

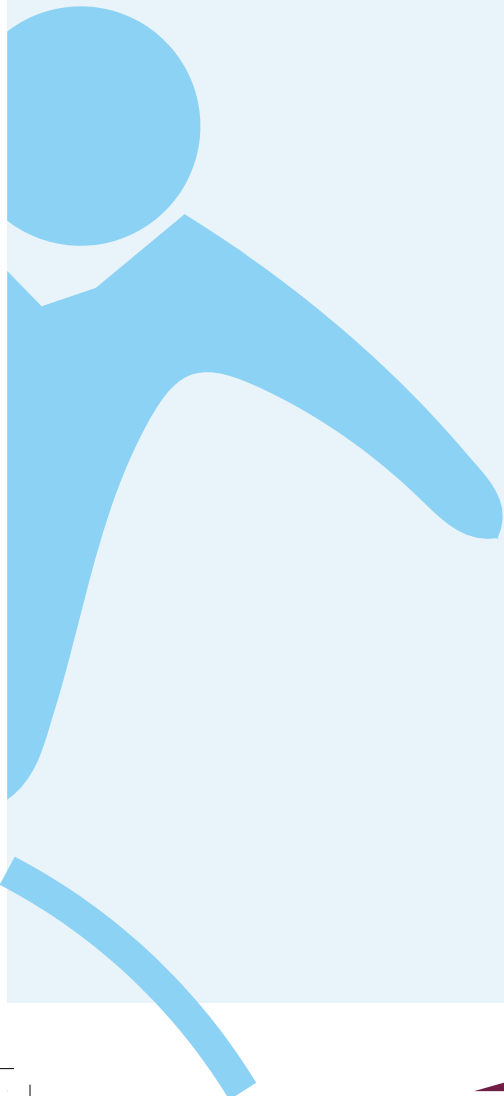


# Safeguarding Children Policy





**ONE CLUB  
FOR ALL**



# Foreword and Policy Introduction

---

Burnley Football Club and Burnley Football Club in the Community are committed to ensuring the wellbeing and safety of children and believe that it is unacceptable for a child to experience abuse of any kind.

Safeguarding is the responsibility of everyone who has contact with children, we will ensure that all appropriate steps are taken to ensure that allegations or suspicions of abuse are taken seriously and reported immediately and appropriately.

The BFC and BFCitC safeguarding policy provides details of different types of abuse, guidance on identifying issues and procedures and support for use by staff and volunteers.

Mandatory legislation and best practice underpin the activities which are available at BFC and BFCitC and this policy will help to ensure that responses to activities and issues are consistent considering local authority guidance, law and individual needs across our community. This policy will be reviewed every year or if there is a change in legislation or significant organisational change.

**Matt Williams**  
Chief Operating Officer  
Burnley Football Club

Signed .....

Date .....

**Helen Gurman**  
CEO of BFCitC

Signed .....

Date .....

Signed copy available on request.  
This policy is board approved

<b>Date</b>	<b>Version number</b>	<b>Updated by</b>	<b>Next review date</b>
June 2019	1.0	Helen Tanner	June 2020
March 2020	1.1	Helen Tanner and NSPCC	June 2021
Nov 2022	1.2	Gary Russell	June 2023
Jan 2023	1.3	Gary Russell	June 2023



# Policy Contents

---

## **Safeguarding children and young people policy overview**

Foreword	3
Our Safeguarding Commitment	11
What is Safeguarding	12
Definitions	13
Considerations for Additional vulnerabilities	14
Equality and Diversity	15

## **Safeguarding Children and Young People – types of abuse**

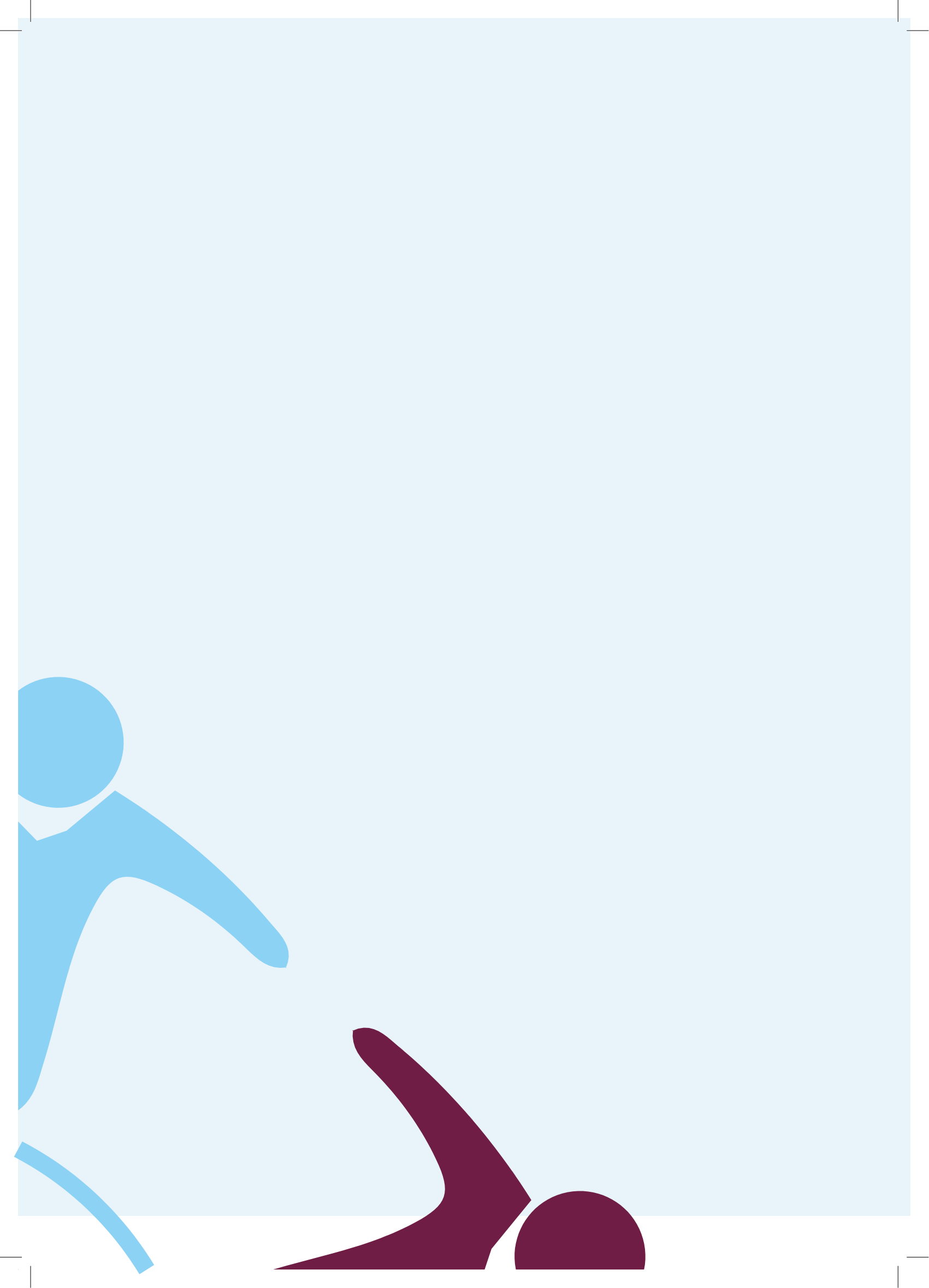
Position of Trust	19
Poor Practice	19
What is risk/abuse and how do we recognise it?	20

## **Procedures for dealing with an allegation, concern or disclosure**

Signs and Indicators to identify a concern	31
Recording and Reporting Disclosures and referring externally	32
Consent when making a referral	36
Disclosure Flow Chart	37
Confidentiality and record keeping	38

## **Safeguarding concerns procedures**

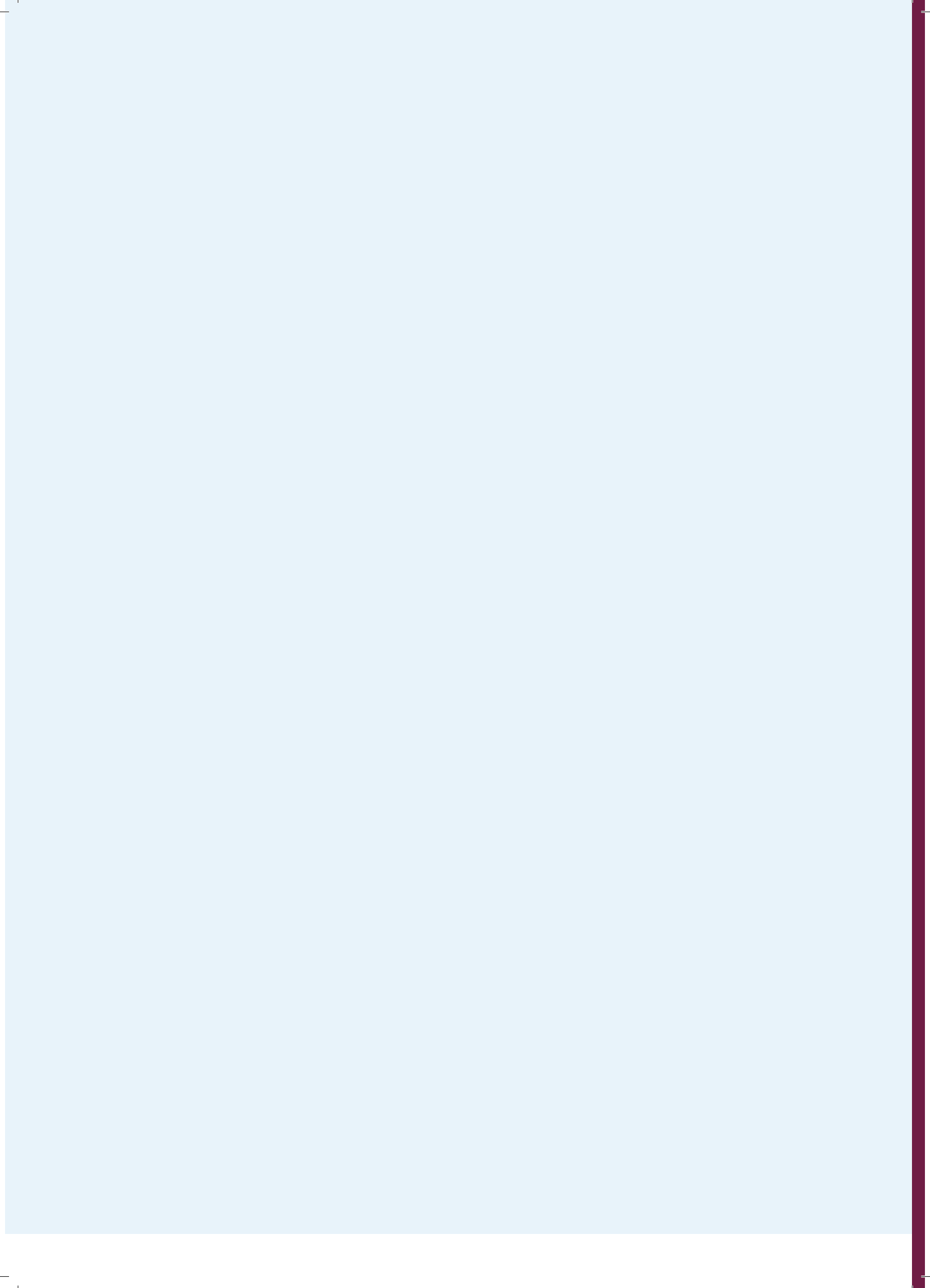
Reporting Safeguarding Concerns Flow Chart	41
Reporting Concerns about a staff member	42
Concern Categorisation	43
Record Keeping and Data storage	43
GDPR and Data Protection	44
Working with Partners or External Agencies and Companies	44



# Appendices

---

Other Categories of Abuse	47
Maintaining Professional Boundaries	48
Keeping yourself safe as a staff member or volunteer	52
Managing behaviours of children and young people	54
Ratios and Supervision of children	55
Safe recruitment	56
Safe ICT Usage	56
Anti-Bullying	57
Photography and Consent	57
Whistleblowing	59
BFC and BFCitC Safeguarding structure	67
Useful contacts	68
Policy compiled in line with:	69
Other policies available on request	69





# Safeguarding Children and Young People Policy Overview





# Our Safeguarding Commitment:

---

## **We recognise that:**

- The welfare of children and adults at risk is paramount.
- All children and adults at risk, regardless of age, disability, gender, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion and/or sexual orientation (defined as Protected Characteristics within the Equality Act 2010) have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, adults at risk, and their family or support network is essential in promoting and embedding this policy.

