



**BRENTFORD FC**

# **Safeguarding Children Policy and Procedures**



## Introduction

Brentford Football Club (BFC) acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to 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 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy, Affiliated Footballs Safeguarding Policy and Procedures and endorse and adopt the Policy Statement contained in that document:

The key principles of those and The Brentford Football Club Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents/carers is essential

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Brentford Football Club recognises that this is the responsibility of every adult involved in our club.

Brentford Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

Our staff and members must make themselves aware of the 'Brentford Football Club Safeguarding Children Policy and Procedures'. Where appropriate the following guidelines will be supplemented by in-service training and additional guidance.

## Safeguarding Children

### Education and Welfare Manager

Brentford Football Club has appointed an Education and Welfare Manager (Club Welfare Officer) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Education and Welfare Manager is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Education and Welfare Manager will liaise directly with the County FA (CFA) Welfare Officer and Football League and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.

## Reporting Concerns

Safeguarding is everyone's responsibility. If you are worried about a child it is important that you report your concerns – **no action is not an option.**

All action is taken in line with the following legislation/guidance:

- **Pan London child protection procedures**
- **Working Together to Safeguard Children (March 2015)**
- **What to do if you are worried a child is being abused**

### Reporting concerns

- If you are worried about a child then you need to report your concerns to the Education and Welfare Manager (Club Welfare Officer).
- If the issue is one of **poor practice** they will either:
  - Deal with the matter themselves or
  - Seek advice from the County FA Welfare Officer or Football League
- If the concern is more serious - **possible child abuse** - where possible contact Education and Welfare Manager, then immediately contact the Police or Children's Services
- If the child needs **immediate medical treatment** take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Education and Welfare Manager know what action you have taken
- If at any time you are **not able to contact the Education and Welfare Manager** or the matter is serious then you can either:
  - Contact your County FA Welfare Officer directly
  - Call The FA/NSPCC 24 hour Helpline for advice on **0808 800 5000**, text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
  - Contact the Police or Children's Services. All contact numbers are included at the end of this document.

## Distinguishing between child abuse and poor practice

Incidents of poor practice occur when the needs of children and young people are not afforded the necessary priority, so as their welfare is compromised.

According to the legislation 'Working together to safeguard children' child abuse will fall within the following four categories:

### Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be



caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Education and Welfare Manager in cases of serious bullying the CFA Welfare Officer may be contacted.

N.B. – The FA's Safeguarding Children Policy and Procedures are available via [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes) – click on the 'downloads' under Policy and Procedures. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow



diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

## Responding to a Concern, an Incident or an Allegation

All actions listed are in line with legislation as mentioned above.

Where possible the Education and Welfare Manager should be contacted as early as possible, however it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse:

If a Child or Vulnerable Adult informs you directly that they are concerned about someone's behaviour towards them, it is a disclosure.

If the child is hurt or ill – take them to a hospital or call an ambulance and tell them this is a child protection concern – call the Police 999 or 101 and ask their advice if you are unsure – or Local Authority Designated Officer (LADO) – if the child is immediately at risk of significant harm. Inform the Education and Welfare Manager of what action you have taken

**Stay Calm** – so not to frighten the child

**Listen** – to what is being said without displaying shock or disbelief and take what they say seriously

**Accept** – what is being said and allow the child to speak freely

**Reassure** – him or her that what has happened is not his or her fault, they are not to blame and he or she was right to tell

**Explain** – your own position and be honest with who you have to tell and why

**Respond** – inaction is not an option

**Record** – write down everything said and what was done as soon as you can, use the child's words, not your own opinion or what you think they said

**Refer** – report on to the appropriate person

In the event of suspicion of Sexual Abuse, do not let the Child or Vulnerable Adult bathe or shower until given permission to do so. Washing can destroy valuable evidence.

Inform the parents/carers immediately, unless you have specific reason not to, eg if the Child or Vulnerable Adult has named the parent/carer as the Abuser. If there is reason not to notify the parents/carers, contact the Education and Welfare Manager. If he/she is unavailable, contact local Social Services, the police, the NSPCC Child Protection Helpline, or Children's Services, for guidance.

### When receiving a disclosure don't:

- make promises you cannot keep
- promise to keep secrets or keep the information confidential



- interrogate the child – it is not your job to carry out an investigation/interview – this will be up to the police and local authority professional staff, who have experience and are trained specifically to sensitively manage the disclosure – ask the most basic questions and then let the child talk, you listen and ensure that you do not jeopardise any potential criminal investigations
- ask leading questions. Keep any questions to a minimum. Ask only what is necessary to ensure a clear understanding of what has been said
- cast doubt on what the child has told you, don't interrupt or change the subject
- say anything that makes the child feel responsible for the abuse
- criticise the alleged perpetrator
- retain copies of the notes you have made. A hand written record will need to be completed, this should be given to the Education and Welfare Manager.

## **INACTION IS NOT AN OPTION – Safeguarding is Everyone's responsibility**

Make sure you tell the Education and Welfare Manager immediately, they will know how to follow this up and where to go for further advice.

