

Safeguarding Children Policy & Procedures

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Acknowledged by the NSPCC**

Review Date: December 2020

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

Last updated 2nd December 2019

AFC Bournemouth Safeguarding Children Policy and Procedures:

Introduction:

AFC Bournemouth acknowledges and accepts it has responsibility for the wellbeing and safety of every child who has been entrusted to its care and comes into contact with the club. It is the duty of all persons who are allocated duties by the club to safeguard the welfare of children while participating in club activities by creating an environment that protects them from harm. As such, they must make themselves aware of the club's Safeguarding Children Policy. Where appropriate, the following guidelines will be supplemented by in-service training and additional guidance.

For the avoidance of doubt, when using the term 'club' in the policy document, this includes activities and participants of the AFC Bournemouth Community Sports Trust and the AFC Bournemouth Academy.

AFC Bournemouth will work closely with the Designated Officer appointed by the Local Authority (LADO) for children. The club Head of Safeguarding liaises with the respective safeguarding teams for advice, guidance and referrals. The Head of Safeguarding will be guided by and adhere to Local Authority and Police protocols.

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

<http://pandorsetscb.proceduresonline.com>

Definition of the term 'Child'

The UN Convention on the rights of children defines a **Child** and **Children** to mean any person or persons who have not yet reached their eighteenth birthday. The UK have ratified this convention in conjunction with the Children Act, and for the purposes of this policy means anyone under the age of eighteen engaged in club activity.

Activity means any activity or series of activities, organised or arranged by or in the name of the club for or to be attended by children.

RULES & REGULATIONS:

AFC Bournemouth is governed by the rules and regulations set out in the 1989 and 2004 Children Act, the FA Safeguarding Children & Vulnerable Adults guidance and Working Together to Safeguard Children (2018)

The club is fully committed to ensuring that the best practice recommended by these bodies is employed throughout and has a responsibility to maintain regular dialogue and working together with the Pan-Dorset Safeguarding Children Partnership.

For detailed information on current legislation please refer to the following NSPCC and Working Together to Safeguard Children 2018 links:

NSPCC – Preventing Abuse - <https://www.nspcc.org.uk/preventing-abuse/>

Working Together to Safeguard Children 2018 –
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

AIMS & KEY PRINCIPLES

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 area of 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:

- 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.
- 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.
- 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.

The club has the power as part of its disciplinary procedures to issue a suspension, pending a risk assessment where any one or more of the following applies:

1. The individual fails to comply with any part of AFC Bournemouth DBS and safe recruitment processes.
2. The individual has engaged in 'Relevant Conduct' relating to children.
3. The individual has been barred by the DBS from engaging in 'Regulated Activity' relating to children.
4. The individual has been convicted of, or made the subject of caution for, a serious sexual, violent offence or any other offence that AFC Bournemouth believes to be relevant to the care of children (Relevant Offence);
5. Following a risk assessment, the club is satisfied on the balance of probabilities that the individual poses or may pose a risk of harm to children.

Evaluation and Review:

We will regularly assess the implementation and effectiveness of the policy which will be reviewed annually or whenever there are changes in legislation, key functions or persons within the organisation, following new or revised government or statutory guidance, or after dealing with any safeguarding concern. The most current version of this policy will always be available to view or download from the club's website.

Recruitment and Disclosure:

As part of the club's recruitment and selection process, all offers of work to positions which involve working with children are subject to the outcome of satisfactory Disclosure and Barring Service (DBS) criminal record checks (CRC) at the level deemed suitable for the position offered and subject to appropriate references. The club adheres to the Premier League disclosure eligibility guidance document when completing CRC.

All offers of work are subject to the outcome of the screening process and where applicable, this is set out in the initial job advertisement and the applicant's offer of work. Until such time as a satisfactory CRC has been received, the member of staff will not be permitted to work with children.

Should an individual's CRC disclosure reveal any convictions the club will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with children.

AFC Bournemouth is committed to providing equal opportunities to staff and therefore a positive CRC will not necessarily result in a bar from work

The Rehabilitation of Offenders Act 1974 and Protection from Freedoms Act 2012 will be considered in all cases before a final decision is made.

All new employees, workers or volunteers working with children at the club will be required to complete a self-declaration form before commencement of duties.