## **The purpose of this policy:**

- To Provide protection for the children and adults at risk who receive services from Burnley FC and Burnley FC in the Community or its partners.
- To provide colleagues and volunteers with guidance on procedures they should adopt if they suspect a child or adult at risk may be experiencing, or be at risk of, harm.

## **We will seek to safeguard children and adults at risk by:**

- Providing safety and protection whilst in the care of BFC and BFCitC from all types of abuse or harm.
- Listening, responding, and acting appropriately and addressing matters through the correct procedures.
- Working closely with local statutory agencies and other partners to promote and safeguard the welfare of all.
- Sharing information sensitively and timely and appropriately with relevant partner agencies.
- Providing targeted safeguarding training to all staff across BFC and BFCitC to ensure they are clear on their responsibilities, professional boundaries and appropriate behaviours.
- Implementing and monitoring 'Safer Recruitment' in accordance with local and government guidance and legislation.
- Maintain documents confidentially in accordance with relevant data protection legislation.
- Having a Safeguarding team who are visible, available, and responsive to requests for support, guidance, and advice.

# What is Safeguarding

---

The term 'Safeguarding' is a shortening of the phrase:

## **"Safeguarding and promoting the welfare of children, young people and adults at risk"**

The Safeguarding programme at Burnley Football Club and Burnley FC in the Community broadly includes:

- Protecting all children, young people and adults at risk from abuse or harm, or the risk of this.
- Ensuring that staff comply with relevant laws, regulations and are employed safely 'Safe Recruitment'.
- Ensuring staff read, understand and are always bound by the Safeguarding policy and sign up to codes of conduct and implement these .
- Creating a positive environment for all visitors, staff and participants.
- Ensuring all staff are aware of their role, have clear understanding on how to report concerns and who to report to and are supported to do this effectively.
- Ensuring all attendees regardless of age, gender, racial origin, religion, disability, sexual identity, culture and language enjoy sport and other activities safe from harm, abuse or discrimination.
- Making external agencies aware of the policy and the codes of conduct we work to.

## **Who will we work with to keep safe?**

We work with a range of children, young people and adults at risk.

- A child or young person is anyone aged under 18.
- An adult at risk is any adult aged 18 years and older who:
  - has a need for care and support (whether or not the Local Authority is meeting any of those needs);
  - is experiencing, or at risk of, abuse or neglect; and
  - as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Where young people (aged 18 or over) are still receiving the support of children's services and a safeguarding issue is raised, the matter should be dealt with through adult safeguarding arrangements

# Definitions

---

**Child** is defined by UK laws and United Nations as someone under the age of 18 years.

**Staff/volunteers** is anyone attending activities or sessions whether paid or unpaid on behalf of BFCor BFCitC where children, young people and adults may attend.

**Abuse** is a developing term which encompasses emotional, physical, sexual and neglect but also covers bullying, discrimination and financial.

**Harm** covers harm which has or may have been caused and the risk of future harm, it refers to injury ill treatment or abuse whether wilfully, neglectfully or accidentally which impacts on a health, development, social inclusion, education or participation. Harm also covers neglect through commission or omission

**Activity/session** covers any matches, events, coaching or community activities for which BFC or BFCitC has responsibility for the care of attendees.

**Attendees** refers to anyone who attends an activity as either a participant or player at a match or activity, academy or community event.

**Child Protection** this is a statutory system through Local Authority which has identified a child to be at risk of significant harm under one of the four categories of Child Protection abuse; sexual, physical, emotional or Neglect. This is to offer support to families in a measured way to prevent ongoing harm.

**Parental Responsibility** is the person legally responsible for the child, as a club we will take appropriate steps to ensure that consent is attained effectively.

**Duty of Care** BFC and BFCitC have both a legal and moral responsibility when providing care to those attending activities. This includes people being vigilant and reporting issues and concerns appropriately and these concerns are taken seriously, and appropriate action taken.

**Consent** is the agreement of a parent/legal guardian to allow someone under the age of 18 to take part in activities.

**Designated Persons** are members of staff who hold specific operational responsibility for safeguarding.

**EFL Charitable Fund (EFL TRUST)** – is the charity which has the primary objective of governance and distribution of funds, in the form of grants, particularly to Club Community Organisations, enabling them to deliver community focused activities which have a positive impact on beneficiaries.

# Considerations for additional vulnerabilities

---

## **Age, Understanding and Capacity**

The term child applies to anyone from birth up to 18 years of age, this policy covers the entire age range. We will be considerate of stages of development and communicate with the children at an appropriate level. We will ensure that children are spoken with and their views and opinions are considered in any decision made about them. Older children will be supported to ensure their views are heard when decisions which affect them are being made. We will be vigilant to support vulnerable groups regardless of age to make sure they also are safe from harm and considered when making decisions.

## **Culture**

BFC and BFCitC acknowledge cultural practices and beliefs differ greatly and staff will of course be sensitive to cultural differences, however our safeguarding policy will be applied if we consider a child to be at risk of harm. This will include activities provided off site and by partner agencies.

## **Language and communication**

Some people who attend our sessions may experience difficulties in communication whether this be due to a disability, capacity or not using English as a first language and staff must be considerate about this. We will be patient and establish what support you may need to communicate effectively, including interpreters, parents/carers support, BSL etc.

## **Safeguarding Players**

Players can face additional vulnerabilities due to their position in sport, they may experience constant pressure, poor mental health, homesickness, addiction, self-harm or bullying. They may also be vulnerable to coercion for financial gain for their talents. Social Media is also a concerning area relating to vulnerability and should be discussed with players. These areas will be discussed with Academy players as part of their life skills work.

## **Open-Age Players**

Occasionally players who have not reached the age of 18 may play in an adult team, when this is the case consideration will be given to both the players physical and emotional capacity and the players parents will be consulted. Welfare monitoring will be in place in these circumstances.

## **Additional Vulnerability**

Additional vulnerabilities can often be difficult to identify – sexual orientation, culture, disabilities etc. are not always evident but do often have the potential to make an individual more vulnerable. Children are much more identifiable and easier to support; However, our priority will always be to safeguard the welfare of children when they are in our care once any kind of vulnerability is identified.

# Equality and Diversity

---

Burnley FC and Burnley FC in the Community are committed to the principles of equality and strive to ensure that everyone who wishes to be involved in or Organisation whether as staff, Trustees, volunteers, participants or as a general member of the public:

- Has a genuine and equal opportunity to do so without regard to their age, disability, gender reassignment/identify, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex and sexual orientation; and
- Can be assured of an environment in which their rights, dignity and individual worth are respected without threat of intimidation, victimisation, harassment, bullying or abuse.

BFC and BFCitC have an Equality and Diversity Policy which is monitored and reviewed annually as a minimum.

This Safeguarding Policy does not contradict the contents of the Equality and Diversity Policy.

A full copy of the Equality and Diversity Policy can be found on the link below:

[www.burnleyfootballclub.com/club/equality-and-diversity/](http://www.burnleyfootballclub.com/club/equality-and-diversity/)





# Safeguarding Children and Young People - types of abuse





# Position of Trust

---

Those who have responsibility for, and authority and influence over, children are in relationships of Trust with those in their care.

A relationship of Trust is usually one which one party has power or influence over the other by virtue of their role or by the type of activity. It is, therefore, essential that those in the positions of responsibility understand the power that they may have over those in their care, and how they must behave as a consequence.

This means that those in a relationship of Trust should not:

- Use their position to gain access to information relating to children for their own or any others advantage. Such information must only be shared to meet the needs of the child or young person.
- Use their power to intimidate, threaten, coerce or undermine children
- Use their status or role to promote inappropriate relationships and professional boundaries must always be maintained

# Poor Practice

---

This occurs whenever staff or volunteers fail to provide the highest standards of care and support in their working practice. Poor Practice which is allowed to continue can become abuse. Poor practice is never acceptable and will be treated seriously with appropriate action, including (if necessary) disciplinary action. An individual may not be aware that poor practice or abuse is happening as some may deem this behaviour as acceptable.

The FA provides the following examples of poor practice, not limited to:

- Insufficient care is taken to avoid injuries, through excessive training or inappropriate session considering age, maturity, experience and ability of players
- Allowing abusive or concerning practice to go unreported (e.g. unfair criticism, bullying or ridicule of any kind)
- Allowing hazing or initiation to go unreported
- Placing children in compromising or uncomfortable positions by contacting them inappropriately or via social media
- Ignoring Health and Safety guidance
- Failure to adhere to Club and Governing Body codes of practice and guidance
- Giving continued and unnecessary preferential or negative treatment to individuals

# What is risk/abuse - how do we recognise it?

---

Somebody may abuse or neglect an individual by inflicting harm or by failing to act to prevent harm. Abuse can potentially take place in a number of different settings, these could include a family environment, peer to peer, an institutional or community setting by those known to them or by others or online or via social media platforms. They may be abused by an adult or group of adults, children and other young people or another Adult at Risk. The following types are split into children and young people and adults at risk, and are deemed to be the most prevalent however abuse can fall into numerous categories. If you feel something is not right – speak with the Safeguarding Team.

## Children and Young People:

### NEGLECT

Neglect takes place if adults fail to meet a child or young person's basic physical needs, for example, their needs for food, warmth and clothing, or emotional needs such as attention and affection.

### PHYSICAL ABUSE

Physical abuse occurs if people physically hit, burn, poison, shake or in some way hurt or injure children and young people, or fail to prevent these injuries from happening. In sport, physical abuse could happen where training methods are inappropriate for the developmental age of the child or young person.

### SEXUAL ABUSE

Sexual abuse occurs when children or young people are used to meet another person's sexual needs. This includes but is not limited to:

- any form of sexual behaviour with a child or young person (by an adult or another child or young person)
- use of sexually explicit language and jokes.
- inappropriate touching; and/or
- exposure to pornographic material and content.

### EMOTIONAL ABUSE

Emotional abuse can be inflicted by other children and young people as well as by adults. Children and young people who are being abused or bullied will also experience emotional abuse.

This includes but is not limited to:

- frequent threatening, taunting or sarcastic behaviour.
- withholding affection.
- being extremely over-protective.
- racist or sexist behaviour; and/or
- demeaning initiation ceremonies.

## **BULLYING**

Bullying is a behaviour which hurts another child or young person physically or emotionally. Bullying can involve, but is not limited to, coercing, requiring, forcing or tolerating any humiliating, unwelcome or dangerous activity.

