



Rochdale Association Football Club

Safeguarding Policy

Introduction

Rochdale Football Club will appoint a Senior Safeguarding Officer who will be a member of the Board, together with a Designated Safeguarding Officer to support having in place arrangements that reflect the importance of safeguarding and promoting the welfare of children. (See App B)

All Rochdale AFC Departments which make provision for children, young people and vulnerable adults must ensure that:

- The welfare of the child or vulnerable adult is paramount. The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children and vulnerable adults.
- have a positive and enjoyable experience of sport at Rochdale AFC in a safe environment
- are protected from abuse whilst participating in the activity provided by Rochdale AFC or outside of the activity.
- All children and vulnerable adults, whatever their age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) working at Rochdale Association Football Club have a responsibility to report concerns to the appropriate officer.

Staff/volunteers are not trained to deal with situations of abuse nor decide if abuse has occurred.

Policy Statement

Rochdale Association Football Club has a duty of care to safeguard all children and vulnerable adults involved from harm. All children and vulnerable adults have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Rochdale Association Football Club will ensure the safety and protection of all children involved through adherence to the following Child Protection and Vulnerable Adults guidelines.

A child is defined as under 18 – The Children’s Act 1989 and The Children Act 2004.
(<https://www.gov.uk/government/publications/safeguarding-children-and-young-people>.)

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The core definition of “vulnerable adult” from the 1997 Consultation “Who Decides?” issued by the Lord Chancellor’s Department, is a person:

“Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation”. This definition of an Adult covers all people over 18 years of age.

Anti-Radicalisation Policy Statement

Radicalisation is a form of grooming or exploitation whereby people come to support forms of extremism and extremist ideology which in some cases leads to participation in terrorist groups and activities. There is no clear profile of who is likely to become radicalised however staff should be aware of changes in behaviours which may indicate help or protection is needed and have a general understanding of some key indicators which may make an individual more susceptible to exploitation and which for example may include:

- Identity or personal crisis
- Unemployment/ underemployment
- Underachievement
- Isolation / exclusion

These factors would be considered in conjunction with the circumstances of an individual rather than individually. Many of our staff have completed the Channel Training module which is part of the Government’s PREVENT strategy.

Rochdale AFC is fully committed to safeguarding and promoting the welfare of all its pupils. As a school we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. At Rochdale Development Centre all staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Policy Aims

The aim of Rochdale Association Football Club Safeguarding Policy is to promote good practice:

- Providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of Rochdale Association Football Club;
- Allow all staff/volunteers to make informed and confident responses to specific protection issues.

Promoting Good Practice with Young People and Vulnerable Adults

Introduction

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people and vulnerable adults in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and vulnerable adults and can be an important link in identifying cases where a young person or vulnerable adult needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a child or vulnerable adults enters the club having been subjected to abuse outside the sporting environment, sport can play a crucial role in improving self esteem. In such instances the club must work with the appropriate agencies to ensure the child or vulnerable adult receives the required support.

Specific Considerations for Vulnerable Adults

Individual rights

Every person has the right to a lifestyle which maintains personal independence, safeguards privacy, offers genuine and informed choices, provides opportunities to enjoy and contribute to society and enables them to have their social, cultural and individual needs met. They also have the right to protection from harm or exploitation.

Positive aspects of risk taking

The vast majority of vulnerable adults live active and independent lives.

This inevitably involves varying degrees of risk taking as a normal part of day to day living, and without which there would be a significant reduction in quality of life.

Risk taking therefore needs to be viewed positively in those circumstances where people are able to make reasonable, informed and calculated decisions involving risk taking and safety.

Types of risk

There are many and varied circumstances in which vulnerable adults might be considered at risk requiring a response.

These fall into two broad categories:

- People at risk because of self neglect or as a result of their own behaviour or lifestyle. Through direct contact with a vulnerable adult a member of staff or volunteer may become concerned about potential risk that may require action.
- People at risk because of the actions or behaviours of others.

