



**THE LEEDS UNITED**

**SAFEGUARDING POLICY AND  
PROCEDURE**

**Safeguarding Children, Young People and Adults at Risk**

Version 1.1

## Table of Contents

Document Control .....	4
1.0 Introduction .....	5
1.1 Support from the Managing Director .....	5
1.2 Policy Statement .....	5
1.3 Aims/objectives .....	6
1.4 Monitoring and review process.....	6
2.0 References .....	7
3.0 Safeguarding Children and Young People .....	7
3.1 Legislation .....	7
3.2 Definition.....	8
3.3 Affiliated Football safeguarding children policy statement .....	8
3.4 Children with Special Educational Needs and Disabilities .....	8
3.5 Types of abuse .....	8
4.0 Safeguarding Adults at Risk .....	13
4.1 Legislation .....	13
4.2 Definition.....	13
4.3 Types of abuse .....	13
4.4 Further types of abuse.....	15
4.6 Prevent .....	15
5.0 General information.....	17
5.1 Responsibilities and accountabilities.....	17
5.2 Governance structure.....	17
5.2.1 Senior Safeguarding Manager (SSM) .....	17
5.2.2 Club Head of Safeguarding .....	18
4.2.3 Club Safeguarding Officer .....	18
5.2.4 Designated Safeguarding Officer (DSO) .....	19
5.2.5 Head Coaches, Managers, Tutors and Session Leaders.....	20
5.3 Information sharing .....	21

5.3.1	What information to share .....	22
5.3.2	Who to share information with.....	23
4.3.3	Flowchart of when and how to share information .....	24
5.4	Confidentiality.....	24
5.5	Retention and storage of data.....	25
6.0	Procedure.....	25
6.1	Responding to and reporting concerns .....	25
6.1.1	If a member of staff is suspected.....	26
6.2	Contact Numbers .....	28
6.3	Recording .....	28
6.4	Codes of conduct .....	29
6.5	Staff (paid and volunteer) .....	30
6.5.1	Safer recruitment incl. DBS .....	30
6.5.2	Supervision, Support and Training.....	30
6.6	Working with Partners .....	31
6.3	Links to Other organisational Procedures .....	32
Appendix A	Safeguarding Referral Form.....	33
	<b>Part A – to be filled in by the staff member making the report.....</b>	<b>33</b>
	<b>Please complete this form with detail and facts as pass to the DSO as soon as possible.</b>	
	.....	33
	<b>Part B – to be filled in by the Designated Safeguarding Officer or Manager.....</b>	<b>35</b>
Appendix B	Useful Contacts.....	38

## Document Control

### Revision history

Version	Status	Revision date	Author	Summary of changes
0.1	draft	23/11/17	Helen Evans	First draft
0.2	draft	31/5/18	Helen Evans	Updated with Managing Director comments and LSCP
1.0	final	26/7/18	Helen Evans	Updated info sharing
1.1	final	13/6/19	Helen Evans	Updates from EFL on policies

### Review and approvals

This document requires the following approvals:

Name	Signature	Title	Date of issue
Angus Kinnear		Managing Director	1/8/19

### Distribution

This document has been distributed to:

Name	Title	Date of issue	Version

## 1.0 Introduction

### 1.1 Support from the Managing Director

Leeds United acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk and is fully committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Football Association requirements.

Leeds United will make sure that all children, young people and adults at risk have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

Leeds United has established policies and procedures for safeguarding children, young people and adults at risk for the Foundation, Academy, Ladies and match day teams that are underpinned by the understanding that safeguarding is everybody's responsibility.

All staff and volunteers will receive training and support in the delivery of the safeguarding policy and procedures to ensure we maintain a safe and positive environment and are empowered to listen to concerns and act accordingly.

Angus Kinnear  
Managing Director  
Leeds United FC

### 1.2 Policy Statement

This overarching policy and procedure has been developed as a reference and tool to be used by all staff, volunteers, sessional workers, participants, trustees and board members and must remain central to the activities of Leeds United.

All young people and adults at risk should be made aware of their rights, how we keep them safe while attending Leeds United activities and how to let us know if something occurs that we should be aware of. This will be done in a variety of ways including, but not limited to:

- Parent / player handbooks
- The policy on the club website
- Posters throughout our facilities
- Team App
- Through our staff / coaches
- Inductions & training

More detailed policies and procedures have been developed for the Foundation, Academy, Ladies and match day teams that reflect their specific activities and the relevant policy and procedure must be read in conjunction with this policy.

### 1.3 Aims/objectives

The aims for the Safeguarding Policy and Procedure are:

- To promote and prioritise the safety and wellbeing of children / young people and adults at risk;
- To ensure everyone understands their roles and responsibilities in respect of safeguarding and have access to appropriate learning opportunities to enhance their knowledge of safeguarding – both identification of abuse and the reporting processes should there be a cause for concern;
- To ensure appropriate action is taken in the event of concerns being identified, and to ensure support is provided to the person who raises or discloses the concern;
- To ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- To ensure that appropriate people are employed by Leeds United.

The objective of the policy and procedure is to recognise that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, gender or sexual orientation, socio-economic background, all children and adults at risk:

- Have a positive and enjoyable experience attending activities organised by Leeds United in a safe and person-centred environment;
- Are protected from abuse;
- Are listened to and supported should a cause for concern be expressed.

Abuse can affect anyone regardless of whether they are a child, young person, or adult at risk and it is important to look out for the welfare of everyone and speak up if something does not feel quite right. If you are concerned that a child, young person or adult at risk is at risk of or is experiencing abuse or neglect then follow the procedure set out within this document.

### 1.4 Monitoring and review process

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

- Changes in legislation and/or government guidance
- As required by the Leeds Safeguarding Children Partnership (LSCP) or Adults Board (LSAB), UK Sport, West Riding County FA, Premier League and Football League
- As a result of any other significant change or event.

The Policy and Procedure will be reviewed by the Club Safeguarding Manager, who is the member of staff with responsibility for Safeguarding.

The safeguarding Policy and Procedure should be checked against the online section 11 audit tool to ensure compliance with the latest legislation:

<https://www.leedsscp.org.uk/Practitioners/Section-11/Online-Section-11-audit>

An annual safeguarding report will be presented to the Board which will include:

- Proposed amendments to the Policy and Procedure following the annual review;
- Anonymised report showing safeguarding concerns and outcomes;
- Results of any mystery visits to sessions

The Safeguarding Policy and Procedure will also be included in the annual staff appraisals to ensure all staff are aware of the document and what it means to their role. This will also allow staff to feedback on any areas of concern or potential improvements to the policy.

