



AFC Bournemouth Safeguarding Children Policy and Procedures

Safeguarding Children Policy and Procedures



Prepared by:

Meredith Hack, Head of Safeguarding

Approved by:

A handwritten signature in black ink, appearing to be 'Neill Blake'.

Neill Blake, Chief Executive

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AFC Bournemouth will review this policy annually, when legislation changes or following any learning outcomes from safeguarding incidents, concerns, or allegations.

Review Date: December 2022

Version – V7



Foreword from the Board

AFC Bournemouth is fully committed to ensuring the safety and well-being of all individuals and communities with whom we interact, and therefore our aim is for the golden thread of safeguarding to be woven through every element of the club's work.

Through the application of this policy, we acknowledge our duty of care to safeguard and promote the welfare of children, young people and adults at risk.

All staff, players and volunteers are expected to share our commitment and to support in creating a safe and positive environment for everybody and a culture of safeguarding vigilance across our club. In turn, we will enable our staff through learning and development and the sharing of pertinent information.

A handwritten signature in black ink, appearing to read 'Neill Blake', with a stylized flourish at the end.

NEILL BLAKE



INTRODUCTION

AFC Bournemouth is committed to creating a culture where safeguarding responsibilities and procedures for raising concerns are widely understood and embedded in our values. We are fully committed to seeking to provide a safe environment for everyone involved with the Club.

Our Safeguarding Vision:

AFC Bournemouth strives to ensure that everyone in our care or attending our activities feels safe, protected, and free from the risk of harm.

The Club takes its safeguarding responsibilities very seriously and we are committed to creating a safe and positive environment for everyone.

Our Safeguarding Values:

Safeguarding is woven through our practices, and we aspire to create a culture within the club where all involved feel:

Trusted - We will promote good safeguarding practice and ensure it is widely understood, openly discussed and where all staff recognise their role they play in keeping children, other vulnerable people, themselves, and their colleagues safe from harm.

Protected - We will provide an environment where persons who engage with the club do so in the knowledge that they will have a positive and rewarding experience.

Supported - We will respect and support everyone and everything we encounter giving everyone the opportunity to develop and strive to improve.

Heard - We aim to create a culture that gives everyone a voice and takes account of their rights and wishes and enables the club to strengthen its safeguarding arrangements.

POLICY STATEMENT

AFC Bournemouth is committed to safeguarding and protecting children who engage in Club organised activities.

Safeguarding is about protecting children from abuse or neglect and educating those around them to recognise the signs and dangers.

Safeguarding is defined within 'Working Together to Safeguard Children 2018' as:

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

The policy and procedure reflect statutory responsibilities and are governed by rules and regulations set out in the 1989 and 2004 Children Act government guidance and complies with best practice and EFL requirements.

Scope:

This policy and procedure relate to safeguarding children to ensure best practice in safeguarding is promoted and adhered to. Any safeguarding concerns regarding Adults at Risk



will fall under the AFC Bournemouth 'Safeguarding Adults at Risk' Policy. This policy applies to all staff members of the business, including full time, part time, casual or pieceworker as well as any Consultants and Volunteers who work within the parameters of those at-risk groups of staff, customers or clients. All staff members, Consultants and Volunteers are required to adhere to this policy.

For the avoidance of doubt, when using the term 'club' in the policy document, this includes AFC Bournemouth Club, The Academy and The Community Sports Trust (CST).

It applies to all locations owned and operated by the Club including at locations hired to provide Club activities.

The Board may amend this policy at any time. The Board will continue to review this policy to ensure it is achieving its aims.

Failure to comply with this policy may be treated as misconduct and be dealt with under our Disciplinary Procedure and if a breach amounts to gross misconduct this may result in dismissal, possibly criminal prosecution and reporting of any incident to the appropriate regulatory or investigative body.

The well-being of children is paramount for all staff and accordingly, they must read and fully understand this policy. Where appropriate, the following guidelines will be supplemented by in service training and additional guidance.

All staff: full time, part time, casual, piece worker, consultants and volunteers have the responsibility to report any concerns to the Head of Safeguarding.

Definition of a Child:

A child is defined as anyone up to their 18th birthday. This definition will cover the phrase 'children and young people'. (Children's Act 1989)

The aims of AFC Bournemouth's Safeguarding Children Policy are:

- To safeguard all children who interact with the club.
- To demonstrate best practice in the safeguarding children.
- To develop a positive and pro-active welfare programme to enable all children to participate in an enjoyable and safe environment; and
- To promote high ethical standards throughout AFC Bournemouth activities

The key principles underpinning this policy are

- To safeguard all children who interact with the club.
- The child's welfare is, and must always be, the paramount consideration.
- All children have a right to be protected from abuse, exploitation, or poor practice, irrespective of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. (Equality Act 2010)
- The club is committed to address the additional vulnerability of some participants and the extra barriers they may face e.g. those in care, looked after children, those with mental health issues, disability or impairment etc. It should be recognised that talented and elite football players are additionally vulnerable. **The club Equality & Promoting Diversity Policy should be referred to and followed where any concerns are identified.**



- All allegations of abuse or poor practice will be taken seriously and responded to efficiently and proportionately.
- Staff dealing with a report or suspicion of abuse or poor practice should respond in ways that are child-centred and recognise children and young people's rights to participate in decisions about them in line with their maturity and focussing on the needs of the child.
- Staff responding to allegations or concerns should do so in a transparent and fair manner.
- Recruiting employees, casual workers, agency staff, consultants, and volunteers safely, ensuring all necessary checks are made.
- To ensure that coaches, parents, and other adults who come into contact with children provide good role models of behaviour and have received effective management and training.
- If and where necessary, sharing information and making referrals about concerns with statutory authorities in a confidential and timely manner.
- Working in partnership with statutory agencies.
- Report when appropriate to the Disclosure and Barring Service (DBS) anybody delivering a regulated activity for AFC Bournemouth who is believed by the club to present a risk of harm to children. Where the club 'withdraws permission' for a person to deliver a regulated activity they will also be reported to the DBS.

ROLES AND RESPONSIBILITIES

HEAD OF SAFEGUARDING

AFC Bournemouth has a full time Head of Safeguarding who has operational responsibility for the club's safeguarding arrangements for all activities. This includes case management and the development and monitoring of policy and procedure.

The Head of Safeguarding reports directly to the clubs Operations Director and the Senior Safeguarding Lead at Board level.

During periods of absence the responsibilities of the Head of Safeguarding may be delegated to one or more members of staff known as Safeguarding Officers. The Head of Safeguarding will ensure that Safeguarding Officers are properly trained and supported to complete this function.

See appendix 1 for safeguarding organisational structure chart

PROCEDURES

RECRUITMENT AND DISCLOSURE

The Club operates within best practice and safer recruitment guidelines to ensure we take all steps to prevent unsuitable individuals from working with, having access to or influence over children and vulnerable people.

As part of the Club's safer recruitment and selection process, all offers of work for positions which involve working with children are subject to the outcome of satisfactory Disclosure and Barring Service (DBS) at the level deemed suitable for the position offered and subject to appropriate references.

The club adheres to the English Football League disclosure eligibility guidance document when completing DBS.



All offers of work are subject to the outcome of the screening process and until such time as a satisfactory DBS has been received, the member of staff will not be permitted to work with children.