Risk arising from self-neglect or a person's own behaviour or lifestyle.

A vulnerable person may require assessment or investigation from an appropriate agency (Health or Social Services) where:

- They are unable to provide adequate care for themselves.
- They are unable to obtain care necessary for their needs.
- They are unable to make reasonable decisions because of their state of mental health.
- They are living in insanitary/unsafe accommodation or are homeless.
- They have refused essential services, without which their health and safety needs cannot be met.
- Their behaviour is such that it presents a real or potential threat of harm to their own health, safety or well being or to that of others.

While many risk situations will come to attention through one significant incident that may involve immediate physical danger, equally serious situations develop more slowly through marginal changes or gradual deterioration in an individual's circumstances which can be more difficult to identify. For example, people suffering from dementia may need particular consideration due to the progressive nature of their condition.

The following are typical of some of the risk factors which might be identified:

- Physical-accidents including fire malnutrition, hypothermia, neglect, and alcohol or drug misuse, including prescribed medication.
- Mental health-depression, dementia, fears, guilt, paranoia and suicidal tendencies.
- Social-social isolation, exploitation, antagonism, marital difficulties, relationship problems, sexual inhibition.
- Psychological-trauma arising from past experience of abuse, serious accident or sudden loss.

Risk arising from the behaviour of others.

A number of vulnerable adults are at risk as a result of the actions or behaviours of other people, either intentionally or unintentionally.

The main categories of abuse are listed below, although this is not exhaustive.

Abuse exists in the context of the relationship and means that both the behaviour of the abuser and the effects on the abused come into the definition.

Physical abuse

Typical examples of physical abuse are slapping, hitting, physical restraint, over-use of medication, pushing, forcing people to do things against their will and deprivation of care including food and medication.

Typical effects of the physical abuse are bruises, burns, fractures, pressure sores, malnutrition or impaired health.

Examples of physical abuse that may occur in sport may include be when the nature and intensity of training and competition exceeds the capacity of the athlete.

Psychological abuse

This can be referred to as emotional abuse, mental abuse and verbal abuse.

Typical examples of behaviours are blame, insults, humiliation, swearing, threats, neglect and denying a person of the right to make their own decisions.

Typical effects are mental anguish, fear and depression.

Psychological abuse in sport may occur if athletes are subjected to constant criticism, name-calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations.

Financial abuse

This is sometimes referred to as material abuse and financial exploitation.

Typical examples of behaviour are theft or misuse of property, possessions and insurance, blocking the access of a person to their assets, and extortion.

Typical examples of effects are having inadequate money to pay bills including rent, having a “disappearing pension” and losing control of ones financial affairs.

Sexual abuse

This can be any form of sexual exploitation, ranging from the inappropriate use of sexually explicit language that causes offence to forced penetration and includes the involvement of adults in sexual activities they do not fully comprehend or to which they have not given their consent or which violates the sexual taboos or family roles.

Typical examples of effects are emotional distress, feelings of guilt or shame and withdrawn behaviour.

Social abuse

Typical examples of behaviour are confining a person to a room on their own, preventing them from seeing friends or relatives or having other social contact, denying access to services and refusal of transportation.

Typical examples of effects are withdrawn behaviour, prolonged loneliness, sense of isolation and depression.

Further circumstances where abuse may be prevalent

There are many additional categories linked with abuse. The list is not exhaustive. Further information will be found in Local Safeguarding Partnership Guidelines and Keeping Children Safe in Education 2018, but below is an outline of some of the specific categories.

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people may receive something such as gifts, food, accommodation, drugs, alcohol, even affection in return for engaging in sexual activities. The perpetrator will groom the victim over a pro-longed period and exert power which increases as the relationship develops. Sexual exploitation involves a degree of coercion, intimidation, enticement, cyberbullying and grooming. Young people may be tricked into believing they are in a loving consensual relationship and do not necessarily see themselves as a victim and so don't always exhibit external signs of abuse.

