



SAFEGUARDING (CHILD & VULNERABLE PERSON PROTECTION) POLICY

1. Introduction

This policy provides guidance to staff, apprentices and clubs on safeguarding matters. If requested, a copy of this policy will be made available in Welsh.

This policy should be read in conjunction with the following policies:

- Equality and Diversity
- Health and Safety
- Criminal Records Bureau
- Whistle-Blowing
- Anti Bullying and Harassment
- Disciplinary and Grievance

2. Commitment

League Football Education (LFE) is committed to maintaining the highest possible standards to meet its social, moral and legal responsibilities to safeguard the welfare of every child/young person or vulnerable adult (*hereinafter referred to as apprentices*).

LFE acknowledges its responsibility under the Children's Act 2004 and the Education Act 2002 to safeguard the welfare of every apprentice under the age of 18 (and the Human Rights Act 1998 for apprentices aged 18 or over) who has been entrusted to its care and is committed to working to provide a safe environment for all. LFE has a role to play, in partnership with other agencies, to provide appropriate support and care for apprentices who choose to disclose abuse.

LFE is fully supportive of The Football League's Safeguarding Policy and will work closely with The Football League, The Football Association and The Football League Trust (Youth Department) in supporting and promoting safeguarding issues.

The protection and safety of apprentices is everyone's responsibility. All staff, board members, partners and others have a responsibility to make the learning environment safe and secure for all. **Ignoring abuse is not an option.** All staff must recognise this and must report any concerns for the well-being of apprentices in accordance with this Policy. However, ultimate responsibility will continue to rest with parents and guardians.

This safeguarding (child and vulnerable adult protection) policy has the full commitment of LFE's Board of Directors.

3. Purpose

This policy has been developed to: -

- ensure that all staff in contact with apprentices take all reasonable measures to assess and minimise the risk of harm to them, and;
- where there are concerns about the welfare of apprentices, to ensure appropriate action is taken to address these concerns;

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- provide staff with guidance on procedures they should adopt in the event that they suspect an apprentice may be experiencing, or be at risk of, harm

To achieve this, LFE will: -

- provide a safe environment for all service users, through thorough risk assessment, putting in place safe working practices and implementing a procedure for handling direct disclosures (Annex 1). To support this, LFE will consider and act on the '5 Rs of Safeguarding' – Recognition, Response, Reporting, Recording and Referral (see Annex 2)
- have a senior member of the organisation to take the strategic lead in relation to safeguarding / apprentice protection issues who will provide advice and support to other staff and work with other agencies. In addition, have a 'Designated Safeguarding Officer' for apprentice-related issues. All staff will be made aware of these roles. In the Safeguarding Officer's absence, other Designated Persons will fulfil these duties
- raise issues relating to the welfare of apprentices with staff and board members
- train staff who come into contact with apprentices appropriately and with regular updates
- keep staff and managers up to date with legislation in relation to children, young people and vulnerable adults in respect of welfare and well-being
- deliver our services within the Framework of Every Child Matters, where appropriate
- take appropriate action to ensure that apprentices are kept safe and issues which are disclosed are reported appropriately
- identify and act wherever it is found that apprentices are suffering, or likely to suffer, significant harm
- establish procedures for reporting and dealing with allegations of abuse
- listen to apprentices, encourage them to respect and care for others and take action to stop any inappropriate verbal or physical abuse taking place
- recruit safely (staff), ensuring that appropriate questions and checks are undertaken at application, interview and throughout employment
- ensure that all staff whose role requires them to work with apprentices are checked appropriately through the Criminal Records Bureau. This will be an enhanced check showing current and spent convictions, cautions, reprimands, warnings and any relevant and proportionate information held by the police and a check of the Children or Vulnerable barred lists.
- ensure it meets the requirements of the Independent Safeguarding Authority (ISA) in terms of regulated and controlled activity.
- ensure that education providers have safeguarding policies and training assessed and checked when tendering for work with LFE
- have an effective information-sharing protocol with key partners such as The Football League, The Football Association and The Football League Youth Department in order to report concerns to outside agencies, where appropriate
- ensure appropriate legislation is checked for currency and update this policy accordingly.