Those in regulated activity will be required to complete a DBS every 3 years and are required to inform the Club if their circumstances have changed that will affect their DBS status. All staff involved in regulated activity will complete self-declaration form on prior to commencement of role and there after annually.

Should an individual's DBS check reveal any convictions the Club will consider whether the nature of the offence/offences render's the person concerned unsuitable for working with children and young people. In such circumstances, when the nature of any disclosure must be considered, a risk assessment will be carried out to assess the information contained within the disclosure certificate.

The individual may also be asked to attend an interview prior to a recruitment decision being made.

On occasions the County FA Safeguarding Officer and/or the Local Safeguarding Children Board Manager may be asked to attend the risk assessment meeting.

The Club has a safe recruitment policy which deals with all aspects of safe recruitment of staff and the case management of disclosures with content.

STAFF TRAINING

All staff working in direct contact with children shall be required to complete the FA Safeguarding Children Workshop and undertake a refresher course, as advised by the FA every 3 years. Details of those satisfactory completing this course are retained by the club.

On commencement of role all staff are required to have a safeguarding Induction with the Head of Safeguarding which will include familiarisation with the club's Policies, Procedures and Club's Employee Handbook, code of Conduct and individual's responsibilities around safeguarding.

PARENTAL CONSENT

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

USE OF IMAGES

The club takes its guidance on the use of images from guidelines issued by the FA and English Football League (Guidance for Safer Working Practice).

- All images are taken by club officials who have been briefed by the member of staff (and where possible a club Safeguarding Officer) responsible for the activity being photographed / filmed.
- Before taking images of children, parental consent is sought in writing at the start of each football season or prior to the activity taking place. Parents/Legal Guardians are responsible for informing the club of any change of circumstances within the season which may affect consent.
- Parents/Legal Guardians will be informed of how the image will be used. The club will not allow an image to be used for something other than that for which it was initially agreed.
- All children featured in club publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific child.



- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated club photographers will, where applicable, undertake a DBS and attend a Safeguarding Children workshop and in any case, will be personally responsible for keeping up to date with the latest guidelines on the use of images issued by the club and by the English Football League from time to time.
- Children who are subject to family, care or legal proceedings, or who are under a court order will not have their images published in any club document.
- No images of children featured in club publications will be accompanied by personal details such as their school or home address.
- Recordings of children for the purposes of legitimate coaching aids are only filmed by club officials and are stored safely and securely at the club's premises.
- Any instances of inappropriate images in football should be reported to the club's Head of Media & Communications or Head of Safeguarding immediately.
- The club does not put young player profiles with images and personal information on its website.

GUIDANCE FOR THE SECURE STORAGE OF IMAGES

Images or video recordings of children must be kept securely.

- Hard copies of images should be kept in a locked drawer.
- Electronic images should be in a protected folder with restricted access.
- Images should not be stored on unencrypted portable equipment such as laptops, memory sticks or mobile phones.

Avoid using any personal equipment to take photos and recordings of children – use only cameras or devices belonging to the club.

If storing and using photographs to identify children for official purposes such as identity cards – ensure you comply with the legal requirements for handling personal information.

The club IT, Social Media and Images Policy should be referred to and followed where any concerns are identified.

CHILDREN WHO ARE NOT PICKED UP ON TIME

AFC Bournemouth has procedures in place for children whose parents do not collect them from an activity at a specified time. All parents/carers are made aware that their children should be met no later than 30 minutes after an activity has finished.

Should the child not be collected within 15 minutes, coaching staff have emergency contact numbers and communication with the Academy/Community Sports Trust office to seek alternative numbers if necessary.

In the event that a child is not collected on time, a minimum of 2 coaching staff will wait at the venue until the parent / carer arrives.

RATIO OF ADULTS TO CHILDREN

AFC Bournemouth adopts best practise regulations laid down by the 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. There should always be a minimum of 2 appropriate adults when supervising the activities of children and young persons.



FIRST AID AND ADMINISTRATION OF MEDICATION – CHILDREN ENGAGED IN CLUB ACTIVITY

General application – In circumstances where a child needs medication regularly, a health care plan should be established to ensure the safety and protection of the child and the staff who are working with them. All medical information concerning children should remain confidential. When administering first aid, staff should ensure that another adult is aware of the action being taken, wherever possible. Staff should understand the extent and limitations of their role in carrying out basic care and hygiene tasks for minor abrasions and should recognise when an injury requires more experienced intervention.

AFC Bournemouth accepts that there will be occasions when medical treatment is necessary during training and matches especially at weekends and in the evenings and due to staffing numbers, the club may not be able to guarantee that two members of staff are present during treatment sessions.

All members of medical staff at the club have been the subject of a safe recruitment process and DBS at the appropriate level. All staff are required to attend the FA's Safeguarding Children's Workshop. fixtures and should be referred to and followed where any concerns are identified.

Parents should always be informed when first aid has been administered to a child.

PARENTAL DISPUTES AND CHILD ARRANGEMENTS

AFC Bournemouth will not become involved in parental disputes over child arrangements where separation or divorce has occurred between parents unless there is a 'Child Arrangement Order' in place from the family Courts or other written correspondence is available from the Police or Children's Social Care which indicates that the child or young person is at risk.

UNACCOMPANIED CHILDREN

In accordance with the AFC Bournemouth's ticketing terms & conditions, the minimum age that a child is permitted to attend a match at Vitality Stadium unaccompanied is 13 years.

MATCH DAY PROCEDURES

MATCH DAY MASCOTS, BALL RUNNERS, AND FLAG BEARERS

The club will only allow children to be match day mascots, ball runners, or flag bearers once parental consent has been obtained. A signed image consent form is also required before any images are published in the club's match day programme.

No photographs of mascots or ball runners featured in club publications will be accompanied by personal information about the child, such as their school, home address or local sports team.

Whilst at Vitality Stadium, mascots, ball runners and flag bearers are accompanied at all times by members of staff who have a valid DBS and have received safeguarding training.

The club Mascot – Ball Runner & Flagbearer Policy should be referred to and followed where any concerns are identified.

LOST CHILDREN

Procedures for dealing with children who become or are reported lost at the stadium on match day are contained within the club's match day contingency plan.

UNACCOMPANIED CHILDREN

The club Ticketing Policy allows children 13 years and over to come to the stadium unaccompanied.



SEARCHING OF CHILDREN

Where there is a requirement for a child to be searched, this should be done wherever possible in the presence of and with the consent of a parent/guardian or personal assistant. The search should be carried out in an open environment and preferably in view of CCTV and should be witnessed by another steward/member of staff.

If the child or adult at risk is unaccompanied any required search should be carried out in an open environment and preferably in view of CCTV and should be witnessed by another steward/member of staff.

The Club's spectator and ejection policy and procedures should be referred too for further information.

AFC BOURNEMOUTH ACADEMY

AFC Bournemouth's Academy is committed to the welfare and safety of all children within the Academy and at the club as a whole. The Academy communicates and works closely with parents, carers, host families, schools, and local authorities to ensure that the wellbeing of all children is paramount.

The Academy Safeguarding Officer has responsibility for promoting safeguarding within the academy environment and being the first point of call for safeguarding concerns. The Academy Safeguarding Officer has the full support of the Head of Safeguarding.