Bullying is behaviour that is intended to hurt someone physically or emotionally. It is often persistent or repeated over a long period of time, and is hostile and intimidating. It can be name-calling, isolation and exclusion, pushing, spreading rumours, threatening behaviour, constant criticism and undermining. Indicators may include, physical injuries such as unexplained bruises, being afraid to go school, training sessions, matches, mysterious illnesses, a dip in performance, problems eating or sleeping, loss of confidence, withdrawal.

Grooming is when someone builds an emotional or transactional connection with a child to gain their trust for the purpose of sexual abuse or criminal exploitation. Children can be groomed on-line or in reality by a stranger or someone they know, for example a family member friend or professional. Groomers can 'groom' family members in order to gain access to a child. They can be male or female or any age. Many children, young people do not understand they have been groomed or that it is abuse and so don't recognise themselves as being a victim.

Radicalisation is a form of grooming or exploitation whereby people come to support forms of extremism and extremist ideology which in some cases leads to participation in terrorist groups and activities. There is no clear profile of who is likely to become radicalised however staff should be aware of changes in behaviours which may indicate help or protection is needed and have a general understanding of some key indicators which may make an individual more susceptible to exploitation and which for example may include:

- Identity or personal crisis
- Unemployment/ underemployment

- Underachievement
- Isolation / exclusion

These factors would be considered in conjunction with the circumstances of an individual rather than individually. Many of our staff have completed the Channel Training module which is part of the Government's PREVENT strategy.

Modern Slavery and Trafficking encompasses human trafficking, slavery, forced labour and domestic servitude. Victims can be coerced, deceived, forced into a life of abuse and inhumane treatment. Section 52 of the Modern Slavery Act 2015 places a duty on public authorities to notify the National Crime Agency if there are signs or intelligence has been received or there are reasonable grounds to believe there is an indication that a person may be a victim of slavery or human trafficking.

Female Genital Mutilation (FGM) is a form of child abuse which involves intentionally altering or injuring female genital organs for non-medical reasons and is illegal in this country (Female Genital Mutilation Act 2003). It is also illegal to take girls who are British Nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country. Staff need to be alert to the possibility of when a female may be at risk of FGM or if it has happened. There is a statutory duty to report these cases the police. It is for the police to investigate the circumstances and to conduct enquiries into any alleged offence.

Forced Marriage - There is a clear difference between a forced marriage and an arranged marriage. In arranged marriages the families of both spouses take a leading role in arranging the marriage but the choice of whether to accept the arrangement remains with the two people.

In a forced marriage, one or both spouses do not consent to the arrangement of the marriage and some elements of duress are involved. This can involve physical, psychological, financial, sexual and emotional pressure. Forced marriage is an abuse of human rights, and where a child is involved, an abuse of the rights of the child. Further information can be found at <https://www.gov.uk/stop-forced-marriage>

Hate Crime is an incident of crime that is motivated by hostility or prejudice based on a victim's disability, race, religion or belief, sexual orientation or transgender identity.

Peer on peer abuse - Children can abuse other children – generally referred to a peer on peer abuse. All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This can include, but is not limited to bullying (including cyberbullying), physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm, sexual violence and sexual harassment, sexting (also known as youth produced sexual imagery); and initiation/hazing type violence and rituals.

Hazing is any action or situation, with or without the consent of participants which recklessly intentionally or unintentionally endangers the mental, physical or emotional wellbeing of a child or young person. It will not be tolerated. An example would be a group initiation ceremony where a child is forcibly encouraged to consume alcohol.

Domestic Violence is an important indication of risk at home to children who may be affected directly or indirectly if they are connected to a household where there is domestic violence. It can have a damaging effect on health and development. Many of the signs will be those related to physical and emotional abuse.