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4. Responsibilities

LFE's Chief Executive is the senior manager with responsibility for Safeguarding. For apprentice-related issues, the Designated Safeguarding Officer (DSO) is Paul Bartlett (Regional Officer) who is supported by two Safeguarding Officers (other designated Postholders): Darren Bloodworth and Ian Smithson (Regional Officers).

The duties of the **Chief Executive** are to ensure that:-

- this Policy is approved by LFE's Board and that board members are aware of its contents
- LFE's Senior Management Team endorse this Policy and commit to cascading it through the organisation and to key partners where appropriate
- this Policy and supporting procedures are fit for purpose and reviewed regularly
- there are safe recruitment practices in place within the organisation
- there is a safeguarding training and implementation plan for the organisation
- liaison takes place with The Football League, The Football Association and The Football League Youth Department and other appropriate agencies in line with Working Together to Safeguard Children (2010)
- liaison takes place with football clubs and education providers to ensure that appropriate safeguards are put in place
- they personally remain up to date with developments in child & vulnerable adult protection issues.

The duties of the **Designated Safeguarding Officer** are to ensure that:-

- they have received training to at least level 2, in child & vulnerable adult protection and safeguarding issues and inter-agency working and will receive refresher training at least every 2 years
- Senior Managers are aware of their responsibilities in regard of this policy as it relates to their particular area of the business e.g. recruitment, learning and development, commissioning services, promotion of a safe environment
- LFE staff who work with apprentices are provided with appropriate safeguarding training
- cases of suspected abuse or allegations are referred appropriately to relevant organisations
- they are available to provide advice and support to other colleagues on issues relating to protection from abuse
- if appropriate, they respond to individual cases, including attending case conferences and review meetings or deploying Regional Officers as appropriate
- they respond to and investigate incidences of poor practice or contractual disputes as appropriate to the nature of the complaint
- they are available to listen to apprentices receiving LFE services
- a record of all complaints or concerns is kept, even if it does not lead to a referral and stored in line with Data Protection Act (1998)

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- they are subject to Enhanced CRB-check every three years
- they will become ISA Registered in line with Government guidance to the phasing-in process for Registration

5. Allegations of abuse against LFE Staff

Allegations of abuse, or concerns raised against members of LFE staff, will always be treated seriously. The allegation must always be referred to one Designated Safeguarding Officer who will follow the Safeguarding Procedure in the same way as for other safeguarding allegations. The Designated Safeguarding Officer will take the appropriate steps to ensure the safety of the apprentice, and any others who may be at risk. The Designated Safeguarding Officer will also inform the Chief Executive in order that LFE procedures may be followed, and a disciplinary investigation is carried out. If the allegation or concern is against the Designated Safeguarding Officer, it should be reported to the Chief Executive. Where there is a complaint against a member of staff there may also be criminal (police) investigations and/or a child/vulnerable adult's protection investigation, carried out by Social Services

6. Confidentiality Statement

LFE will operate on the premise that all information imparted to a member of staff will be treated in confidence. Confidentiality is a key issue in the lives of apprentices. They may trust a Regional Officer with issues of a personal nature and wherever possible their confidences should be respected. Staff must become familiar with LFE's Confidentiality Guidelines. Staff must not make promises on confidentiality they may be unable to keep.

Furthermore, staff should always make an apprentice fully aware of any situation where confidentiality must not be maintained as in a case of child and vulnerable adult protection.

Apprentices may disclose information that is difficult for the member of staff to deal with without further advice/support. In this case the apprentice should be told that the situation will be discussed with another colleague with a speciality in that area but confidentiality will be maintained if possible.

7. Information Sharing

LFE is committed to sharing information for the purposes of safeguarding and promoting the welfare of children and young people in line with Working Together (2010) and with respect for The Data Protection Act (1998). Any decision to break confidentiality should always be preceded by informing the apprentice of what is about to happen and the reason for the decision. There will be no breach of confidence if the person to whom a duty of confidence is owed consents to the disclosure. Staff should, in the first instance, seek the consent from the apprentice if considering sharing information with other agencies. It is therefore essential that members of staff understand what is meant by the above and for that reason do not promise absolute confidentiality to the apprentice.

8. Monitoring and Review

The number of apprentice protection cases will be reviewed by the Safeguarding Officer annually. Reports from monitoring and review activities will be reviewed by LFE's Chief Executive and Safeguarding Working Group and presented to LFE's board meetings on an annual basis.