HOST FAMILIES (SUBSTITUTE ACCOMMODATION)

Prior to the commencement of an agreement between the club and a host family a Disclosure and Barring Service (DBS) at the appropriate level is carried out on the designated house parent/s along with a similar check on any other person residing at the house who is over 16 years of age.

References are sought where applicable. The club undertakes a home visit, and a full health & safety assessment is completed prior to any placement. Accommodation providers receive a copy of the club's guidance document for host families.

Host families are required to attend the FA's Safeguarding Children Workshop.

The Substitute Accommodation Policy should be referred to and followed where any concerns are identified.

YOUTH LOANS, TRIALS & WORK EXPERIENCE

If an Academy player or young professional under the age of 18 joins another club on trial, work experience or on loan, the Academy will seek written parental consent (additional to the standard consent sought at the start of every season) prior to the activity taking place. Consideration will also be given to the player's education programme, travel, and accommodation arrangements.

If the new club is not located within a reasonable travelling distance from the player's current address the club will insist that, where possible, players are placed in host family accommodation during their time away from the club and not in hotel accommodation. As good practice the club will designate a member of Academy Staff to check the welfare of the player/s on a regular basis.



For players under the age of 18 who are joining the club on trial (including work experience) parental consent will be sought prior to the trial taking place, along with a full medical history and injury disclaimer.

Where accommodation is required during the trial period, this will be in designated host family accommodation or, if the player's parent/guardian is also travelling with the player then a local hotel may be used as an alternative. Transportation will be arranged during the trial period via the Academy Manager or his designate.

The clubs safeguarding policies and procedures will take precedence and should be followed when the club are working in partnership with other clubs and organisations.

U18'S PROGRESSION TO DEVELOPMENT/FIRST TEAM SQUAD

As player's progress through the Academy system they may have the opportunity to train and play with the adult provisions of the club. This carries a number of safeguarding concerns as they will be entering an adult environment and be susceptible to adult behaviours and language. The club will support the player(s) during this transition. Parents will be included, and consent sought.

The club has a policy document which covers all aspects and should be referred to for further guidance.

AFC BOURNEMOUTH COMMUNITY SPORTS TRUST (CST)

The Community Sports Trust is the charity organisation affiliated to AFC Bournemouth that exists to achieve a positive impact in the communities that it operates in and in the lives of those that access their services.

AFC Bournemouth Community Sports Trust fully adopts the procedures and best practice guidance identified in the club's Safeguarding Children and other related policies and those issued by the FA and English Football League with regard to safeguarding children.

The Community Sports Trust have clear protocols for managing complaints, concerns, incidents and allegations. They are required to report any significant incidents or allegations related to any part of their organisation, its workforce or activities, at the earliest opportunity to the Head of Safeguarding.

Premier League Charitable Fund (PLCF):

PLCF monitor and report on the overall impact of the charity's activity to demonstrate the value of football to communities and the value of the Premier League and our partner's investment.

<https://www.premierleague.com/communities/plcf>

The role of the Charity Commission:

The Charity Commission register and regulate charities in England and Wales, to ensure that the public can support charities with confidence.

In addition to statutory reporting to either the LADO or Police, the AFC Bournemouth Community Sports Trust are also responsible for reporting serious incidents to the Charity Commission.

Guidelines for reporting incidents can be found via the below link.

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity#what-to-report>



PROCEDURES FOR TRANSPORT, TRIPS, TOURS AND TOURNAMENTS

TRANSPORT

The Academy Manager or Head of Community have overall responsibility for their respective entities for activities involving players, scholars, participants, which includes transport arrangement.

The club's Transporting Children & Adults at Risk Policy fully details how the club manages the safe transport of Children and Young People.

ACCOMMODATION- TRIPS, TOURS AND TOURNAMENTS

If required to stay overnight on any club activity or match, children will be accompanied by at least two nominated staff members who have a valid DBS and have undertaken Safeguarding Children training.

Should a parent prefer to accompany and stay overnight with their child then a request can be made to the club for consideration.

In any event, written parental/guardian consent will be sought before a child is asked to stay unaccompanied overnight in accommodation.

For further guidance please refer to the clubs Travel, Trips and Tournaments Policy and Guidance document.

STAFF CONDUCT

RELATIONSHIPS OF TRUST

Those who have responsibility for and authority or influence over children and young people are in relationships of trust in relation to the children and young people in their care.

A relationship of trust can be described as one in which one party has power and influence over the other by virtue of their work or the nature of the activity.

It is vital for all those in such positions of responsibility to understand the power they may have over those in their care and the responsibility they must exercise as a consequence.

The unequal balance of power should not be used for personal advantage or gratification and appropriate professional boundaries should be maintained at all times.

Communication with children and young people should also take place within professional boundaries. This includes the wider use of technology, such as mobile phones, text messaging, e-mails, websites, blogs etc.

Staff should only make contact with children and young people for professional reasons, if it is part of their role and it is in accordance with club policy.

Staff should be circumspect in their communication with and about children and young people so as to avoid any possible misinterpretation of their motives or behaviour. Any form of electronic communication should only be used in accordance with club policy.

This means that staff should not:

- Use their position to gain access to personal information relating to children and young people for their own or others advantage.



- Use their power to intimidate, threaten, coerce, or undermine children or young people.
- Use their status and standing to form or promote inappropriate relationships: professional boundaries must be maintained at all times.

Any incidents causing concern should be recorded and reported to the Head of Safeguarding or the Designated Safeguarding Officer for that activity.

The club Code of Conduct, Ethics and Behaviour Policy should be referred to and followed where any concerns are identified.

GOOD PRACTICE AND CODE OF CONDUCT

To ensure all children and young people have the most positive and safe experience when engaging with the club, all employees, workers, consultants, agency staff and volunteers should adhere to the following principles and action (to ensure they role model positive behaviours and so reduce the risk of allegations, abuse and neglect occurring):

- Listen carefully to children and young people about his/her needs, wishes, ideas and concerns and take them seriously;
- Treat all children and young people equally not showing favouritism;
- Always work in an open environment (e.g. avoiding private or unobserved situations an encouraging open communication with no secrets);
- Make the experience of the activity fun and enjoyable;
- Promote fairness, confront and deal with bullying;
- Maintain a safe and appropriate distance with children and young people and avoid unnecessary physical contact;
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child or young person;
- Be a good role model, this includes not swearing, smoking or drinking alcohol in the company of children and young people;
- Always give enthusiastic and constructive feedback rather than negative criticism;
- Promote the club's vision and values and be an ambassador for those values;
- Ensure children and young people adhere to his/her relevant Code of Conduct;
- Challenge unacceptable or inappropriate behaviour;
- Keep a written record of any incident or injury that occurs, along with details of any treatment given or action taken using the Club's Safeguarding Concern Reporting Form (see appendix).
- Recording safeguarding concerns on the online platform 'My Concern' or within the Safeguarding Concern Reporting Form.

This list is not exhaustive

Although AFC Bournemouth is committed to doing the utmost to safeguard children from harm, there may be an occasion when concern is raised over the treatment of a child.

