



ADULTS AT RISK POLICY

Chesterfield FC and Chesterfield FC Community Trust aim to create an atmosphere where all adults feel valued and safe and a place where their welfare is promoted. This policy sets out the procedures for protecting adults at risk working with the Trust staff, board members or volunteers.

Safeguarding principles

Part of the philosophy of the Club and Trust is the commitment to safeguarding and promoting the welfare of young people and adults at risk. We expect all staff, volunteers, participants, any partner agencies or any commissioned service providers to share this commitment. The Boards of both the Club and Trust insist that this principle is embedded in all we do.

Aims

The aims of the Club and Trust's Safeguarding Policies are to:

- Develop a positive and pro-active approach to safeguarding in order to best protect all children, young people and adults at risk who use our facilities or engage in associated activities, enabling them to participate and achieve in an enjoyable and safe environment.
- Facilitate the provision of a range of child protection and awareness training for all staff or volunteers in line with guidance from The Football League and Local Safeguarding Children Boards (LSCBs) and in line with The FA requirements for work with children and young people.
- Work with our schools in supporting their policies both on schools premises and when undertaking partnership work at the Stadium or elsewhere.
- Cooperate with partners in delivering projects for adults potentially at risk including older people, people with disabilities, mental health participants and those on the recovery projects.
- Demonstrate best practice in the area of safeguarding the welfare of all children, young people and adults at risk.
- Promote ethical work with children, young people and adults at risk.
- Work towards achieving the National Standards and post Standards for Safeguarding and Protecting Children in Sport devised by the Child Protection in Sport Unit of the NSPCC.

Key principles

The key principles underpinning this Policy Statement are that:

- The welfare of children, young people and adults at risk is, and must always be, the paramount consideration.
- All children, young people and vulnerable adults have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious belief or sexual identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with children, young people and their parents/carers is an essential element of our work.

The Club and Trust are committed to working together with Children's Services Departments, and Local Safeguarding Children Boards (LSCB's) in accordance with their procedures and in line with the most recent HM Government guidance - Working Together to Safeguard Children (2015). In addition the Trust is committed to working together with agencies within football to create a safer environment in which all can enjoy the game.

Where the Trust believes, or is informed that circumstances exist which may harm any child(ren), young person(s), adult(s) at risk or poses or may pose a risk of harm to them, the Trust will refer the matter to a statutory agency such as the Police or Social Care Team for further investigation. The F.A. Case Management Unit may also be informed.

Commitment

The Club and Trust's arrangements in fulfilling its commitment to safeguarding children and young people as well as adults at risk:

1. John Croot is the Senior Safeguarding Manager (SSM) with responsibility for safeguarding. There are Designated Safeguarding Officers for all parts of the Club and Trust. All concerns, allegations or disclosures regarding the welfare of children or adults at risk will be referred to the appropriate DSO who will make a decision as to the seriousness and nature of the information and will refer and report to the appropriate agency.
2. The Club and Trust have in place a responsible recruitment processes which include:-
 - Statements in job adverts and in job descriptions as to the organisation's commitment to safeguarding
 - Job descriptions
 - Interviews
 - Enhanced DBSs checks for those working with children and young people and adults at risk as required for the role.
 - The taking up of two written references

The Club and Trust also outlines its commitments and requirements for safeguarding to all partner organisations and any commissioned service providers.

3. Where a DBS check reveals offences a risk assessment will be undertaken by sub-group of the Welfare, Safeguarding and Equality Group. This risk assessment will consider the suitability of the applicant based on the nature and seriousness of the offence(s), when committed and the attitude of the applicant to the offences(s). The Trust and Club welcome applications from ex-offenders where the relevant offences are disclosed.
4. The Club and Trust accept and adopt The Football Association's and The Football League's safeguarding policies and procedures whilst further specific and individual Trust policies are developed and adopted.
5. The Club and Trust ensure that, where the role requires, all staff and volunteers complete The FA Safeguarding Children Workshop. In addition all staff and volunteers receive in-house training on identifying and reporting concerns in respect of safeguarding. In addition support is provided for those involved in dealing with reporting incidents.
6. The Club and Trust are committed to ongoing safeguarding training and development, appropriate to the role of the employee and the level of their involvement with children, young people and adults at risk.
7. The Club and Trust are committed to the sharing of information to protect children, young people, in line with Working Together (2013) and the Data Protection Act (1998).
8. In addition to this Safeguarding Policy, the Club and Trust promote a number of initiatives which seek to address and encourage young people's and families' enjoyment as participants and spectators.