## **2.0 References**

Guidance for this document has been taken from information provided by the following organisations:

The Child Protection in Sport Unit

Leeds Safeguarding Children Partnership

English Football League

Section 11 Children Act

Anne Craft Trust

## **3.0 Safeguarding Children and Young People**

### **3.1 Legislation**

The responsibilities for the safeguarding of children and young people are primarily established by:

The Education Act 2002

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

SEND Code of practice guidance 2015

Protection of Freedoms Act 2012

### 3.2 Definition

The abuse of children and young people is defined as:

*“A form of maltreatment; somebody may abuse or neglect by inflicting harm or failing to act to prevent harm. Children may be abused in a family, in an institutional or community setting by those known to them or, more rarely by others. They may be abused by an adult or adults, another child or children”*

(Glossary, Working Together to Safeguard Children, 2018)

A child or young person is defined as someone who has not yet reached their 18<sup>th</sup> birthday. This status is not changed in any circumstances, such as living independently or working in the armed forces, being in further education or in hospital.

### 3.3 Affiliated Football safeguarding children policy statement

*‘Every child or young person, defined as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of everyone involved in football. Football recognises its responsibility to safeguard the welfare of all children and young people by seeking to protect them from physical, sexual or emotional harm and from neglect or bullying. Affiliated football is therefore committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities, whether involved in grassroots or professional football.’*

### 3.4 Children with Special Educational Needs and Disabilities

Leeds United will make sure that all children, young people and adults at risk have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

In line with the SEND Code of practice 2015 Government guidance, the club will work with other providers to ensure that SEND children and young people will get the best experience that can be offered.

### 3.5 Types of abuse

The four main categories of abuse:

#### **Physical abuse**

Actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child. May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **Emotional abuse**

Actual or likely severe adverse effect on the emotional, cognitive or behavioural development of a child caused by persistent or severe ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category should only be used where it is the main or sole form of abuse.

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may include imposing unrealistic expectations on children which do not relate to their age or stage of development.

## **Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can be perpetrated by adult males, women or other children.

## **Neglect**

Ongoing failure to meet the basic needs of children and/or adults at risk. Neglect may involve; failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect them from physical and emotional harm or danger, or the failing to ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to, basic emotional needs.

In an Activity setting, it may involve failing to ensure that children and/or adults at risk are safe and adequately supervised or exposing them to unnecessary risks.

Further forms of abuse can include:

## **Child sexual exploitation**

A form of Child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a Child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.

## **Peer-on-peer abuse**

Children and young people can be taken advantage of or harmed by adults and by other Children. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between Children and within Children's relationships (both intimate and non- intimate).

### **Grooming**

Grooming is defined as developing the trust of an individual and/or their family for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming can happen both online and in person.

### **Radicalisation**

The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children and/or adults at risk for the purposes of involvement in extremist activity is a serious safeguarding issue.

### **Female genital mutilation (FGM)**

Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act makes it illegal to practise FGM in the UK or 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.

### **Bullying**

Repeated behaviour intended to intimidate or upset someone and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

### **Cyberbullying**

The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. By definition, it occurs among Children. When an adult is the victim, it may meet the definition of cyber harassment or cyberstalking.

### **Bullying as a result of any form of discrimination**

Bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'.

### **Poor practice**

This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of the child and/or adult at risk are not afforded the necessary priority compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing them in potentially compromising and uncomfortable situations, failing to ensure their safety, ignoring health and safety guidelines, giving continued and unnecessary preferential treatment to individuals.

### **Hazing**

Any rituals, initiation activities, action or situation, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional well-being of Vulnerable Groups.

### **Infatuations**

Vulnerable Groups may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware, that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. Staff should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes aware that a Child or Adult at Risk may be infatuated with him/ her, or with a colleague, should discuss this at the earliest opportunity with the Club Designated Safeguarding Officer (or the Club Senior Safeguarding Manager in his/her absence).

### **Domestic violence**

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged sixteen or over, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass but is not limited to psychological, physical, sexual, financial, emotional abuse and so-called 'honour' based violence.

### **Fabricated or induced illness**

Fabricated or Induced Illness is easiest understood as illness in a child which is fabricated by a parent or person in loco parentis. The child is often presented for medical assessment and care, usually persistently, often resulting in multiple medical procedures. Acute symptoms and signs of illness cease when the child is separated from the perpetrator.

### **Forced Marriage**

A marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities or children, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial and sexual pressure. A Forced Marriage is different from an arranged marriage, which is a marriage entered into freely by both parties, although their families take a leading role in the choice of partner. The Anti-social Behaviour, Crime and Policing Act 2014 made it a criminal offence (which can result in a sentence of up to 7 years in prison) to force someone to marry.

## **Private fostering**

A privately fostered child is a child under 16 (or 18 if disabled) who is cared for by an adult who is not a parent or close relative where the child is to be cared for in that home for 28 days or more. Close relative is defined as “a grandparent, brother, sister, uncle or aunt (whether of the full blood or half blood or by marriage or civil partnership) or step-parent”. A child who is Looked After by a local authority or placed in a children’s home, hospital or school is excluded from the definition. In a private fostering arrangement, the parent still holds Parental Responsibility and agrees the arrangement with the private foster carer. A child (as per definition above) placed with a host family for 28 days or more is in a private fostering arrangement and therefore the club will work with host families and should inform and work with the local authority ensuring that they meet legislative and local procedural requirements and ensure the DSO is aware.

## **County Lines**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and adults at risk to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines, and includes for instance children forced to work on cannabis farms or to commit theft.

The above points are intended to be of assistance to those who come into contact with Children/Young People. These should not be taken as a comprehensive guide, similarly the presence of one or more factors does not prove that a child has been abused. However, these factors may indicate further investigation is needed - by the appropriate trained person in conjunction with official agencies. Staff and volunteers need to be aware that Children/Young People who have suffered from abuse (e.g. sexual) may engage in similar behaviour with their peer groups.

When abuse of a child is alleged to have been carried out by another child or young person it is important that the safeguarding procedures as laid down by Leeds United are followed in respect of both the victim and the alleged juvenile perpetrator.

Staff and volunteers should be aware that the presence of an indication of abuse is not proof that abuse is actually taking place. It is not the responsibility of staff or volunteers to decide that child abuse is occurring but it is their responsibility to follow through, according to the set procedures, any concerns they may have.