# **Adults at Risk**

---

## **PHYSICAL ABUSE**

Physical abuse of an adult at risk can include, but is not limited to, assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

## **SEXUAL ABUSE**

Sexual abuse of an adult at risk occurs in the event of sexual acts to which the adult in question has not willfully consented.

This can include but is not limited to:

- rape.
- sexual exploitation;
- indecent exposure;
- sexual harassment or assault;
- inappropriate looking or touching;
- sexual teasing or innuendo;
- sexual photography;
- sexting and revenge porn;
- subjection to pornographic material and content; and
- witnessing sexual acts without consent.

## **DISCRIMINATORY ABUSE**

Discriminatory abuse occurs when an act or act of omission occurs, which discriminates based on a person's religion, ethnicity, sex, gender, age, disability or sexual orientation or any of the protected characteristics of the Equality Act.

It may constitute hate crime and could include, but is not limited to:

- providing meals not suitable for religious or cultural needs;
- inappropriate aids or adaptations;
- verbal abuse; and/or
- bullying or degrading treatment.

## **DOMESTIC VIOLENCE OR ABUSE**

Domestic violence or abuse occurs where there is controlling, coercive or threatening behaviour, violence or abuse between those who are or have been intimate partners or family members, regardless of gender or sexuality.

This includes but is not limited to so called 'honour' based violence, female genital mutilation (FGM) and forced marriage. Victims are not confined to one gender or ethnic group

### **ORGANISATIONAL OR INSTITUTIONAL ABUSE**

Occurs when there is neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home.

### **NEGLECT OR ACTS OF OMISSION**

Neglect or acts of omission in relation to adults at risk can include, but is not limited to:

- ignoring medical, emotional or physical care needs;
- failure to provide access to appropriate health, care and support or educational services; and/or
- the withholding of the necessities of life, such as medication, adequate nutrition and heating.

### **FINANCIAL OR MATERIAL ABUSE**

This occurs through the unauthorised use or theft of money or property and can include, but is not limited to:

- theft
- fraud
- exploitation (e.g. pressure in connection with wills, property, inheritance or financial transactions);
- misuse or misappropriation of property, possessions or benefits; and/or
- depriving a person of access to their money, property or assets.

### **PSYCHOLOGICAL OR EMOTIONAL ABUSE**

Psychological or emotional abuse of an adult at risk occurs through deliberate non-physical action intended to manipulate or hurt somebody mentally and emotionally.

This can include, but is not limited to:

- threats of harm or abandonment;
- deprivation of contact or isolation;
- humiliation;
- blame;
- verbal abuse;
- bullying or cyber bullying;
- harassment or intimidation;
- coercive control (e.g. controlling or observing victim's daily activities);
- restriction of movement; and/or
- intercepting messages or phone calls.

### **SELF-NEGLECT**

Self-neglect occurs when an individual neglects to care for their personal hygiene, health or surroundings and includes behaviour such as hoarding

## **Non Recent Abuse**

Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. But this is never the case: **there is no excuse for abuse.**

### **Effects of non-recent abuse**

Abuse can have a huge effect on health, relationships and education and can stop people from having the childhood and life they deserve, they might find it harder to cope with life's stresses, getting a job or parenting. They may also develop mental health problems and drug or alcohol issues.

The effects can be short term but sometimes they last into adulthood. If someone has been abused as a child, it's more likely that they'll suffer abuse again. This is known as revictimisation.

The long term effects of abuse and neglect can include:

- emotional difficulties like anger, anxiety, sadness or low self-esteem
- mental health problems like depression, eating disorders, self harm or suicidal thoughts
- problems with drugs or alcohol
- disturbing thoughts, emotions and memories
- poor physical health
- struggling with parenting or relationships.

### **Speak to a friend or family member**

Thinking about talking to someone close to you about the abuse can seem frightening. You might not know where to start or may be worried about their reaction. It's important to choose someone you feel you can trust to provide a listening ear.

You don't have to tell them everything. Even if you say very little, speaking to them might help to lighten the load and help you think about what you want to do next.

### **Talk to NAPAC**

NAPAC is the National Association for People Abused in Childhood. NAPAC's trained staff speak with survivors of any type of childhood abuse over the phone, exploring the options available to them such as support groups and counselling to help empower callers to move forward. Calls are confidential, free from UK landlines and mobiles and can be made anonymously.

NAPAC also supports family members, friends and professionals who are helping someone who was abused, advising them on who else can help.

The NAPAC website provides a wealth of information and advice, including a postcode searchable database which lists local Trusted organisations who can offer free or low-cost on-going support.

### **Talk to your GP about seeing a counsellor**

Talking to your GP might be helpful. They can refer you on to appropriate support, like counselling and let you know if the NHS has services for survivors in your local area.

You can also search for a private counsellor using the British Association for Counselling and Psychotherapy website. Finding the right counsellor for you can take time. If therapy hasn't helped you in the past, it might be better for you to try a different counsellor. Ask them whether they have experience of supporting adults who were abused in childhood. **Other support sites and services**

- Survivors UK offers a range of support services to men who experienced childhood or adult sexual abuse.
- Rape Crisis England and Wales, Jersey, Scotland and Northern Ireland provide a directory of local support services.
- Samaritans is available around the clock 365 days of the year to provide confidential emotional support for people who are experiencing feelings of distress or despair.

### **Reporting non-recent abuse**

It's never too late to report abuse you experienced. But you don't have to report it to anyone if you don't want to. And no one should pressure or force you to do anything you don't want to.

Some people report non-recent abuse to stop the offender abusing other children. Some find that reporting gives them a sense of closure and helps them to start moving on.

If you do decide to, there are different ways to report you can consider.

- **Report to the police**

If you want to, you can speak to the police about what happened to you. You can report abuse to the police no matter how long ago it happened. You can start by calling 101 and briefly explaining what you're calling about. They'll make sure you're put through to the right team who can support you.

- **Speak to NSPCC**

It's normal to be anxious about reporting and worry about what might happen. If you don't feel comfortable contacting the police or want to find out more about your options, you can contact NSPCC. Call them on 0808 800 5000, email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or fill in their online form.

Any reports of non-recent abuse will follow our children's safeguarding reporting procedures.

## **Neglect signs and indicators**

Neglect can be really difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem. Children and young people who are neglected might have:

### **Poor appearance and hygiene**

- being smelly or dirty
- being hungry or not given money for food
- having unwashed clothes
- having the wrong clothing, such as no warm clothes in winter
- having frequent and untreated nappy rash in infants.

### **Health and development problems**

- anaemia
- body issues, such as poor muscle tone or prominent joints



- medical or dental issues
- missed medical appointments, such as for vaccinations
- not given the correct medicines
- poor language or social skills
- regular illness or infections
- repeated accidental injuries, often caused by lack of supervision
- skin issues, such as sores, rashes, flea bites, scabies or ringworm
- thin or swollen tummy
- tiredness
- untreated injuries
- weight or growth issues.

### **Changes in behaviour**

- becoming clingy
- becoming aggressive
- being withdrawn, depressed or anxious
- changes in eating habits
- displaying obsessive behaviour
- finding it hard to concentrate or take part in activities
- missing school
- showing signs of self-harm
- using drugs or alcohol.

## **Physical Abuse signs and Indicators**

Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. And there isn't just one sign or symptom to look out for. But it's important to be aware of the signs.

If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported.

### **Physical abuse symptoms include:**

- bruises
- broken or fractured bones
- burns or scalds
- bite marks

It can also include other injuries and health problems, such as:

- scarring
- the effects of poisoning, such as vomiting, drowsiness or seizures
- breathing problems from drowning, suffocation or poisoning.

Head injuries in babies and toddlers can be signs of abuse so it's important to be aware of these. Visible signs include:

- swelling
- bruising
- fractures
- being extremely sleepy or unconscious
- breathing problems
- seizures
- vomiting
- unusual behaviour, such as being irritable or not feeding properly.

## Sexual Abuse signs and indicators

Knowing the signs of sexual abuse can help give a voice to children. Sometimes children won't understand that what's happening to them is wrong. Or they might be scared to speak out. Some of the signs you might notice include:

### Emotional and behavioural signs:

- Avoiding being alone with or frightened of people or a person they know.
- Language or sexual behaviour you wouldn't expect them to know.
- Having nightmares or bed-wetting.
- Alcohol or drug misuse.
- Self-harm.
- Changes in eating habits or developing an eating problem.

### Physical signs

If a child is being or has been sexually abused online, they might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.
- Children and young people might also drop hints and clues about the abuse.

## Emotional Abuse signs and Indicators

There may not be any obvious physical signs of emotional abuse or neglect. And a child might not tell anyone what's happening until they reach a 'crisis point'. That's why it's important to look out for signs in how a child is acting.

As children grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused. But children who are being emotionally abused might:

- seem unconfident or lack self-assurance
- struggle to control their emotions
- have difficulty making or maintaining relationships
- act in a way that's inappropriate for their age.

The signs of emotional abuse can also be different for children at different ages. Babies and pre-school children who are being emotionally abused or neglected might:

- be overly-affectionate to strangers or people they don't know well
- seem unconfident, wary or anxious
- not have a close relationship or bond with their parent
- be aggressive or cruel towards other children or animals.

Older children might:

- use language you wouldn't expect them to know for their age
- act in a way or know about things you wouldn't expect them to know for their age
- struggle to control their emotions
- have extreme outbursts
- seem isolated from their parents
- lack social skills
- have few or no friends.



# Procedures for dealing with an allegation, concern or disclosure





# Signs and indicators to identify a concern

---

Children are reluctant to tell someone when they are being abused, so it is essential that every adult is aware of the possible signs and indicators that a child's welfare or safety is being threatened. However, there is rarely a clear sign and you may often have to piece together various snippets of information and rely on your instinct that something does not seem quite right. Never allow a child's disability or cultural difference explain away concerns.

You may have one piece of information that, when added to that of others, forms a clear picture of abuse. Only if everyone shares their information can a full picture be seen, and risks identified. **At BFC and BFCitC we are aware it is not our job to decide whether or not someone is being abused - however it is our responsibility to share our concerns.**

# Recording and Reporting Disclosures and referring externally

---

We know that concerns can be shared in several different ways and we are fully committed to taking all information seriously and acting appropriately.

If there is an immediate risk of harm, a serious injury or a criminal offence may have been committed we would involve the appropriate statutory agency immediately. Once this has been done the Safeguarding team will be informed and we will follow our own Safeguarding procedures alongside those of statutory agencies.

## **Making clear notes detailing the following:**

- The date and time of the concern the names of the parties involved and the names of any witnesses;
- Only factual information should be documented; opinions should not be shared or if they are it must be clear that these are opinions
- Details of the incident including a body map if appropriate
- Actions taken and the reasons for these actions
- We are aware that any notes made may be used as evidence, court proceedings or disciplinary procedures and we will fully comply with any requests made by statutory agencies

## **Other concerns may be considered under the following headings:**

- The behaviour of an adult towards a child
- Issues raised during recruitment processes
- Allegations by a child witnessing abuse
- The behaviour of one child towards another
- An abuse of a position of Trust
- Concerning behaviour by a colleague whilst within or out of work which may compromise their position within BFC or BFCitC.

Through training, staff and volunteers, become more confident in identifying and dealing with concerns, allegations or disclosures.

To ensure consistency we will adhere to the following;

**Recognising** – Recognising abuse or harm is often not easy. You need to act when you suspect harm or abuse may be occurring, not just when you are absolutely sure that harm has taken place. This does not mean you are making assumptions or allegations; it means that there is a concern that must be reported. Once this information is reported, the Safeguarding Team will act to find out more information.