Equality

Chesterfield FC and Chesterfield FC community Trust will ensure that it treats everyone fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities. Every staff member, Board member, official, spectator, fan and visiting teams are to be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to work and watch football in an environment without the threat of intimidation, victimisation, harassment or abuse.

Full details can be found in the Club and Trust equality Policy.

Reporting Concerns and Whistleblowing Policy

Although this policy gives details of how to raise concerns, there is a stand-alone policy.

That policy sets out how individuals can raise concerns particularly about the safety and welfare of children, young people and vulnerable adults involved at Chesterfield FC and the Community Trust. There may also be issues around equality or discrimination matters that raise concerns that may be raised in a similar manner. Those principles also cover all other aspects of malpractice by individuals, within the Club, projects or as part of the Trust's practices.

It provides a method of raising concerns and how people can receive feedback on any action taken

Anti-bullying

We at Chesterfield Football Club and Chesterfield FC Community Trust are committed to providing a caring, friendly and safe environment for all of our participants so they can participate in activities in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all participants, parents and carers should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Designated Safeguarding Officer or lead coach of the session or project.

Bullying is not just an issue for children and young people

Full details are in the Anti-bullying Policy

Statement on working ethically with Children and Adults at Risk

The Club and Trust has a statement on ethical working. All at the Club and Trust should have read this and follow its principles.

Legislation

The Care Act 2014 came into force in England on 1 April 2015. The act introduced new duties and responsibilities on local authority adult social services as the lead agencies in protecting adults at risk. This gives public services and government clear responsibility to make sure that people in the most vulnerable situations are safe from abuse or neglect. The Safeguarding Vulnerable Groups Act 2006 established a single body to make decisions about individuals who should be barred from working with children and to maintain a list of these individuals.

Adults at risk

An adult at risk is defined as:

Any person aged 18 years or over who:

- ***Is in need of community care services by reason of mental ill health, physical or learning disability, age or illness***
Or
- ***May be unable to take care of him/herself or protect him/herself against significant harm or serious exploitation.***

Any concerns will be taken seriously and acted upon appropriately and we will pay attention to what adults feel.

We will be rigorous and vigilant in protecting everyone using our services from abuse, bullying and intimidation. We will do this through a careful recruitment and selection process, on-going supervision and monitoring arrangements and guidance on appropriate behaviour.

Everyone involved in the Club and Trust is obliged to make sure that anyone using the services is safe.

They must report concerns without delay.

All those involved with us will be made aware of this policy and of what to do if they have any concerns. There is guidance for those responsible for responding to concerns so that they are properly dealt with.

RECRUITMENT AND SELECTION OF STAFF

Determined abusers have often managed to gain access to vulnerable adults. Our policy and procedures are important safeguards to stop this happening. They will be understood by good applicants and will put ill intentioned people off.

All volunteers and staff, including temporary personnel will be subject to a careful and rigorous selection and vetting process with the following elements:

- All aspects of recruitment will involve one or more senior manager.
- At least one senior manager and the line manager will sit on interviewing panels.
- Recruitment methods must avoid informal discussions which may discriminate against certain groups.
- All appointments will involve the completion of an application form and checking the person's identity by their national insurance number.
- Selection procedures will take account of the value of unpaid community and voluntary work and of experience gained in domestic or family work.
- Throughout the selection procedure the only information about a candidate will be that contained on the application form, together with information obtained during the interview.
- Shortlisting will be carried out by the whole panel on the basis of the essential requirements listed in the person specification.

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- Prior to the interview the panel will agree questions to be asked, who is to ask which question and how to record notes.
- All questions asked at interview will relate directly to the person specification. No candidate will be asked about their personal circumstances.
- All efforts possible will be made to facilitate the employment of any candidate with a disability or additional needs.
- The organisation is committed to the principle of flexible working arrangements with regard to how and when hours are worked.
- Training in equal opportunities recruitment and selection procedures is made available to all trustees and staff.

References:

- Two references will be used to support or deny the appointment of a candidate, and not to choose between candidates.
- For the recruitment of people who will be working with vulnerable adults the candidates will be asked to identify reasons for gaps or inconsistencies in employment.