Child Criminal Exploitation: county lines- criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- Can affect any child or young person (male or female) under the age of 18 years;
- Can affect any adult at risk over the age of 18 years;
- Can still be exploitation even if the activity appears consensual;
- Can involve force and / or enticement-based methods of compliance and is often accompanied by violence or threats of violence
- Can be perpetrated by individuals or groups, males or females, and young people or adults; and
- Is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status and access to economic or other resources.

Honour-based violence is an internationally recognised term used to describe cultural justifications for violence and abuse. It justifies the use of certain types of violence against children, women and men and crosses all communities, cultures, faith groups, nationalities transcending national and international boundaries. It is domestic abuse, child abuse and a crime. It encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community including female genital mutilation (FGM) forced marriage and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this and the additional risk factors when deciding on what action to take.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Rochdale Association Football Club:

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets).
- Treating all young people/vulnerable adults equally, and with respect and dignity.
- Always putting the welfare of each young person or vulnerable adults first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with children or vulnerable adult (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children or vulnerable adult to share in the decision-making process;
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child or vulnerable adult is constantly moving. The Young Person or vulnerable adult should always be consulted and their agreement gained. Some parents/carers are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with the technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.

- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB however, same gender abuse can also occur).
- Ensuring that at tournament or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and vulnerable adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to *act in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental/carer consent if club officials are required to transport young people and vulnerable adults in their cars.

Practice to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children and vulnerable adults away from others;
- Avoid taking children and vulnerable adults to your home where they will be alone with you.
- **Desisting from any Social Media contact with children. (See Social Media Policy)**

Practice never to be sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay;
- Share a room with a child or vulnerable adult;
- Allow or engage in any form of inappropriate touching;
- Allow children or vulnerable adults to use inappropriate language unchallenged;
- **Allow verbal bullying or derisory comments from one person to another.**
- Make sexually suggestive comments to a child or vulnerable adult, even in fun;
- Reduce a child or vulnerable adult to tears as a form of *control*;
- Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon;

- Do things of a personal nature for children or vulnerable adult, that they can do for themselves;
- Invite or allow children or vulnerable adult to stay with you at your home unsupervised.

NB. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents/cares and the children and vulnerable adult involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents/carers of the child or vulnerable adult are informed.

- If you accidentally hurt a player.
- If he/she seems distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have done.

Guidelines for Use of Photographic Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all clubs be vigilant with any concerns to be reported to the Designated Safeguarding Officer.

Videeing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films. **(See Images and Filming Policy)**

Recruitment and selecting staff and volunteers

The club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. When undertaking pre-selection checks the following should be included:

- All volunteers/staff should complete an application form. The application form will elect information about an applicants past and self disclosure about any criminal record.
- **Consent should be obtained from an applicant to conduct a DBS search**
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).
- Should **RAFC** buy in services it will ensure that the organisation and/or individual has the appropriate clearances in place prior to working with the children, young people and vulnerable adult in the group.

Responding to suspicions or allegations

It is not the responsibility of anyone working at Rochdale Association Football Club, in a paid or unpaid capacity to take responsibility to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

The club will assure that all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleagues is, or may be, abusing a child or vulnerable adult.

Where there is a complaint against a member of staff there may be three types of investigation

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police, child protection, social services investigation well may influence the disciplinary investigation, but not necessarily.

Action if there are concerns

The following action should be taken if there are concerns (See Appendix A):

Poor Practice

- If following consideration, the allegation is clearly about poor practice; the Designated Safeguarding Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Suspected Abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Designated Safeguarding Officer **Alistair Linden on 07951159782**, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
If the club CPO is unavailable you should contact **Russ Green the Club CEO 0788555831**.
- The Designated Safeguarding Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if *out-of-hours*.
- The parents or carers of the child or vulnerable adult will be contacted as soon as possible following advice from the social services department.
- The Designated Safeguarding Officer should also notify the relevant officer who in turn will inform the Football Association Child Protection Officer who will deal with any media enquiries.
- If the Designated Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the Football Association Children Services Officer who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a *need to know basis* only. This includes the following people:

