

SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY



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Scope of the policy

This policy applies to all activities delivered by Cambridge United Football Club including those within the Cledara Abbey stadium, Academy, community programmes and any externally commissioned or partner delivered provision.

It applies to all individuals working on behalf of the club, including:

- Paid staff
- Volunteers
- Sessional workers
- Agency staff
- Contractors and partners

Commitment statement

Cambridge United Football Club acknowledges its responsibility to safeguard and promote the welfare of every child, young person and adult at risk who has been entrusted into our care and is committed to working to provide a safe environment for all. Cambridge United recognises that individuals have a fundamental right to be protected from harm and exploitation. We will give equal priority to keeping all children and adults at risk safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Cambridge United is committed to ensuring that best practice is adopted when working with all, offering them support and protection, and accepts that it has a legal and moral responsibility to implement procedures, to provide a duty of care, to safeguard their wellbeing and to protect them from abuse. This policy represents Cambridge United's commitment to protect Children and Adults at risk and outlines our key objectives for all staff and volunteers working within our organisation.

In pursuit of these aims, the Board of the Football Club will approve, and annually review policies and procedures with the aim of:

- Providing a safe environment for all to learn and develop.

- Identifying individuals who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe.
- Raising awareness of issues relating to the welfare of individuals and the promotion of a safe environment within the organisation.
- Aiding the identification of individuals at risk of significant harm and providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against any individual working for the Club.
- Ensuring the safer recruitment of all staff and volunteers.

How this policy is communicated

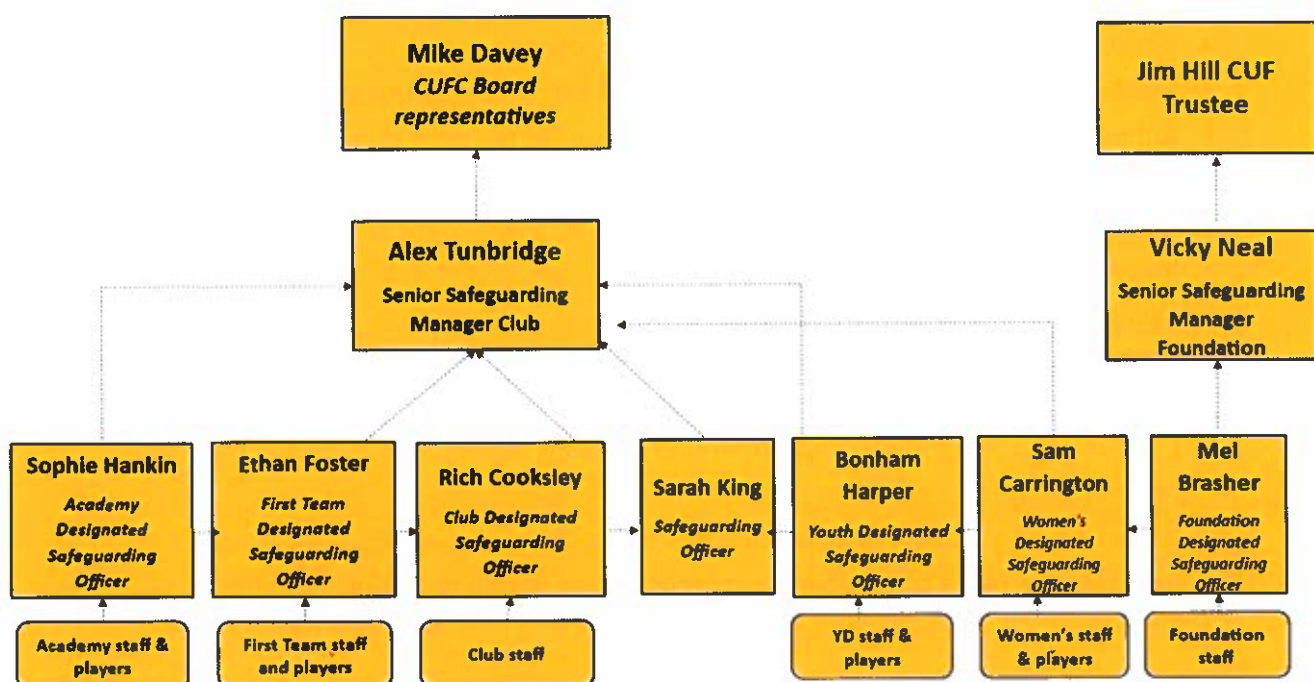
This policy is communicated to participants and beneficiaries (and their parents/carers, where relevant) via publication on the Football Club website and is sent to all staff and volunteers when they join. The policy is updated every year and re-circulated among staff and volunteers at that time.