The policy will be reviewed annually by LFE's Safeguarding Working Group or within four weeks of a review of any serious apprentice protection incident.

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Alan Sykes

Chief Executive
18th March 2010

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Annex 1 - Procedure for dealing with possible poor practice and/or abuse in a football or education provider setting

You become aware of a poor practice and/or possible abuse situation.



Stay Calm
Record events as soon as possible as per FL/LFE guidance



(Poor Practice) Could the concern be abuse related? (Abuse)
(If unsure, please contact FL Child Protection Advisor (CPA) for guidance)

NO



In a college setting:

- Refer to the College's Designated Safeguarding Officer (DSO)

In a football setting (Inc. Digs):

- Refer to the Football Club's Child Protection/Welfare Officer
If unavailable or complaint is made against the post holder then:
- Seek advice from The Football League Child Protection Advisor
Mob: **07795 628 379**
Office Dir Line: **0844 826 3105**
- Inform LFE Designated Safeguarding Officer
Mob: **07813 088 469**
- Inform College DSO

YES



Is the apprentice in need of medical attention?

NO



- Inform FL Child Protection Advisor (CPA)
- Inform LFE DSO
If you are unable to immediately contact either of the above...
- Ring the FA/NSPCC Helpline on **0808 800 5000** for guidance

YES



- Telephone for an ambulance
- Inform the Doctor/Medic of your concerns in relation to child protection issues (Doctor will take appropriate action)
- Inform FL CPA Mob: **07795 628 379**
- Inform LFE DSO Mob: **07813 088 469**

The matter will then be managed by appropriate agencies

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Procedure for Handling Direct Disclosure (Review / Club or Provider Visit etc.)

What to do if an apprentice discloses to you in a football or education setting:

- If an apprentice informs you directly that they are concerned about someone's behaviour towards them; this is known as a disclosure. The person receiving the disclosure should:
- React calmly so as not to frighten the child or young person
- Tell the child or young person that he or she is not to blame and that he or she was right to tell
- Take what the child or young person says seriously
- If the child or young person needs immediate medical treatment telephone for an ambulance, inform Doctor/Medic of concerns and ensure that they are aware that this is a safeguarding issue
- Ensure the immediate safety of the child or young person
- Avoid leading the child or young person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said, seen or heard
- Re-assure the child or young person but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments
- In the event of suspicion of sexual abuse do not let the child bathe or shower until given permission to do so. Washing can destroy valuable evidence
- Parents/carers will need to be informed as soon as possible but this must be from an appropriate source. If the host club Designated Person is not accessible please contact the Football League Child Protection Advisor (FL CPA) immediately. If the FL CPA is unavailable contact LFE's Designated Safeguarding Officer (DSO). If LFE's DSO is also unavailable contact local Children's Services or the Police for guidance.

If you receive a disclosure or need to record a concern remember to always include the following:

Names of all involved, date, time, venue/location – record the conversation/observations as accurately as possible using the Disclosure Record Form (for further information, please refer to Annex 2 below)

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ANNEX 2 – FURTHER GUIDELINES FOR LFE STAFF (THE 5Rs)

Recognition

The ability to recognise behaviour that may indicate abuse is of fundamental importance. Whether the abuse may occur on the premises of the football club, the education provider, in the home or in any other setting in which the apprentice may find themselves, all those playing a role in meeting the apprentices' needs should be aware and informed so that possible abuse can be recognised, investigated and acted on seamlessly and effectively.

Signs and symptoms of abuse of young people and/or vulnerable adults may include direct disclosure. Other people in a position to identify concerns include club staff, education provider staff, assessors, immediate colleagues and peers. All of these should be trained to understand signs of possible abuse and know how, where and to whom to report concerns.

Response

Appropriate response is vital. No report of or concern about possible abuse should ever be ignored. In order to determine the most appropriate response, find out whether you are dealing with an allegation from an apprentice against a member of staff or a fellow apprentice, or another. Is this a disclosure from an individual alleging abuse to themselves or to another? Is it the reporting of a concern or suspicion? What, precisely, is alleged to have happened? Detailed clarity is vital.

