*All staff, volunteers and Trustees at Colchester United FC and FITC are firmly committed to safeguarding and protecting children and young person’s and fully accepts its responsibilities for the safety and welfare of all children and young persons who engage with the club.*

*All children and young persons have a right to be protected from abuse regardless of their gender, race, disability, sexual orientation, religion, belief or age.*

*Through the application of policies, procedures and best practice everyone who has contact with children and young persons will create a positive environment in which they can participate, and protect them from harm.*

*All staff, volunteers and Trustees at Colchester United FC and FITC who come into contact with children and young people in club related activities should be positive role models and display high ethical and moral standards in line with the clubs values.*

*This policy is across the club and is to be observed by all those working and coming into contact with children and young persons.*

*The following locations/departments are under the remit of this policy and include:*

* *Football in the Community – Shrub End*
* *Colchester United first team, under 23’s and Youth Academy – Florence Park*
* *JobServe Stadium – United Way Colchester*
* *Stewarding and all other match day activities that come into contact with adults at risk.*
* *Travel’ Events and Tours.*

*All employees’ workers and volunteers are aware of the policy and procedures through induction. Where appropriate further outside and internal on-going safeguarding training is delivered.*

**Definition of a Child – Children Act 1989**

*A child or young person is defined as anyone up to their 18th birthday.*

***Safeguarding children and young people is defined as::Working Together to Safeguard Children 2015***

* *Protecting children and young people from maltreatment.*
* *Preventing impairment of children or young people’s health or development.*
* *Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care:*
* *Taking action to enable all children and young people to have the best life chances. .*

***Recruitment and Disclosure***

*Colchester United FC and FITC takes the recruitment of staff and volunteers who are going to be working with children and young person’s very seriously. Recruitment processes are thorough and conscientiously carried out. This not only helps to ensure that those who are not suitable to work in football are prevented from doing so. It gives the opportunity for the most suitable people to get involved. Recruitment and selection processes adhere to the Protection of Freedoms Act 2012 and the Rehabilitation of Offenders Act 1974.*

*All staff at Colchester United FC and FITC in a position of trust are required to undergo regular CRC disclosures, every three years or earlier if required. In addition staff are required to complete a self-declaration, which is required annually.*

***Selection***

*Colchester United and FITC actively promotes equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a wide range of candidates, including those with criminal records. Colchester United/FITC select all candidates for interview based on their skills, qualifications and experience.* ***Colchester United FC/FITC safe recruitment and selection procedures are detailed in the Safe Recruitment Policy and include and can be viewed in the Welfare Policy.***

 ***Roles and Responsibilities - Organisational staff structure for* Safeguarding Adults at Risk and the Response Flow** **Chart**

Senior Safeguarding Manager

Robbie Cowling

Safeguarding Champion

Youth Phase

Adam Lewis

Lead Safeguarding Champion

Education

Ian Lowe

Safeguarding Champion

FITC

Tom Tayler

Safeguarding Champion

Recruitment

Sam Thompson

Safeguarding Champion

Commercial

TBA

Safeguarding Champion

Ticket Sales

Chris Seward

Designated Safeguarding Officer

Match Days & Events

Sean McQuaid

Designated Safeguarding Officer

Online

Matt Hudson

Designated Safeguarding Officer

FITC

Corin Haines

Safeguarding Champion

Sports Science

Perry Blanchette

Senior Safeguarding

Tim Waddington

Designated Safeguarding Officer

Academy

Peter McCormack

Safeguarding Champion Stewarding

Sue Bennett

Safeguarding Champion

Catering

Shelley Gould

Safeguarding Champion Foundation Phase

 TBC

Safeguarding Champion

FITC

Nikita Runnacles

Safeguarding Champion Sports Medicine

Alex Stefanakis

**FLOW CHART**

An allegation of abuse has been made by a child or young person. This may be relating to a member of staff/volunteer at Colchester United/FITC or an adult outside the Club.

Stay calm, offer reassurance to the child/young person if they are present, don’t promise confidentiality and keep questions to a minimum and refrain from asking leading questions.

If the child/ young person is in need of medical attention, telephone for an ambulance, inform the parents that you are doing so. If the parents are allegedly involved in the abuse, only inform them that the child/young person is going to hospital and do not share any other information. Inform the doctor of your concerns in relation to the child protection issues and the Doctor will take the appropriate action.

