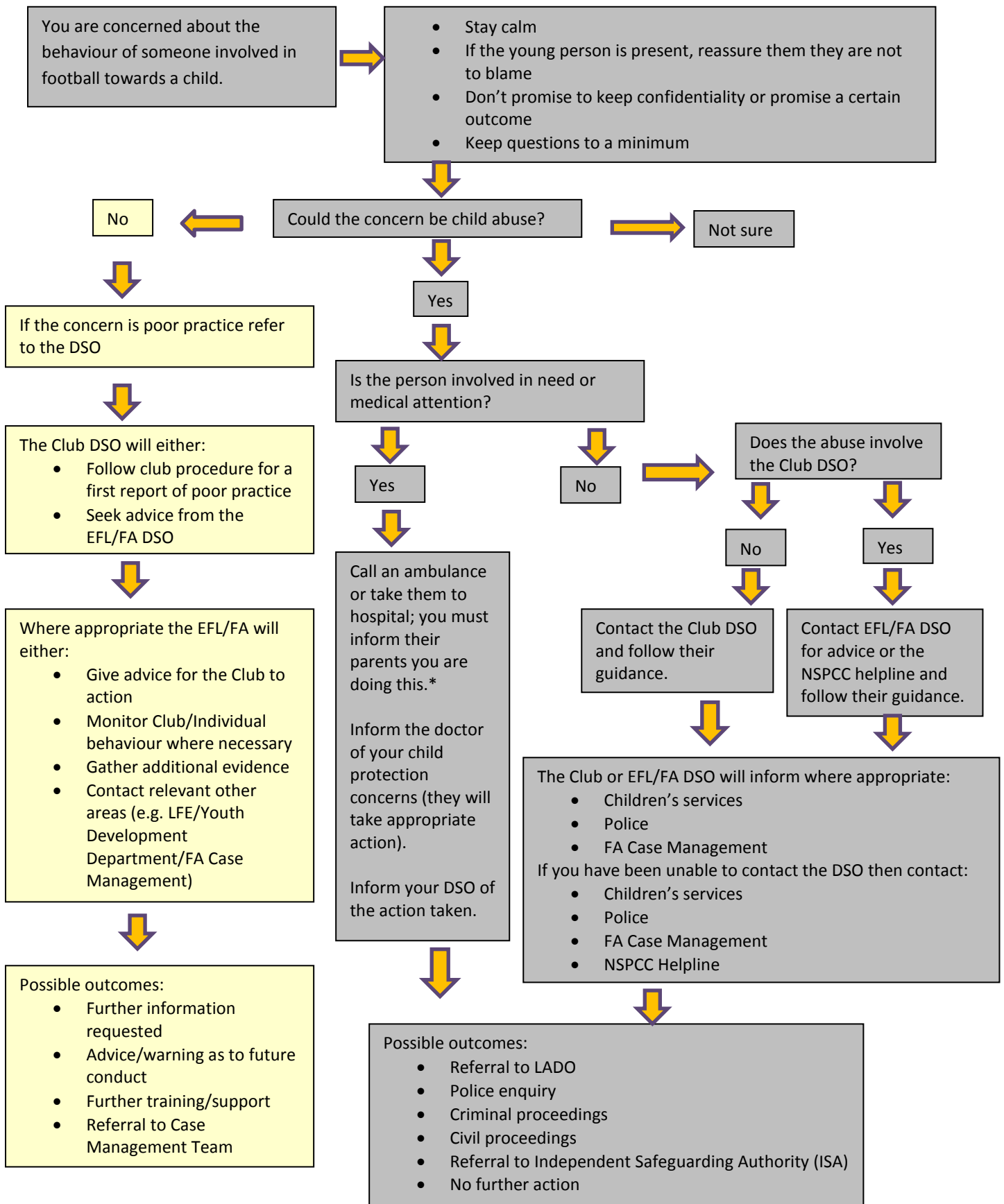
Cambridge United will endeavour to ensure the safeguarding and protection of all mascots carrying out their duties at the Abbey Stadium whilst in the care of the Club to ensure a safe and enjoyable environment.