### **Contact Details:**

Education and Welfare Manager: Allan Steele 07763861395

Police: 999 (in an emergency) or 101 (non-emergency)

Local Child Protection Team: 01895 556 633 Option 1, Option 1

Local Authority Designated Officer (LADO) - Maggie Scarlett 01895 250 975

## **Recording of suspicions, concerns or events**

Keep an accurate recording, as there may be legal proceedings at a later date; complete the 'Brentford Football Club Child protection – Safeguarding, Disclosure or Observation Form'.

The Education and Welfare Manager may ask for a written factual statement from the person making the report. Disclosures should be confirmed in writing within 24 hours; if not, then at the earliest opportunity.

Keep a record of the name and designation of the Services contacted, and the member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is needed.

Ensure all information is maintained safely in accordance with data protection legislation. Information should only be shared on a strictly 'need to know' basis.

Investigations into possible abuse will require careful management. The Education and Welfare Manager should seek the advice of Local Authority Safeguarding Children Board, the Police, or in cases of low level poor practice The Football Association Safeguarding Children & Vulnerable Adults Case Management Team before setting up an internal inquiry and take their advice on informing the child or young person's parents.



## **Record Keeping & Confidentiality**

There is always tension and caution around issues of confidentiality. The advice for all staff at Brentford Football Club is that no guarantee of confidentiality can be given to a child or young person (although this does not necessarily mean that the parents of the young person have to be told).

You cannot promise to keep their disclosure a secret or that you will not have to speak to someone else about the issue – reassure them that it will be on a 'need to know' basis and that their dignity and privacy will be respected at all times.

A child or young person should never be pressured to give information or show physical marks unless they do so willingly. If they chose to show markings, two members of staff should be present.

There are actions which staff have to and are obliged to take once we are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need to know basis and nobody should have any reservations about referring a safeguarding children issue to the Education and Welfare Manager. The key issue is that the welfare of the child is protected.

The club will keep a record of all incidents and concerns reported to the Safeguarding team. Any such reports will be taken seriously, treated with respectful uncertainty and carefully recorded, acted upon where appropriate, and confidentially stored. Records will be regularly reviewed in order to identify patterns of behaviour that may give rise to concern. All information collected and stored, whether verbal or written, will be treated with the utmost sensitivity and handled in accordance with the Data Protection Act.

## **Support**

Dealing with a disclosure from a player, and safeguarding issues can be stressful. The member of staff/volunteer should, therefore, consider seeking support for him/herself and discuss this with the Education and Welfare Manager.

## **Whistleblowing**

Brentford Football Club supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0844 980 8200 4787, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW10 9EQ or alternatively by going direct to the Police, Children's Social Care or the NSPCC.

Brentford Football Club encourages everyone to know about it and utilise it if necessary.

## **Criminal Investigations & Social Care Services**

Where serious concerns are raised and/or a criminal offence may have been committed then it is not the responsibility of Club staff to determine if abuse has taken place. This is the responsibility of the police and/or local authority who may involve club staff in any investigation procedures. Where the police decide that they will not take any further action then the local authority may still proceed with an investigation in conjunction with the Club.

Where both the police and social care services have decided to take no further action then the Club



management may undertake an internal investigation in accordance with Club disciplinary procedures.

## **Local Authority Designated Officer (LADO)**

The Education and Welfare Manager will maintain a working relationship with the relevant LADOs (Local Authority personnel who preside over issues relating to adults who work with children) and where necessary, work in partnership in response to concerns, incidents or allegations.

If a member of staff is removed (or resigns) from their role as a result of an allegation or investigation conducted under this policy and the necessary criteria are met, a referral to the Independent Safeguarding Authority will be made in conjunction with the appropriate statutory agencies.

## **Human Resources & Disclosure**

### **Recruitment**

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- Specify what the role is and what tasks it involves
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- Ask for and follow up with 2 references before appointing someone
- Require an FA CRB Enhanced Disclosure where appropriate in line with FA policy.

All Brentford Football Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a DBS Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Brentford Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

Should an individual's DBS reveal any convictions the Brentford FC will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with children. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out by the Education and Welfare Manager and the appropriate Line Manager to assess the information contained within the disclosure certificate.



All new employees, workers or volunteers working with children or young people at the Club will be required to complete a Self-Declaration on commencement of duties.

## **Disclosure and Barring Service (DBS)**

In accordance with above, all staff will undergo a DBS check every three years.

## **New Appointments who already have a Disclosure Certificate**

If a new member of staff has been checked by their previous employer, e.g. another club, a school or hospital, and are not signed up to the Update Service the Company will insist that the original Disclosure certificate be shown to the Education and Welfare Manager it must be dated within six months of the employee's start date at Brentford Football Club and it must be for a similar role of that which the person has been appointed. Brentford Football Club will apply immediately for a Brentford Football Club CRC and it is at the discretion of the Education and Welfare Manager and Director of Football Operations, whether the employee can start work before receipt of the Brentford Football Club CRC.