Relevant Conduct:

'Relevant conduct' is that which endangers or is likely to endanger a **child** or **adult**. Such conduct includes emotional, psychological, sexual, and verbal abuse, as well as conduct involving sexual material relating to children or violence against human beings (including the possession of such material).

Financial abuse (for example, unauthorised withdrawals from an account), theft and fraud are also included, as is neglect (which would include failing to meet basic physical and/or psychological needs including treatment of medical conditions).

Relevant Offence:

A 'relevant offence' is an offence that would result in the individual's automatic inclusion in the **children's** or **adult's barred list**, as set out in the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009.

The club has a Safe Recruitment Policy which deals with all aspects of the safe recruitment of staff and the case management of disclosures with content.



This policy should be referred to and followed where any concerns are identified.

Please refer to the club guidance document in respect of the clubs Employment of U18's.

Head of Safeguarding:

AFC Bournemouth has a Head of Safeguarding who has operational responsibility for the clubs safeguarding arrangements for all activities.

The Head of Safeguarding reports directly to the clubs General Manager 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.

It is imperative that anyone with concern about a child's welfare should contact either the Safeguarding Officer for that area or the Head of Safeguarding as soon as reasonably practicable or in any event within 24hrs of the concern being identified.

Modern Slavery Act 2015:

AFC Bournemouth does not tolerate modern slavery or human trafficking in its organisation or supply chain.

The clubs Modern Slavery & Trafficking Policy Statement confirms the club's commitment to act ethically and with integrity in its current and future business relationships.

The policy confirms the club's intention to implement and effect systems to eradicate the risk of modern slavery and human trafficking taking place within its business and/or supply chains.

AFC Bournemouth's Modern Slavery & Trafficking Policy Statement can be found on the club website.

Any concern in respect of modern slavery or human trafficking should be referred to the Head of Safeguarding or the Police in urgent cases.

AFC BOURNEMOUTH PROCEDURES:

AFC Bournemouth is committed to football being inclusive and providing a safe and positive experience for everyone involved with the club.

Whilst it is hoped that the proactive preventative work, including training, vetting, and providing clear policies are sufficient to safeguard children at the club, the club recognises that it has a responsibility to safeguard children from abuse and harm and to respond where abuse and harm are perceived to have occurred.

The responsibility taken by this Policy is to:

- Safeguarding the welfare of children at AFC Bournemouth by protecting them from any significant physical, sexual, and emotional harm and from neglect, bullying and poor practice within the club. This may include training and codes of practice amongst other strategies for reducing risk.
- Report to the appropriate authorities any concerns about abuse or harm to children whether this occurs within the club or elsewhere and whether this be a potential criminal



offence or other concern. The appropriate authorities may be internal and external to football. This will include following the club's reporting frameworks.

- Ensure appropriate enquiries and responses to concerns about abuse or harm within AFC Bournemouth utilising the disciplinary process as appropriate. This will include work in partnership with the Police and other statutory authorities charged with investigating and responding and with the child who is believed to be at risk or believed to have been harmed.
- Following such enquiries, act to put appropriate safeguards in place to safeguard the child in the future and to reduce the risk of harm to other children in the club.
- 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.

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. Induction procedures will include familiarisation with the club's Policies, Procedures and Club's Employee Handbook and individual's responsibilities around safeguarding.

Health & Safety:

The club's Head of Safeguarding gives guidance to those whose roles involve working with children. Where a child is involved, a risk assessment must take account of their particular vulnerabilities which will include the safeguarding of children. The risk assessment should set out what arrangements are in place for their care and supervision.

Considering the views of children and young persons:

We believe that children and young persons have the right to be involved in decisions that affect them. The club will always act in the best interests of the child or children and we will seek their views as far as is feasible taking their age, understanding and capacity into account when responding to disclosures and safeguarding concerns.

In the absence of consent from an individual making a disclosure or to whom the information relates, we will take proportionate action that does not increase the risk of harm. This may include taking action and/or sharing information where there is an overriding duty to do so for legitimate purposes.

We are committed to ensuring that safeguarding is person-led and outcome-focused. We will engage with the child or children about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving wellbeing and safety.