Terms and conditions of employment:

- Conditions of employment will incorporate good practice on equal opportunities issues as well as adhering to employment legislation. This may require operating flexibly and sensitively to take account of any needs of staff members who have domestic or family responsibilities or who have medical or other personal needs.
- Written grievance and disciplinary procedures are not part of the terms and conditions of employment, but staff are consulted before changes are made.

Support and supervision:

- All staff will receive support, supervision and line management which will be carried out with due regard to equal opportunities.

Procedures for dealing with breaches of the policy

- a) In the case of paid staff, a serious breach of this policy may be grounds for disciplinary action.
- b) In the case of Trust members (including trustees), a serious breach of this policy may result in termination of membership and removal from the Board, in line with the procedures contained within the Memorandum of Agreement and Articles of Association (which includes calling a Special General Meeting).

Safe Working Arrangements

- Although concerns can go through any DSO, the Trust Operations Manager will be the DSO for adult protection responsible for making sure that the vulnerable adult protection policy is working. They will be trained to know how to respond when adult protection concerns are raised..
- All relevant staff will receive training in recognising the signs of abuse. Forms of abuse are physical, sexual, neglect and emotional. They can include bullying, or putting people down because of their race, religion, culture, gender, sexuality, disability, etc.

- ❑ The Club and Trust will ensure that users of the services, their families and carers are aware of the adult protection policy and who to speak to if they have any concerns and the procedures to follow.
- ❑ The Club and Trust will develop appropriate guidance for staff involved with adults at risk, which outline codes of behaviour. These will be developed on a group by group basis taking into account the needs of the particular group.
- ❑ Responsibility for implementing and monitoring the policy rests with the Boards of both organisations.
- ❑ All work with adults at risk will be monitored in accordance with the organisation's monitoring and evaluation procedures which are:
 - The Boards receiving regular reports from its recruitment panels, sub-groups and staff.
 - All staff receiving line management which includes monitoring the equal opportunities aspects of their work.
 - Specific surveys are carried out from time to time in communities experiencing deprivation.
 - The results of any monitoring and evaluation exercises are fed into priorities for work and future funding.

Guidance for Workers on Action to be taken

If you suspect a adult at risk is being abused:

- immediately discuss with the DSO
- record the facts as you know them

If a adult at risk discloses abuse by someone else:

- allow them to speak without interruption, accepting what is said
- advise that you will offer support where possible, but you must pass the information on
- discuss with the DSO

If you receive an allegation about any adult or about yourself:

- immediately discuss with the DSO
- record the facts as you know them
- try to ensure no-one is placed in a position which could cause further compromise

GUIDELINES FOR THE DSO

You should:

- ❑ Know about signs and symptoms of abuse
- ❑ Know about how abusers (perpetrators) behave
 - Ask about training if you don't know these things

- ❑ Know about Derby & Derbyshire Adult Protection Committee guidelines on dealing with concerns about abuse
- ❑ Know who to contact in Social Services so that you can either:
 - Ask for advice when you are not sure what to do
 - Refer a case without delay where there are vulnerable adult protection concerns
- ❑ Make sure the adults at risk using the Club or Trust's services know
 - About the adults at risk protection policy and procedures
 - You are the person to speak to if they have any concerns
 - Who to speak to if you are not there
 - Make sure staff and volunteers know how to respond if an adult at risk talks to them about abuse
 - Make sure they have access to guidelines.
- ❑ Provide information about help lines and other sources of help for adults at risk.

GUIDELINES FOR PROJECT WORKERS/VOLUNTEER: RESPONDING TO A REPORT OF ABUSE FROM AN ADULT AT RISK

Do's and Don'ts

DO

- ❑ Do treat any allegations extremely seriously and act at all times towards the adult at risk as if you believe what they are saying
- ❑ Do tell the adult at risk they are right to tell you.
- ❑ Do reassure them that they are not to blame
- ❑ Do be honest about your own position, who you have to tell and why
- ❑ Do tell the adult at risk what you are doing and when, and keep them up to date with what is happening
- ❑ Do take further action – you may be the only person in a position to prevent future abuse – tell your DSO immediately
- ❑ Do write down everything said and what was done (see notes on recording)

DON'T

- ❑ Don't make promises you can't keep
- ❑ Don't interrogate the adult at risk– it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this
- ❑ Don't cast doubt on what the adult at risk has told you, don't interrupt or change the subject
- ❑ Don't say anything that makes the adult at risk feel responsible for the abuse
- ❑ Don't do nothing – make sure you tell your DSO immediately – they will know how to follow this up and where to go for further advice

Fear puts a lot of people off telling about wrongdoing.