Contact the relevant Designated Safeguarding Officer, unless the allegation involves them, in which case go straight to the Senior Safeguarding Officer.

Corin Haines

FITC

01206 755029

07540 722804

Matt Hudson Online

01206 755146

07765 894335

Sean McQuaid Match Days/ Events

01206 755119 07814965642

Peter McCormack Academy

01206 755121

07718476615

Relevant Designated Safeguarding Officer to inform Senior Safeguarding Office Tim Waddington

01206 755102 / 07875 961660

Tim.waddington@colchesterunited.net

If within the Academy, Academy Designated Officer to Liaise with Academy Manager

Senior Safeguarding Officer and Designated Safeguarding Officers to inform other professionals within football and outside football – as required on a case by case basis.

FA Case Management Team

0800 169 1863

 Peter McCormack

Essex Police

Tim Waddington

Alex Richards Football League

 Safeguarding Manager

01772 325940

Essex Local Safeguarding Board 0345 603 7627

Peter McCormack

Family Liaison

Peter McCormack

Club Insurers

Sean McQuaid

Senior Safeguarding Manager Tim Waddington

Liaising with and managing media Matt Hudson

***CODES OF CONDUCT***

 ***Good Practice and code of conduct***

* ***Listen carefully to children and young people about his/her needs, take them seriously.***
* ***Treat all children and young people equally***
* ***Always work in open environments, avoiding private or unobserved areas, encourage open communication with no secrets.***
* ***Make the experience fun and enjoyable.***
* ***Confront any bullying and promote fairness.***
* ***Avoid unnecessary physical contact.***
* ***Where any form of physical support is required it should be provided openly and with the child or young person’s consent***
* ***If a child or young person requires assistance in the changing room ensure that coaches work in pairs.***
* ***If a child or young person is conveyed in a clubs vehicle obtain written consent.***
* ***Challenge unacceptable or inappropriate behaviour.***
* ***Encourage children and young person’s to take responsibility for their own behaviour.***
* ***Reward effort as well as performance.***
* ***Record safeguarding concerns, incident and accidents. See Appendix 1***

*All staff, volunteers, Trustees and Project Participants at Colchester United FC/FITC will be sighted on the Codes of Conduct before engaging in any form of activity and will understand the role they play in protecting children and young persons.*

*Colchester United FC/FITC has Codes of Conduct policy which can be viewed on the Welfare Policy*

*Document.*

***Looked after children and young people***

*Such as those living in foster care may be especially vulnerable to abuse and neglect for example.*

* *Experienced abuse and neglect previously*
* *Living with people who are not neither immediate family nor friends.*
* *Less support networks*
* *Stigma of being in care.*

***Online World***

*The internet provides many benefits to children and young people, but there are potential associated risks.*

* *Inappropriate images and language.*
* *Online grooming*
* *Cyber bullying*
* *Sexting.*

*See Welfare Policy document for relevant policies.*

***Photography and film***

*All images are taken by club photographers who have been briefed by the club DSO or a member of staff on site. Before taking images of children and young person’s consent in writing at the start of the session or prior an event will be sought. Photographs/filming will be conducted in an appropriate way and manner.* .

***Searching of children and young persons***

*To ensure the safety for all club actinides all children and young person’s subject to the clubs search process. Children and young people will be asked to self-search as the preferred method, however, should the club suspect that the child or young person may be concealing a prohibited item, consent can be sought from the child/young person before a member of staff of the same sex searches the child/young person.*

***Supervision of children and young persons***

The club adheres to best practice guidance from the local authority in relation to supervision of children and young people.

* 0-7 years of age, one adult to every 10 children and young people.
* 8-17 years of age, one adult to every 16 children and young people.

Particular activities may require a lower ratio due to:

* Age, needs and ability of the children and young people.
* Risk Assessment. Intelligence, environment.
* Expertise/experience of staff.
* Mixed gender children and young person’s activities will require both genders to supervise.

Should the ratio not be suitable a decision will be made if the activity take place?