The following guidance will apply to mascots;

- Child mascots must be a minimum of 6 years old.
- All Club staff supervising mascots will have an enhanced DBS check and have completed the FA Safeguarding Children certification.
- Child mascots must be supervised by Club staff at all times, or in the care of parents/carers (e.g. when watching the match).
- Where possible, parents will be advised to bring the child to the match wearing suitable kit (under warm clothing when appropriate) to avoid the need to change at the Abbey Stadium.
- If an injured or disabled child is to be a mascot, a risk assessment will be carried out by the Mascot Coordinator to ensure the appropriate safety measures are in place where required.
- The Matchday Safety Officer will be informed where required to inform and advise paramedics of any issues.
- Male and female staff will be used where possible to supervise mixed gender groups.
- Staff should never be in any situation where they are left alone with a mascot.
- Parents/carers will be informed of the Clubs photography policy in the information sent to the mascots prior to the fixture and complete a photography consent form, alongside the matchday itinerary and contact details of the Matchday Designated Safeguarding Officer.



## Appendix D: Reporting a concern





## Appendix E: Incident Referral Form

### Cambridge United FC and Cambridge United Community Trust Safeguarding Incident Referral Form - CONFIDENTIAL

*The information recorded below **must** be of a factual nature and not reflect the personal opinions or thoughts of the person recording them.*

Date and time of disclosure:

Person(s) about whom there is a safeguarding concern (the 'victim'):

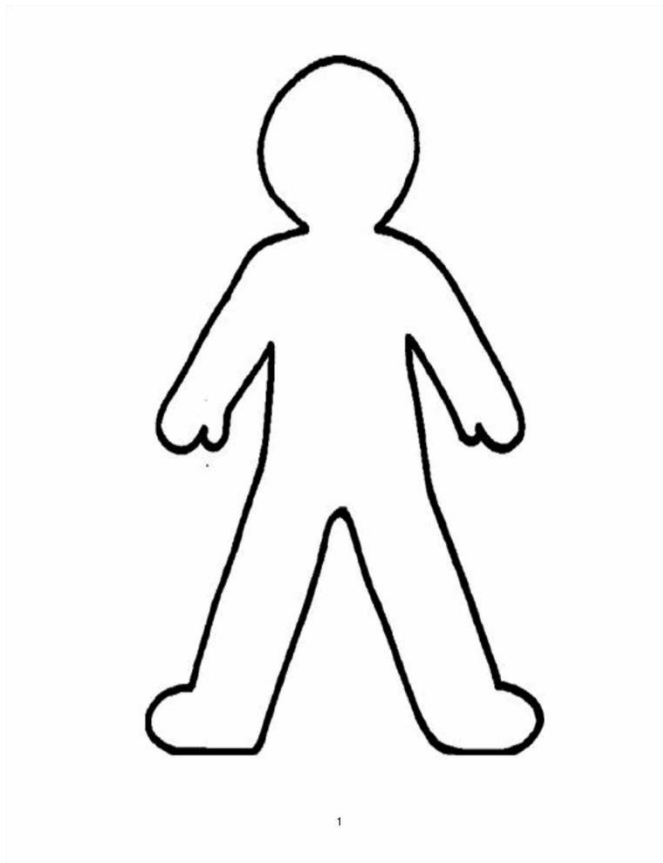
Person(s) whose conduct is causing a concern:

Person recording concern:

Nature of the concern (**factual information only – continue on separate sheet if necessary**):

Nature of the concern - continued (**factual information only – continue on separate sheet if necessary**):

In the case of apparent bruises or injuries, these should be completed on the body map below.



I certify that this is an accurate and factual record of my concerns.

Signed:

Date:

Name (please print):



<b>Date of last review</b>	October 2019	<b>Reviewed by</b>	L Gray, K Brunswick, S Gomarsall, A Beattie
<b>Date of next review</b>	October 2020	<b>Reviewed by</b>	L Gray, K Brunswick, S Gomarsall, A Beattie
<b>Date of next review</b>	October 2021	<b>To be reviewed by</b>	A Beattie , K Brunswick, S Gomarsall
<b>Date of last Board review</b>	November 2019	<b>Reviewed by</b>	CUFC & CUCT Board of Directors
<b>Date of next Board review</b>	November 2020	<b>Reviewed by</b>	CUFC & CUCT Board of Directors
<b>Date of next Board review</b>	November 2020	<b>To be reviewed by</b>	CUFC & CUCT Board of Directors

Signed \_\_\_\_\_ CUFC Safeguarding Officer Date.....

Signed *lulou* CUCT Safeguarding Officer Date 04/03/21

Signed \_\_\_\_\_ CUCT Senior Safeguarding Manager Date.....

Signed \_\_\_\_\_ CUFC Senior Safeguarding Manager Date.....

Signed \_\_\_\_\_ CUFC Chair of Directors Date.....

Signed \_\_\_\_\_ CUCT Chair of Trustees Date.....

Signed *D. Bradshaw* Cambridgeshire County FA DSO Date 04/03/21

Date to be reviewed.....