**Responding** – When harm or abuse is disclosed to you by a child or young person, your role is to simply report the facts, as you have been told, to the Safeguarding Team or if serious, statutory agencies. The disclosure may come in full, suddenly and contain lots of detail but equally may just be an alluding to abuse. Although there



is no responsibility for you to investigate the matter, when any type of harm or abuse is disclosed, where appropriate, you may try to gather the basic facts from the person making the disclosure to you by asking questions like; Who, What, Where, When, Which, Tell me, Describe to me, Explain to me.

**Refer/Report** – Your concern needs to be shared appropriately with either the Safeguarding Team or Statutory Services verbally in the first instance and then this must be followed up on a MyConcern within 24hours.

**Record** – Our Club has a central reporting system, MyConcern, which all reports must be uploaded onto, this must be recorded either on the day or within 24 hours at most. This report online must include detailed description of what has occurred, when where, how and who was involved. Details of witnesses and exactly what was said. You MUST stick to the facts and use the individual's words and phrases and avoid feelings or opinions. You should, where possible, record the child or young person wishes and feelings about this.

## External Agencies

---

### **Disclosure and Barring Service**

If an allegation is made and criteria is met, then a referral will be made by the Head of Safeguarding to DBS UK to inform them of the allegations to ensure risk is managed.

### **Local Authority or Criminal Investigations**

Staff are not required to determine if abuse has taken place, staff will report any concerns or allegations. BFC and BFCitC will work with any agencies where abuse is suspected, and whilst this may not proceed in law, the local authority may continue as they look at risk of further harm. Any internal investigation will not impede any statutory investigations..

### **Statutory authorities**

The Police should be contacted if a crime has been committed against a Child or if a Child is in immediate danger.

A referral should be made to the Local Authority Designated Officer (LADO) where an individual who is in a position of Trust has:

- Behaved in a way that has harmed, or may have harmed a Child;
- Possibly committed a criminal offence against or related to a Child; or
- Behaved towards a Child in a way that indicates they may pose a risk of harm. The LADO is responsible for management and oversight of all Child protection allegations made against Staff and volunteers who work with Children.

### **Support for staff after a disclosure or safeguarding report**

Dealing with any type of allegation, disclosure or safeguarding concern may have an impact on the wellbeing of staff involved. Staff will be allocated a member of staff should they feel they need any kind of support in relation to this.

# Football's Safeguarding Framework

---

- The FA sets the safeguarding policy and regulatory framework across the game.
- The EFL and EFL Trust have safeguarding policies and procedures in place that govern their own activities, as well as rules and requirements that govern BFC and BFCitC safeguarding arrangements.
- BFC and BFCitC implement our own safeguarding policies and procedures that must be consistent with EFL Rules, EFL Trust Capability Status requirements, FA rules and regulations and Affiliated Football's Safeguarding Policies and Procedures.

## Employer role

If an individual whose conduct there are concerns about, low level poor practice concerns, that do not meet the threshold for external referral they must be dealt with in line with internal employer policies and procedures. Where the threshold for external referral is met, there may be collaboration with statutory authorities and/or the FA.

## Football Authorities

EFL and/or EFL Trust acting in a regulatory capacity. When in receipt of a referral, action may include:

- Providing support and guidance.
- Having oversight and working with BFC/BFCitC to ensure that internal procedures and football regulations are followed.
- Agreeing a BFC/BFCitC-led internal investigation with the outcome shared with the Football Authorities.
- Conducting a joint investigation with the FA.
- Commissioning an independent case review (possibly in conjunction with the FA).
- Participation in multi-agency strategy meetings.
- Working with BFC/BFCitC to implement agreed multi-agency strategy meeting actions.
- Working with Police and football media relations to manage communication.
- Issuing of sanctions against BFC where EFL Rules have been breached.
- Suspension or termination of BFCitC grant payments by the EFL Trust
- Working with BFC/BFCitC to ensure that learning outcomes are implemented to mitigate risk of recurrence.
- Sharing anonymised learning from cases to strengthen safeguarding provision across the game.

## The FA

The FA has a team made up of safeguarding professionals who manage referrals. Where appropriate, they work in partnership with statutory authorities, the DBS, County FAs, the EFL and football clubs when managing safeguarding cases. They assess people who pose, or may pose, a risk of harm and put in place safeguards. The FA's regulatory framework enables them to take action against BFC or BFCitC staff or participants who breaches The FA safeguarding policy or regulations. On an individual level, The FA can put in place risk management measures ranging from education, mentoring and supervision agreements, to interim and permanent suspensions.

### Thresholds for referral to football authorities

A safeguarding referral must be made by the Head of Safeguarding to the Football Authorities within 24 hours (or as soon thereafter as practicable) where any of the following thresholds are met:

- Any allegation of abuse of a Child by any person who has previously, does currently or is seeking to work at the EFL, EFL TRUST, BFC or BFCitC whether in a paid, voluntary, consultancy or third-party capacity.
- Any referral to or from any external authority (including, without limitation; the Police, Local Authority, DBS or Charity Commission) about abuse of a Child by any person who has previously, does currently or is seeking to work at the EFL, EFL Trust, BFC or BFCitC whether in a paid, voluntary, consultancy or third-party capacity.
- A third or subsequent allegation of poor safeguarding practice by any person who has previously, does currently or is seeking to work at the EFL, EFL Trust, a BFC or BFCitC whether in a paid, voluntary, consultancy or third-party capacity.

## Listening Culture

---

We believe that Children have the right to be heard and be involved in decisions that affect them. BFC and BFCitC will always act in the best interests of 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 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.

# Consent when making a referral

---

Where a child is considered to be at risk of harm, consent to share concerns with appropriate agencies is not required, it is considered good practice to discuss these actions with the parent/carer/legal guardian but should not be done when this may place the child at risk of further harm or there are suspicions of Fabricated/Induced Illness.

BFC and BFCitC will always respect the rights of a child to share their views in relation to any decision which may impact on them is concerned, and when making a referral to Children's Social Care, children should be advised that this must happen to ensure their safety, however reassurance will be given to the child about this. BFC and BFCitC will try where possible to gain consent appropriately but where this is not possible the best interests of the child will be paramount and fully considered.

# The seven Golden Rules for Information sharing

---

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

**1**

Child makes a disclosure



**2**

Keep calm and reassure the child

Ask for further details - Who, When, Where, How

Explain that you will have to pass the information on



**3**

Allow the child to talk at their own pace, using their own words

Do not pressure them into telling you any more than they want to

Listen carefully

Avoid going over the information, you only need to gather basic information to inform your decision to make a referral



**4**

Where the child is at immediate risk of harm, contact the Police or Children's Services.

Keep the child at the session until advised by Children's Services, Police or Head of safeguarding

Contact the Safeguarding Team and Line Manager

Refer to contacts list if the Safeguarding Team are unavailable



**5**

Make a detailed, factual record of what you have heard/seen. Include quotes, dates, times, names, and contact details.

Complete referral on MyConcern within 24 hours

Make any external referrals in accordance with FA and PL requirements

# Confidentiality and record keeping

---

Confidentiality is an issue which needs to be fully understood by all those working with children, particularly in the context of child safeguarding and child protection. All staff will be given guidance/training to the effect that they must never guarantee confidentiality to a child.

Concerns about a child must be given verbally immediately and electronically or in writing on MyConcern within 24 hours or as soon as possible after the incident.

Normally personal information should only be disclosed to third parties, including other agencies, with the consent of the subject of that information. Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, consent may not be possible or desirable, but the safety and welfare of a child dictate that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of each case and legal advice should be sought if in doubt.

Well-kept records are essential to good safeguarding practice. The Club is clear about the need to record any concerns about a child or children within Club activities, the status of such records and when these records, or parts thereof, should be shared with other agencies.

The Club has MyConcern to record concerning issues about the welfare or behaviour of a child, adult or staff member. All staff have access to blank copies of a paper reporting form;

- The form, once completed, is given or emailed to the Head of Safeguarding either directly.
- Incident/Concerns Reporting Forms are uploaded securely by the Head of safeguarding onto MyConcern.

# Safeguarding concerns Procedures







# Reporting Safeguarding Concerns

Member of staff, coach or volunteer is made aware of concerns about a child's welfare or safety.

- Staff recognise signs of abuse
- An incident occurs between participants prior to or during a session.
- Safeguarding concerns are shared by a friend, family member or participant



If child requires immediate medical attention arrange this and ensure that the medic is informed that there may be a child protection concern or allegation. Consideration should be given that if there is an immediate risk of harm, contact should be made with the Police on 999 or Local Authority children's social care duty team on 0300 1236720.



Member of staff, coach or volunteer reports to Safeguarding Team and completes report on MyConcern.



Safeguarding team make a decision on immediate referral or consultation with Children's Social Care or Police; records of actions taken and agreed (including who will inform parents if appropriate).



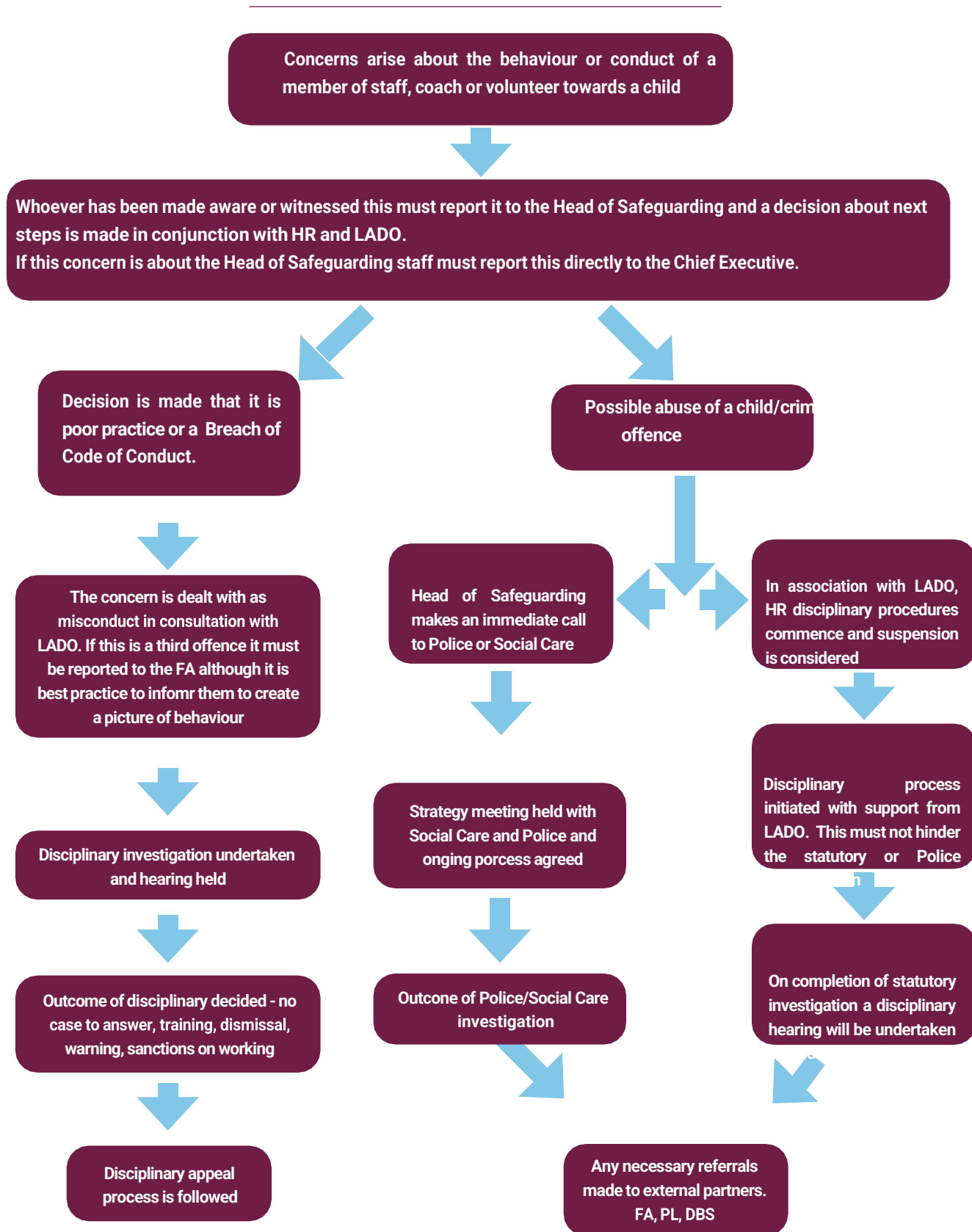
Head of Safeguarding sends written safeguarding report to Children's Social Care and considers need for support or advice for the original referrer or others involved.