## 4.0 Safeguarding Adults at Risk

### 4.1 Legislation

The statutory responsibility to safeguard adults is established by the Care Act 2014. The Act introduced legislation to protect and support people who need it most, prioritising their wellbeing, needs and goals.

### 4.2 Definition

The term 'Adult at Risk' is now more commonly used in place of 'Vulnerable Adult', as 'Vulnerable Adult' may wrongly imply that some of the fault for the abuse lies with the victim.

The Care Act 2014 defines an adult at risk as:

- Someone over the age of 18 who has a need for care and support (whether or not those needs are being met);
- Someone who is experiencing or is at risk of neglect or abuse;

As a result of the above needs, the adult is unable to protect himself or herself against the abuse or neglect, or the risk of it.

### 4.3 Types of abuse

The abuse of adults at risk can take many forms, including:

#### **Physical Abuse**

This includes assault, hitting, slapping, pushing, and misuse of medication, restraint or inappropriate physical sanctions

#### **Sexual Abuse**

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts including violent acts, to which the adult has not consented or was pressured into consenting.

#### **Psychological or Emotional Abuse**

This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks

#### **Neglect or Acts of Omission**

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

## **Financial Abuse**

Financial and material abuse is a crime. It is the use of a person's property, assets, income, funds or any resources without their informed consent or authorisation. It includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

## **Organisational Abuse**

The abuse resulting from the manner in which a service is provided. It includes poor practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

## **Domestic Abuse**

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. Also including 'honour-based' violence, forced marriage and female genital mutilation.

## **Modern Slavery**

Modern slavery encompasses slavery, human trafficking, forced labour, domestic servitude and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

## **Self-Neglect**

This covers a wide range of behaviour such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as collecting possession in large amounts.

## **Discriminatory**

Discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender.

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone a person comes into contact with, either within or outside of the club. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.

- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.

#### 4.4 Further types of abuse

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues relating to children and adults at risk. Academy staff and volunteers can access government guidance as required on the issues listed below via [www.gov.uk](http://www.gov.uk) and other government websites:

- |   |                               |
|---|-------------------------------|
| • Children missing education                                      | • Mental health               |
| • Child missing from home or care                                 | • Mate crime                  |
| • Drugs   | • Missing children and adults |
| • Faith abuse   | • Preventing radicalisation   |
| • Gangs and youth violence  | • Radicalisation              |
| • Gender-based violence / violence against women and girls (VAWG) | • Relationship abuse          |
| • Hate  | • Sexting                     |
| • Honour based violence   | • Trafficking                 |

Further information can also be found in the Leeds City Council ‘one minute guides’ produced by Children’s Services: <https://www.leeds.gov.uk/residents/one-minute-guides>

Staff and volunteers working with children are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child.

#### 4.6 Prevent

The Government’s Prevent Strategy defines extremism as:

*“Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces”.*

The Leeds United Academy takes the Government Prevent Strategy seriously. In an effort to safeguard our participants and ensure they are able to live in circumstances consistent with the provision of safe and effective care we have taken action to enable vulnerable children to have optimum life chances. Our policy will ensure;

- Staff are aware of the Prevent strategy and the dangers of Radicalisation and Extremism.
- All staff are Prevent trained to an appropriate level
- The promotion of these British values to our participants is embedded into our programmes.
- An environment that fosters healthy debate and secular views is encouraged.
- Staff are able and willing to challenge radical or extremist comments.

Leeds United defines British Values as values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Our policies and practice reflect the fundamental rule of inclusion and equality for all. We respect our player's opinions and value each child's uniqueness. We promote fair play, and hold our Codes of Conduct in high regard to protect the sanctity and safety of our environment.

There are a number of behaviours which may indicate a person is at risk of being radicalised or exposed to extreme views. These include:

- Spending increasing time in the company of other suspected extremists.
- Changing their style of dress or personal appearance to accord with the group.
- Day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Possession of materials or symbols associated with an extremist cause.
- Attempts to recruit others to the group/cause.
- Communications with others that suggests identification with a group, cause or ideology.
- Using insulting or derogatory names for another group.
- Increase in prejudice-related incidents committed by that person – these may include:
  - Physical or verbal assault
  - Provocative behaviour
  - Damage to property
  - Derogatory name calling
  - Possession of prejudice related materials
  - Prejudice related ridicule or name calling
  - Inappropriate forms of address
  - Refusal to co-operate

- Attempts to recruit to prejudice related organisation
- Condoning or supporting violence towards others

Should any member of staff be concerned that signs of radicalisation and extremism have been identified, then they should report this to the DSO. Where it is recognised that an individual (child or adult) is indeed at risk of radicalisation and involvement in extremist activity, a referral should be made to the local authority's Channel Programme through the DSO. If as part of this identification a child or young person is put at risk (either through their own direct involvement or that of someone else e.g. parent / carer), the DSO should share their concerns with the Duty and Advice team (children's or adult safeguarding team) to discuss further.

Channel is a multi-agency partnership that develops a proportionate package of support and interventions to draw a vulnerable individual away from becoming radicalised and involved in extremist activity. Channel in Leeds can be contacted by emailing: [prevent@leeds.gov.uk](mailto:prevent@leeds.gov.uk).

## 5.0 General information

### 5.1 Responsibilities and accountabilities

All members of Leeds United staff and volunteers share in the responsibility for the protection of children / Young People and Adults at Risk. All staff and volunteers must know who the Designated Safeguarding Officer is and what they are required to do if they detect any cause for concern, or if they suspect that abuse is taking place.

All staff and volunteers must:

- Be familiar with the safeguarding policy and procedure;
- Be familiar with, and follow the operational procedures and protocols for safeguarding children / young people and adults at risk; and
- Know who to contact and how to raise concerns. Any causes for concern should be reported to the Designated Safeguarding Officer, who will be appropriately trained to work within the LSCP and LASB procedures.

All participants will have access to an independent person for advice and will be informed about national and local telephone helpline numbers.

### 5.2 Governance structure

#### 5.2.1 Senior Safeguarding Manager (SSM)

A SSM will be appointed from the Board and have designated responsibility for Safeguarding at a strategic level. Any concerns raised will be brought to the attention of the SSM through regular meetings and as a matter of urgency when the concerns are serious. The DSO and relevant senior staff will be notified of the appointment and given direct access to the SSM to report any concerns.

SSMs will be required to undertake safeguarding training appropriate to their role a minimum of every two years and receive at least annual updates on developments in the field.