We understand that children will worry about the consequences for them (e.g. losing their place in the team) when making reports or raising concerns. We will ensure that if abuse or poor practice occurs, the child will not be disadvantaged because of the concerns coming to light.

Early Help and Intervention:

AFC Bournemouth accepts that it has a responsibility when engaging with children, young people and their families to identify emerging problems and potential unmet needs and make



referrals where necessary with appropriate parental consent to partner agencies and statutory authorities (Police/Children's Social Care).

This will always be done considering the views, thoughts and feelings of the child or young person involved.

The Head of Safeguarding or a Safeguarding Officer should be notified as soon as possible if a concern is identified.

Guidance can be found via the below link to the gov.uk/government/publications website.

<https://www.gov.uk/government/publications/early-help-whose-responsibility>

Anyone who has concerns about a child's welfare can make a safeguarding referral to Local Authority Children's Social Care and should do so immediately if there is a concern that the child is suffering significant harm or is likely to do so.

In these circumstances the Head of Safeguarding (or a Safeguarding Officer in their absence) should be notified as soon as possible and in any event within 24hrs.

Meaning of Significant Harm:

- Harm means ill-treatment or impairment of health or development including for example impairment suffered from seeing or hearing the ill-treatment of another;
- Development means physical, intellectual, emotional, social or behavioural development;
- Health means physical or mental health;
- Ill-treatment includes sexual abuse and forms of ill-treatment which are not physical.

Sometimes, a single traumatic event may constitute Significant Harm. In other circumstances Significant Harm is caused by the cumulative effect of significant events, both acute and long-standing, or the damaging impact of neglect which interrupt and change or damage the child's physical and psychological development.

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.

Equality & Promoting Diversity:

AFC Bournemouth is committed to providing a working environment in which all staff, players and supporters are able to realise their full potential irrespective of their age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion and belief, sex or sexual orientation' (Equality Act 2010)

The club is also 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.

Declared Disabilities:

Under the Equality Act 2010, a person is considered to have a disability 'if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities' Substantial is defined by the Act as 'more than minor or trivial'. An impairment is considered to have a long-term effect if:



- It has lasted for at least 12 months,
- It is likely to last for at least 12 months,
- It is likely to last for the rest of the person's life.

Normal day-to-day activities are not defined in the Act, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing or having a conversation. Only serious visual impairments are covered (for example) and do not include those corrected by the use of prescription lenses.

The club will make reasonable adjustments/changes to the premises etc. to accommodate the needs of employees with disabilities so long as these changes do not contravene other health and safety laws.

The club Equality & Promoting Diversity Policy should be referred to and followed where any concerns are identified.

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 Premier 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 CRC 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 Premier League from time to time. Club identification will be worn at all times.
- 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.

For guidance on the Data Protection Act and other privacy regulations, visit the **Information commissioner's office (ICO)** website.

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

Grooming/Cyber Bullying & Online Concerns:

The internet is a resource which enables children and young people to connect, communicate and be creative in a number of different ways, on a range of devices.

However, the internet is always changing, and keeping up to date with the use of technology can be a challenge.

Children and young people need advice and protection when it comes to managing their lives online.

Issues that children and young people encounter on the internet will vary depending on their age and online activities. The online risks can be grouped into 4 categories.

- **Conduct:** Children may be at risk because of their own behaviour, for example, by sharing too much information.
- **Content:** Age-inappropriate or unreliable content can be available to children.
- **Contact:** Children can be contacted by bullies or people who groom or seek to abuse them.
- **Commercialism:** Young people can be unaware of hidden costs and advertising in apps, games and websites.

The club Anti-Bullying Policy should be referred to and followed where any concerns are identified.

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/>

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.

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.

The level of supervision required will vary depending on the nature of the activity and the participants involved. Ratios for each activity will be determined by taking the following into consideration.



- Age and needs of participants.
- Nature of the activity and environment.
- Risk assessments identifying potential behavioural issues.
- Expertise and experience of the staff involved.
- Male and female supervising staff wherever possible for mixed gender participant activities.

There should always be a minimum of 2 appropriate adults when supervising the activities of children and young persons.

Disclosure and Barring Service Criminal Records Checks (CRC)

In accordance with the procedures detailed above, all staff in roles requiring a DBS certificate will be required to renew every 3 years.