**Internal Information sharing**  
Where the concern requires HoS must also inform:  
Safeguarding Board  
Lead Chief Executive  
Department Manager  
HR

**External information sharing**  
Once statutory agencies have been notified HoS must consider referrals to the following:  
Football Authority - FA  
Premier League  
LADO/DBS  
Police & Children's Social Care  
any other organisation felt appropriate

# Reporting concerns about a member of staff



Should a concern be raised about the Head of Safeguarding you should contact either:

BFC Matt Williams - Chief Operating Officer [m.williams@burnleyfc.com](mailto:m.williams@burnleyfc.com)

BFCitC – Helen Gurman - Chief Executive – [h.gurman@burnleyfc.com](mailto:h.gurman@burnleyfc.com)

EFL - Head of Safeguarding – Alex Richards – [arichards@efl.com](mailto:arichards@efl.com)

You should give full details of your concern and they will support to deal with matters raised.

# Concern Categorisation

---

To ensure reports and concerns are managed effectively we have developed a categorisation for intervention and support requirements. Initial Triage will be undertaken by the Head of Safeguarding and an initial safeguarding category decided, this will then be allocated to a member of the safeguarding team who will gather information, once this is done a discussion will be undertaken and a review of the initial safeguarding category will be undertaken. The Categories are:

- **Level 3** – Child protection – child is at immediate risk of harm, Social Care and Police need to be contacted immediately
- **Level 2** – Support and Referral – child has shared concerns; staff will identify support and signpost to appropriate agency to offer support
- **Level 1** – Welfare and Support – child has issues around them which they may need ongoing welfare support, this is not considered a safeguarding issue in the start but may develop into such.

Allegations against staff categorisation:

- **Staff High** – concerns that leaving the staff member in place could result in further harm to a child or young person
- **Staff Low** – Poor practice which needs a disciplinary response which may involve training needs

# Record Keeping and Data Storage

---

The importance of good record making and keeping is essential in safeguarding, this shows the original concern and actions taken to deal with the issue, good records help us:

- Identify patterns of concern which may need ongoing intervention or group training.
- Monitor and manage our safeguarding practice to provide evidence in audit of our robust effective safeguarding policy and procedures.

All safeguarding records are sensitive and will be managed in accordance with data protection legislation on a central record which is fully compliant with GDPR.

We will follow all relevant Data protection legislation when collecting data during activities, we will store data appropriately and destroy within recommended timescales.

Before we gather data for use in relation to marketing or photos/videos which may be used for marketing, we will always obtain consent.

# GDPR and Data Protection

---

Where, in the judgement of the Head of Safeguarding, a child is thought to be at risk, consent is not required if it is thought that by requesting it could put the child at further risk of harm. Decisions to share personal data without consent, in relation to a concern must be recorded on the single central record.

Data relating to safeguarding concerns will be retained securely until 30 years after the end of the activity, e.g. contract end, legal resolution or last entry in register.

An extended retention is in force for safeguarding records due to the ongoing independent inquiry into child sexual abuse, where the average time to report a concern is 26 years. In exceptional circumstances this can be extended:

- The records provide information about a child's history which they may wish to access later
- The information in the records is relevant to legal action which has started but not concluded
- The records are archived for historical reasons as they are relevant to organisational legal proceedings

Personal data stored in relation to a safeguarding concern should include any necessary information to inform practice and responses and minimise risk to children. Any errors which are made when making a recording related to safeguarding must be corrected and notes made to support the reason for the change, all data recorded in relation to safeguarding is processed and stored securely in a single central record with access restricted to those with actions or safeguarding responsibility.

This guidance is made under the requirements of the GDPR 2018, the Data Protection Act 2018 Schedule 1 part 4 sections 38,39 and 40 and Working Together to Safeguarding Children 2018. The policy sets out how personal data relating to safeguarding cases will be processed.

## Working with Partners or External Agencies and Companies

---

We have developed positive, effective relationships with our partners and external agencies and companies, this will support us to ensure that our safeguarding obligations are reflected and embedded in these relationships. To ensure this is done thoroughly all area and activity leads should speak to the safeguarding Team prior to planning an activity which may involve children.

The use of a Service Level Agreement making thorough reference to safeguarding provision and/or the completion of the Check and Challenge Tool, will ensure that we assess the level of safeguarding and partner suitability, using our policy as a standard and measuring partners, external agencies and companies against this. Demonstrating a specific procedure for handling safeguarding concerns, sharing important contact details and being clear in the expectations is key to achieving this.

# Appendices





# Other Categories of Abuse

---

Alongside the recognised categories of abuse the following are also relevant to participants and players

**Bullying** - Is the persistent or repeated hostile or intimidating behaviour towards a person this could be though physical, verbal or online behaviour.

**Hazing** - Hazing is 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 nonintimate).

**Poor Practice** - Poor practice occurs children are not given the due care necessary which results in a compromise of their welfare, when we allow poor practice to go unreported, we fail to ensure the safety of vulnerable groups.

**Grooming** - Grooming is when someone builds an emotional connection with a child to gain their Trust for the purposes of abuse or exploitation. Grooming happens both online and in person.

**Child sexual exploitation** - Child sexual abuse 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 using technology.

**County lines** - County lines are the criminal distribution of drugs by gangs from the big cities into smaller towns and rural areas using Children. Gangs recruit Children through deception, intimidation, violence, debt bondage and/or grooming.

**Prevent - Radicalisation** - Radicalisation is comparable to other forms of exploitation, such as grooming and child sexual exploitation. Radicalisation can be defined as the process by which people come to support terrorism and violent extremism, and in some cases participate in terrorist groups and activities. Violent extremists often use a persuasive rationale and charismatic individuals to attract people to their cause. The aim is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media. There is no clear profile of a person who is more likely to become radicalised. The process of radicalisation varies from person to person, as does the timescale of the radicalisation process. However, there are some factors that may make an individual susceptible to exploitation by violent extremists, for example identity or personal crisis, unemployment or underemployment, family or friends involved in extremism and relevant mental health issues. None of these factors should be considered in isolation but in conjunction with the particular circumstances of the individual. The PREVENT strategy was launched by the Home Office in 2011. Prevent is part of the Government's counter- terrorism strategy CONTEST and aims to provide support and re-direction to vulnerable individuals at risk of being groomed into terrorist activity before any crimes are committed. Disrupting terrorist activity, preventing radicalisation and supporting those vulnerable to becoming involved in violent extremism is a shared responsibility under Prevent and its related safeguarding element known as Channel. Since 1 July 2015 the Counter-Terrorism and Security Act 2015 places a duty on certain bodies to have 'due regard to the need to prevent people from being drawn into terrorism'. This includes Local authorities; Schools (excluding higher and further education); further education; higher education; the health sector; prisons and probation and the police.

**Female genital mutilation (FGM)** - 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 lawful in another country.

**Cyberbullying** - Cyberbullying is the use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. It occurs among Children

**Discriminatory abuse** - Discriminatory 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 ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'. Discriminatory behaviour is unacceptable and will be reported to the FA. This includes incidents on and off the pitch (including social media).

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

**Domestic violence** - Domestic Violence is 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.

## Maintaining professional boundaries

---

Working with Children and young people may involve physical contact, such as medical intervention, responding to success or distress, preventing an injury or accident, sporting skills instruction or demonstrating the safe use of a piece of equipment. There may be some roles where physical contact is commonplace and/or a requirement of the role, particularly in sports science or medicine. These tasks should only be undertaken by properly trained and qualified practitioners. This Policy does not seek to replace the specific guidance and codes of practice developed for those professionals.

Children and Adults at Risk are always entitled to respect and privacy, particularly when in a state of undress, changing clothes, showering or undertaking any form of personal care. Staff should not assist with personal care tasks that can be undertaken independently. All supervision measures should be transparent, consistently applied and appropriate to the needs, age and capacity of those concerned. All such measures should also be pre-agreed and recorded.

Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is unacceptable. Sexual activity does not just constitute physical contact. It may also include non-contact activities, such as causing Children to engage in or watch sexual activity or producing pornographic



material. Engaging in sexual contact or an intimate relationship with a child with whom a member of Staff comes into contact through their role (whatever the circumstances) will be considered to be a breach of trust, leading to a referral to the appropriate statutory and football authorities. In all circumstances where a Child initiates inappropriate contact, it is the responsibility of the member of Staff to sensitively deter them and help them understand the importance of personal boundaries. Should inappropriate contact be initiated by a Child at Risk, then it must be recorded and reported to the Head of Safeguarding. In addition, if a member of Staff believes their own actions could be misinterpreted or if an action is observed by another member of Staff and considered to be inappropriate or possibly abusive, the incident and circumstances should also be recorded and reported.

## **Communication**

Communication with children, by whatever method, should take place within professional boundaries. This includes the wider use of technology, for example, mobile phones, emails and social media. This means that staff should:

- Never share any personal information and should not request any personal information from Children.
- Be circumspect in their communications with and about Children to avoid any possible misinterpretation of their motives or behaviour.
- Only contact children for professional reasons and with the agreement and knowledge of BFC and BFCitC.

## **Safe event management**

We believe that safeguarding should be a primary consideration during the planning, delivery and review of all our activities. The focus for such activities should always be the safety, welfare and enjoyment of the children involved. Staff are expected to ensure that the Safeguarding Team is involved at the early planning stages of all activities.

## **Key considerations:**

- Sleeping arrangements in accommodation, all rooms should be on the same floor with staff rooms located either end and clearly identified.
- Experience and suitability of the Staff involved.
- Assessing the suitability of partners and service providers and the adequacy of their safeguarding and safer recruitment policies and practice.
- Ensuring that contractual agreements outline respective safeguarding responsibilities.
- Health, safety and safeguarding risks should be identified and mitigated. Pre-activity and dynamic risk assessments should be undertaken for all activities.
- Safe travel and transport arrangements.
- Ensuring that accommodation is in a safe location, is safely managed and is of good standard for security, hygiene and first aid.
- Emergency response procedures covering injury, illness, emergency evacuation, safeguarding concerns, missing persons, local services and emergency contacts including emergency consular assistance details when abroad.
- Ensuring that there is adequate insurance cover in place.
- Consent for participation, emergency medical treatment and the use of images/footage.

- Appropriate supervision arrangements and ratios.
- Ensuring that additional vulnerability and needs are carefully considered.
- Codes of conduct for Children, Staff and spectators.
- Procedures for dealing with challenging behaviour and bullying.
- Security and measures to manage the behaviour of spectators.
- Safe dispersal procedures.
- A minimum of 3 members of staff which takes into account gender of participants.