SSMs are required to be responsible for:

- Supporting staff, including the DSO, who make their own referrals;
- Liaising with the case manager/LADO regarding allegations.

### 5.2.2 Club Head of Safeguarding

To provide effective Club-wide strategic leadership and management with a clear sense of direction and purpose that assists the Club to develop and deliver its safeguarding strategy, vision, values, priorities, policies and aims to promote and protect the welfare of vulnerable groups.

The Club Head of Safeguarding will have the overall responsibility for safeguarding within the club, Foundation, Academy, match day and Ladies sections. In addition to specific safeguarding duties for LUFC, this will include:

- a) Ensure Club compliance with statutory obligations under relevant legislation and the Premier League's safeguarding Rules by providing robust and evaluative evidence.
- b) Work closely with and report on a regular basis to the Club senior management lead for safeguarding.
- c) Work closely with HR and heads of departments to develop and implement safer recruitment and induction practices across the organisation.
- d) Continuously work to maintain, embed and improve the Club's safeguarding provision ensuring the highest standards for safeguarding vulnerable groups.
- e) Manage the development, implementation, promotion and review of the Club's safeguarding vulnerable group policies, practices and good practice guidelines.
- f) Named lead member of staff to manage safeguarding incidents, concerns and allegations.
- g) To support the DSO in carrying out their role.

The Club Head of Safeguarding is Sue Watson:

[Sue.watson@leedsunited.com](mailto:Sue.watson@leedsunited.com)

0113 367 6067

### 4.2.3 Club Safeguarding Officer

To support the Head of Safeguarding to pro-actively promote and raise safeguarding awareness and assist with responding appropriately to safeguarding incidents, concerns and allegations.

Duties include:

- a) To work with the Head of Safeguarding to implement and promote the Club's safeguarding policies and procedures for children, young people and adults at risk within their department, updating as required.
- b) Contribute to maintaining and improving the Club's safeguarding provision.
- c) Advise others working with vulnerable groups on the implementation of organisational policies and procedures to safeguard and promote the welfare of vulnerable groups.
- d) Ensure staff understand their individual responsibilities to safeguard and promote the welfare of vulnerable groups.
- e) Act as a source of safeguarding support, advice and expertise within the department.
- f) Support colleagues to respond appropriately to concerns about the welfare or safety of vulnerable groups.
- g) To give direction and guidance to staff in respect of safeguarding incidents, concerns and allegations and assist the Head of Safeguarding with managing these.
- h) Assist the Head of Safeguarding to maintain accurate and confidential information by developing and maintaining a secure reporting and recording process to be used by the club.
- i) Pro-actively promote and raise safeguarding awareness, including the development and maintenance of a robust training schedule and training package to cover all staff and board members.
- j) Produce regular reports on safeguarding to ensure board members are kept informed of issues and general data associated with safeguarding.
- k) To represent the club at relevant safeguarding forums.

The Club Safeguarding Officer is Helen Evans:

[safeguarding@leedsunited.com](mailto:safeguarding@leedsunited.com)

#### 5.2.4 Designated Safeguarding Officer (DSO)

The DSO will provide a lead for safeguarding within the Foundation, Academy, Ladies and match day teams. The DSO is responsible for ensuring that the Club has in place safeguarding policies as well as procedures that outline the process for reporting concerns, allegations or disclosures regarding the welfare of a Child/Young Person or Adult at Risk.

In carrying out the Safeguarding Policy and Procedures the Designated Safeguarding Officer will: -

- a) Ensure all of The Leeds United employees and volunteers who are in regular unsupervised contact with Children/Young People and Adults at Risk have been satisfactorily screened through the DBS process.
- b) Ensure that all staff and volunteers attached to Leeds United are aware of and trained in The relevant Safeguarding Policy and Procedures.
- c) Keep and monitor effective records relating to the Safeguarding Policy and Procedure, reporting these to the Club Safeguarding Officer;
- d) Be prepared to amend bad practice.
- e) Receive, seek advice, and take appropriate action by referral where necessary on any complaints received.
- f) Ensure the confidentiality of the child, young person or adult at risk at all times.
- g) Liaise with the appropriate agencies and organisations, including Leeds Children/Young People's Social Care and Adult Social Care and the Football League on all referrals.
- h) Provide support to any Children/Young People, Adults at Risk, parents, guardians, staff or volunteers where necessary in relation to the Safeguarding Policy and Procedure.
- i) Permit appropriate access to records by the Leeds Children's' or Adult Social Care, The F.A. Premier League, the Football League and any other authorised agencies.

The DSO should be contacted in the first instance, should a safeguarding concern be raised by a member of the staff or public.