## **Ratio of Adults to Children**

Brentford Football Club adopts best practice regulations laid down by the Football Association (FA) in relation to the supervision of Adults to Children. Procedures are in place to fully risk assess the types of activity and participant ability to ensure appropriate ratio of staff/coaches to participants.

## **Staff Training**

All staff working in direct contact with children shall be required to complete the FA workshop on Safeguarding Children or equivalent Safeguarding Course 16-18. Details of those satisfactory completing this course are retained by the Company.

## **Health & Safety**

The Education and Welfare Manager gives guidance to those whose roles involve working with children and young persons. Where a child or young person is involved, a risk assessment must take account of their particular vulnerabilities which will include the safeguarding of children. The risk assessment should set out what arrangements are in place for their care and supervision.



## Additional Policies, Procedures and Guidelines

This Policy underpins all the work undertaken across the club that involves direct (and in some cases indirect) engagement with children and vulnerable adults. Where there are significant areas or levels of engagement, this policy is supplemented by further policies, protocols, guidance and training.

### Codes of Conduct

Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by Brentford Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

### Parental Consent

Brentford Football Club will make every effort to obtain parental consent for all activities using a signed parental consent form. Brentford Football Club will do everything it can to safeguard children in its care but recognise that in some cases, due to the nature of the work carried out, obtaining parental consent for activities is not always possible.

### Useful Contacts

#### Education and Welfare Manager

Allan Steele  
Brentford FC  
Mobile: 07763 861 395  
Email: [asteele@brentfordfc.co.uk](mailto:asteele@brentfordfc.co.uk)

#### Hillingdon Local Authority Designated Officer (LADO)

Maggie Scarlett  
Telephone: 01895 250 975  
Mobile: 07930 874 337  
Email: [mscarlett@hillingdon.gov.uk](mailto:mscarlett@hillingdon.gov.uk)  
Secure Email: [Maggie.scarlett@hillingdon.cjism.net](mailto:Maggie.scarlett@hillingdon.cjism.net)

#### Children's Social Care – Hillingdon

M.A.S.H. Team (Multi Agency Safeguarding Hub)  
Telephone: 01895 556 633 Option 1, Option 1  
Out of hours Telephone: 01895 250 111

#### Hounslow Local Authority Designated Officer (LADO)

Sally Greig  
Telephone: 020 8583 5013  
Email: [sally.greig@hounslow.gov.uk](mailto:sally.greig@hounslow.gov.uk)

#### Children's Social Care – Hounslow

Telephone: 020 8583 6600 option 1  
Out of hours telephone: 020 8583 2222



**BRENTFORD FC**

**Further advice on Safeguarding Children matters can be obtained from:**

Ann Hussey  
Football League  
Child Protection Advisor  
Mobile: 07795 628 379  
Email: [ahussey@football-league.co.uk](mailto:ahussey@football-league.co.uk)

Sue Cairney  
London FA County Welfare Officer  
Telephone: 020 7751 2420  
Email: [sue.cairney@londonfa.com](mailto:sue.cairney@londonfa.com)

Neill Fowler  
Middlesex FA County Welfare Officer  
Telephone: 0208 515 6903  
Email: [neill.fowler@middlesexfa.com](mailto:neill.fowler@middlesexfa.com)

[www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes)

Emailing – [footballsafes@TheFA.com](mailto:footballsafes@TheFA.com)

The FA Safeguarding Children general enquiry line 0845 210 8080



## Revisions to the Safeguarding Children Policy and Procedures

### Implementation, Monitoring and Review of the Safeguarding Children Policy and Procedures

The policy will be reviewed annually by the Management Team. It will be implemented through the club's induction and training programme, and as part of day to day practice.

The Education and Welfare Manager carries out internal monitoring checks on a regular basis to ensure safeguarding and child protection procedures are in line with the policy.

| Date      | Name         | Description                |
|-----------|--------------|----------------------------|
| July 2015 | Allan Steele | Fully updated              |
| June 2016 | Allan Steele | Adaption of policy wording |
|           |              |                            |
|           |              |                            |

### Resources:

Affiliated Footballs Safeguarding Policy and Procedures - Working Together to Safeguard Football

Download: <http://www.thefa.com/~media/files/thefaportal/governance-docs/safeguarding/raising-awareness/affiliated-footballs-safeguarding-policy-and-procedures>.

FA Safeguarding Children Policy – The FA Handbook

Download: [http://www.thefa.com/~media/files/thefaportal/governance-docs/rules-of-the-association/2015-16/025\\_safeguarding-children-policy.ashx](http://www.thefa.com/~media/files/thefaportal/governance-docs/rules-of-the-association/2015-16/025_safeguarding-children-policy.ashx)

FA Safeguarding – Raising Awareness Downloads

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

NSPCC, Children in care, Legislation, policy and guidance

<http://www.nspcc.org.uk/preventing-abuse/child-protection-system/children-in-care/legislation-policy-guidance/>