This list is not exhaustive. The Head of Safeguarding must be given an opportunity to review and approve the safeguarding arrangements for all activities prior to delivery.

### **Supervision and ratios**

Staff are always expected to provide appropriate supervision of the Children in their care. The level of supervision required will vary between activities. Ratios for each activity should be determined by taking the following into consideration:

- The age, needs, abilities and behaviour of the Children participating.
- The competence and experience of Staff involved.
- The nature and duration of the activity.
- Risk assessments and/or intelligence identifying potential behavioural or other issues and risks.

### **Lone working and one-to-one situations**

A lone worker, for the purpose of this Policy, is defined as a member of Staff who is engaged in activities which place them in a situation without direct contact with other Staff or without direct supervision.

Lone working and one-to-one situations with children require additional and specific safeguards to be in place, as they have the potential to make children more at risk of harm by those who seek to exploit their relationship of Trust.

Under no circumstances should Staff visit children in their homes outside agreed work arrangements. Nor should they invite children to their own home or to that of a family member, colleague or friend. Contact by whatever means and meetings with children outside agreed working arrangements should not take place without the agreement of BFC or BFCitC and in the case of a child, they should not take place without a parent/guardian being present. The Head of Safeguarding should be consulted in all such instances.

This means that Staff should:

- Ensure that social contact, lone working and home visits only take place if they are an integral part of their role.
- Adhere to this Policy and any agreed risk management strategies.
- Work in an open and transparent way and avoid conduct which could raise concern

### **Photography and video footage**

Staff should never take, display or distribute images of children without their knowledge or consent (and parental/guardian consent in the case of a child) and without the agreement and knowledge of BFC or BFCitC Management with a reason for intended use.

Photography and video footage of BFC and/or BFCitC staff and/or players including the taking of still photographs, filmed, moving images and video recordings are only to be used for the sole purpose of promoting BFC and BFCitC and or its charities” This includes posting material on social media sites such as, but not limited to, Twitter, Facebook and Linked In.

The use of analyst software such as, but not limited to Hudl is used for the sole use of BFC and BFCitC in the practice of playing performance and analysis. It cannot be used for any other purpose without express permission from BFC or BFCitC management

## **Interviewing Children**

Children should only be interviewed to ascertain their account of the circumstances that prompted the enquiry and gather information and their views about decisions that affect them.

**Consent:** Consent to interview a child needs to be obtained from the person with parental responsibility and/or the child if they are of sufficient age and understanding to make this decision.

**Appropriate adult to accompany the Child:** A Child should always have an appropriate adult (in addition to the interviewer) to accompany them during interviews. Appropriate adults accompanying Children must be briefed on the neutrality of their role and understand that they should not attempt to influence or interpret responses during the interview process. The appropriate adult cannot be a parent who is estranged from the Child or an individual the Child objects to.

**Interviewers:** BFC and BFCitC will ensure that only those with enough experience and expertise are appointed to interview Children.

Interviewers must ensure that:

- Interviews remain child centred and in the best interests of the child.
- They adhere to BFC and BFCitC policies, procedures, and guidance.
- Interviews take place in safe and appropriate environments.
- They request permission to record interviews.
- They always maintain professional boundaries.
- Contact by whatever means and meetings with children should never take place without the agreement and knowledge of BFC or BFCitC and the child’s parents/guardians.
- They record and report any situation which may place a child at risk, or which may compromise BFC/ BFCitC or his/her own professional standing.
- Information suggesting that children are at risk of harm is immediately reported to the Head of Safeguarding

## Transport

It is inappropriate for staff to offer lifts to children outside their normal working duties. Any occasion where children require transport in an emergency situation or where not to give a lift may place them in harm's way, should be recorded and reported to the Head of Safeguarding.

This means that Staff should:

- Only transport children if it is part of their role and responsibilities.
- That they have appropriate insurance to cover them transporting participants/players
- Ensure that they are fit to drive and free from any drugs, alcohol or medicine that is likely to impair their judgement and/or ability to drive.
- Ensure that all arrangements for vehicle, passenger and driver safety are in place, including appropriate licence and insurance documents.

Be aware that, while they are in their care, the safety and welfare of the children is their responsibility.

- Ensure that their behaviour and that of passengers, is appropriate at all times.
- Ensure that emergency arrangements are justified, recorded and reported. First aid and administration of medication

In circumstances where a child needs medication regularly, a health care plan should be established to ensure the safety and protection of children and the Staff who are working with them. 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 and should recognise when an injury requires more experienced intervention. children: Parents/guardians should always be informed when first aid has been administered.

This means that Staff should:

- Always act in the best interests of Children.
- Record any administration of first aid or medication.

## Gifts, rewards and selection

---

Staff should exercise care when selecting Children for activities, privileges or rewards to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and consistently applied. Care should also be taken to ensure that Staff do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

•

# Keeping yourself safe as a staff member or volunteer

Safeguarding must also be applied to staff and volunteers, they will be supported to understand and implement their role in protecting children, adults at risk, colleagues and themselves. This must be implemented across all staff, casual employees, volunteers and partner agencies.

## Code of Conduct

All staff will read and sign the approved staff Code of Conduct when beginning their employment, this gives clear guidance on expectations of them to ensure the risk of harm is eliminated when attending activities. (full document available on request)

This document also ensures staff are aware of how they keep themselves safe, whether working with children, from risk of allegations by using professional boundaries and avoiding any type of language or behaviour which may be misread. This will in turn reflect positively on BFC and BFCitC.

**Staff are expected to:**

- Familiarise themselves with this policy and mandatory guidance.
- Know who the Head of Safeguarding is and how to contact them.
- Ensure the safety of the children in their care.
- Put the welfare of children first and act in their best interests.
- Ensure that the same professional standards are applied regardless of ethnic origin, colour, nationality, gender reassignment/identify, race, religion or belief, gender, sexual orientation, age or disability.
- Build balanced relationships based on mutual Trust and maintain professional boundaries.
- Ensure any concerns or allegations pertaining to a child's welfare are recorded and acted upon in accordance with this policy.
- Help maintain an ethos whereby colleagues, partners, vulnerable groups and their parents/carers feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.
- Promote an environment where poor practice is challenged and reported.
- Ensure that vulnerable groups are treated with respect, and that their views and wishes are valued.
- Recognise the developmental needs of children and capacity of vulnerable groups.
- Encourage and demonstrate consistently high standards of behaviour and understand the types of behaviour that may call into question their suitability to work with children.
- Be aware that behaviour outside of work time may impact upon their suitability to work with children.
- Be aware that breaches of the law and this policy may result in criminal and/or disciplinary action being taken against them, and may also include an assessment by children's social care.

**Staff should never:**

- Use their position of power and influence to abuse, intimidate, threaten, coerce, exploit or undermine children.
- Use their status and standing to form or promote inappropriate relationships. Professional boundaries must always be maintained (See guidance on Professional Boundaries)
- Use their position to gain access to information relating to Children for their own or other's advantage. Such information should only be used to share/protect or meet the needs of such individuals.
- Carry out their duties whilst under the influence of alcohol, drugs or solvents.
- Engage in any sexual, betting, gambling or related activities or have discussions about such activities in the presence of Children, except in a clear educational context and with the knowledge and agreement of Management.
- Must not use BFC equipment to access pornography or access pornography on personal devices whilst on duty
- Access, make or distribute illegal or indecent content or images of Children.
- Have any relationship with a 16/17yr old.

# Managing behaviours of children and young people

---

## Standards

BFC and BFCitC feel that children enjoying themselves when they attend our activities is a priority, however this should be done so that it does not endanger or upset others and as part of this we do expect children to behave appropriately considering their age, maturity and any additional vulnerabilities. The type of activity will also be considered.

Session rules will be negotiated and agreed with attendees prior to commencement of the session and will include consequences for non-compliance, these will be shared with parents/ legal guardians prior to the start of the session.

Bullying, abuse, victimisation or any type of initiation will not be tolerated and if reports of such behaviour are received, they will be fully investigated and dealt with in a timely, appropriate manner.

## Managing Behaviours

BFC and BFCitC have comprehensive behaviour management guidelines which all staff read and agree to on commencement of employment.

### These guidelines consider the following:

- Everyone is different and has individual needs
- Attendees will be supported to develop session codes of conduct and have clear well communicated guidance on expectations when in activities
- Physical Punishment is never acceptable, distraction, diffusion and other techniques may be used when necessary
- Training will be undertaken with all members of staff who struggle to manage challenging behaviours
- Behaviour can be affected by external factors, home situation, school and this should be considered when managing changes in behaviour
- Hunger, injury, medical conditions and medication can affect behaviour, we will be made aware of some of these things during registration but must remain vigilant for the others.
- Physical intervention will only ever be considered in exceptional circumstances when the behaviour presents a risk to either the person or those around them – responses must be reasonable and proportionate according to 'Use of reasonable force' July 2013.
- All safeguarding incidents will be recorded and shared with the Head of Safeguarding.

# Ratios and Supervision of Children

---

BFC and BFCitC ensure that as part of planning or delivering sessions that supervisions ratios are considered and appropriate.

This action is taken to ensure that we:

- minimise any risk to participants.
- enhance the activity
- reassure parent, carers and children
- provide protection for these responsible on providing some protection for those responsible for providing, funding or commissioning the activity in the event of concerns or incidents arising.

## Key Considerations

Due to the number of variables in a session we do not have a 'one size fits all' approach, we will however consider the following to inform a best practice approach.

- Age of children
- Any additional or support needs
- Competence and experience of the participants
- Nature of the activity (eg swimming/climbing would require higher level of supervision)
- Nature of the venue and types of equipment required

**However within all of this we will ensure that activities will have a minimum of two supervisors at all times.**

Is it worth noting that U18's, parents or carers must not be counted as supervisors to a group and must be counted as additional support.



# Safe recruitment

---

Recruitment will be in line with CPSU guidance, which states that:

- A clear job and person specification are available as part of the advertisement for the job
- A full interview will be completed with questions relevant to experience included
- the offer of contract will be made subject to DBS disclosure relevant to job role
- 2 references including one from the previous employer will be sought
- Recruitment staff are adequately trained and supported during the recruitment process

As part of this procedure an induction will be completed with all staff which will include familiarisation with this Policy and their individual safeguarding responsibility.

A full policy and guidance are available on request

# Safe ICT usage

---

BFC and BFCitC are committed to ensuring staff and volunteers keep themselves safe in their communication with players, the media, supporters and anyone who engages with BFC or BFCitC, we will therefore ensure that:

- A clear policy on appropriate internet usage, email and SMS.
- Consent from parents to ensure they agree with contact via SMS, email or any other electronic means regarding activities
- Ensure young people are aware of keeping themselves safe, safe internet/ social media
- Ensure staff are trained in understanding the internet and their professional and personal responsibilities when using this
- Ensure staff do not share personal contact details including telephone numbers, Social Media pages and email addresses.
- Ensure all staff are aware of the zero-tolerance policy in relation to Cyber bullying
- Ensure timely responses to reports of inappropriate internet use by staff (full policy available on request)

# Anti Bullying Policy

---

We are committed to providing safe, caring environments for all participants. We have a zero-tolerance attitude to any type of bullying and believe that everyone has the right to be treated with respect. We encourage staff, volunteers, participants, players, parents and carers to

talk to us if they have any concerns or to report incidents, these incidents will be dealt with promptly and effectively and individuals who bully will be dealt with in a number of ways but will be encouraged to consider their behaviour.