MATCH DAY:

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 Mascots, Ball Persons, and Flag Bearers:

The club will only allow children to be match day mascots, ball persons, 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 persons 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 persons and flag bearers are accompanied at all times by members of staff who have a valid CRC.

Staff who are responsible for mascots, ball persons and flag bearers on a match day are also required to have a good level of understanding and awareness of safeguarding children.

The club Mascot – Ball boy/girl & 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.

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 Head of Education and Player Care within the Academy has overall responsibility for the education programme and the welfare of the Academy players and scholars.

Transport:

The Academy Manager has overall responsibility for all Academy activities involving players and scholars which includes transport arrangements. **The club's Transporting Children & Adults at Risk Policy fully details how the club manages the safe transport of U18 players and scholars to all of its activities including training and match fixtures and should be referred to and followed where any concerns are identified.**

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 CRC at the appropriate level. All staff are required to attend the FA's Safeguarding Children's Workshop.

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

Host Families (Substitute Accommodation)

Prior to the commencement of an agreement between the club and a host family a Disclosure and Barring Service (DBS) criminal records check (CRC) 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.

Accommodation:

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 CRC 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.

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.

COMMUNITY ACTIVITY AND ENGAGEMENT:

Community Sports Trust (CST):

Means 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 Premier 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 is the charity which has the principal objective of distribution and governance of funding in the form of grants to organisations, particularly to community programmes, enabling them to deliver agreed community focussed initiatives which have a positive influence on a wide range of beneficiaries.

AFC Bournemouth is committed to using the power of football to encourage children in the community to enjoy the benefits of sport and healthy living. Coaching sessions within local

schools/community settings and academic programmes are frequently run by the AFC Bournemouth Community Sports Trust.

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. It also produces guidance for trustees on how they should meet their legal **duties** and **responsibilities**.

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.

The Charity Commission details what to report on their website and although not exhaustive, includes the following criteria.

- A beneficiary within the care of the CST has/alleges to have suffered serious harm.
- Allegation that a staff member has physically assaulted a beneficiary.
- A volunteer, following an incident of abuse or neglect of a beneficiary, has resigned during an investigation of the incident.
- CST have failed to carry out relevant DBS (Criminal Record Checks) which would have identified that a member of staff or Trustee was disqualified in law (under safeguarding legislation) from working with children or adults.
- A beneficiary of CST has or been seriously harmed; a significant contributory factor is a policy or procedural failure by the charity, and/or the way it has worked with other agencies.
- CST discovers that an employee or volunteer, in contact with children or adults at risk, is on the sex offenders register.
- A member of CST staff or volunteer has been arrested for terrorism related offences.
- A visiting speaker has used an CST event to promote extremist messages, via live speech or social media.

The Charity Commission are clear that if you are in doubt about what to report, report it. 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>

GUIDELINES IN THE EVENT OF CONCERN:

Highlighting Concern:

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.

'Child abuse and neglect' are generic terms encompassing all ill treatment of children as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

Role of the Head of Safeguarding or the Safeguarding Officer:

For the purpose of the management of a safeguarding situation involving a child, the Head of Safeguarding or the Safeguarding Officer for the specific activity in which the incident or



concern arises should be consulted as soon as reasonably practicable or in any event within 24hrs of the concern being identified.

The role of the Safeguarding Officer comprises of the following:

- Directly managing and supporting the staff involved in the situation.
- Ensuring that action taken is effective in providing immediate and ongoing protection to the child.
- Ensuring that practical and emotional support is available according to need.
- Reporting the incident to the Head of Safeguarding as soon as reasonably practicable.
- Where the concern identified is a child protection matter and the Head of Safeguarding is not available, contacting the Bournemouth, Christchurch and Poole Children's Social Care Team or the Designated Officer for the Local Authority (LADO) – (see page 18 for contact numbers) to ensure that child protection procedures are correctly followed.

Recognition – Signs of Abuse:

There are a number of forms of abuse that a child can suffer.

For a full description of types of abuse please refer to Appendix 1 of the policy document or to the Football Association's Safeguarding Children Policy & Procedures, which can be found at:

<http://www.thefa.com/football-rules-governance/safeguarding/dealing-with-concerns>

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. With this in mind 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.
- **4R's – Recognise, Respond, Record, Refer** (Report on to the appropriate person)
- 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.
- 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.