***Working with External Partners***

*The club always ensure external partners and organisations we engage with promote the safety and welfare of children and young person’s and this is outlined in contracts/service agreements. External partners and organisations are required to demonstrate competencies in safeguarding and the club assesses this through safeguarding audits. Where the organization does not have their own satisfactory safeguarding arrangement, they will be expected to comply with the clubs standards.*

***Consent***

*Primary concern in safeguarding is the welfare of the child or young person. It is best practice to gain the consent from the child or young person before e referral can be made Local Authority Safeguarding Board or the Police. There are a number of circumstances whereby an external referral can be made without consent.*

* *The child or young person is at risk of harm.*
* *Emergency or life threatening situation ion*
* *Other people are, or may be at risk including other children and young people.*
* *Sharing the information could prevent a serious crime or a serious has been committed.*
* *There is a risk of significant harm and meets the threshold for a multi=agency strategy meeting.*
* *Allegation against staff or volunteers.*
* *The child or young person lacks the capacity to make the decision.*
* *There is a court order or other legal authority taking action.*

|  |
| --- |
| ***What to do if you suspect abuse or poor practice has occurred.****If you are concerned about the safety and welfare of a child or young person or are concerned about an adult’s behavior towards a child or young person you must act. Do not assume that someone else will react. Safeguarding is everyone’s responsibility. It’s imperative that you report your concerns to your DSO.* ***Responding to Disclosures and Concerns****There is a responsibility on staff to act on concerns. It’s not a responsibility to decide whether or not abuse has taken place or investigate. The club will support and protect anyone who reports his or her concern that a colleague is, or maybe abusing an adult at risk. A disclosure is when a child or young person reports directly to you that they are concerned about another person behavior towards him or her. Steps to be undertaken.****Stage 1**** *Take the child or young person to a safe and quiet place and let them speak freely.*
* *Listen to what the child/young person has to say, but do not ask leading questions. Ask only what is necessary to understand what is being reported. Do not challenge or investigate the account.*
* *React calmly so as not to frighten the child/young person.*
* *Tell the child/young person they are not to blame and that he/she is right to tell you.*
* *If emergency treatment is required do not delay in calling an ambulance.*
* *Reassure but do not promise confidentiality or an outcome.*
* *No contact should be made with the alleged abuser.*
* *If there is physical abuse resulting in a visible injury, make a written record of the injury reported or observed, but do not ask the child/young person to remove clothing to show the injury. F there*

***Stage 2**** *Refer the matter to your DSO immediately and inform the child/young person of this.*
* *Make a record of the incident using the Incident Report as soon as possible.*

***Stage 3*** * *Only share the disclosure with those who have vested interest in the continued safeguarding and welfare of the child/young person.*

; ***Preserving the evidence*** *Firstly, preserve the welfare and safety of the adult at risk. In all cases the preservation of evidence is crucial to enable an effective external agency investigation. Useful tips.** *In physical abuse cases, where an adult at risk wishes to show you an injury, only observe what he/she consent to show you and what is appropriate.*
* *Do not touch or clean an injury, wash anything or remove fibres, blood or debris. If you have to handle anything keep it to a minimum and tell the investigation authority.*
* *Do not touch weapons unless they are handed to you directly and place in a safe dry place.*
* *Preserve anything used to comfort or administer first aid to an adult at risk.*
* *Remain with the adult at risk until relieved by the police or other investigative organisation.*

***Procedure for dealing with allegations against staff or volunteers.*** *All staff members are made aware of the boundaries of appropriate behavior and conduct. These matters form part of staff induction and are outlined in the Staff Handbook / Code of Conduct.**The reporting of any concerns within or outside the workforce is a vital element of maintaining the core values. Individuals are strongly advised to report incidents of malpractice where the law, club policy or protocol has been breached by another member of the workforce. For members of the workforce failure to do so may result in disciplinary or criminal action.* *If any member of the workforce has a concern about child/young person they have a duty to refer this to a member of the specific safeguarding team. A safeguarding officer will in turn report any concerns to the appointed lead safeguarding officer, or appointed deputy. If there is an immediate risk of harm, a serious injury, or a criminal offence may have been committed, then the police or other emergency service must be involved at the earliest opportunity.* ***Making a referral****Where a very serious concern is raised that involved a child/young person and a member of the workface is involved in the allegation against the child/young person, then.** *The Head of Department and Safeguarding Officer will be informed.*
* *If there are potential safeguarding issues, the DSO will inform the HR, the Line Manager, and where appropriate the information will be shared with other agencies including the Essex Safeguarding Children Board.*
* *Inform and take advice from the local police, County Welfare Officer at the County FA, the Child Protection Advisor at the EFL and the Safeguarding Team at the FA.*
* *Where the concerns could be of a criminal nature a referral to the police or social services should be made at the earliest opportunity.*
* *Where there is a concern raised relating to the behavior of a member of staff towards a child/young person there is a need to manage that referral in a swift and confidential manner. The complainant will be updated every 7 days or at agreed interval as requested.*