- The Club Designated Safeguarding Officer;
- The parents/carers of the person who is alleged to have been abused;
- The person making the allegation;
- Social services/police;
- The alleged abuser (and parents/carers if the alleged abuser is a child)*

* Seek social services advice on who should approach alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

- The Rochdale Association Football Designated Safeguarding Officer in consultation with the CEO, will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries Rochdale Association Football Club Board will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handles. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, Rochdale Association Football Club Board must reach a decision based upon the available information which could suggest that in a balance of probability; it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

Support to Deal with the *Aftermath*

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource. (Available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bac.co.uk, Internet: www.bac.co.uk). **Additional numbers are in Appendix B**
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either

within or outside Rochdale Association Football Club, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999 and subsequent updates.

Action if Bullying is Suspected

All forms of bullying are not to be tolerated and must be addressed immediately when observed, suspected or notification is received. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

Action to Help the Victim and Prevent Bullying in Sport:

- Take all signs of bullying very seriously.
- Encourage all children or vulnerable adult to speak and share their concerns (it is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully/bullies separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of that is said (what happened, by whom, when).
- Report any concerns to the Designated Safeguarding Officer or the school (wherever the bullying is occurring).

Action towards the Bully/Bullies:

- Talk with the bully/bullies, explain the situation, and try to get the bully/Bullies to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents/carers.
- Insist on the return of the *borrowed* items and that the bully/bullies compensate the victim.
- Provide support for the leader of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully/bullies to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

Monitoring

The policy will be reviewed a year annually or in the following circumstances:

- changes in legislation and/or government guidance

Updated November 2018

- as required by the Local Safeguarding Children Board, UK Sport and/or The FA or EFL.
- as a result of any other significant change or event.

APPENDIX A

What to do if there are concerns

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the same time of the disclosure/concern. Information should try to include the following, but not every question needs an answer:

