



THE LEEDS UNITED

**SAFEGUARDING POLICY AND
PROCEDURE**

Safeguarding Children, Young People and Adults at Risk

Version 1.0

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Document Control

Revision history

Version	Status	Revision date	Author	Summary of changes
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Review and approvals

This document requires the following approvals:

Name	Signature	Title	Date of issue

Distribution

This document has been distributed to:

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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.

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.

1.5 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 Policy

3.1 Safeguarding children & young people

3.1.1 Legislation

The responsibilities for the safeguarding of children and young people are primarily established by the Children Act 1989, Children Act 2004; The Education Act 2002 and Working Together to Safeguard Children, 2015 and Keeping Children Safe in Education'(2016)

3.1.2 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, 2015)

A child or young person is defined as someone who has not yet reached their 18th 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.

3.1.3 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.'

3.1.4 Types of abuse

There are four different 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

Actual or likely persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, failing to meet a child's basic physical and/or psychological needs resulting in the significant impairment of the child's health or development, including non-organic reasons for failure to thrive. The persistent, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

Whilst it is difficult to give a full comprehensive guide to signs which can indicate abuse, staff and volunteers need to be aware of the following points as indications of possible abuse:-

- Bruises and injuries untypical of football activity;
- Children/Young People become reluctant to remove a tracksuit, or even to shower;
- An unawareness or denial of any injury
- Reluctance to give information or failure to mention previous known injuries;
- Constant presence of minor injuries;
- Uncharacteristic changes in the child's behaviour, attitude and commitment;
- Gossip from the peer group;
- Nervousness when approached or touched;
- Fear of particular adults – especially those with whom a close working relationship would normally be expected;
- Inappropriate sexual behaviour and awareness, including language and behaviour, according to that expected at the child's age;
- Children/Young People who spend a lot of time on their own and who find difficulty mixing with their peer groups;
- Underweight, poor skin colour (pink/purple mottled skin) and swollen limbs with sores that are slow to heal;
- Low self-esteem and a distinct lack of confidence;
- Attention seeking behaviour including a pre-occupation with sexual matters;
- Injuries to genital or anal areas;
- Unexplained or suspicious injuries such as bruising, bites or burns, particularly if situated on a part of the body not normally prone to such injuries
- The child says that she or he is being abused, or another person says they believe (or know) that abuse is occurring
- The child has an injury for which the explanation seems inconsistent or which has not been adequately treated
- The child's behaviour changes either over time or quite suddenly and he or she becomes quiet and withdrawn or alternatively becomes aggressive
- Refusal to remove clothing for normal activities or keeping covered up in warm weather
- The child appears not to trust particular adults, a parent or coach with whom she or he would be expected to have, or once had, a close relationship;
- Inappropriate sexual awareness or behaviours for the child's age.

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.

3.2 Safeguarding Adults at Risk

3.2.1 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.

3.2.2 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.

3.2.3 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.

3.3 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 and other government websites:

- Bullying including cyber bullying
- Children missing education
- Child missing from home or care
- Child sexual exploitation (CSE)
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based violence / violence against women and girls (VAWG)
- Hate
- Honour based violence

- Mental health
- Mate crime
- Missing children and adults
- Private fostering
- Preventing radicalisation
- Radicalisation
- Relationship abuse
- Sexting
- 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>

Academy 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.

4.0 General information

4.1 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.

4.2 Governance structure

4.2.1 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.

4.2.2 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

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

4.2.4 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.