POOR PRACTICE

Poor practice does not necessary imply intentional harm is taking place, but it can be a determining factor in escalating risk-taking behaviours which may cause harm. Any of the following can be considered poor practice. This list is not exhaustive.

- Lack of professional boundaries
- Connected on personal social media accounts
- Contact during unsociable hours (late at
- Sharing personal details such as home



night)

address

- Taking or inviting children to home address
- Unnecessary risk taking
- Insufficient care to avoid accident or injuries
- Not complying with policies and procedures

GUIDELINES IN THE EVENT OF CONCERN

SAFEGUARDING CONCERNS WILL FALL INTO ONE OF THE FOLLOWING:

- The behaviour of an adult towards a child;
- The behaviour of a young person towards other children including bullying by peers
- Risks identified through recruitment processes e.g. a positive disclosure;
- Information about an individual provided by statutory agencies or another route;
- Allegations of abuse; or
- Concerns about harm to a child that has taken place outside of a Club activity e.g. at home or school but identified within a Club activity

For members of the Club workforce these concerns may apply to both their professional and personal lives and alleged poor conduct may affect their position in the workplace

LOW LEVEL CONCERNS

AFC Bournemouth aims to create and embed a culture of transparency and confidence within our Club to enable all concerns about an adult's behaviour (including those below the referral threshold) that are below the expected standards and values of our organisation and does not meet the organisational expectations.

A low-level concern may be no more than a nagging doubt and the aim of the policy is to support a culture that enables staff to feel confident to report any concern, no matter how small.

The full policy can be provided on request from the Head of Safeguarding.

DEALING WITH A DISCLOSURE

When a child discloses that they have been abused or is at risk of abuse, staff must ensure that the child's immediate needs are met and prioritise their safety and protection from further abuse above all else.

It is important to remember that, while it is a member of staff's responsibility to be a supportive listener and to refer the information, it is not their role to counsel the child or to investigate their claims. Staff are, however, expected to act in the best interests of the child at all times.

Where possible the Head of Safeguarding or a Safeguarding Officer should be contacted as early as possible, however it is recognised that an individual may need to respond to a situation immediately. The following guidelines offer help and support in responding to abuse or a suspicion of abuse or poor practice:

Staff should:

- Remember that their role is supportive rather than investigative.
- Allow the child to communicate and lead the disclosure at their own pace.
- Limit any questioning to the minimum necessary to seek clarification only.
- Put their own feelings aside and avoid expressing their views on the matter.



- Provide reassurance that the child disclosing is being taken seriously and that they are doing the right thing by disclosing.
- Be mindful that if any physical abuse has taken place, they may observe visible bruises and marks, however they should not ask the child disclosing to remove or adjust their clothing to observe them.
- Ensure that the child's immediate needs are met, and that the priority is their safety and protection from further risk of harm.
- Telephone for an ambulance or take the child or young person to hospital if medical attention is required.
- Contact the Police immediately for advice if sexual abuse is disclosed.
- Explain to the child disclosing what action they will be taking and that they will support them through the process.
- **5R's – Recognise, Respond, Report, Record, Refer**
- Always act in the best interests of the child and seek advice from the Head of Safeguarding (or a Safeguarding Officer in their absence) if in any doubt about sharing information.
- Inform parents/carers unless there is suspicion of their involvement. Consultation should take place with the Head of Safeguarding/Safeguarding Officer before parents are informed.

Staff should not:

- Make ambitious promises or promise confidentiality.
- Seek details beyond those that the child disclosing willingly discloses.
- Document the conversation while the person is disclosing. This should be done as soon as possible after the disclosure has been made.
- Ask leading questions.
- Name behaviour and/or body parts in language different to that used by the child disclosing.
- Give the impression that the child disclosing is to blame.
- Make ambitious promises or promise confidentiality.
- Approach the alleged abuser or person whose conduct there are concerns about.

A disclosure is not the only way that staff may be made aware of a safeguarding concern. Staff should immediately contact the Head of Safeguarding (or a Safeguarding Officer in their absence) if they witness an incident or come upon information that causes concern or puts a child at risk of harm.

Where necessary an internal safeguarding case management meeting will be convened to review, and risk assess the identified concern. This should always involve the Head of Safeguarding, a Safeguarding Officer involved in the activity and if need be, a Senior Manager.

All safeguarding concerns and disclosures must always be taken seriously, and every effort should be made to ensure that confidentiality is maintained for all concerned. It is important to ensure that information is handled and shared on a 'need to know basis only.' Those who need to know are those who have a role to play in protecting the child and others who may be at risk, for example:

- Staff with operational responsibility for safeguarding, for example the Head of Safeguarding, Safeguarding Officers and the Senior Safeguarding Lead.



- Statutory authorities (Police and Local Authorities)
- Football authorities (The FA and English Football League)

Statutory Agency referral policies and procedures take precedence over any club or Governing Body guidance. For further details please refer to the Pan - Dorset Safeguarding Children Partnership (SCP) Policies and Procedures link:

<http://pandorsetscb.proceduresonline.com>

Any member of staff may make a referral themselves directly to statutory and/or football authorities, particularly if they are concerned about a child's immediate safety, if they are having difficulty contacting the clubs designated safeguarding staff or if they are concerned that a disclosure or information about a safeguarding concern has not been acted upon appropriately.

The Head of Safeguarding (or a Safeguarding Officer in their absence) must be notified immediately after contacting a statutory authority or emergency services.

It is vital that clear and concise notes are made at the time of the concern or soon after a disclosure is made to support the completion of a more detailed record later. If the club referral form cannot be accessed when dealing with a disclosure or safeguarding concern, a written record should include the following information wherever possible:

- The date and time of the incident or disclosure, parties involved i.e. victim(s), the person(s) whose conduct there are concerns about, any witnesses, person(s) reporting the concern, person(s) to whom the concern was reported.
- Factual information. Staff might convey their intuitive thoughts, but these should be recognised as such and should not form part of the record.
- In the case of bruises or observed injuries, a body map (a drawing of a body outline, upon which the location of bruises/injuries can be indicated) can be completed.
- The time and date of referring the information and to whom the information was referred.

Such records must be signed and dated by the individual recording the information. If more information is recalled at a later date, this should be added as an addendum. The original record must not be changed.

Staff should be aware that such records may be used as evidence for investigations and inquiries, court proceedings, disciplinary procedures and/or quality assurance purposes.

Dealing with a disclosure or safeguarding concern may have an impact on the well-being of those involved. It is important that anyone affected seeks help if they feel that they need support

A child 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 must be present.

The person raising the concern should complete the club's Safeguarding Concern Reporting Form (Appendix 3) or report the concern for those who have access using the clubs MyConcern safeguarding recording database.



MY CONCERN

The MyConcern safeguarding software is an electronic recording system which enables members of staff in educational and sport establishments or other trusted users to record and update safeguarding concerns. The system allows Designated Safeguarding Leads such as the Head of Safeguarding and Designated Safeguarding Officers to case manage incidents, produce data reports, and access all relevant data for their establishment.

MANAGING ALLEGATIONS

Should a concern arise about an employee, worker, consultant, agency staff or volunteer's conduct in relation to a child or young person, this should be reported to the club's Head of Safeguarding (or a Safeguarding Officer in their absence) who will take such steps as considered necessary to ensure the safety of the child or young person in question and any other person who may be at risk.