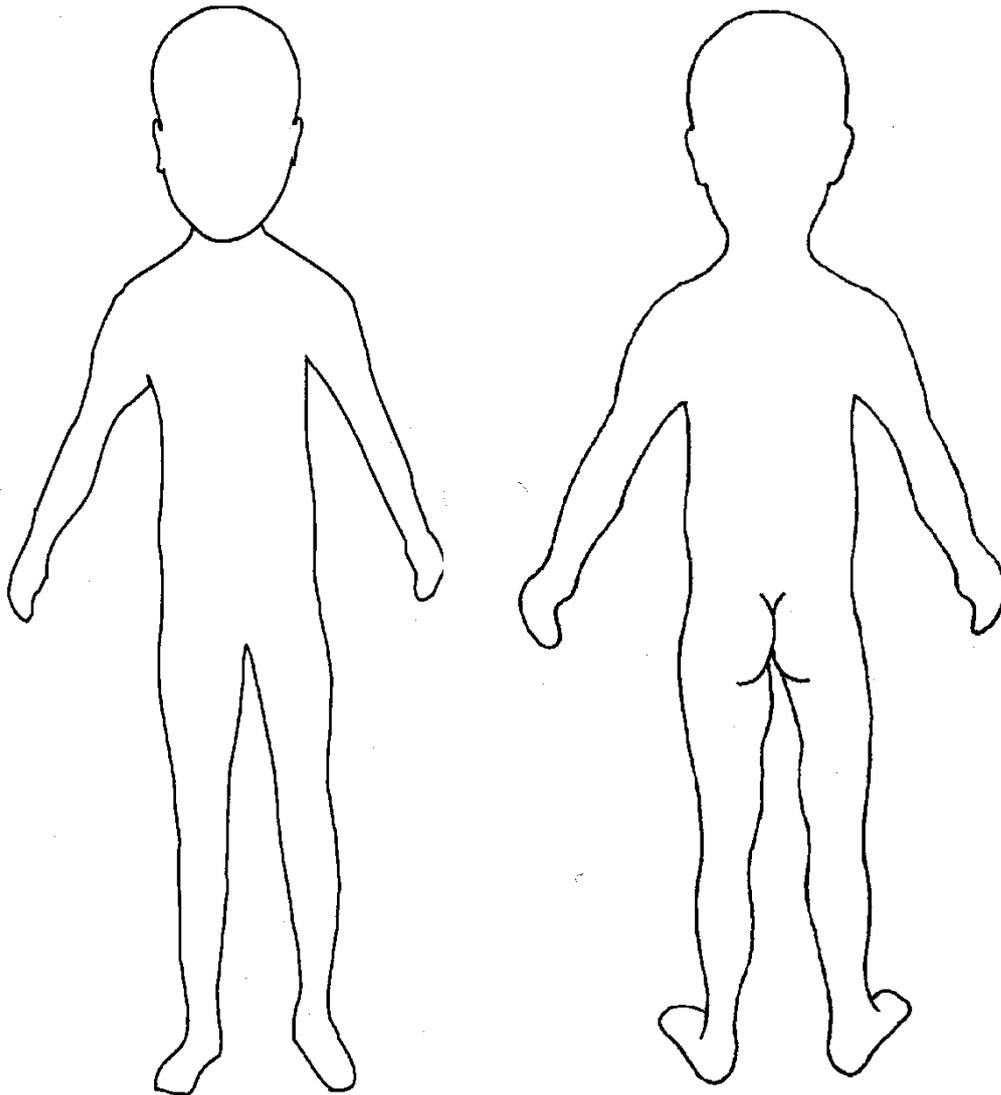
- Name of child or vulnerable adult
- Age of child or vulnerable adult and date of birth
- Home address and telephone number
- Is the person making the report expressing their own concerns or those of someone else
- What is the nature of the allegation? Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Behavioural signs indirect signs?
- Witnesses to the incidents.
- The child's or vulnerable adults account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents/carers been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child or vulnerable adult making the report has the child or vulnerable adult concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

(This must be completed at time of observation)

Name of Player: _____ Date of Birth: _____

Name of Staff: _____ Job title: _____

Date and time of observation: _____



App B

Designated Persons for Safeguarding

Rochdale Football Club will appoint a Senior Safeguarding Officer who will be a member of the Board, together with a Designated Safeguarding Officer to support having in place arrangements that reflect the importance of safeguarding and promoting the welfare of children.

Designated Person Specification and Suitability Checklist

When appointing a designated person, ensure that you have considered their appropriateness for this role by checking them against the following criteria.

PERSON SPECIFICATION

Skills, Qualifications and Experience relevant to the Role

Essential	Working regularly with children and young people in a lead or supervisory role where the incumbent has had sole responsibility for the welfare of the children and young people. Completion of an Enhanced DBS clearance which is deemed suitable. Attendance at appropriate and authorised Safeguarding children training. Willingness to update skills and knowledge Know what to do if concerned that a child may be abused or a person may pose a risk to a child. Be familiar with The Club's policies and procedures and reporting lines. Knowledge of and positive attitudes to equal opportunities Make considered judgements about how to act to safeguard and promote a child's welfare. Commitment to treat all children as individuals and with equal concern
Personable	Always puts the child's welfare FIRST! Is a good communicator. Has a common sense approach. Is enthusiastic and professional. Is willing to learn and seek advice. Is a good team member. Has attention to detail.
Desirable	Previous experience of working with children. Knowledge of safeguarding issues. Knowledge of safeguarding legislation.

Designated Persons Responsibilities

To support in promoting the moral and legal responsibilities in implementing procedures to provide a duty of care for children, safeguard their wellbeing and protect them from abuse and poor practice.