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 adults at risk have an equal right to protection by Cambridge United, and Cambridge United is committed to providing equal opportunities for all staff, supporters and other individuals with whom we engage.

Roles and responsibilities

Below is Cambridge United's Safeguarding Structure showing lines of reporting.



Contact list	
Sarah King	07756 286999 safeguarding@cambridgeunited.com
Rich Cooksley	07354 843433 richc@cambridgeunited.com
Bonham Harper	07769 217879 bonhamh@cambridgeunited.com
Sophie Hankin	07889 563341 sophieh@cambridgeunited.com
Ethan Foster	07523 685208 ethanf@cambridgeunited.com
Sam Carrington	07769 217880 samc@cambridgeunited.com
Melanie Brasher	07802 461995 melanieb@cambridgeunited.com
Email Address - safeguarding@cambridgeunited.com	

Role of the designated safeguarding officer (DSO):

The person in this role is responsible for:

- Acting as the first point of contact for safeguarding concerns.
- Receiving and acting upon any reported concerns through the club's digital reporting system.
- Ensuring all staff are familiar with and adhere to the Safeguarding Children and Adults at Risk Policy. This includes inducting new staff and keeping records of staff training.
- To ensure this Policy is available to all 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 on our digital reporting system.
- Advocating the importance of Child Protection to all partners and participants.

- 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.

Role of the senior safeguarding manager:

The person in this role is responsible for:

- Ensuring the Safeguarding Officers are properly undertaking their responsibilities.
- Overseeing the club's digital reporting system, ensuring that concerns are recorded in a timely manner.
- Reporting all incidents to the Board in a timely manner.
- Liaising with the DSO and relevant local authorities in serious cases.
- Reporting all safeguarding cases to the FA Designated Safeguarding Officer.

Key regulations and legislation

Cambridge United is governed by the legislation and rules and regulations set out by key governing agencies including the Government, The Football Association, The EFL, 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 most current legislation:

- Working Together to Safeguard Children
- Keeping Children Safe in Education
- The Prevent Duty
- The Children Act
- What to do if you're worried a child is being abused Advice for Practitioners
- Safeguarding Vulnerable Groups Act
- Protection of Freedoms Act
- Female Genital Mutilation Act
- Sexual Offences Act
- UN Convention on the Rights of the Child
- The Mental Capacity Act
- The Care Act
- Every Child Matters
- Human Rights Act
- The Equality Act
- Children and social work act
- Standards for Safeguarding and Protecting Children in Sport (NSPCC and CPSU).

Note, See appendix G for definitions and appendix F for key contacts and helpful resources.

Action to be taken when a disclosure is made

- Remain calm.
- Reassure the person 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 and only ask open questions or clarifying questions.
- Allow the person to continue talking, not asking them to wait until someone else is present.
- Do not ask leading questions.
- 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 the concern and your action to a member of the Cambridge United Safeguarding Team and on the club's digital reporting system.

All concerns must be recorded on the club's digital reporting system within 24 hours. If someone is in immediate danger, call 999.

For full guidance on what to do when you have a concern, please see Appendix D:

Cambridge United Staff: Use the club's digital reporting system.

Non-Staff will use the Incident Referral Form in Appendix E and send to your DSO.

Actions (to be taken by the club):

Cambridge United has a responsibility to ensure all are protected and should:

- Take all disclosures very seriously and report to the relevant safeguarding officer for further investigation.
- Encourage all individuals to always speak and share their concerns.
- Reassure the person 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?) on the club's digital reporting system.
- Report any signs of self-harm, or intention to self-harm, immediately.
- Regularly reinforce the club's anti bullying environment and behaviour standards.