The club's Managing Allegations Policy & Procedures should be followed where an allegation or concern is raised from any source that an employee or volunteer has:

- Behaved in a way that has, or may have, harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children. This can include behaviour in their personal life that raises safeguarding concerns.

When managing an allegation against an employee, worker, consultant, agency staff or volunteer the Head of Safeguarding (or a Safeguarding Officer in their absence) will follow the below process:

- The allegation will be referred to the Designated Officer of the Local Authority (LADO) and/or the Police as soon as reasonably practicable to do so, or in any case within 24 hours.
- The parent/carer of the child or young person will be contacted as soon as possible, following advice from statutory authorities.
- Senior Management will be notified and if applicable the football authorities (The FA and English Football League)
- The nature of the concern will dictate the level of investigation required and possible outcome.

If the concern raised relates to the conduct of the Head of Safeguarding or the Senior Safeguarding Lead (Board Member) the matter should be referred to another Senior Manager (ie: Operations Director).

ROLE OF LOCAL AUTHORITY DESIGNATED OFFICER

The Local Authority has a designated officer (LADO)

- Provide advice and guidance to employers and voluntary organisations.
- Liaise with the police and other agencies.
- Monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.



ESCALATING A CONCERN OR RESOLVING PROFESSIONAL DIFFERENCES

Disagreements over the handling of concerns can impact negatively on positive working relationships and consequently the ability to safeguard and promote the welfare of children.

At no time should professional disagreement detract from ensuring that a child is safeguarded. Their welfare and safety must remain paramount throughout.

If the staff member cannot resolve the difference themselves, they should escalate to their Manager/ Safeguarding Officer, who may escalate to a more senior level.

If the club and agency involved is unable to resolve the issue themselves, it may be necessary to escalate for a multi-agency discussion.

WHISTLEBLOWING

Whistleblowing is the term used when a worker passes on information concerning wrongdoing. The wrongdoing will typically (although not necessarily) be something they have witnessed at work.

A whistleblower is protected by law and should not be treated unfairly or lose their job because they 'blow the whistle'. Concern can be raised at any time about an incident that happened in the past, is happening now, believed will happen in the near future.

The NSPCC whistleblowing advice line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation. Link to website below:

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

The club's Whistleblowing Policy should be referred to and followed where any concerns are identified.

NON-RECENT ABUSE, INCIDENTS AND POOR PRACTICE

Where non-recent incidents, poor practice or abuse are received concerning staff who no longer work at the club, they should immediately be referred to the Head of Safeguarding for review.

Where required the Head of Safeguarding will be responsible for referring these matters to Statutory Authorities (Police/Children's Social Care or LADO) even if the alleged perpetrator of the abuse is believed to be deceased.

When matters are referred to Statutory Authorities, the Head of Safeguarding will also notify the football authorities (The FA and English Football League)

Following the publication of the Sheldon review below is a link to the FA website which provides support and reporting mechanisms:

<https://www.thefa.com/football-rules-governance/safeguarding/section-9-support-for-survivors>

DATA PROTECTION

In line with the Data Protection Act 2018 and the guidance laid out in the General Data Protection Regulation 2018, the club will maintain confidentiality of all;

- data collected (in writing or electronically) relating to Children,
- information and documentation relating to safeguarding allegations, concerns and incidents, and



- information and documentation relating to recruitment and selection procedures in accordance with relevant data protection legislation.

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people and protecting them from harm, neglect, and exploitation. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe.

Even in situations where there is no legal requirement to obtain written consent before sharing information, it is good practice to do so.

Staff should routinely explain what information is going to be shared with other people or organisations wherever possible however it is recognised that this may not always be possible.

Confidentiality must not be confused with secrecy, that is, the need to protect the management interests of the club should not override the need to protect the child.

Decisions about what information is shared and with who will be taken on a case-by-case basis. The sharing of information should be:

- Necessary for the purpose it is being shared.
- Shared only with those who have a need for it.
- Be accurate and up to date.
- Be shared in a timely fashion.
- Be shared securely.

Information sharing decisions should be properly recorded along with the rationale behind it. There are actions which staff have to and are obliged to take once we are aware of a problem. Staff having any concerns about confidentiality, information sharing or any other safeguarding issue in relation to a child should seek advice from the Head of Safeguarding. The welfare of the child at all times is paramount.

STORAGE AND RETENTION OF RECORDS

All records and information relating to disclosures and concerns in respect of children and young persons is sensitive and confidential and will be kept securely with paper records kept in a secure filing cabinet (i.e. locked at all times) and accessible through the Head of Safeguarding or nominated Safeguarding Officer.

Disclosure information and records in relation to children and young persons will be retained by the club in accordance with statutory guidance.



HEAD OF SAFEGUARDING AND CLUB SAFEGUARDING OFFICERS

AFC BOURNEMOUTH HEAD OF SAFEGUARDING

Meredith Hack, 07554 446446, meredith.hack@afcb.co.uk

DESIGNATED SAFEGUARDING OFFICERS

Academy – Player/Parent Liaison & Safeguarding Officer

Evin Philpott, 0344 576 1910, evin.philpott@afcb.co.uk

Academy - Head of Education & Player Care

Dawn Roach, 01202 726345, 07921 801826, dawn.roach@afcb.co.uk

Academy – Academy Welfare Officer

Kim Goodship, 0344 576 1910, kim.goodship@afcb.co.uk

Community Sports Trust – Head of Community

Steve Cuss, 07973 893594, steve.cuss@afcb.co.uk

Community Sports Trust – Senior Manager

Andrew Battison, 07887 384762, andrew.battison@afcb.co.uk

Community Sports Trust – Senior Manager

Luke Simpson, 07393 462163, luke.simpson@afcb.co.uk

Hospitality & Events - Stadium (Matchday)

Paul Fudge, 07834 370751 or via Match Day Control Room,
paul.fudge@blacklabevents.co.uk

Hospitality & Events (Concourse MatchDay)

Marcin Kawalec, 0844 576 1910 or via Match Day Control Room, marcin.kawalec@afcb.co.uk

Match Day Safety Officer/Stewards

Ian Reed – Via Match Day Control Room.