***What to do if a child/young person is in danger of immediate harm*** *Ensure that the child/young person is at a safe place away from the alleged perpetrator. The police and social services should be called immediately especially if the situation is beyond the control or experience of the staff dealing. Inform you’re DSO, colleagues or other services who can assist in an emergency.* ***Abuse and neglect*** *There are 4 recognised categories of abuse as defined in Working Together to Safeguard Children 2015.*1. *Physical Abuse*
2. *Sexual Abuse*
3. *Emotional (including bullying): and \*See Welfare Policy Document – Cyber Bullying/Anti Bullying Policy\**
4. *Neglect.*
 |

 ***Review***

*The club shall review this Policy and Procedures on an annual basis prior to the start of the new football season, and following a major incident, organizational or legislative change.*

 ***Colchester United FC/FITC have the following welfare policies in place:***

*Members of staff, Trustees and volunteers should refer to their Safeguarding Champions/Designated Safeguarding Officers for details of where these policies are located electronically and as hard copies. Policies listed below in bold type are not included in the Welfare Policy Document as they are more specialised. They can be provided if required.*

* ***Safe Recruitment & Ex-offenders***
* ***Policies & Procedures for dealing with concerns and legal requirement to make DBS referrals***
* *Procedures for dealing with serious safeguarding concerns*
* *Complaints Procedure*
* *Creating a safe environment*
* *Club Organisational Structure*
* *Codes of Conduct*
* *Dealing with allegations against staff or volunteers*
* *Tours, Events & Activities*
* *Missing Children*
* *Late collection of Children*
* *Anti-Bullying/Cyber Bullying*
* *Transport*
* *Media Policy/Guidance*
* *Social Media Networking*
* *Social Media*
* *Internet Safety*
* *Images and Filming*
* *Drugs*
* ***Radicalisation/ Prevent***
* ***Female Genital Mutilation***
* ***Honour Based Violence – Forced Marriage***
* ***Domestic Abuse***
* *Equality and Inclusion*
* ***Health and Safety***
* ***Accommodation Provision***
* ***Information Sharing***

 ***Review***

*The club shall review this Policy and Procedures on an annual basis prior to the start of the new football season, and following a major incident, organizational or legislative change.*

## APPEDNIX 1

## INCIDENT REPORT FORM

DETAILS OF THE INCIDENT

|  |  |
| --- | --- |
| Site where incident/accident took place |  |
| Address |  |
| Name of person in charge of session/transport  |  |
| Name of person(s) involved in incident |  |
| Date and time of incident |  |
| Nature of incident |  |

Give full and descriptive details of the incident:

(Please use a continuation sheet if necessary)

ACTION TAKEN AFTER THE INCIDENT

Give full details of the action taken and the name(s) of others involved and or witness(s):

(Please use a continuation sheet if necessary)

Were any of the following contacted?

Welfare Officer: Yes 🞎 No 🞎

Education Officer: Yes 🞎 No 🞎

Parent/Carer: Yes 🞎 No 🞎

Police/social services: Yes 🞎 No 🞎

What happened to the person(s) following the incident? (e.g. went home, carried on with session, etc)

Have the people involved completed a statement such as a record of events or a witness statement?

 Yes 🞎 No 🞎

DECLARATION

All of the above facts are a true and accurate record of the incident:

Name:

Job Title:

Signed:

Date:

I am in receipt of the incident form:

Coach Name: Signed: Date:

Head of Youth/ Name: Signed: Date:

Centre of Excellence Manager

Parent/Carer Name: Signed: Date:

Welfare Officer Name: Signed: Date:

Education Officer Name: Signed: Date:

 ***Review***

*The club shall review this Policy and Procedures on an annual basis prior to the start of the new football season, and following a major incident, organizational or legislative change.*