Actions (towards the perpetrators):

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

- The allegations will be investigated, and appropriate action will be taken.
- Police and Children's Social Care will be consulted where necessary.
- Parents/carers of the perpetrators will be notified about the situation.
- An attempt will be made to help the perpetrators 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.
- Impose sanctions or exclude the perpetrators where necessary.
- Ensure relevant staff are aware of the situation so that they can monitor the situation reduce the likelihood repeat offending.
- Written records will be kept on file for the perpetrators.
- The FA Designated Safeguarding Officer to be informed.

Action to be taken involving sexting:

- 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 or adult at risk 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) or adults at risk it involves or their, or other, parents and/or carers.
- Do not say or do anything to blame or shame any young people or adults at risk involved.
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSO.
- Do record it on the club's digital reporting system.
- Report to County FA Designated Safeguarding Officer.

For further information please visit: Young People at <https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

Good practice:

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

- 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. The Code of Conduct outlines the acceptable and unacceptable behaviours expected of staff, volunteers and interns and details what steps will be taken should those standards not be met.
- 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 individuals equally and with respect.
- Putting the welfare of each person at the forefront of all activities.
- Building balanced relationships built on mutual trust and always maintaining professional boundaries.
- Ensuring any allegations regarding an individual's welfare are reported and acted on appropriately.
- Reinforcing and promoting to parents, players, and participants that they can talk to the Club about any concerns.
- Giving constructive feedback.
- Being a good role model.
- Knowing who the appropriate safeguarding officer is and how to contact them.

Lone Working

Please refer to our lone working policy for guidance (See Appendix I)

- Avoid spending time alone with children and adults at risk away from others except in an emergency.

Poor practice

This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of Children and Adults at Risk are not afforded the necessary priority, compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing Children and Adults at Risk in potentially compromising and uncomfortable situations, failing to ensure the safety of Children and Adults at Risk, ignoring health and safety guidelines, or giving continued and unnecessary preferential treatment to individuals.

Examples of Poor Practice:

- Spending excessive amounts of time alone with children, no matter if in rooms, car journeys, or anywhere away from others.
- Being alone in changing rooms, toilets, or showers with children.
- Engaging in rough, physical, or sexually provocative contact.
- Allowing children to use explicit and inappropriate language without challenging them on it.
- Making any inappropriate, or sexually suggestive comments in front of children, even in fun.
- Allowing allegations made by a child, go without being acknowledged or acted upon.
- Engaging with children on social media or any other electronic form of communication outside of business means.

Low Level Concerns:

Low-level concerns are behaviours which fall below the standard required by Professional Clubs as set out in their Codes of Conduct. Whilst the behaviour may not be immediately dangerous or intentionally harmful, it does set a poor example and may lead to harm or put a child or adult at risk in danger. To allow low-level concerns to continue unchallenged may result in an environment developing in which abuse may be able to take place. It can also normalise behaviour which is unacceptable and should not be condoned.

The FA currently operate under the “3 strike rule” on low-level concerns. This means that where an individual has been investigated for 2 previous allegations of low-level concerns, upon receipt of the 3rd concern this should be elevated as a formal referral to the Safeguarding Football Authorities due to the pattern of behaviours forming. (See Appendix H for examples)

When to inform the LADO

If the allegation relates to a person who works with children and adults at risk, then the DSO will refer the incident to the Local Authority Designated Officer (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 or adults at risk.

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.

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 suspensions

- The appropriate members of staff (Head of HR and People, Senior Safeguarding Manager/safeguarding officer) 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 the individual 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 (03000 200 190) when it is believed that a 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 investigations.

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.

Cambridge United 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.

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.

The FA Safeguarding Team: 0800 169 1863 or email Safeguarding@TheFA.com

Confidentiality and information sharing

Confidentiality is vitally important; however, staff must not make promises to keep the information a secret and will need to inform the individual 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 individual to whom the information related or when necessary, the consent of that child's parent or carer (e.g. to the police or Children's Social Care).

All Safeguarding records should be held on the club's digital reporting system and remain as confidential as possible and only retain identifying information where necessary. The documents, both physical and digital, will remain in a secure location.

- Refer to our Privacy Policy for information (See Appendix I)
- Be open and honest about what information will be shared, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners where necessary.
- Share information with consent where possible.
- 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.
- 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 it, and is shared securely.
- Keep a record of your decision and the reasons for it. If you decide to share information, then record what is shared, with whom and for what purpose.