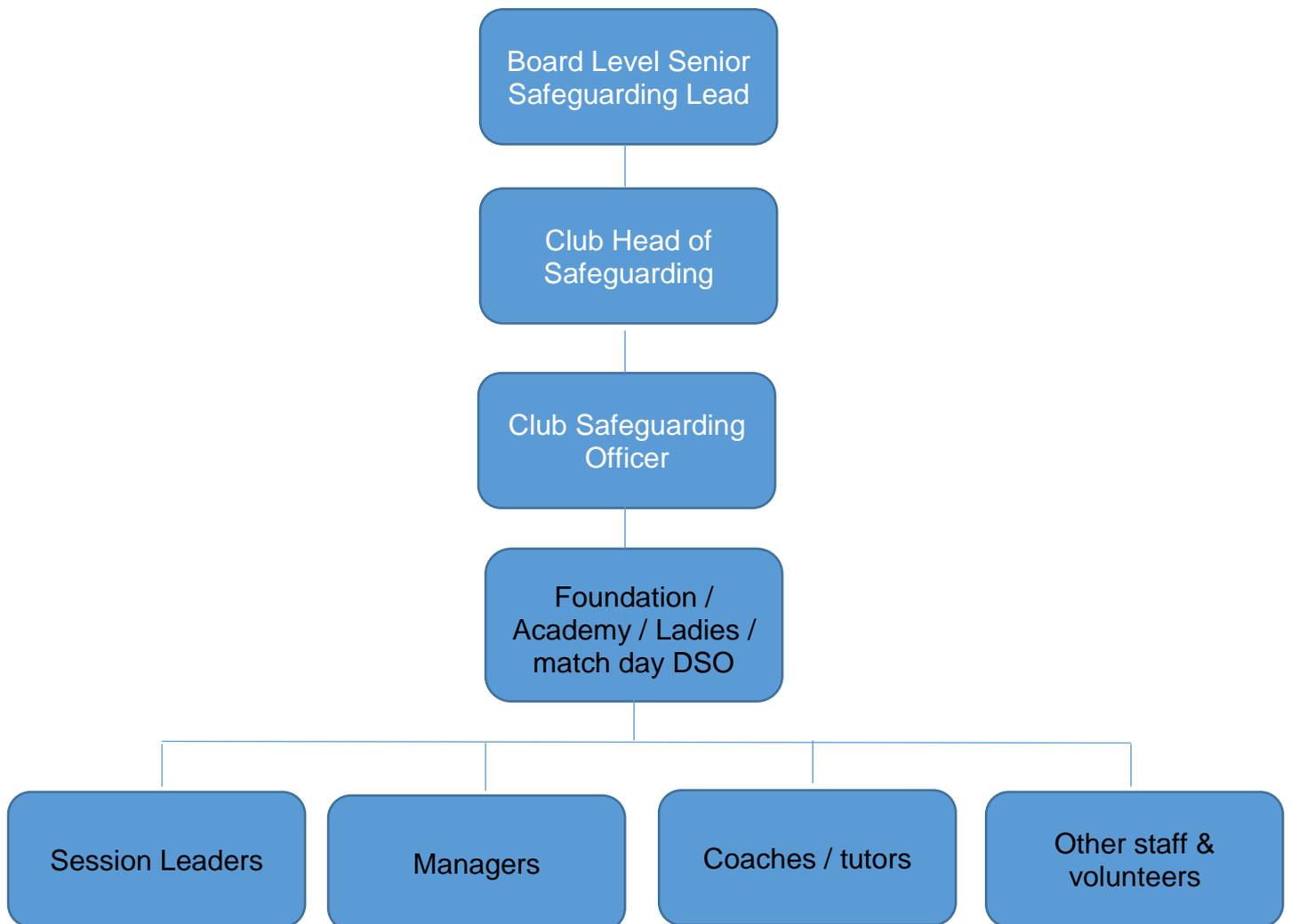
### 5.2.5 Head Coaches, Managers, Tutors and Session Leaders

Head Coaches, Managers and Session Leaders are responsible for ensuring their staff and volunteers are aware of, and abide by, the safeguarding policy and procedures. They will identify training needs and provide support and guidance.

They will ensure that where they and their staff work directly with children, young people and adults at risk, they will have a sound working knowledge of relevant legislation and guidance.

Each Head coach, manager or leader of a session will act as the first point of contact should there be a safeguarding concern, providing support and guidance to the member of staff or public who raised the concern in contacting the DSO and ensuring the correct procedure is adhered to.

The lines of accountability are shown below:



### 5.3 Information sharing

Advice from the LSCP and CPSU underlines that effective joint working can be undermined by poor communication and several Serious Case Reviews have highlighted poor information sharing as a factor. For this reason, Working Together 2018 is absolutely clear that “Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.” To keep children safe, information needs to be shared appropriately so that decisions can be made to protect them.

However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

Whereas all staff should be aware of the Data Protection Act 1998, GDPR and the club's Data Protection Policy, further considerations need to be made when considering safeguarding.

### 5.3.1 What information to share

Whenever Leeds United receives information that raises concerns about a child or children, decisions need to be made about information sharing. Advice from the CPSU confirms this could include:

- concerns about a child received within or outside the sport;
- concerns about a person in a position of trust, such as a coach – this could include information on a Disclosure & Barring Service (DBS) check;
- concerns about a member of the club;
- concerns about a delivery environment, such as an event location or hosting arrangements

It is important that safeguarding information is shared in an appropriate and timely fashion. **In the event of a safeguarding concern, a member of staff should discuss it with the DSO in the first instance to establish the need to share information when there are concerns about a person.**

The Government guidance; 'Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers - July 2018', describes the '7 Golden Rules' of information sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

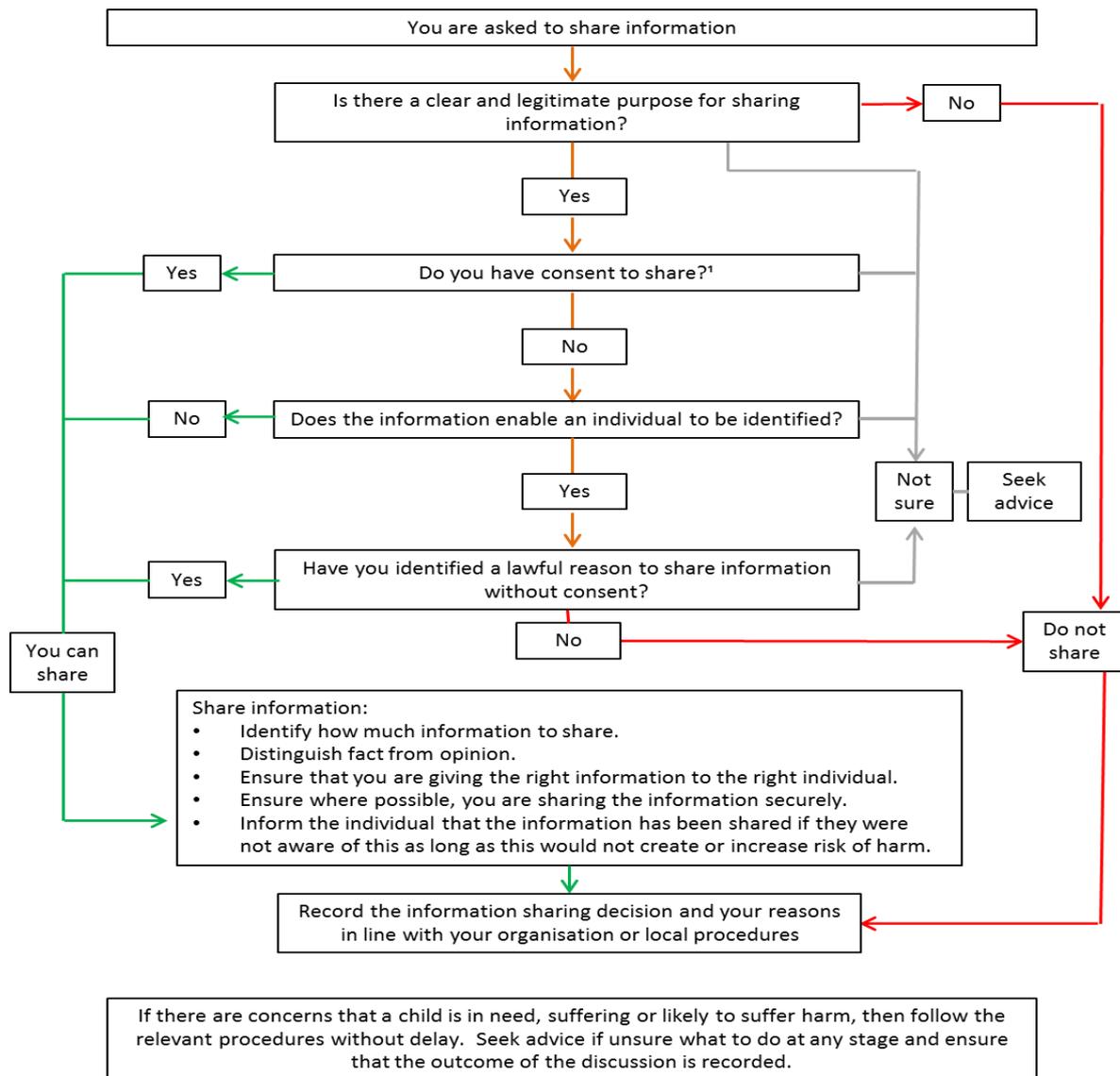
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