Bullying is a behaviour intended to hurt someone physically or emotionally and is a repeated pattern. It is hurtful and can include:

**Discriminatory** – Racial taunts, gestures, homophobia, sexist comments, jokes about disability

**Emotional** – exclusion from the group, sending hurtful messages, tormenting

**Physical** – pushing, hitting or any use of violence

**Sexual** – any kind of unwanted physical contact or comments

**Verbal** – name calling, sarcasm, rumours

We will, if notified of bullying, respond promptly and effectively to remove the bullying concern. Full policy available on request

# Photography and consent

---

BFC and BFCitC are committed to providing a safe environment for vulnerable groups to participate in football. Our failure to identify children who are looked after, adopted or fleeing domestic violence at risk of harm could result in them having to move to keep them safe. Essential to this commitment, is to ensure that all necessary steps are taken to protect them from the inappropriate use of photographic images.

## **BFC and BFCitC will not accept from staff:**

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet;
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child in order to avoid the situation where a child can be 'groomed';
- The identification and location of children in inappropriate circumstances.
- Using personal mobile phones during sessions to take photographs
- Not at any time use pictures taken during sessions on their own personal social media sites, photograph must only be used on official BFC and BFCitC sites.

**BFC and BFCitC will ensure they are always following good practice guidelines:**

- Using a Consent Form, we will ask for the permission of young people and their carers to take and use their image;
- If a photograph is used, we will avoid naming the person or just use a first name;
- We will NEVER publish personal details (email addresses, telephone numbers, addresses, etc.) of a vulnerable person;
- We will only authorise the use of images of players in suitable dress (Tracksuit, on pitch clothing i.e. T-shirt/shorts and appropriate safety wear, off pitch clothing);
- We will try to ensure that images positively reflect the involvement in the activity to promote the best aspects of the sport;
- Include the following statement on our websites: "Further use of any of the images on this site is forbidden";
- We will be clear about how and for how long images will be securely stored;

**Use of Photographic Filming Equipment at Football Events/Courses BFC and BFCitC will:**

- Inform participants and parents that a photographer will attend an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify a person (e.g. close ups, small group and team photos);
- Include a general statement about photos of events or matches drawing parent/carers' attention to Ground Regulations 24 and 25;
- Require authorised professional and amateur photographers (e.g. press) to register at an event if they wish to use any photographic equipment, including mobile phones with photographic technology;
- Issue an identification pass to photographers which must always be worn and clearly visible during the event;
- Not allow unsupervised access to children and young people, or one-to-one photo sessions at events;
- Not approve/allow photo sessions outside the events or at a young person's home;
- Act on the concerns of any vulnerable people, parents, carers or legal guardians regarding the inappropriate use of photographic equipment following the Club's safeguarding procedures;
- Inform children/young people and their parents/carers if video equipment is to be used as a coaching aid;
- Ensure that any photographic images taken and used will be stored safely;
- Report potentially unlawful materials on the internet to The Internet Watch Foundation. [report@iwf.org.uk](mailto:report@iwf.org.uk)

Any professionals wishing to record the event will seek registration with the Club's Media Manager by producing their professional identification for the details to be recorded and they will complete the Club's registration form. This request should take place at least 5 working days before the event. Professional photographers will wear identification at all times during the event.

**Students or Amateur Photographers/Film/Video Operators:**

Any students or amateurs wishing to record the event will seek registration with the Club's Media Manager by producing their student or club registration card and a letter from the club/educational establishment outlining their motive for attending the event and planned use of the material. They will also complete the Club's registration form.

A clear brief will be given to both professional and amateur photographers about what is considered appropriate in terms of content and behaviour, including a list of any areas where photographic and recording equipment is forbidden under all circumstances (e.g. changing rooms, toilet areas).

### **Videoing as a Coaching Aid**

On occasions, the Club may wish to video a game or training session using video equipment as a legitimate coaching aid. Young people and their parents/carers will be made aware that this is part of the coaching programme and their consent obtained, and that such films will be stored safely. Parents/carers and young people should be aware of the procedures to follow if they have concern about images being used inappropriately.

## **Whistleblowing (Public Interest Disclosure Act 1998) Policy**

---

### **Policy Statement**

Burnley FC and Burnley FC in the Community are committed to the highest possible standards of conduct, openness, honesty and accountability and takes seriously any issues of malpractice or wrongdoing. Workers are often the first to realise there may be something seriously wrong within the workplace and Burnley FC and Burnley FC in the Community expects anyone who has serious concerns about any aspect of Burnley FC and Burnley FC in the Community's work to come forward and voice those concerns and to feel supported when doing so.

The Public Interest Disclosure Act 1998 (PIDA) protects workers who 'blow the whistle' about malpractice or wrongdoing within an organisation. This Act makes provision on the kinds of disclosures which may be protected, the circumstances in which such disclosures are protected and persons who may be protected.

### **1. Who is covered by the Policy?**

This policy and procedure applies to all Burnley FC and Burnley FC in the Community employees, permanent and temporary, agency workers, volunteers, contractors and their staff and Elected Members. The term 'worker' within this document is used to describe any of the above.

This policy does not form part of an employee's contract of employment.

### **2. Why do we need a Policy?**

This policy and procedures are intended to encourage and enable workers to raise serious concerns within Burnley FC and Burnley FC in the Community rather than overlooking a problem or feeling the need to 'blow the whistle' outside.

**This policy and procedure aims to:**

- encourage anyone to feel confident in raising serious genuine concerns and to question and act upon concerns;
- provide avenues for anyone to raise those concerns and receive feedback on any action taken;
- encourage and enable anyone to raise serious concerns within Burnley FC and Burnley FC in the Community rather than overlooking a problem or taking it outside of the organisation;
- ensure that people are aware of how to pursue concerns if they are not satisfied with the action taken;
- reassure workers in the strongest terms that they will be protected from possible reprisals or victimisation, by either the organisation or individual co-workers, for Whistleblowing in accordance with this procedure.
- ensure for consistency and fairness in dealing with Whistleblowing across Burnley FC and Burnley FC in the Community.

It is recognised that cases may have to proceed on a confidential basis.

### **3. What is covered by this Policy?**

The PIDA and this Policy provide protection for a worker who makes a qualifying disclosure. This means any disclosure of information which, in the reasonable belief of the worker making the disclosure is made in the public interest and tends to show one or more of the following:

- that a criminal offence has been committed, is being committed or is likely to be committed;
- that a person has failed, is failing or is likely to fail to comply with any legal obligation to which s/ he is subject;
- that a miscarriage of justice has occurred, is occurring or is likely to occur;
- that the health or safety of any individual has been, or is likely to be endangered;
- that the environment has been, is being or is likely to be damaged; or
- that information tending to show the matter falling within any one of the above has been, is being or is likely to be deliberately concealed.

Although not covered by PIDA, it should be noted that Burnley FC and Burnley FC in the Community employees have a duty to report to the authority any impropriety, breach of procedure or failure of the manner in which services are being provided without fear of recrimination.

This Policy and Procedure applies to disclosures about matters other than a breach of an employee's own contract of employment. Any concerns that an employee may have that his/ her own contract has been, or is likely to be, breached should be raised separately with their Manager or another appropriate Manager in the first instance.

### **4. Safeguards against Harassment or Victimisation**

Burnley FC and Burnley FC in the Community will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action, within its power, to protect workers when a concern is raised. Workers who suffer harassment or victimisation should inform the individual with whom they raised their initial concern.

Workers raising an issue, which they reasonably believe to be in the public interest, as set out in Section 4 and in accordance with the PIDA, are protected from harassment, victimisation or any other detrimental treatment, even if their disclosure of any wrongdoing or malpractice is not substantiated after investigation.

Victimisation of a worker for raising a concern under this Policy and Procedure will be a disciplinary offence.

## 5. How to Raise a Concern

- Concerns may be raised orally or in writing
- The worker needs to ensure that the person with whom they raise the concern is fully aware that they are using this procedure.
- The earlier the concern is raised the easier it is to act.
- It will be helpful to provide the background and history of the concern (giving relevant dates, names & locations), the reasons for the concern about the situation and details of evidence / witnesses.

The disclosure must NOT be made for personal gain.

## 6. To whom do I Report my concerns?

Concerns should normally be raised with a Senior Manager, for employees this would normally be their immediate manager.

## 7. How Burnley FC and Burnley FC in the Community will Respond

Within 5 working days, the person with whom the concern was raised will acknowledge its receipt in writing, irrespective of how the concern was raised.

Where the concern has been raised with a manager, (s)he together with an HR Adviser (or other relevant representative e.g. from Audit or Head of Safeguarding) will decide whether the matter needs to be referred to a more senior officer e.g. Chief Executive or a Board Member.

Investigation does not imply either acceptance or rejection of an individual's concerns

The initial enquiry will be undertaken, wherever possible within 10 working days, by the most appropriate person. This will not involve a detailed investigation; however, sufficient information will need to be gathered in order that a decision can be made as to whether further investigation will need to take place.

Where appropriate, the matters raised may:

- be investigated by management, internal audit, or through the disciplinary process
- be referred to the police
- be referred to the external auditor or other external investigation
- form the subject of an independent inquiry
- be investigated under another procedure e.g. child/adult protection
- be investigated under other forms of prosecution and inspection e.g. to protect public health and safety

In order to protect individuals and those accused of misdeeds or possible malpractice or wrongdoing,

initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle which Burnley FC and Burnley FC in the Community will have in mind is the public interest. Concerns or allegations which fall within the scope of specific procedures (for example, Safeguarding or discrimination issues) will normally be referred for consideration under those procedures.

Within fifteen working days of a concern being raised, the person with whom the concern has been raised will write to the individual who raised the matter:

- indicating how they propose to deal with the matter
- giving an estimate of how long it will take to provide a final response
- informing them whether any initial enquiries have been made
- supplying them with information on staff support mechanisms, and
- informing them whether further investigations will take place and who will conduct that investigation, or
- explaining the reasons why no investigation is to be carried out.

It may be necessary, as part of the investigation, to obtain additional information from the individual who raised the concern.

The investigation may need to be carried out under the terms of strict confidentiality i.e. by not informing the subject of the concern until (or if) it becomes necessary to do so. This may be appropriate in cases of suspected fraud.

Burnley FC and Burnley FC in the Community accepts that individuals who raise a concern need to know that the matter has been properly addressed. Thus, subject to legal constraints, the worker will be given feedback on any action taken. However, it will not include information relating to specific individuals, which will remain confidential.

## **8. How the Matter may be taken Further**

This policy and procedure are intended to provide workers with an avenue within Burnley FC and Burnley FC in the Community to raise concerns. There may be circumstances where a worker considers that (s)he needs to raise the matter externally. This may be because, for example, there is a need to involve the appropriate external regulatory body, or the worker considers that the matter has not been properly addressed, or that a worker reasonably believes that the matter will be covered up.