Support following disclosures

Consideration should be given about what support may be appropriate to children, adults at risk, 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

Website: 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 and adults at risk to support services within the community.

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.

Any adult or young person with concerns about a colleague’s conduct towards a child or young person can also use whistleblowing by calling 0800 169 1863 and asking for The FA’s safeguarding team, or via email to: Safeguarding@TheFA.com.

<https://www.cambridgeunited.com/siteassets/pdfs/policies/safeguarding/policy-whistleblowing-policy.pdf>

Complaints and appeals

Any staff, volunteers and participants who have any complaints regarding Cambridge United’s safeguarding should refer to Cambridge United’s Complaints Policy. Cambridge United welcomes complaints that can support the organisation to safeguard children and adults at risk in the most effective way.

<https://www.cambridgeunited.com/siteassets/pdfs/policies/club/policy-complaints.pdf>

Any non-recent abuse allegations concerning a member of staff must be reported to the FA.

The FA Safeguarding Team: 0800 169 1863 or email Safeguarding@TheFA.com

Recruitment

The club is committed to safer recruitment and will ensure:

- Appropriate Disclosure and Barring Service (DBS) checks are completed.
- A minimum of two references are obtained and verified.
- Identity and right to work checks are completed.
- Safeguarding is embedded within the recruitment process.
- Staff are subject to probation and ongoing monitoring.

Please refer to our recruitment and selection policy for further information (See Appendix I)

Other associated policies (See appendix I)

Further policies can be accessed at <https://www.cambridgeunited.com/club/club-policies/>

The full list of Cambridge United policies can be found in the staff handbook (or PMA system for Academy staff and participants)

Photography and digital images

Cambridge United utilises designated photographers within the Club to document activities and events. Parental consent must be obtained before any child or young person that is 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 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 26 and 27 and does include Kids Zone which is external to the stadium.

<https://www.efl.com/siteassets/efl-documents/ground-regulations.pdf>

Anyone wishing to take photographs at a Cambridge United event must have the 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.

For scoreboard announcements, the content is the sole responsibility of the sender and Cambridge United Football Club do not accept any responsibility for any errors or inaccuracies within it. Unless the club receives a written request explicitly stating otherwise, all photos and messages submitted will be displayed on the club's SLO Facebook page and website with submission implying consent for publication.

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.

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

Changes that could indicate a person is at risk of radicalisation are:

- Withdrawing from family and friends, or changing circle of friends
- Hostility towards others
- Being unwilling to discuss their views
- Increased levels of anger
- Being secretive about who they've been talking to online and what sites they visit
- A sudden conviction that their religion, culture or beliefs are under threat and treated unjustly

- Becoming intolerant of other people's views
- Altering their style of dress or appearance to accord with an extremist group
- Using certain symbols associated with terrorist organisations

Club staff should use their professional judgement in identifying children and adults at risk 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 an immediate risk of a terror activity taking place, you must call 999 or the Anti-Terrorist hotline on 0800 789 321.

Online Safety

We take children's online safety very seriously and have robust filters in place on all classroom laptops to help protect scholars from inappropriate or harmful content. Alongside this, we recognise the importance of equipping children with the skills to think critically about the information they may encounter online. As part of our teaching, we will address issues such as misinformation, disinformation, fake news and conspiracy theories, encouraging young people to question sources, check facts, and develop a responsible and informed approach to digital content.

Safeguarding within partnerships

Cambridge United recognise its responsibility to safeguard and promote the welfare of all children, young people and adults at risk participating in club activities at an alternative location. The Club is committed to working with providers to ensure that individuals are protected from all forms of abuse.

The Club's commitment to Safeguarding is outlined in any partnership agreements, service level agreements or any other agreements that are in place with any service provider or for commissioned services insofar as those services relate to children.

In Schools, the Safeguarding Policy of the School will be followed. In external venues, the Cambridge United Safeguarding Policy will be followed unless otherwise stated in a service level agreement. 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 the Club and Academy.