EXTERNAL CONTACTS AND RESOURCES

If you are worried about the immediate safety or welfare of a child, young person or adult at risk contact:

The Police 101 or (in an emergency) 999

BCP Services:

Bournemouth, Christchurch and Poole (BCP) Children's Services First Response Hub

01202 735046

childrensfirstresponse@bcpcouncil.gov.uk

BCP – Social Services out of hours service

01202 738256

childrensOOHS@bcpcouncil.gov.uk

BCP – Adult Social Care

01202 123654

asc.contactcentre@bcpcouncil.gov.uk

Textphone (Individuals who are deaf, have hearing loss or speech impairment) 07747757570

BCP Adult Social Care Out of Hours/Emergency Service

0300 123 9895

BCP Council Designated Officer (LADO)

01202 817600

lado@bcpcouncil.gov.uk

Dorset Services:

Dorset Children's Advice and Duty Service (CHaD)

01305 228866

Dorset Council children's out of hours service

01305 228866

Dorset Direct - Adult Social Care

01305 221016

adultaccess@dorsetcouncil.gov.uk

Emergency Duty Service

01305 858250

Dorset Council Designated Officer (LADO)

01305 221122

Safeguarding Manager

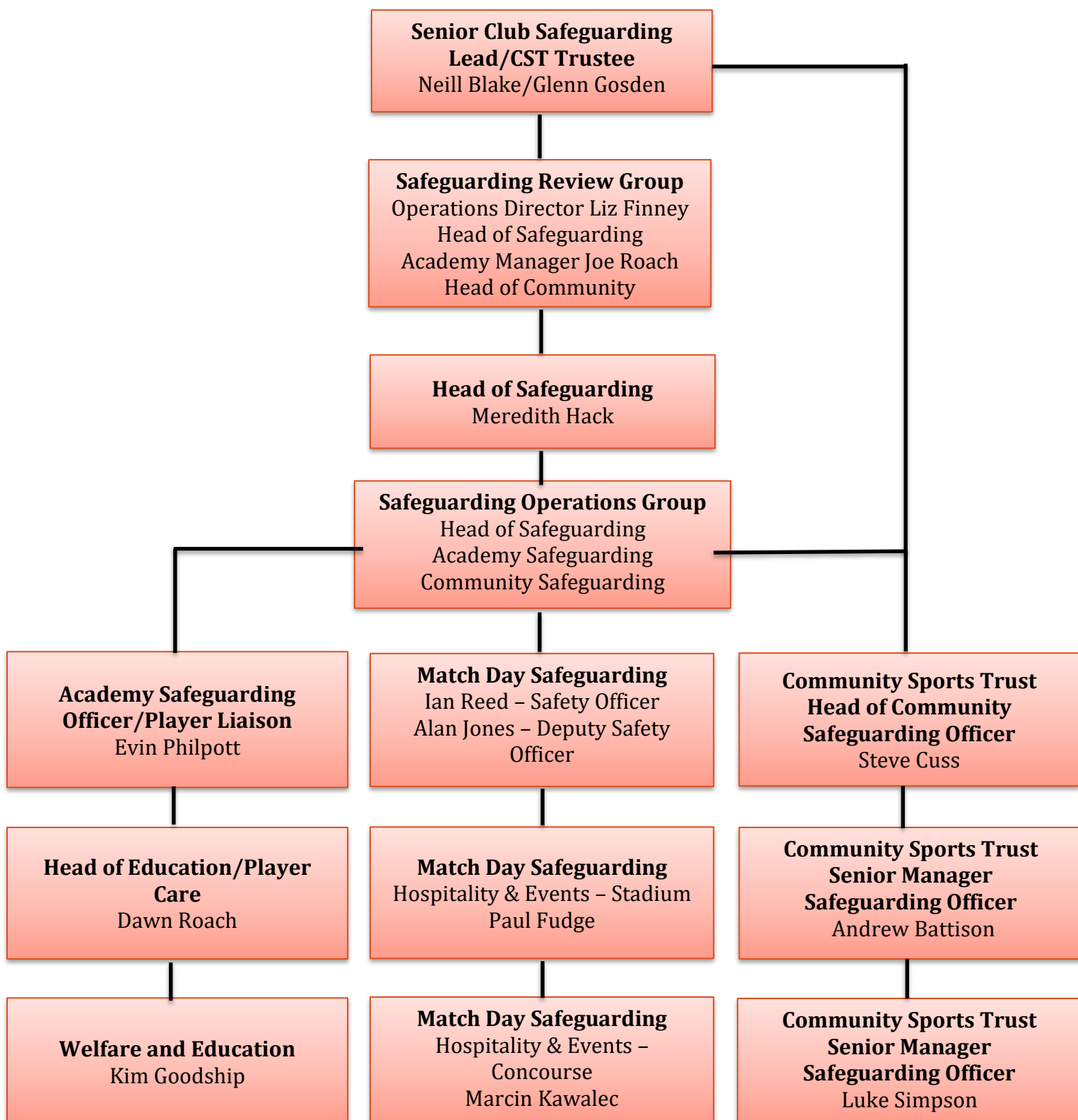
The English Football League, 10-12 West Cliff, Preston, PR1 8HU 01772 325940

safeguarding@efl.com

Safeguarding Children Policy and Procedures



Appendix 1- AFC Bournemouth Safeguarding Organisational Structure Chart





Appendix 2 – Recognising abuse, poor practice and other safeguarding concerns:

Types of Abuse

Bullying

Repeated behaviour intended to intimidate or upset someone and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

Any reported incidents of bullying by a staff member to child, child to staff member or child to child will be taken seriously and investigated by a Safeguarding Officer.

Procedures for dealing with incidents of bullying are contained within the club's Anti-Bullying Policy.

Cyberbullying

The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. By definition, it occurs among children. When an adult is the victim, it may meet the definition of cyber harassment or cyberstalking.

Emotional Abuse

Any act or other treatment which may cause emotional damage and undermine a person's sense of wellbeing, including persistent criticism, denigration or putting unrealistic expectations on children and, isolation, verbal assault, humiliation, blaming, controlling, intimidation or use of threats.

Neglect

Ongoing failure to meet the basic needs of children. Neglect may involve failing to provide adequate food or shelter including exclusion from home or abandonment, failing to protect them from physical and emotional harm or danger or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, basic emotional needs.

Physical Abuse

Any deliberate act causing injury or trauma to another person, for example, hitting, slapping, pushing, kicking, burning, giving a person medicine that they do not need and/ or that may harm them or application of inappropriate restraint measures.

In an activity setting, it may involve failing to ensure that children are safe and adequately supervised or exposing them to unnecessary risks.

Sexual Abuse

Any act which results in the exploitation of children, whether with their consent or not, for the purpose of sexual or erotic gratification. This includes noncontact activities, such as indecent exposure, involving children in witnessing sexual acts, looking at sexual images/pornography or grooming them in preparation for abuse (including via the internet). Whilst legally children aged sixteen have reached the age of consent for sexual activity, it is unacceptable for any member of Staff to abuse their relationship of trust for sexual gratification.



Other Safeguarding Concerns

Child Criminal Exploitation

Occurs 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. The victim may have been criminally exploited even if the activity appears to be consensual. Child criminal exploitation does not always involve physical contact, it can also occur through the use of technology.

It can also involve force and/or enticement - based methods of compliance and is often accompanied by violence or threats of violence.

Child criminal exploitation is intrinsically linked to child trafficking, modern slavery and child sexual exploitation.

Child Sexual Exploitation (CSE)

A form of child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants and/or 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 can also take place through the use of technology.

Contextual Safeguarding

Safeguarding incidents and/or behaviours can be associated with factors outside of the football/school and/or can occur between children outside of the football/school environment. All staff should be considering the context within such incidents and/or behaviours occur. This is known as contextual safeguarding. This means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and or welfare.

County Lines

The organised criminal distribution of drugs by gangs from the big cities into smaller towns and rural areas using children and vulnerable people. This involves the use of dedicated mobile phone lines or 'deal lines' Gangs recruit children and vulnerable people through deception, intimidation, violence, debt bondage and/or grooming. Gangs also use local properties as a base for their activities, and this often involves taking over the home of a person who is unable to challenge them. County lines gangs pose a significant threat to children and vulnerable people upon whom they rely to conduct and/or facilitate such criminality.