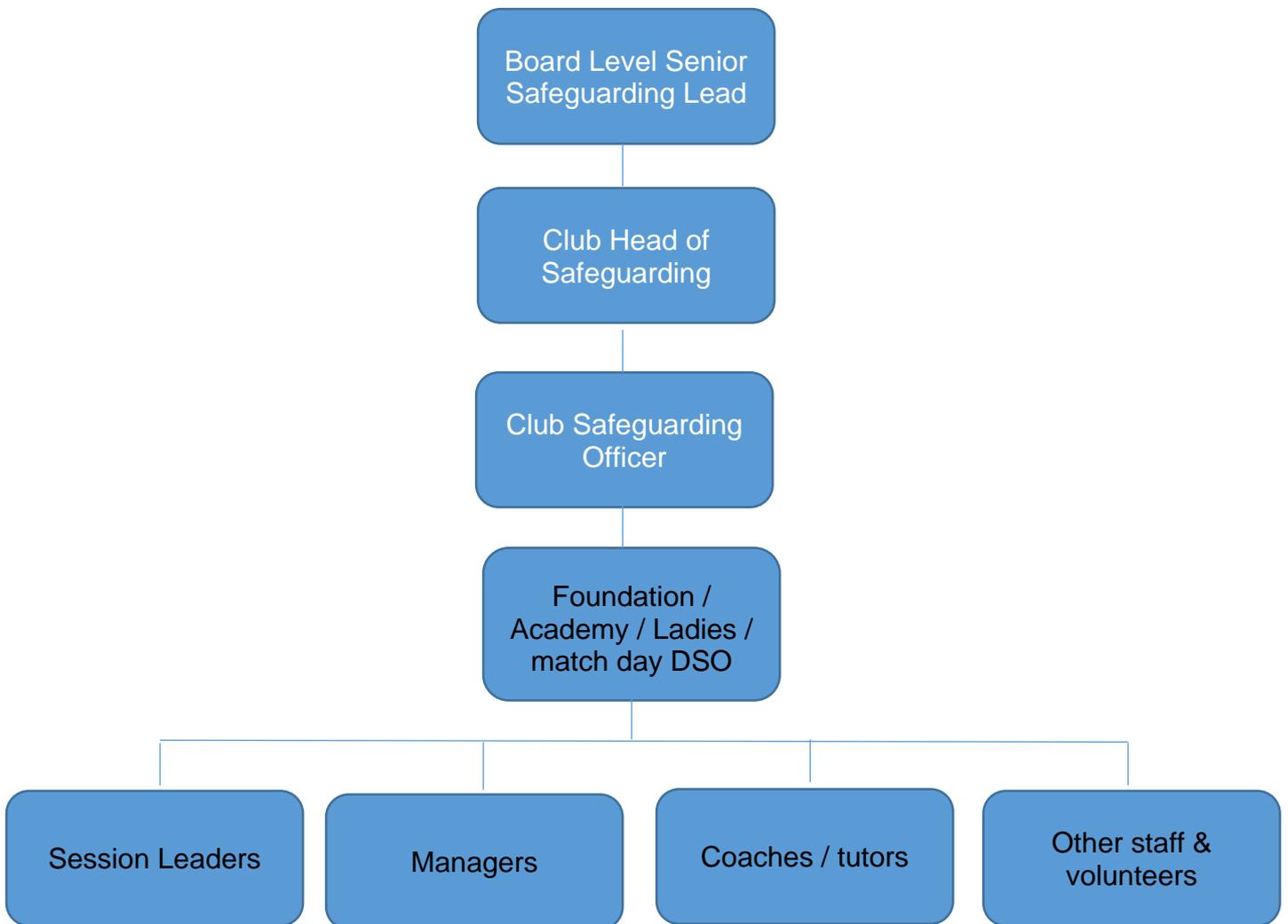
4.2.5 Head Coaches, Managers, Tutors and Session Leaders

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:



4.3 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 2015 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.

4.3.1 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.