RECORDING & REPORTING DISCLOSURES AND OTHER SAFEGUARDING CONCERNS:

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 when dealing with a disclosure or a safeguarding concern. 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)
- The DBS who help employers make safer recruitment decisions and prevent unsuitable people from working with children.
- Football authorities (The FA and Premier League)

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 should 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 club's MyConcern Safeguarding Reporting Tool.

MANAGING ALLEGATIONS AGAINST EMPLOYEES, CONSULTANTS, AGENCY STAFF AND VOLUNTEERS:

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 Premier League)

The nature of the concern will dictate the level of investigation required and possible outcome.

- Police Investigation
- Statutory Child Protection Investigation
- Internal Disciplinary

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: General Manager)

Role of the Designated Officer of the Local Authority:

The Local Authority has a designated officer (**LADO**) to:

- 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.

Children's Social Care – Out of Hours Emergency Service:

The Local Councils provide a Social Care out of hours service and can give advice and support in an emergency when their offices are closed.

Where necessary they can also visit to assess needs and provide services.

They are open:

- Weekdays: Monday-Thursday from 17:15 to 08:30.
- Weekends: 16:45 Friday to 08:30 Monday.

The Head of Safeguarding (or a Safeguarding Officer in their absence) should be notified as soon as practicable or in any event within 24hrs, where contact with the out of hours service is made. (Contact details for the out of hours services can be found on pages 21 & 22)

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. Safeguarding and promoting the welfare of children is a responsibility shared by all agencies. Effective intervention is dependent upon inter-agency planning and multi-agency services responses.

Constructive challenge amongst colleagues and between agencies provides a healthy approach to planning and keeping children safe. The club acknowledges that differences of opinion, concerns and issues need to be resolved as effectively and swiftly as possible, and wherever possible by discussion and negotiation between the practitioners concerned.



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.

At no time should professional disagreement detract from ensuring that a child is safeguarded. Their welfare and safety must remain paramount throughout. AFC Bournemouth will keep clear written records at all stages where they are involved in escalating and resolving disagreements, this will include written confirmation about agreed outcomes of the disagreements and how any outstanding issues will be pursued.

Advice from the Head of Safeguarding should be sought where concerns/disagreements are identified and likely to lead to escalation protocols being instigated.

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 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 Premier League)

DOING NOTHING IS NOT AN OPTION: Safeguarding is Everyone's Responsibility

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.

Confidentiality & Information Sharing:

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.

The advice for all staff at AFC Bournemouth is that no personal assurance of confidentiality can be given to a child if a concern is raised or an allegation made.

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.

Difficulties in working with the principles of maintaining confidentiality should not lead to a failure to take action to protect a child from harm.

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 accurately.
- 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.

Safeguarding Record Keeping: Best Practice:

The importance of good, clear safeguarding record keeping has been highlighted repeatedly in national and local Serious Case Reviews.

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

Head of Safeguarding - Steve Thorpe 01202 726329, 07554 446446
steve.thorpe@afcb.co.uk

Designated Safeguarding Officers

Safety Officer/Stewards - Alan Jones – Via Match Day Control Room.

Academy - Dawn Roach – Head of Education & Player Care, 01202 726345, 07921 801826,
dawn.roach@afcb.co.uk

Academy – Dan Carroll – Lead Coach, 0344 576 1910
dan.carroll@afcb.co.uk

Academy – Head of Welfare – Kim Goodship, 0344 576 1910
kim.goodship@afcb.co.uk

Community Sports Trust – Head of Community - Steve Cuss 01202 726342, 07973 893594
steve.cuss@afcb.co.uk

Community Sports Trust – Safeguarding Manager – Meredith Hack 07990 336461
meredith.hack@afcb.co.uk

Community Sports Trust – Senior Manager - Andrew Battison 01202 726359, 07887 384762
andrew.battison@afcb.co.uk

Community Sports Trust – Senior Manager - Luke Simpson 0344 576 1910, 07393 462163
luke.simpson@afcb.co.uk