Ensuring that all issues of Safeguarding Children are dealt with in compliance with Football Club Safeguarding Policy, Procedures and Guidelines and with the requirements of Rochdale MBC Safeguarding Procedures.

Ensuring that all staff appointed have been checked by the DBS and are considered to be suitable and safe adults to work with children.

Ensure that all staff receive initial Safeguarding Training.

To record and refer on to CSO all incidents, concerns, allegations, evidence of poor practice and evidence of best practice, in confidence, and in line with Data Protection legislation.

To handle sensitively, in confidence, any Safeguarding concerns raised within the department and support staff where necessary.

To attend regular Company Designated Persons meetings with CWO, and undertake any actions raised at meetings/CPD events in order to keep up to date with current Safeguarding guidelines and legislation for compliance.

To take responsibility for the day to day management of Safeguarding issues and pro-active promotion of Safeguarding awareness and implementation within the specified department.

To be available, at all reasonable times, as a first contact for staff, parents, children, and if appropriate, external agencies in regards to information or referral of Safeguarding matters within the Club.

Children's Services Officer

Football Club will appoint an appropriately qualified and experienced Designated Safeguarding Officer (DSO), in accordance with Ruling O.

Children's Services Officer Specification and Suitability Checklist

When appointing a Children's Services Officer, ensure that you have considered their appropriateness for this role by checking them against the following criteria.

PERSON SPECIFICATION

Skills, Qualifications and Experience relevant to the Role

Essential	Knowledge of safeguarding children and/or vulnerable group's legislation. Ability to deal constructively with people's emotions (e.g. upset, distress, conflict, animosity). Capacity to handle confidential data sensitively. Ability to work unsupervised and on own initiative Experience of managing meetings/projects/events Evidence of influencing skills/negotiating skills/presenting to management/staff/parents/players.
Personable	Always puts the child's welfare FIRST! Good leadership skills. Good resource management skills Is enthusiastic and professional. Is willing to learn and seek advice. Is a good team member.
Desirable	Experience of implementing policies, protocols and guidance. Experience of writing reports and compiling case file information. Knowledge and understanding of the culture and structure of football.

Children's Service's Officer Responsibilities

Ensuring that the Rochdale Football Club Safeguarding Policy and Procedures are updated and in line with current legislation and regulations;

Promote the moral and legal responsibility to implement procedures to provide a duty of care for children, safeguard their wellbeing and protect them from abuse and poor practice – across all areas of The Club.

Promote and deliver Safeguarding Training at Rochdale Football Club;

Supervise and support Rochdale Football Club's Designated Persons for Safeguarding;

Ensure Club has full compliance with Premier League Rules and EFL Sections N & O.

To provide leadership in Safeguarding of Children across the Club, maintaining key relationships with Club Senior Management, Premier League Safeguarding Team, Club

Safeguarding Officers, NSPCC and The FA

Representing The Club as Lead Case Manager when co-operating with/reporting directly to external statutory agencies; the Police, Children's Services, Local Safeguarding Children Board and Local Authority Designated Officer for the Management of allegations against professionals (LADO)

Internal & External Contacts:

(The initial internal contact is the Children Services Officer within the group)

Alistair Linden

Tel: 07951 159 782

James Mason

Tel: 07766501278

External Contacts:

(This would be the agency to which referrals would be made i.e. Social Services)

Child Protection Officer
Lancashire County FA
01772 624000
CountyWO@LancashireFA.com

NSPCC Helpline
08088005000
www.nspcc.org.uk

Childline
08001111

Rochdale Social Services
0300 303 0440

Rochdale MBC LADO
Tel: 01706 647474

Appendix C - Legislation and statutory guidance

Working Together to Safeguard Children 2018
The Children Act 1989 and 2004
Keeping Children Safe in Education 2018
Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Modern Slavery Act 2015
Counter Terrorism and Security Act 2015
Private Fostering Regulations 2005
Female Genital Mutilation Act 2003
General Data Protection Regulations 2018