Remember, you always have a duty to make sure concerns are reported. Then appropriate action can be taken.

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Tell the DSO. They will be able to get further advice and/or refer the situation to social services or the police.

If for any reason you cannot tell the DSO, then you should tell the most senior person on duty.

KEEPING A RECORD OF CONCERNS

When an adult at risk concern arises, it is essential you record what is said or seen and what action was taken.

This record or any other written record should be kept in a locked cabinet or drawer. Access should be limited to only:

- ❑ The person who has completed the form
- ❑ The DSO or deputy
- ❑ The SSM
- ❑ The Chairman of the Club or Chair of the Trust if the person complained about is a senior officer.

It may be shown to the police or social services and could possibly be used in court, although this is rare. The adult concerned can be shown this document but discretion should be used. Their permission should be obtained before showing to the family/carer.

ADULTS AT RISK PROTECTION POLICY AND PROCEDURES

Types of Abuse

(a) **Physical Abuse**

Physical injury or unreasonable physical constraint to an individual where there is definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented, e.g.:

- Assault and battery
- Hitting, slapping, scratching
- Misuse of medication
- Pushing or rough handling
- Restraining without justifiable reasons

(b) **Sexual Abuse**

The involvement of individuals in sexual activities, to which they may not have given informed consent, may not fully comprehend or with which they do not wish to continue or that violate the social taboos of family roles, e.g.:

- Inappropriate touching
- Non contact abuse - e.g. pornography
- Rape or attempted rape
- Sexual harassment

(c) **Psychological Abuse**

Action that is not of a physical nature but severely affects the psychological well being of the individual, e.g.:

- Emotional abuse
- Humiliation or ridicule
- Threats of punishment or exclusion
- Verbal assaults

(d) **Discriminatory Abuse**

Psychological abuse that is racist, sexist or linked to a person's age or disability e.g.:

- Racial or sexual harassment
- Insults or harassment based on disability
- Deliberate denial of cultural or religious needs

(e) **Financial Abuse**

Misappropriation of an individual's funds or any other action that is against the person's best interests, e.g.:

- Theft of money, possessions, property or other material goods
- Misuse of money
- Fraud or extortion of material assets

(f) **Neglect**

Neglect of individuals to such an extent that their physical and/or mental well-being is seriously impaired, e.g.:

- Failure to keep the person clean, warm and in good health
- Failure to provide reasonable care
- Failure to give prescribed medication
- Failure to give privacy and dignity
- Failure to provide supervision for behaviour which could be dangerous
- Failure to access medical care or technical aids.
- Failure to provide nourishment

Criminal Offences

Some instances of abuse will constitute a criminal offence. In these cases reference to the police should be made as a matter of urgency. The responsibility for initiating action rests with the police and the Crown Prosecution Service.

- Criminal investigation by the police takes priority over all other lines of enquiry.

Who are the Abusers?

Vulnerable adults may be abused by a wide range of people including:

- Relatives and family members
- Professional staff
- Paid care workers
- Volunteers
- Other service users
- Neighbours, friends and associates
- People who deliberately target vulnerable people
- Strangers

Management of the Policy

The Boards will;

- Ensure all trustees are effective in the management of safeguarding;
- Ensure all Coaches and Staff including all other Trustees and volunteers read and have access to the policy

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- That is overseen to ensure its implementation
- Review its content on an annual basis and after any significant incidents.

Chesterfield FC Welfare, Safeguarding and Equality Group

This group will meet at least bi-monthly and will monitor any matter arising and check the progress of those matters. The Trust/Club SSM and at least one other senior officer will attend each meeting.