### 5.3.2 Who to share information with

Part of the decision-making process will include consideration about who to share information with. This could include:

- Statutory organisations – the Police and/or Children’s Services must be informed about child protection concerns; Designated Officers should be consulted where there are concerns about someone in a position of trust.
- Disclosure & Barring Service – must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.
- Other clubs and other sports organisations, including the parent club – informing other organisations need to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.
- Individuals within the organisation – this will be decided on the basis of who needs to know what information in order to keep children safe according to the principles below.

### 4.3.3 Flowchart of when and how to share information



1. Consent must be unambiguous, freely given and may be withdrawn at any time

Further detail on information sharing can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

## 5.4 Confidentiality

Participants may trust a staff member / volunteer with issues of a personal nature. Whenever possible their confidences should be respected. Examples of this may be personal difficulties at school/college, relationships, or home. However, Staff and volunteers must be alert to the information in 4.3 where there is immediate danger or concern or they need to respond to a disclosure, and therefore must not make promises on confidentiality that they may be unable to keep.

Programmes such as NCS or school delivery provide opportunities for young people to develop trusting relationships with other young people and with staff / volunteers. Young people may communicate information (of a personal but non-abuse or poor practice nature) that is difficult for the staff member to deal with, without further advice / support. In this case the staff member should seek the consent of the participant in order to try to support them to access appropriate advice or guidance. For example, this may include; information on access for further education opportunities, independent living or the benefits system.

## 5.5 Retention and storage of data

Confidential records should be sent to the club DSO at [safeguarding@leedsunited.com](mailto:safeguarding@leedsunited.com). The Club DSO will retain the confidential records in a safe/secure setting in case they may be required for further investigation, including Strategy Meetings or prosecution, at a later date. Data must be kept in line with GDPR, NSPCC and NCS Trust Guidance.

Current guidance advises:

- Records should be kept 7 years following the last contact with a child
- If concerns have been raised about an adult's behaviour around children, the records should be kept in their personnel file either until they reach the age of 65 or for 10 years - whichever is longer (IRMS, 2016). This applies to volunteers and paid staff.
- Records should be kept same amount of time regardless of whether the allegations were unfounded. However if it is found that allegations are malicious the record should be destroyed immediately.

## 6.0 Procedure

### 6.1 Responding to and reporting concerns

Staff and volunteers may become aware of abuse in a variety of ways including: -

- You may have a suspicion.
- A third party may have a suspicion or report an incident to you.
- Gossip particularly by the peer groups or other parents.
- The participant may tell you.

Staff and volunteers, who become aware of abuse, or allegation of abuse, must carry through the procedures as laid down in this policy. If any member of staff is concerned that poor practice or abuse may be occurring, they must refer the matter immediately to the DSO.

The DSO will discuss the concern with you to form a view about whether the concern should be raised as a safeguarding concern. The role of the DSO is to help staff clarify the cause for concern. As part of the discussion, as well as considering which type of abuse your concerns are about, the following questions may be useful:

- Has the child, young person or adult at risk been harmed?
- Are you clear about the immediate cause for concern?
- Why do you suspect abuse or neglect? What have you seen or been told?
- To what extent does the person appear to be at risk of abuse or neglect?

If you suspect a crime has been committed then you should be aware of the need to preserve evidence e.g. not touching or moving anything.

The DSO will support you in making a record of your information and will help you to decide how to progress with it. If it is decided that the concern needs to be passed on, the DSO will do so by phoning either the Adult Social Care or Children's Social Care Contact Centre public line.

If your concern is not related to safeguarding, the DSO will not raise a safeguarding concern. There may, however, be other appropriate action or signposting which may be helpful, including ringing the Leeds city Council Contact Centre for advice or looking at disciplinary or procedural measures.

Whether you raise a safeguarding concern or not, it should be recorded. Conversations with the child, young person or adult at risk **MUST** be recorded and eventually written up on the Safeguarding Referral Form.

All information relating to alleged abuse must be dealt with on the basis that the information will be shared only with the people who need to or must know. The complainant should be made aware of the basis on which information will be shared.

In the event of the DSO referring an issue to the Social Services Community Team or the Emergency Duty Team, Leeds United must provide a report to the Football Association and inform The Leeds United Board via the Club Safeguarding Manager.

**If the DSO is unavailable for any reason, all matters should be dealt with by nominated person in each team and the Club Safeguarding Manager.**

#### 6.1.1 If a member of staff is suspected

The DSO will inform the CEO / manager who will liaise with the SSM and Local Authority Designated officer (LADO). Leeds United must provide a report to the Football Association and inform The Leeds United Board via the Club Safeguarding Manager.

#### 6.1.2 If the DSO is suspected

The staff members forming such suspicions must go to the CEO / manager and SSM who must inform the LADO immediately. Leeds United must provide a report to the Football Association and inform The Leeds United Board via the Club Safeguarding Manager.

### 6.1.3 If the SSM is suspected

The staff members forming such suspicions must go to the CEO / manager and SSM who must inform the LADO immediately. Leeds United must provide a report to the Football Association and inform The Leeds United Board via the Club Safeguarding Manager.

The protection of children/young people and adults at risk is the paramount concern at all times. The above procedure should not prevent staff from taking urgent protective action or obtaining medical treatment for children/young people or adults at risk in cases of emergency

### 6.1.3 Peer on Peer Abuse

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be 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.