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

Appendix A: Safeguarding adults at risk

Cambridge United recognise that safeguarding adults at risk is an important aspect of our safeguarding policy and procedures. Whilst the safeguarding policy overall applies to adults at risk there are aspects of safeguarding that are specific to them. An adult at risk is an adult (person aged 18 and over) who is or may be in need of one of the following services: 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, particularly those adults with care and support needs.
- We all have a shared responsibility to ensure the safety and wellbeing 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 the Cambridge United Safeguarding Children and 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.

<https://www.scie.org.uk/care-act-2014/safeguarding-adults/safeguarding-adults-boards-checklist-and-resources/making-safeguarding-personal.asp>

- It is important when considering your concern that you also ensure that you 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 what the person has said using his or her own words as soon as practicable. Complete a report on the club's digital reporting system within 24 hours which can then be escalated 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 is your duty to pass on your concerns through the club's digital reporting system 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 crew policy

Cambridge United will endeavour to ensure the safeguarding and protection of all ball crew carrying out their duties at the Cledara Abbey Stadium, training ground and all venues used by Cambridge United Football Club for the First Team, Women's Team, Academy and Youth Development.

Ball crew will be.

- A minimum of 11 years of age and must sign, along with parents/carer, a code of conduct issued by Cambridge United.
- Ball crew 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.
- Staff should never be in any situation where they are left alone with a member ball crew.
- All ball crew will receive Health and Safety induction prior to carrying out their duties (e.g. fire assembly points, safety around the pitch side etc).
- All ball crew and parents/carers will be provided with the Match Day Designated Safeguarding Officers' contact details.
- All Club staff supervising ball crew will have an enhanced DBS check and have completed the FA Safeguarding Children certification.