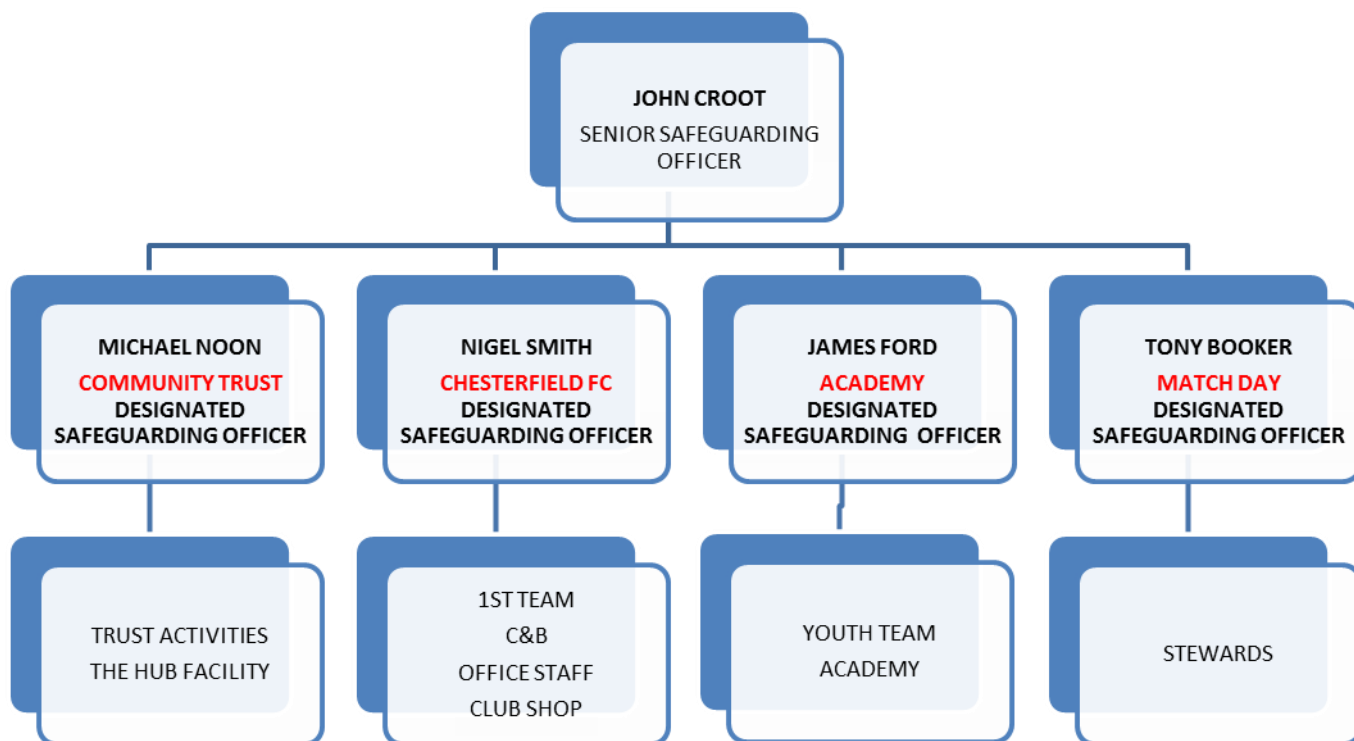
Contacts

Relevant officers within the Club and Trust are detailed on the Safeguarding and Equalities Reporting Tree (Appendix A).

External practitioners and advice

- Cath Morton – County FA Welfare Officer- 01332 361422
- Derbyshire Safeguarding Adults board – 01332 640777
- Derbyshire Police - 101
- Social care emergency (out of hours) – 01629 532600
- Louise Heron – OT, Derbyshire Community Health Service – 01246 216510
- Ann Hussey, EFL Child Protection Advisor, ahussey@football-league.co.uk
01772 325811

SAFEGUARDING & EQUALITIES REPORTING PROCESS



IF YOU ARE MADE AWARE OF A SAFEGUARDING OR EQUALITIES ISSUE THEN YOU SHOULD REPORT IT TO YOUR DEPARTMENTS DESIGNATED SAFEGUARDING OFFICER AS SOON AS POSSIBLE

IF YOU CANNOT REPORT THE ISSUE TO YOUR DESIGNATED SAFEGUARDING OFFICER, YOU SHOULD REPORT IT TO THE SENIOR SAFEGUARDING OFFICER

**JOHN CROOT – 07469 089244 (24 HOURS)
SAFEGUARDING@CHESTERFIELD-FC.CO.UK**

IF YOU FEEL THAT YOU ARE NOT COMFORTABLE REPORTING THE ISSUE INTERNALLY THEN CONTACT:

**NSPCC HOTLINE – 0800 023 2642
SAFEGUARDING@THEFA.COM**