Remain calm, ensure the child is safe and if required seek medical attention. Do not lead or probe with questions. Remain calm and demonstrate interest and concern whilst listening carefully. Inform the person sharing a concern with you that you cannot promise confidentiality. The concerns they have raised must be recorded and passed on so that possible abuse can be dealt with, explain and that this will be done on a limited "need to know" basis, with as few others as possible knowing the identity of the complainant. All in the chain of reporting must respect confidentiality.

Reassure that they have done the right thing in reporting their concerns and that you will do everything you possibly can to help. Do not make unrealistic promises. Ensure that you record factual details of the allegation and any visible evidence you witness as soon as practicable after you have dealt with the incident, then follow LFE's procedure (Annex 1) for reporting the incident.

Reporting

If any concern relates to an immediate risk of serious harm or abuse to a child you should report the concern direct to the Police or Local Authority Social Care Team. If you feel unsure of the action to take then you may seek advice from your line manager, inform them of the general circumstances and follow any advice given. All concerns, allegations or disclosures should be reported to the Football League's Safeguarding Advisor and LFE's DSO at the earliest opportunity. In the absence of LFE's DSO you should report your concern to LFE's other Designated Post Holders (Safeguarding Officers).

The DSO will make a decision as to the action to take and will refer the concern to the appropriate agency as required. The responsibility for taking any further decisions and/or actions resides with them. The DSO should ensure they receive an acknowledgment of a referral to any agency in order to make certain that the allegation will be dealt with by them.

You may at any time seek advice from the NSPCC Helpline or The FA Case Management Team.

Recording

You should record precisely what has been alleged, using the words of the complainant. Your record should use accurate quotations. It should also, if appropriate, include factual observations about the physical and emotional state of the individual sharing their concerns with you. You may be unable to record details whilst dealing with the situation; however, you should record details of the incident as soon as possible after in order to ensure the details are fresh in your mind. This information should

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be recorded and stored securely; access to the records should only be for those involved in investigating or dealing with the situation. All information should be treated as confidential in line with The Data Protection Act (1998) and should be shared in line with Working Together to Safeguard Children (2006) to ensure the protection of any apprentice.

Referral

Once a concern is referred to any Statutory Agency or The FA Case Management Team then LFE will work together with that agency and follow advice from them in relation to the management of further enquiries. Consideration will always be given to the importance of not jeopardising a criminal investigation or possible prosecution.

LFE will have a role in dealing with complaints in relation to poor practice or infringements of apprentice contracts. The DSO may mount an investigation into complaints or allegations in these areas. Such an investigation may include questioning colleagues, apprentices, club staff, assessors, partners and the complainant and their parent / carer as appropriate. The DSO may seek support in this process from LFE Regional Officers who will be directed by the DSO and should on no account move to investigating a complaint of poor practice without the involvement of the DSO.

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ANNEX 3 – POLICY DETAILS

Definitions

A Child or Young Person

The legislation specifically refers to any person who is under the age of 18 years.

Vulnerable Adults aged 18 or over

Definition: An adult (a person aged 18 or over) who by reason of mental or other disability or illness may be unable to take care of him or herself or unable to protect themselves against significant harm or exploitation and who may be in receipt of community care services

Significant Harm

Significant harm is the threshold that provides for intervention by other agencies.

Abuse/Neglect

Neglect is the persistent failure to meet a young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. This includes cold, starvation or any aspect of care which could result in significant impairment of an individual's well being or development. For example:

- Failure to keep a person clean, warm and healthy
- Failure to provide reasonable care
- Failure to give prescribed medication
- Failure to provide adequate supervision
- Failure to give privacy and dignity of care
- Failure to give access to appropriate medical care
- Failure to provide nourishment

Note: this is not an exhaustive list but guidance as to what may suggest abuse. The Police and Social Services have prime responsibility under the Children's Act 2004 and this places the duty of care on local authorities to take action to protect vulnerable persons in particular circumstances and it gives powers to the police enabling them to take action to protect. Other examples include failing to protect from physical harm or failure to provide appropriate medical care.

Physical Abuse

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

- Assault
- Slapping, scratching, hitting, burning/scalding
- Misuse of medication, deliberate poisoning
- Suffocation, pushing, rough handling.

Financial Abuse

Misappropriation of an individual's funds or other actions that are against the person's best interests.