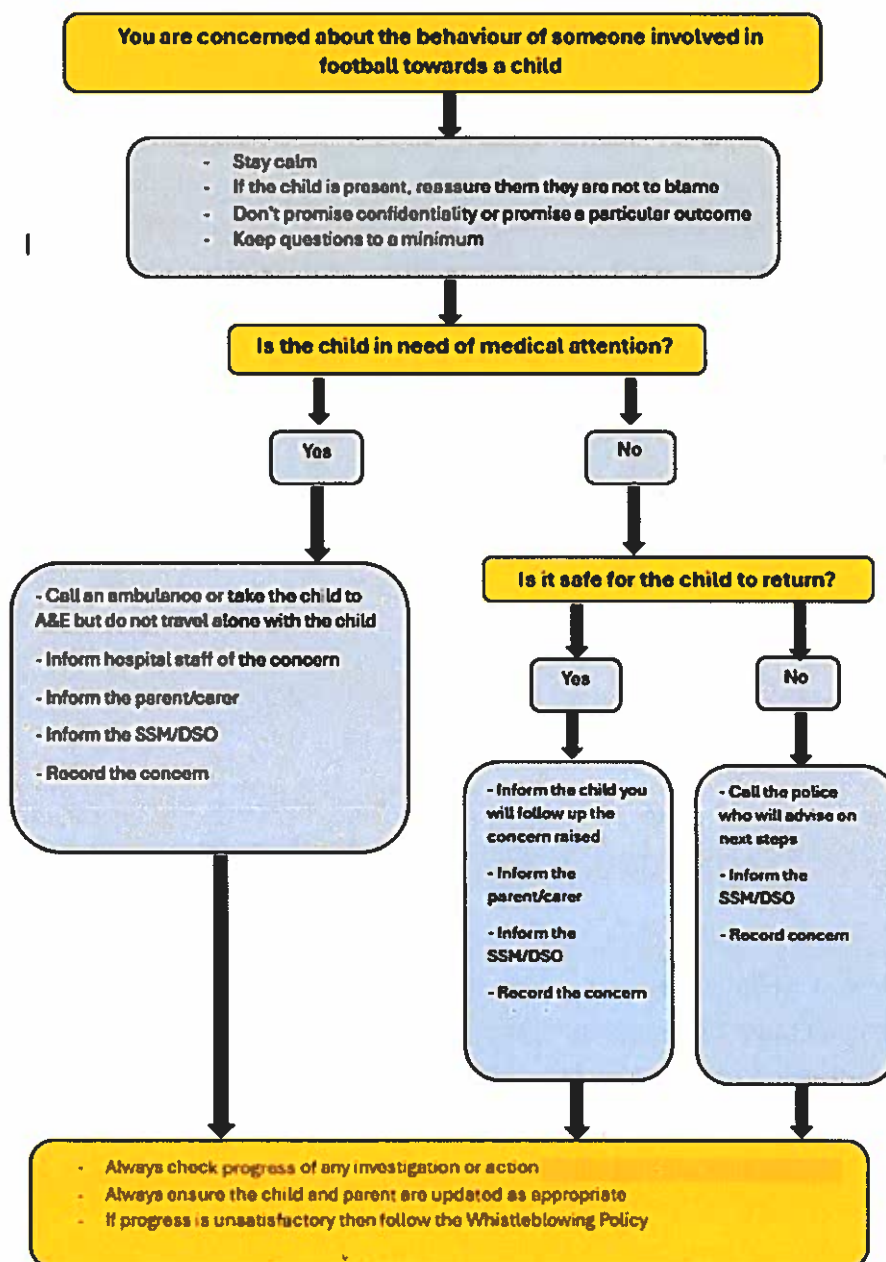
Appendix C: Mascot policy

Cambridge United will endeavour to ensure the safeguarding and protection of all mascots carrying out their duties for the First Team, Women's Team, Academy and Youth Development to ensure a safe and enjoyable experience.

- The following guidance will apply to mascots.
- Child mascots must be a minimum of 5 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 until the time that they are 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 venue.

- 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 (Club Staff, non-delivery)

Cambridge United FC 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'):

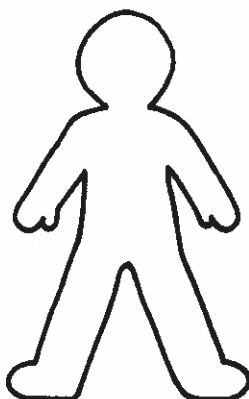
Person(s) whose conduct is causing a concern:

Person recording concern:

Person to whom concern was reported:

Nature of the concern: (factual information only, continue on additional sheet if needed)

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):

APPENDIX F: Key contacts and helpful resources

Cambridgeshire FA

- County FA Designated Safeguarding Officer - Diane Bradshaw: 01223 209021

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

The FA CRC Unit: 0845 210 8080

www.TheFA.com/footballsafesafe - footballsafesafe@TheFA.com

NSPCC

- NSPCC 24 hour helpline for advice on 0808 800 5000
- Text 88858
- Email help@nspcc.org.uk

Local Authority Designated Officer (LADO) team:

- Contact LADO@cambridgeshire.gov.uk
- 01223 727967;
- Out of Hours Emergency Duty Team: 01733 234724.

[Working together to safeguard children 2023: statutory guidance](#)

<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 - <https://www.thepfa.com/players/wellbeing>
- The FA Directly via 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:

County Children Services in Cambridgeshire

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

APPENDIX G: Definitions

Definition of children and adults at risk

Children: Anyone who has not yet reached their 18th 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.

Activity: means any activity or series of activities, arranged by or in the name of the EFL, for Children, Young People and Vulnerable Adults. These are deemed to be regulated and therefore activate the required levels of criminal record checks that are associated.

Safeguarding Children is the action that is taken to promote the welfare of children and protect them from harm.

This means:

- Protecting Children from abuse and maltreatment.
- Preventing harm to their health or development.
- Ensuring they grow up with the provision of safe and effective care; and
- Taking action to enable all Children to have the best outcomes.

Staff means any person employed or deployed by the EFL whether in a paid, voluntary, consultancy or third-party capacity.

The Football Association ("The FA") is English football's governing body.

Definition of 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.

Types of abuse

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.

Examples 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 connection 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.

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 – detailed below.
- Exclusionary behaviour, including rallying others to exclude an individual.

Domestic abuse: A pattern of controlling, coercive, threatening, degrading or violent behaviour by a partner, ex-partner, family member, or caregiver. It is not limited to physical violence, it can take many forms, including:

- Physical abuse
- Emotional/psychological abuse
- Sexual abuse
- Financial/economic abuse
- Coercive control
- Digital/technological abuse

The key elements are power, control and harm. Domestic abuse can occur in any relationship regardless of age, gender, sexuality or background.