Hospitality & Events (Stadium) – Paul Fudge, 07834 370751 or via Match Day Control Room.
paul.fudge@blacklabevents.co.uk

Hospitality & Events (Concourse) – Marcin Kawalec, 0844 576 1910 or via Match Day Control Room.
marcin.kawalec@afcb.co.uk

EXTERNAL CONTACTS AND RESOURCES

Bournemouth, Poole and Christchurch (BCP) MASH
Tel – 01202 735046
MASH@bcpcouncil.gov.uk

Police Contact
Tel 01202 222222
MASH@dorset.pnn.police.uk

Dorset Council MASH
Tel – 01202 228866
MASH@dorsetcouncil.gov.uk

BCP Designated Officer (LADO) – 01202 456744
lado@bcpcouncil.gov.uk

BCP – Children's Social Services out of hours service - 01202 738256
childrensOOHS@bcpcouncil.gov.uk



Dorset Council children's out of hours service – 01202 228866

Dorset Council Designated Officer (LADO) – 01305 221122

The Police 101 or (in an emergency) – 999

Head of Safeguarding

The Premier League, Brunel Building, 57 North Wharf Road, London W2 1HQ.

Tel: 020 7864 9173

safeguarding@premierleague.com

The Football Association/NSPCC

Safeguarding Children & Vulnerable Adults Helpline

Tel: 0808 800 5000

Text phone for Deaf Users

Tel: 0800 056 0566.

NSPCC SMS: 88858 or email

help@nspcc.org.uk

Affiliated Football's Safeguarding Policy

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

The FA Football Safe website

<http://www.thefa.com/football-rules-governance/safeguarding>

STARS (Sexual Trauma and Recovery Service) – (Children & Young Persons services 8 -18yrs)

Tel 01202 308855

<https://www.starsdorset.org/>

The Shores (Dorset Sexual Assault Referral Centre – SARC) – Provides a comprehensive service to men, women and children who have been raped or sexually assaulted – 01202 552056.

<http://www.the-shores.org.uk/>

Dorset For You – Domestic abuse and violence – Where to get help

<https://www.dorsetforyou.com/dvahelp>

Bournemouth Children's Social Care

<http://www.bournemouth.gov.uk/ChildrenEducation/ChildrensSocialCare/ChildrensSocialCare.aspx>

Child Exploitation and Online Protection Centre (CEOP)

<https://www.ceop.police.uk>

Appendix 1 – Recognising abuse, poor practice and other safeguarding concerns:

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.

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.

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.

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

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.

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.

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.

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.

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.

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

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.

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

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.

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'

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 2019

<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.

Poor Practice: This is behaviour that falls short of abuse but 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 the child are not afforded the necessary priority, compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing children in potentially compromising and uncomfortable situations, failing to ensure the safety of children, ignoring health and safety guidelines, or giving continued and unnecessary preferential treatment to individuals.

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.

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).

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.

Appendix 2 - 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.



Appendix 3 – 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> <p><input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Sexual abuse including CSE</p> <p><input type="checkbox"/> Physical abuse including domestic abuse</p> <p><input type="checkbox"/> Neglect</p> <p><input type="checkbox"/> Emotional abuse or bullying</p> <p><input type="checkbox"/> Financial abuse or theft</p> <p><input type="checkbox"/> PREVENT (<i>terrorism or radicalisation</i>)</p> <p><input type="checkbox"/> Vulnerable person taken to hospital</p> <p><input type="checkbox"/> Poor Practice</p> <p><input type="checkbox"/> Other (<i>specify e.g. accident</i>)</p>
<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> <p>Guidance:</p> <p><i>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.</i></p> <p><i>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!</i></p> <p><i>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.</i></p>
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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