Discriminatory Abuse

Abuse or bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion and belief, sex or sexual orientation' Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'.

Domestic Abuse

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged sixteen or over, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass, but is not limited to:



psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.

Extremism and Radicalisation

The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children for the purposes of involvement in extremist activity is a serious safeguarding issue.

From July 2015, all schools and childcare providers are subject to a duty under the 'Counter Terrorism and Security Act 2015 in the exercise of their functions, to have 'Due Regard' to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent Duty.

The guidance and advice provided is intended to help childcare providers think about what they can do to protect children from the risk of radicalisation.

This is seen as a childcare providers wider safeguarding duties and similar in nature to protecting children from other forms of harm (eg, drugs, gangs, neglect, sexual exploitation)

References: Keeping Children Safe in Education 2020

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Prevent is part of the governments Counter-Terrorism Strategy. The overall principle is to safeguard vulnerable individuals and stop people becoming terrorists or supporting terrorism. 'Channel' is part of the Prevent Strategy. The process is a multi-agency approach to identifying and providing support to individuals who are at risk of being drawn into terrorism.

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 practice 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 unlawful in another country.

Grooming

The process of developing a relationship with and the trust of an individual, and sometimes their family, to exploit, abuse or traffic them. Grooming can happen both online and in person.

Hazing

Any rituals, initiation, activities, actions or situations, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional wellbeing of children.

Infatuations

Children 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 may be infatuated with him/her or with a colleague, should discuss this at the earliest opportunity with the Head of Safeguarding or other Designated Safeguarding Officer.



Mental Health

Mental health plays a key role in a child's overall wellbeing and can be affected by various factors, including environment, stress, family circumstances, or abuse and neglect. Negative experiences can adversely affect a child's mental health, just as positive experiences can help improve it. The mental health of children and young people is the responsibility of everyone.

There are numerous support services who specialise supporting young people experiencing mental health problems:

NSPCC: <https://www.nspcc.org.uk/keeping-children-safe/childrens-mental-health/>

Young Minds: <https://www.youngminds.org.uk/>

Kooth: <https://www.kooth.com/>

Online Abuse

This any type of abuse that occurs on the internet, mobile phones, social media, emails, online chats, gaming and live stream sites. Children are at risk from strangers purporting to be another person (usually an adult pretending to be a peer), or peer on peer abuse.

The three main areas of online risk could be categorised as:

content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views.

contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults.

conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

Organisations such as the UK Safer Internet Centre and the Child Exploitation & Online Protection Centre (CEOP) can be contacted directly to report online concerns or to provide online safety tips, advice and resources to both children and parents.

Link to the UK Safer Internet Centre website - <https://www.saferinternet.org.uk/>

Link to the CEOP website - <https://www.ceop.police.uk/safety-centre/>

Peer-on-peer abuse

Children can be taken advantage of or harmed by their peers. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between individuals and within relationships (both intimate and non-intimate).

Sexting

Is the act of generating and/or sharing sexually explicit photographs or images, primarily through SMS on mobile phones but also using the internet.

This often occurs after the breakdown of relationships involving young people (U18's) and can cause enormous distress to the young person affected.



Crimes involving child abuse images fall under the Protection of Children Act 1978 and Sexual Offences Act 2003.

Sexual Communication with a Child

Is committed when a person 18 or over intentionally communicates with a child under 16, who the adult does not reasonably believe to be 16 or over, if the communication is sexual or if it is intended to encourage the child to make a communication which is sexual. The offence is committed whether or not the child communicates with the adult.

The offence will only apply where the defendant can be shown to have acted for the purposes of obtaining sexual gratification.



Appendix 3 - Signs and indicators of abuse:

One or more of the following might trigger concerns about a child: The signs may vary according to the age and understanding of the child

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

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

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Appendix 4 – AFC Bournemouth Safeguarding Concern Report Form and flowchart:

Safeguarding Children & Vulnerable Adult Incident Report

The form should be used to accurately record disclosure of a safeguarding incident and the initial action taken. Radicalisation in relation to terrorism is also a Safeguarding issue.

<p>Time & Date Incident Form completed:</p> <p>Name of person completing Form:</p> <p>Contact Details:</p>

<p>Time, day and date that incident occurred:</p> <p>Location of the Incident:</p> <p>Relationship of Vulnerable Person to AFC Bournemouth.</p> <p>Is the incident racially motivated or discriminatory?</p>	<p>Type of incident:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Sexual abuse including CSE <input type="checkbox"/> Physical abuse including domestic abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Emotional abuse or bullying <input type="checkbox"/> Financial abuse or theft <input type="checkbox"/> PREVENT (<i>terrorism or radicalisation</i>) <input type="checkbox"/> Vulnerable person taken to hospital <input type="checkbox"/> Poor Practice <input type="checkbox"/> Other (<i>specify e.g. accident</i>)
<p>Personal details of vulnerable person:</p> <p>Title Mr/ Mrs/ Miss/ Ms/ Other (<i>specify</i>):</p> <p>Full Name:</p> <p>Age & Date of Birth:</p> <p>Gender:</p> <p>Ethnicity:</p> <p>Any known disability?</p> <p>Address & Contact details:</p> <p>Parent/Carers name & contact details:</p>	<p>Details of person reporting the incident:</p> <p>Title Mr/ Mrs/ Miss/ Ms/ Other (<i>specify</i>):</p> <p>Full Name:</p> <p>Age & Date of Birth:</p> <p>Gender:</p> <p>Ethnicity:</p> <p>Relationship to Injured party:</p> <p>Address & Contact details:</p>



<p>Personal details of the person causing concern:</p> <p>Title Mr/ Mrs/ Miss/ Ms/ Other (<i>specify</i>):</p> <p>Full Name:</p> <p>Age & Date of Birth:</p> <p>Gender:</p> <p>Ethnicity:</p> <p>Any known disability?</p> <p>Address & Contact details:</p> <p>Parent/Carers name & contact details:</p> <p>Relationship of person to AFC Bournemouth.</p>	
<p>Please indicate nature and position of any injury:</p>	<p>Guidance:</p> <p><i>If physical abuse has taken place, you may observe visible bruises and marks but do not ask a vulnerable person to remove or adjust clothing to observe them.</i></p>
<p>Please record details of who assisted the vulnerable person and what initial actions were taken to secure their immediate comfort and safety:</p>	<p>Guidance:</p> <p><i>Remember to use your 'Safeguarding quick reference guide for those working within AFC Bournemouth Football Club'.</i></p> <p><i>If notified of a possible sexual assault that has taken place within the last 7 days, you must notify the Police at the time you are advised; as there may still be recoverable forensic evidence.</i></p>

<p>Detailed account of incident:</p>



Guidance:

Once an entry has been made it must not be altered or deleted, additional information can be recorded chronologically to clarify previous errors and omissions.

Make careful notes of what is actually said by the person making the disclosure, record dates, times and events. Sign and date your notes and report a detailed account of the facts to your Safeguarding Officer or to your Head of Safeguarding. Keep it Factual!

Please record all known details of any person subject of an allegation and their connection with the injured party and AFC Bournemouth. If the subject of the allegation is aware that this incident has been reported can you take steps to prevent evidence being destroyed such as social media / CCTV? If the subject of the allegation is unknown please record a full description and details of social media activity, places frequented and associates.