When there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' a bullying incident should be addressed as a child protection concern under the Children Act 1989. Where this is the case, staff should discuss with the designated safeguarding officer and report their concerns to their local authority children's social care and work with them to take appropriate action. Full details can be found in Part 1 of Keeping Children Safe in Education.

However, external support can be given to children whether or not it is deemed a child protection concern. Even where safeguarding is not considered to be an issue, the club may need to draw on a range of external services to support the pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a child engaging in bullying.

All reports of peer on peer abuse should be taken seriously and should be reported to the DSO and relevant manager as soon as possible for investigation and for appropriate action to be taken. The procedure for bullying should be followed in all cases. As with other forms of abuse, the correct course of action is to report to the emergency services should the incident be life threatening.

Where the incident involves 'sexting' then the following guidance should be followed: [UKCCIS Guidance: Sexting in schools and colleges, responding to incidents, and safeguarding young people.](#)

The protection of children/young people and adults at risk is the paramount concern at all times. The above procedure should not prevent staff from taking urgent protective action or obtaining medical treatment for children/young people or adults at risk in cases of emergency.

## 6.2 Contact Numbers

If in doubt about whether to make a referral, **CONSULT**, and consult early, with those who have the statutory responsibility, the knowledge and the expertise. If the DSO or CEO are unavailable:

For further advice, consult the **FA/NSPCC Child Protection Helpline:**  
**0808 800 5000.**

If the child / young person or adult at risk is in **immediate danger**, and you require the police or an ambulance call:

**999 or 101**

To raise a concern:

**0113 222 4401 Adults at Risk**

(Out of hours emergency: 07712 106 378)

**0113 222 4403 Children / Young People**

(Out of hours emergency: 101)

**0113 376 0336 Duty and Advice Line** for professionals working with children

(Out of hours emergency: 0113 376 0469)

## 6.3 Recording

Staff may become aware of abuse in a variety of ways including:

- You may have a suspicion.
- A third party may have a suspicion or report an incident to you.
- Gossip particularly by the peer groups or other parents.
- The child or adult at risk may tell you.

If an incident or allegation is brought to the attention of staff or volunteers you should:

- Reassure the child/young person or adult at risk. Do not panic – stay calm.

- Do not ignore because of other factors at that moment in time, what the child or adult at risk is telling you.
- Listen to what the child says and show that you take seriously what is being said.
- Allow only one adult to talk to the child and record the information provided.
- Enlist the help of another adult as a witness. Involve the person with the legal responsibility for the child as soon as possible.

Staff, who become aware of abuse, or allegation of abuse, must carry through the procedures as laid down in this Safeguarding Policy and Procedure and report the concern to the DSO who will support you in making a record of the incident and help you decide how to progress with it.

When reporting a concern you have about a child, young person or adult at risk, it is useful if you have the following information. If you do not have this information, then you should still let the DSO know about your concern, as it may provide additional information to an already emerging picture. You should not be tempted to investigate the concerns. That is the role of safeguarding professionals. It is better to take the approach “if in doubt, report it”. The DSO, they will pass the information on as appropriate.

- Date, time and location of the alleged incident and/or disclosure of the concern;
- Details of exactly what you have been told (if you can, you should record the person’s own words) and/or exactly what you have witnessed;
- The appearance and behaviour of the child, young person or adult at risk and any injuries they may have sustained as a result of the alleged incident.

Once you have raised your concern with the DSO, you may be asked to provide additional information or to clarify your concerns, either by them or by the appropriate professional who responds to the concern.

The DSO will record the concern and report to the Board as appropriate. The concern will then be logged with the Club Safeguarding Officer. Guidance on the retention and storage of safeguarding records can be found here; <https://thecpsu.org.uk/resource-library/2013/guidance-on-child-protection-records-retention-and-storage/>

## 6.4 Codes of conduct

Codes of conduct are applicable to all staff, volunteers, participants and their parents or carers. These will be agreed before commencing work for the Leeds United Foundation or before participating in Leeds United Foundation activities. The codes of conduct will ensure that everybody involved in the activities of the Leeds United Foundation are aware:

- What behaviour is acceptable and unacceptable;

- The standards of practise expected when working on behalf of The Leeds United Foundation;
- What the basis is for challenging and improving practise.

Where practicable, the Codes of Practice should be discussed and agreed prior to an activity or period of employment commencing.

## 6.5 Staff (paid and volunteer)

### 6.5.1 Safer recruitment incl. DBS

Leeds United operates a safer recruitment policy which insists that all staff working on regulated activity have (and keep up to date) the FA Safeguarding Children qualification alongside a current DBS.

A DBS check is normally done for new staff, according to the guidelines set out by the CPSU: <https://thecpsu.org.uk/media/298545/defining-supervision-and-ra-guidance-rev-jan17.pdf>

This is recorded on a single central record kept up to date by the DSO. Should a DBS check show a criminal record, then the DSO and CEO will make a decision, following a risk assessment which shall be ratified by the SSM, as to whether the potential member of staff should be employed. This decision will be recorded and kept with the staff member's record.

Staff safeguarding responsibilities are included in their job descriptions.

### 6.5.2 Supervision, Support and Training

Safeguarding is an important part of the induction for new members of staff, including Board Members. This covers an introduction to the Policy and Procedure.

All staff will have completed the FA Safeguarding Children qualification on commencement of their contract.

Compulsory training will be provided for all staff and volunteers on an annual basis, regarding the safeguarding Policy and Procedures, with emphasis on good practice, and the recognition of abuse on an annual basis.

Relevant staff, in charge of activities will attend the FA Welfare Officer Training. Further training will be available to staff, dependant on their role as follows:

	Induction	FA safeguarding children	Meeting updates	Annual refresher	FA Welfare	CPD	Specific
No contact with participants / trustees	√	√	√	√			
Regular contact with participants but no responsibility for the activity	√	√	√	√			
Volunteers	√	√	√	√			
Regular responsibility for participants – supervised or unsupervised	√	√	√	√	√	√	
Overnight responsibility for participants	√	√	√	√	√	√	overnight operation procedures
DSO	√	√	√	√	√	√	LCSB / LASB training and updates
SSM	√	√	√	√	√	√	EFL SSM training
Managers / Board Members	√		√			√	Board updates and escalations

Further training needs will be identified through appraisals and ongoing mentoring.

Safeguarding will be a regular item on team meeting agendas.

The safeguarding Policy and Procedure will be available on the club website and as such, available to staff and participants and their parents / carers.