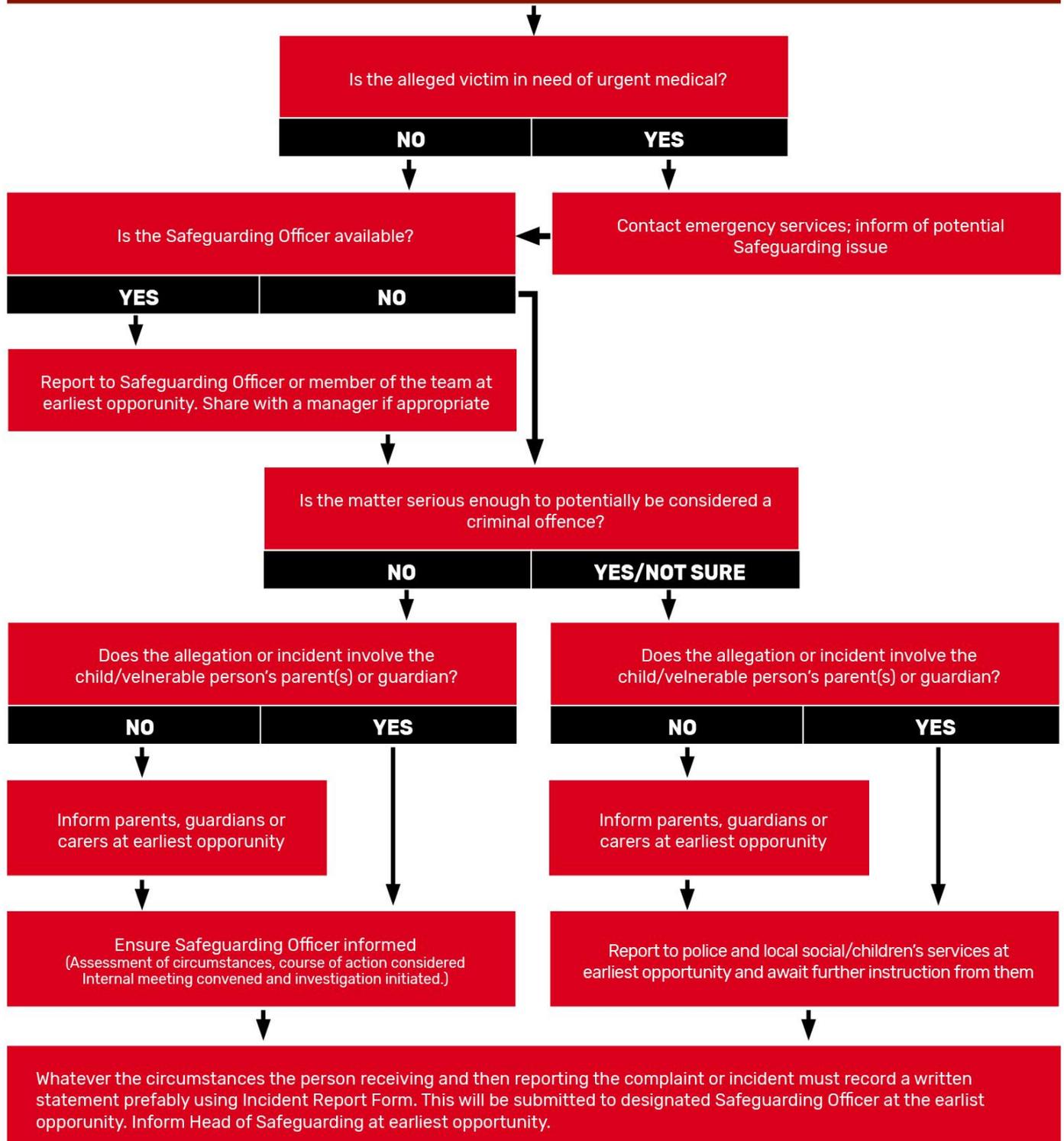
Responding to a concern an incident or allegation

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

A child or other vulnerable person* has disclosed concerning information to you OR you have witnessed or had reported to you an incident or complaint involving a child or other vulnerable person*, which may be considered abuse or poor practice.

*It is essential when considering an incident or concerns involving an adult who may be vulnerable to obtain the consent of that adult before referring the matter to a statutory agency, unless there is an immediate risk of harm.

STAY CALM / REASSURE / TAKE SERIOUSLY / NO PROMISES / FEW QUESTIONS / FOLLOW GUIDE



Appendix 4 - 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.
- 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.
- Bournemouth, Poole & Dorset Inter-Agency Child Protection Procedures.
- 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 2019.
- Modern Slavery Act 2015.
- Police Act 1997.
- Premier League Guidance for Safer Working Practice.
- Premier League Rules.
- 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.