Please provide names and contact details of any witnesses to the incident:

Internal Club Safeguarding Notifications made:

Please record name and contact details of person advised; and day, date, time, method of contact; and guidance received.

External Agencies Contacted:



You can make an immediate referral to a statutory agency if you are concerned about a vulnerable person's immediate safety. You should obtain the consent of a parent/carer in cases involving a child before doing so unless that person is implicated. The consent of a vulnerable adult should normally be obtained prior to a referral being made. If consent is an issue, please contact your safeguarding officer or head of safeguarding immediately.

Please record day, date, time, and method of referral; and the name and contact details of any person(s) contacted; together with any connecting reference numbers.

- Police (101 non-emergency, 999 emergency)
- Local Social Services
- Other: (e.g. NSPCC 24hour help line 0808 800 5000)

AFC BOURNEMOUTH FOR HEAD OF SAFEGUARDING USE ONLY.

DATE RECEIVED:

INTERNAL CASE REFERENCE:

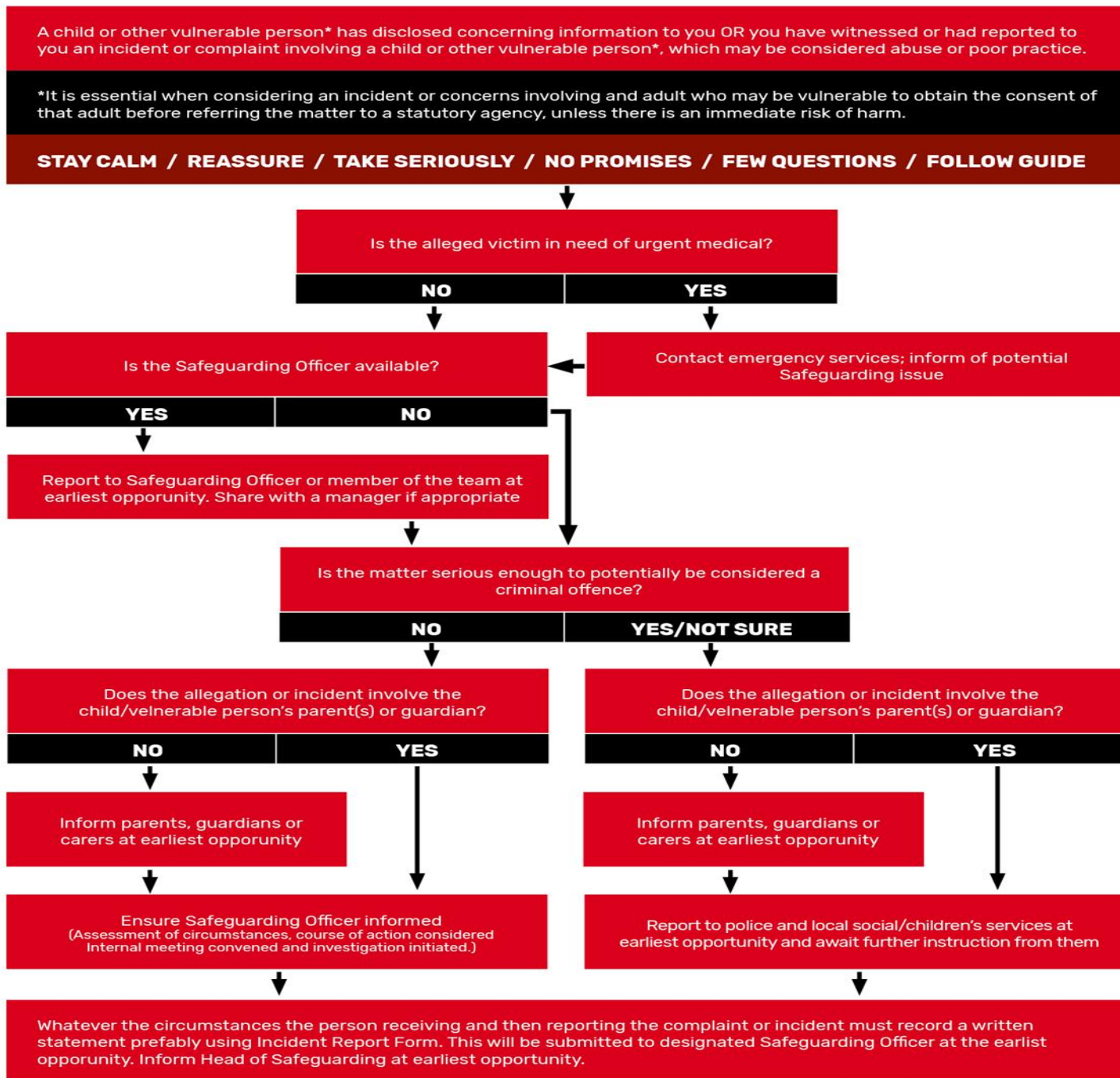
SAFEGUARDING ACTION & DECISION LOG STARTED YES/NO



Appendix 5- Responding to a concern, incident or allegation Flowchart

Responding to a concern an incident or allegation

The flowchart presented below, details the immediate response to an incident or concern involving a child or other vulnerable person.





Appendix 6 - Other Applicable Club Policies: *Please note these lists are not exhaustive*

- Anti-Bullying Policy.
- Code of Conduct, Ethics & Behaviour.
- Disciplinary Policy & Procedures.
- Employment of U18s – Guidance.
- Equality and Promoting Diversity Policy.
- Health & Safety Policy.
- IT, Social Media & Images Policy.
- Low Levels Concerns Policy
- Managing Allegations against Staff Policy & Procedures.
- Match day procedures for Mascots, Ball boys/girls & Flag Bearers.
- Modern Slavery & Human Trafficking Policy Statement.
- Prevent Policy.
- Recruitment of Ex-Offenders Policy.
- Safeguarding Adults at Risk Policy & Procedures.
- Safe Recruitment Policy & Procedures.
- Transporting Children & Adult's at Risk Policy.
- Travel, Trips and Tournaments Policy and Guidance.
- U18's progression to Development/First Team Squad – Guidance.
- Whistleblowing Policy.

Relevant Legislation/Regulations:

- Affiliated Football Safeguarding Policy.
- Children Act 1989 & 2004
- Counter Terrorism and Security Act 2015.
- Crime and Disorder Act 1998.
- Data Protection Act 2018 – (General Data Protection Regulation 2018)
- FA Safeguarding Children Rules.
- FA Respect Codes of Conduct.
- Human Rights Act 1998.
- Keeping Children Safe in Education 2021.
- Modern Slavery Act 2015.
- Police Act 1997.
- English Football League Guidance for Safer Working Practice.
- English Football League Rules.
- Pan – Dorset Safeguarding Children Partnership Policies & Procedures.
- Protection of Children Act 1999.
- Protection of Freedoms Act 2012.
- Rehabilitation of Offenders Act 1974.
- Safeguarding Vulnerable Groups Act 2006.
- Sex Offenders Act 1997.
- Sexual Offences Act 2003.
- Working Together to Safeguard Children 2018.
- Youth Criminal Justice & Evidence Act 1999.