## 6.6 Working with Partners

Service level Agreements (SLA) are in place for all the projects Leeds United deliver e.g. after school sessions.

Where a project is to be delivered on a school premises the school's own safeguarding policy must be followed. This would also apply if using other premises, such as Leeds City Council or University owned.

Should a concern be made in respect of a member of staff then the Leeds United Safeguarding Policy and Procedure must be followed.

In the event of a disagreement, the Leeds United Safeguarding Policy and Procedure must be followed and will take primacy in the event of a difference of opinion on how the concern should be managed. Wording to this effect must be included on all SLA's.

### 6.3 Links to Other organisational Procedures

The Safeguarding Policy and Procedure is developed in conjunction with wider club policies via meetings held with other departments quarterly. The Safeguarding Policy and Procedure must therefore be read in conjunction with other policies and procedures within the organisation – these include:

- Foundation / Academy / Ladies / Match day Safeguarding Policies and Procedures
- Health & Safety Policy
- Equity Policy
- Data protection Policy
- Disciplinary Policy
- Safer Recruitment Policy
- Complaint policy
- Whistleblowing Policy
- Anti-Bullying Policy

# Appendix A Safeguarding Referral Form



**LEEDS UNITED**<sup>®</sup>

## Safeguarding Report

**LEEDS UNITED FOOTBALL CLUB**

ELLAND ROAD, LEEDS, LS11 0ES

Tel: 0871 334 1919

[www.leedsunited.com](http://www.leedsunited.com)

Calls to 0871 numbers cost 9p per minute plus network extras

### Part A – to be filled in by the staff member making the report

**Please complete this form with detail and facts as pass to the DSO as soon as possible.**

Your Name:

Your Position

Child's/young person /  
adult at risk's name:

Child's/young person / adult at risk's address:

Child's/young person/ adult at risk's date of birth:

Your knowledge of and relationship to the child/young person/ adult at risk:

Nature of the concern/allegation:

Date(s), time(s) and location(s) of any incident(s):

Observations made by you or to you (e.g. description of visible bruising, other injuries, comments made or emotional state etc):

N.B Make a clear distinction between what is fact, opinion or hearsay

Exactly what the child/young people/ adult at risk said and what you said (Remember, do not lead the person – record actual details. Continue on separate sheet if necessary):

Details of key witnesses – statements should be attached to this form:

**Actions taken so far:**

contact no. / age

Signed:

Date:

-----

**Part B – to be filled in by the Designated Safeguarding Officer or Manager**

Any further action taken (e.g. none required / disciplinary action / example of poor practice / reported to police / school / social care etc):

External agencies contacted (date and time):

**POLICE:**

YES/NO If yes – which:

Name and contact number:

**Details of advice received:**

**CHILDREN OR ADULT SOCIAL CARE:**

YES/NO If yes – which:

Name and contact number:

**Details of advice received:**

**THE FOOTBALL ASSOCIATION / EFL**

YES/NO If yes – which:

Name and contact number:

**Details of advice received:**

**LOCAL AUTHORITY DESIGNATED OFFICER**

YES/NO If yes – which:

Name and contact number:

[Empty rectangular box]

**Details of advice received:**

[Empty rectangular box for details of advice received]

YES/NO If yes – which:

[Empty rectangular box for YES/NO response]

Name and contact number:

[Empty rectangular box for name and contact number]

**Details of advice received:**

[Empty rectangular box for details of advice received]

Print Name:

Signed:

Date:

## Appendix B Useful Contacts

**FA/NSPCC Child Protection Helpline:**

**0808 800 5000.**

If the child / young person or adult at risk is in **immediate danger**, immediately call:

**999 or 101**

**To raise a concern:**

**0113 222 4401 Adults at Risk** (and to raise a concern about adults working with adults at risk)

**(Out of hours: 07712 106 378)**

**0113 222 4403 Children / Young People**

**(Out of hours: 101)**

**Local Authority Designated Officer:**

to raise a concern about adults working with children:

[LADO@leeds.gcsx.gov.uk](mailto:LADO@leeds.gcsx.gov.uk)

**Child Protection in Sport Unit:**

<https://thecpsu.org.uk/>

**The FA Policy on Safeguarding:**

<http://www.thefa.com/football-rules-governance/safeguarding/policy-downloads>

**EFL Safeguarding Guidance:**

<https://www.efl.com/siteassets/efl-documents/efl-guidance-to-member-clubs--trusts---safeguarding-children-and-young-p....pdf>

**FA Safeguarding Team:**

**0800 169 1863**

[Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)

**WRCFA Safeguarding Support and Advice:**

<http://www.westridingfa.com/welfare>

**Guidance on the retention and storage of safeguarding records:**

<https://thecpsu.org.uk/resource-library/2013/guidance-on-child-protection-records-retention-and-storage/>

**Safeguarding Adults Board:**

[www.leedssafeguardingadults.org.uk](http://www.leedssafeguardingadults.org.uk)

**Leeds Safeguarding Children Partnership:**

[www.leedsscp.org.uk](http://www.leedsscp.org.uk)

**Modern slavery / Human Trafficking Concern:**

**08000 121 700**

**PREVENT:**

[prevent@leeds.gov.uk](mailto:prevent@leeds.gov.uk).

**Information sharing:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)

**Safer Leeds (Domestic Violence)**

Aiming to ensure people affected by domestic violence are safe and feel safe.

[www.leeds.gov.uk/domesticviolence](http://www.leeds.gov.uk/domesticviolence)

**Female Genital Mutilation:**

<https://www.leedsLSCP.org.uk/Practitioners/FGM>

**Leeds Domestic Violence Service:**

24 hour helpline for support, information and referrals

**0113 246 0401**

**Karma Nirvana:**

Helpline for forced marriages and honour based violence UK

**0800 5999 247**

### **Anti-Social Behaviour Contact Centre**

Access point for support in relation to anti-social behaviour.

**0113 222 4402**

[www.leeds.gov.uk](http://www.leeds.gov.uk)

### **The Forced Marriage Unit**

Part of the Foreign and Commonwealth Office, provides a wealth of information, multi-agency practice guidelines and an advice line for victims, their friends, relatives and professionals.

Tel: 0207 008 0151

[www.fco.gov.uk/forcedmarriage](http://www.fco.gov.uk/forcedmarriage)

### **The Ann Craft Trust**

Safeguarding Adults

**0115 951 5400** |

**Email** [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

**Web** <http://www.anncrafttrust.org/safeguarding-adults-sport-activity/>