Cyberbullying: is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. This could take the form of posting derogatory abusive comments, videos or images on social media.

Child sexual exploitation: (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual.

Child sexual exploitation does not always involve physical contact: it can also occur through the use of technology.

County lines: is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'Deal line'. They are likely to exploit children (disabled children are particularly vulnerable) or vulnerable adults to move and store the drugs and money, and will often use coercion, intimidation, violence (including sexual violence) and weapons.

Grooming: very commonly plays a key part in the sexual abuse of children. It refers to a process by which an individual manipulates those around them –typically (but not only) the child – to provide opportunities to abuse. It can involve communication with a child where this is an intention to commit a sex offence in person and/or online.

Extremism: goes beyond terrorism and includes people who target the vulnerable, including the young, by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule

of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of our armed forces is classed as extremist.

Female genital mutilation (“FGM”): Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act makes it illegal to practise FGM in the UK or to take women and girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

Discriminatory abuse: Abusive or bullying behaviour because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual’s ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability.

Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and ‘banter’. Discriminatory behaviour is unacceptable and will be reported to The FA. This includes incidents on and off the pitch (including social media).

Peer-on-peer abuse and harmful sexual behaviour: Children can abuse other children. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying);
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- Sexual violence, such as rape and sexual assault.
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.
- ‘Upskirting’, which typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- Sexting (also known as youth produced sexual imagery); and
- Initiation/hazing type violence and rituals.

Sexting: Sexting is when people share a sexual message and/or a naked or semi-naked image, video or text message with another person. It's also known as nude image sharing. More information is available in the link below.

<https://learning.nspcc.org.uk/research-resources/briefings/sexting-advice-professionals#skip-to-content>

‘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.

Infatuations: Children, Young People and Adults at Risk may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and

safety of all concerned. Staff should be aware that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. They should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes aware that a Child, Young Person or Adult at Risk may be infatuated with him/her or with a colleague, should discuss this at the earliest opportunity with the Safeguarding Team.

Domestic violence or abuse: is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and witnessing domestic abuse is child abuse. It's important to remember domestic abuse:

- Can happen inside and outside the home.
- Can happen over the phone, on the internet and on social networking sites.
- Can happen in any relationship and can continue even after the relationship has ended.
- Both men and women can be abused or abusers.
- **Child Criminal Exploitation:** is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity
 - (a) in exchange for something the victim needs or wants, and/or
 - (b) for the financial or other advantage of the perpetrator or facilitator and/or
 - (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Common signs and indicators of abuse

- Every child is unique and 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 upon those concerns.

Appendix H: Examples of low level concerns

- When insufficient care is taken to avoid injuries.
- Allowing abusive or concerning practices to go unreported (e.g. a coach who ridicules and criticises players who make a mistake during a match)
- Placing children or young people in potentially compromising and uncomfortable situations with adults.
- Unprofessional use of their own or the Professional Club's social media accounts.
- Ignoring health and safety guidelines (e.g. wearing seat belts in club transport).
- Using foul and abusive language to children or other adults (e.g. abusive language towards match officials).
- Giving continued and unnecessary preferential treatment to certain individuals on a regular basis.
- Putting performance over the safety of players.
- Providing one to one coaching without any supervision or the presence of other club officials.
- Failing to challenge low-level concerns in other Club Officials.
- Allowing allegations of abuse to go unchallenged or unrecorded and failing to report these concerns (e.g. bystanders of abuse).
- Failing to record incidents or accidents.
- Failing to address the additional needs of disabled players or other vulnerable groups.
- Allowing confidential information to be shared inappropriately.
- Taking children to their own home - if following advice and support to the member of staff or volunteer this practice continues professional curiosity needs to be applied as to potential reasons why the member of staff or volunteer is acting against advice and support.
- Not adhering to guidance when transporting children including travel abroad.

The above list is not exhaustive but should provide guidance of the type of behaviour which constitutes low-level concerns.

Appendix I: Associated Policies

- Acceptable IT Use
- Allegations of Abuse
- Anti-bullying
- Complaints and Appeals
- Equality
- Health and Safety
- Lone Working
- Mental Health and Wellbeing
- Prevent

- Recruitment and Selection
- Social Media
- Trips and Tournaments
- Whistleblowing

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