Burnley FC and Burnley FC in the Community will ensure workers are satisfied with any action taken. If however, the matter may be raised with the relevant organisation(s).

where the disclosure is of an exceptionally serious nature and the whistle-blower makes the disclosure:

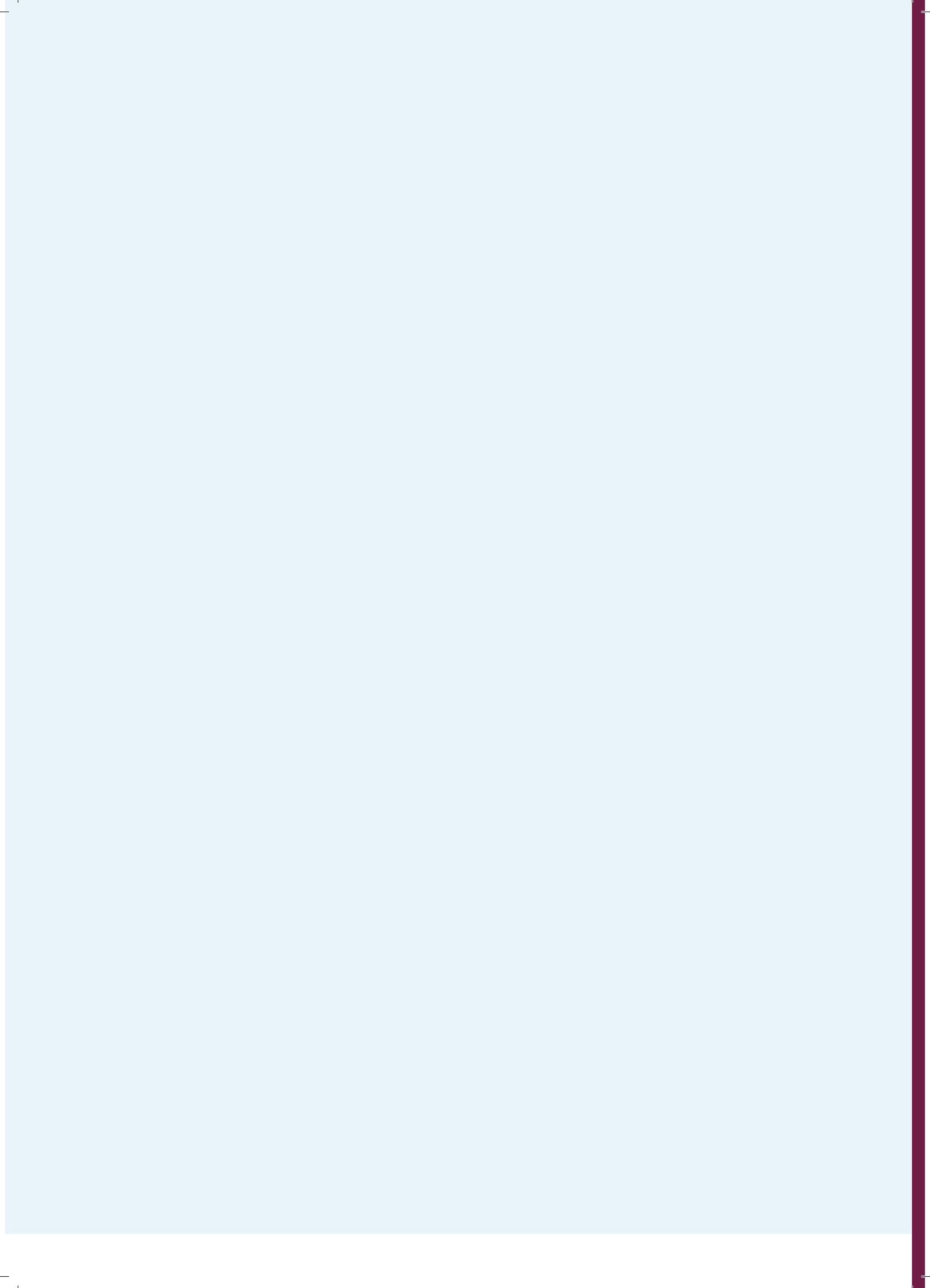
- with reasonable belief that the information and allegations are substantially true, and
- does not make the disclosure for personal gain, and
- in all the circumstances it is reasonable to make the disclosure and
- has already raised the matter with Burnley FC or Burnley FC in the Community or prescribed regulator, unless the worker reasonably believes that (s)he will suffer a detriment, or there is not prescribed regulator and (s)he reasonable believes that evidence will be concealed or destroyed if (s)he makes the initial disclosure to Burnley FC and Burnley FC in the Community

If a worker is unsure whether or how to raise a concern or wants confidential advice, contact can be made with the independent charity Public Concern at Work on 020 7404 6609 or at [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk). Their lawyers can provide free confidential advice on how to raise a concern about serious malpractice or wrongdoing at work.

NSPCC - Whistleblowing advice line offers free support and advice to professionals with concerns about how child protection issues are dealt with in their own or another organisation. Call 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Further information can also be obtained from the website of the employment service, ACAS (the Advisory, Conciliation and Arbitration Service) at <http://www.acas.org.uk/>.





# Burnley FC and BFCitC Safeguarding Structure

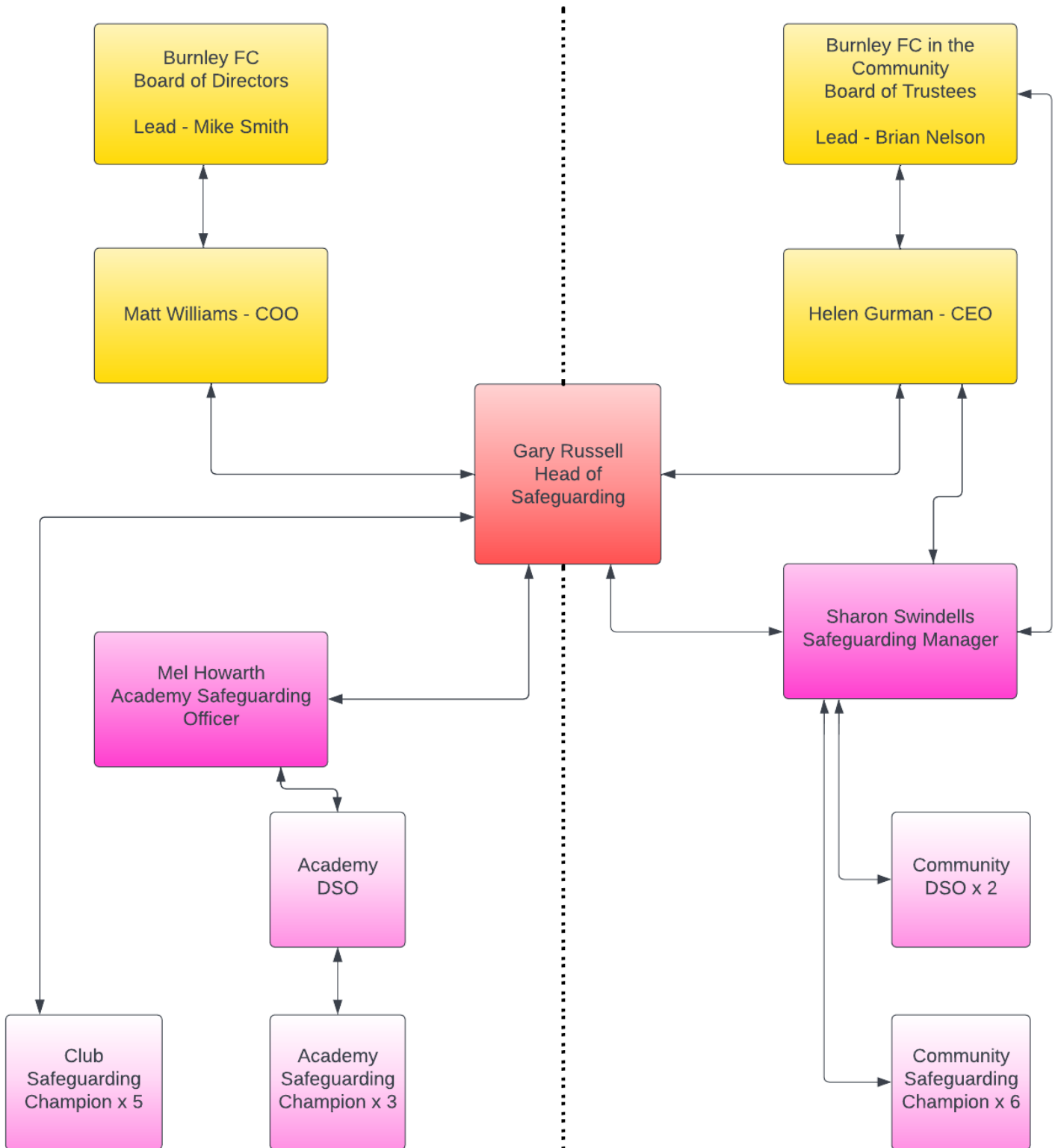




# BFC and BFCitC Safeguarding Structure

---

# Burnley FC and Burnley FC in the Community Safeguarding Structure



# Useful Contacts

---

## **Burnley FC – Head of Safeguarding**

Gary Russell  
07435 946 205  
g.russell@burnleyfc.com

## **BFCitC – Safeguarding Manager**

Sharon Swindells  
07809 902145  
s.swindells@burnleyfc.com

## **Academy Safeguarding Officer**

Mel Howarth  
07551 428 377  
melaniehowarth@burnleyfc.com

## **EFL - Head of Safeguarding**

Arichards@efl.com

## **FA Safeguarding Team**

0800 1691863  
Safeguarding@TheFA.com

## **PFA – Professional Footballers Association**

0161 2350575  
youthadvisory@thepfa.co.uk

## **EFL Charitable Fund**

0207 8649000  
safeguarding@premierleague.com

## **NSPCC**

For anonymous nationwide advice and support, 24 hours a day 0800  
800 5000  
help@nspcc.org.uk

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

Tim Booth  
01772 536694  
Tim.booth@lancashire.gov.uk

## **Lancashire County Council Social Services**

0300 123 6720 24 hour helpline

**Addaction** - 0808 1640074

**Childline** - 0800 1111

**National Bullying Helpline** - 08452255787

**Cyber abuse** - [www.ceop.police.uk](http://www.ceop.police.uk)

**National Domestic Abuse Helpline** - 0808 2000 247

**Kidscape** - advising and supporting parents and children on a wide variety of subjects  
Tel: 0207 730 3300

**Respond** - support children with learning difficulties who have experienced trauma 0808  
808 0700

**Internet Safety advice** - [www.getsafeonline.org](http://www.getsafeonline.org)

**Whistleblowing Advice - NSPCC** - 0800 028 0285

**Sporting Chance (players only)** - Mental health and addiction support - 0870 2200714

**MIND** - Mental Health Helpline - 0300 123 3393

**Young Minds** - supporting young people with Mental health issues - 0207 3368445

**Anxiety UK** - 0844 477 5774

**Charity Commission** - 0300 066 9197

**Confidential Anti Terrorist Hotline** - 0800 789 321

## Policy complied in line with:

---

- Lancashire County Council
- NSPCC - Child Protection in Sport Unit EFL - Rule S recommendations Lancashire Safeguarding Children Board Burnley Children's Social Care
- The Football Association Safeguarding Children in Football guidelines The Children Act 1989 updated 2004
- Working Together to Safeguard Children - 2018 Lancashire Children's Social Care
- The Care Act 2014
- Sexual Offences Act 2003 - updated 2017 to include criminalising sexual communication with a child Safeguarding Vulnerable Groups Act 2006
- Protection of Freedom's Act 2014 Public Interest Disclosure Act 1998
- United Convention of the Rights of a Child 1991 Data Protection Act 1998
- Human Rights Act 1998
- Keeping children Safe in Education 2016 – updated Sept 2018 SEND - codes of practice
- Making Safeguarding personal 2014 (2018) Mental Capacity Act 2005
- Criminal Justice and Courts Act 2015

## Other Policies available on request include:

---

**Safe Recruitment**

**Online Safety Policy**

**Codes of Conduct**

**Social Media and Internet**

**Equality and Diversity**

**Anti Bullying Policy and Peer on Peer Abuse**



**ONE CLUB  
FOR ALL**