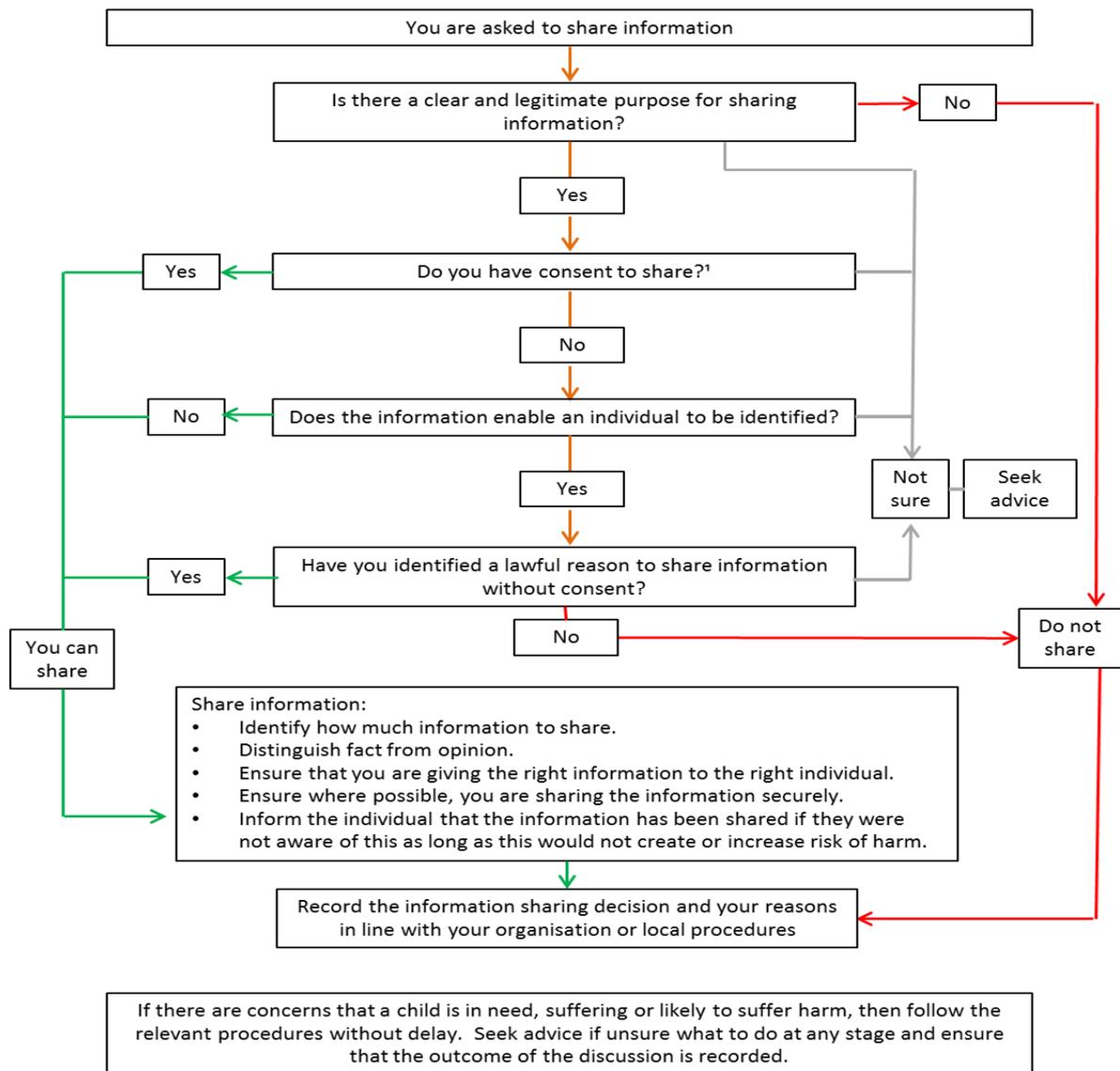
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share 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.

4.3.2 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

5.0 Procedure

5.1 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 cross council safeguarding lead officer 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.

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.

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.

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.

5.2 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)

5.3 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

Appendix A Safeguarding Referral Form

LEEDS UNITED SAFEGUARDING REFERRAL FORM

Please complete this form with detail and facts.

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):

Actions taken so far:

External agencies contacted (date and time):

POLICE:

YES/NO If yes – which:

Name and contact number:

Details of advice received:

YES/NO if yes – which:

Name and contact number:

Details of advice received:

THE FOOTBALL ASSOCIATION

YES/NO If yes – which:

Name and contact number:

Details of advice received:

LOCAL AUTHORITY

YES/NO If yes – which:

Name and contact number:

Details of advice received:

YES/NO If yes – which:

Name and contact number:

Details of advice received:

Print Name:

Signed:

Date:

If this incident has been reported to Social Services a copy of this form must be sent to Social Services within 24 hours of the telephone report.

Remember to maintain confidentiality on a need to know basis – only share it if it will protect the person concerned. Do not discuss this incident with anyone other than those who need to know.

If this incident involves a person who is involved in football in any capacity then a copy of this form must be sent to The F.A. Child Protection Administrator.

This Referral Form is to be completed by the designated safeguarding officer within the club or organization as, when and if incidents occur. The form identifies the essential information that needs to be recorded if an incident occurs (i.e there is a disclosure from a young player, or an allegation is made) and should be kept by the designated officer. On receiving an allegation or disclosure, the designated officer should complete the form with the key witnesses involved. If Social Services are involved, then a copy of the form should be sent to the case officer at Social Services following a telephone report. Please also ensure that a copy is forwarded to the Head of Education and Child Protection at The Football Association, The Football Association will hold definitive records in a safe and secure place. This will enable The Football Association to monitor incidents and develop best practice in the handling of incidents.

NB All information of a personal and confidential nature should be held in line with data protection regulations.

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

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

WRCFA Safeguarding Support and Advice:

<http://www.westrindingfa.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

Leeds Safeguarding Children Partnership:

www.leedsscp.org.uk

Modern slavery / Human Trafficking Concern:

08000 121 700

PREVENT:

prevent@leeds.gov.uk.

Information sharing:

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

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

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

The Anne Craft Trust

Safeguarding Adults

0115 951 5400 |

Email ann-craft-trust@nottingham.ac.uk

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