For example:

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

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Psychological/Emotional Abuse

Actions that are not of a physical nature but severely affect the psychological well being of the individual for example conveying to them that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person. Some level of emotional abuse is involved in all types of ill treatment of a young person or vulnerable adult, although it may also occur alone.

Other examples include:

- Humiliation or ridicule
- Threat or punishment or exclusion.
- Verbal assault including bullying

Where young learners or adults are working in a class/group, staff are charged with monitoring learners' behaviour and are asked to act promptly on any suspicion or report of bullying or harassment.

Sexual Abuse

Sexual abuse involves forcing or enticing a young person or vulnerable adult to take part in sexual activities to which they may not have given consent or may not fully comprehend. The activities may involve physical contact or non-penetrative acts including non-contact activities such as the production of pornographic material or watching sexual activities or encouraging a young person or vulnerable adult to behave in a sexually inappropriate way. For example:

- Inappropriate touching or sexual acts including rape or attempted rape
- No Contact Abuse e.g. Pornography
- Sexual harassment

Discriminatory Abuse

Is abuse that is racist, sexist or linked to a person age or disability.

Cyber Bullying

Cyberbullying is when one person or a group of people try to threaten, tease or embarrass someone else by using a mobile phone or the internet. Cyberbullying is just as harmful as bullying in the real world.

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ANNEX 4 - STATUTORY REQUIREMENTS SUMMARY (FURTHER ADVICE & INFORMATION)

Children (Protection at Work) (No2) Regulations 2000
Children's Act 1989 (Amendment Act 2004)
Data protection Act 1998
Education Act 1996 (Amendment Act 2002)
Education and Inspections Act 2006
Employment Act 2002
Employment Rights Act 1996
Equality Act 2006
Equal Pay Act 1970 (Amended 1983 and Regulations 2003)
Freedom of Information Act 2000
Further Education and Training Act 2007
Human Rights Act 1998
Learning and Skills Act 2000
Protection from Harassment Act 1997
Safeguarding Vulnerable Groups Act 2006
Special Educational Needs and Disability Act 2001 (SENDA)
Welsh Language Act 1993
Working Together to Safeguard Children (2006)

Common Inspection Framework

Safeguarding is an integral part of the '*Common Inspection Framework*'. The role of management in leading on safeguarding is stressed. The Office for Standards in Education (Ofsted) and Estyn (Wales) will report on safeguarding, which now acts as a 'limiting' grade within the leadership and management section.

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ANNEX 5 - WEBSITES FOR FURTHER INFORMATION

http://www.lfe.org.uk/about/safeguarding	League Football Education (0870 458 9250)
www.thefa.com (Safeguarding link)	The Football Association (0844 980 8200)
www.nspcc.org.uk	The National Society for the Prevention of Cruelty to Children (Helpline: 0808 800 5000)
www.nspcc.org.uk/inform/cpsu	Safeguarding in Sport Unit (works with sports governing bodies to minimise the risk of child abuse)
www.childline.org.uk	Childline (Free, confidential 24-hour helpline for children and young people)
www.actionforchildren.org.uk	Action for Children (Supports and speaks out for the most vulnerable children and young people)
www.anti-bullyingalliance.org.uk	Anti-Bullying Alliance (Brings together over 60 organisations into one network to develop a consensus around how to stop and prevent bullying. Aims to influence policy and develop and disseminate best practice)
www.TheSite.org.uk	YouthNet UK (Provides information to young people on sex and relationships; drinking and drugs; work and study; housing, legal and finances; and health and wellbeing)
www.ceop.police.uk	Child Exploitation and Online Protection Centre (Dedicated to eradicating the sexual abuse of children and provides help and advice to stay safe online)
www.everychildmatters.gov.uk	Every Child Matters (Cross-government site looking at children's welfare from every angle - see 'Social Care' then 'Safeguarding')
www.ofsted.gov.uk	Office for Standards in Education (The Government Inspectorate that inspects the quality of all Government funded education and training in England, including the ASE programme)
www.lsc.gov.uk	Learning and Skills Council (The Government agency that supports LFE in the funding of the ASE programme in England)
www.estyn.gov.uk	Estyn (HM Inspectorate education & training in Wales)
www.wales.gov.uk	Welsh Assembly Government (The Government agency that supports LFE in the funding of the ASE programme in Wales)

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