



BIRMINGHAM CITY FC COMMUNITY TRUST – SAFEGUARDING ADULTS AT RISK POLICY

The Board of Trustees at Birmingham City FC Community Trust (The Trust) acknowledges and accepts it has a statutory obligation and responsibility for the wellbeing and safety of all adults at risk, children and young people who participate in the Trust’s activities or utilise The Trust’s facilities. This policy applies to all services, activities and programmes of the Community Trust which involve direct contact with children or adults at risk.

The Trust’s Safeguarding Adults at Risk Policy applies to senior managers and all staff, paid or volunteer, sessional workers, agency staff, interns / students or anyone working on behalf of The Trust and will be given to all adults working with our participants and beneficiaries.

The welfare of the all those who take part in activities and programmes delivered by the Trust is paramount and all the workforce and volunteers working at The Trust have a ‘duty of care’ to safeguard the welfare of children, young people and vulnerable adults by creating safe environments that protect them from harm. The policy may also be supplemented by in-service training and additional guidance which will be tailored to specific roles.

Designated Safeguarding Lead for BCFC Community Trust	Antony Isherwood
Deputy Safeguarding Lead	Paul Virgo
Designated Safeguarding Officer	Craig Gill
Lead Trustee Safeguarding	Sue Whitehouse
Birmingham City FC Safeguarding Services Manager	Danetta Powell
Safeguarding Base Officer and Administrator	Sharron Atkins

DATE AND REVIEW

This safeguarding policy will be reviewed annually by the Community Trust and Board of Trustees, following a major incident or in line with organisational or legislative change.

Date of Policy:

Signed by.....on behalf of the Board of Trustees

Review date:

Updates/ Amendments

November 2019 – P14 – Section 14 – Critical incidents added

November 2019 – P1 and P26 – BCFC Safeguarding Manager details

June 2020 – WhatsApp Policy – P23 and Appendix 6 / Appendix 7 – Updated Staff Code of Conduct



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SAFEGUARDING STATEMENT

Birmingham City Football Club Community Trust are committed to ensuring that all adults at risk involved in their programmes and activities enjoy a positive and respectful environment where they are actively protected from harmful experiences under the Safeguarding Vulnerable Groups Act 2006.

This policy has regard to The Care Act (2014)

The policy recognises the Club's obligations and duty of care when working with adults at risk as set out in national legislation, statutory guidance and sector guidance

The Trust will ensure that all staff are made aware of the Safeguarding Adults at Risk Policy as part of their induction process and this will be supplemented by CPD and in-service training

1.LEGAL FRAMEWORK - RULES AND REGULATIONS

Birmingham City FC Community Trust is governed by the rules and regulations set out in the Safeguarding Vulnerable Groups Act 2006

The Community Trust is fully committed to ensuring that the best practice recommended by these bodies is employed throughout the activities of The Trust. The Trust also has a responsibility to maintain regular dialogue with relevant services.

2.SAFEGUARDING ADULTS AT RISK POLICY

The Birmingham City FC Community Trust Safeguarding Adults at Risk Policy underpins all the activities delivered, for the safe participation of adults at risk. This policy will be reviewed annually and at any time there is a statutory legislative or organisational change or following any safeguarding incidents, concerns or allegations where the policy is found to need updating to ensure the aims and key principles are still being met. All policy documents and reviews will be put before the Trust board for approval at the next board meeting.

3.DEFINITIONS

The Care Act (2014) defines an adult at risk as: someone over the age of 18 who has a need for care and support and/or a person, over the age of 18, who is experiencing or is at risk of neglect or abuse.

An "Activity" means any activity or series of activities arranged for Adults at Risk by or in the name of The Trust. These are deemed to be regulated and therefore activate the required levels of Disclosure Barring Checks.



4.THE AIMS OF THE TRUST’S SAFEGUARDING ADULTS AT RISK POLICY ARE:

- To safeguard all adults at risk who participate in the activities and programmes delivered by the Trust
- To demonstrate best practice in the safeguarding of Adults at Risk.
- To develop a positive and pro-active welfare programme to enable all adults at risk to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout The Trust by ensuring responsible adults who come into contact with our adults at risk provide good models of behaviour.
- To ensure all staff are alert to the signs and indicators of abuse and causes of abuse.
- Reducing the potential risks that young people may face of being exposed to disclination, victimisation, extremism, violence or exploitation.
- To provide a safe environment in which adults at risk can participate

The key principles underpinning this policy are:

- The welfare of the adult at risk must always be the paramount consideration.
- All adults at risk have a right to be protected from abuse regardless of age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All allegations of abuse or poor practice will be taken seriously and responded to efficiently and proportionately.
- To ensure that coaches, parents and other adults who come in contact with adults at risk display positive behaviours.
- All staff and volunteers share the responsibility for the protection of adults at risk
- The additional vulnerability of disabled adults (including those with invisible disabilities, learning and communication differences) is recognised.
- Confidentiality will always be maintained appropriately and the adult’s safety, and welfare must be the overriding consideration when making decisions on whether to share information about them.
- The Trust will support all adults at risk involved in the Trust to understand their roles and responsibilities regarding safeguarding adults at risk
- The Trust will ensure that all staff and volunteers have access to learning and training opportunities appropriate to their role to enable them to make informed responses regarding safeguarding concerns

5.ACCOUNTABILITY

In line with the UK Government guidance, Safeguarding Vulnerable Groups Act 2006, a senior Board level lead will take a lead role in the Community Trust’s safeguarding arrangements. This means that the Board of Trustees, at BCFC Community Trust, must take an active responsibility for safeguarding alongside the senior management team and all other staff members. This active role of the Trustees will ensure that the charity is compliant in safeguarding standards

The Board of Trustees will appoint a named Trustee as the Board lead for safeguarding at BCFC Community Trust.

The Community Trust will ensure that Safeguarding is everyone’s responsibility.



6.SAFEGUARDING SERVICES OFFICER / DESIGNATED SAFEGUARDING OFFICER

The Club has a Safeguarding Services Manager (SSM) who has overall responsibility for the safeguarding of children, young people and adults at risk at Birmingham City FC.

The Trust has a Designated Safeguarding Lead (DSL) who has overall responsibility for the safeguarding of adults at risk at The Trust.

The deputy DSL will support the DSL within the role and deputise when the DSL is not available and will undertake the role of a DSO at all other times.

The Designated Safeguarding Officer (DSO) is the contact point for Safeguarding adults at risk in The Trust and will undertake regular monitoring and risk assessments of activities involving children, young people or adults at risk.

The Community Trust have also implemented a safeguarding base officer to collate information regarding incidents and to ensure adherence to the reporting process.

The Safeguarding Officers shall be responsible for designated activities and / or areas of work and shall report to the Designated Safeguarding Lead.

They will:

- ensure that all issues of Safeguarding are dealt with in line with BCFC Community Trust Safeguarding Adults at Risk Policy and Procedures.
- ensure that all staff appointed have been checked by the Disclosure and Barring Service (DBS) and are suitable and safe to work with adults at risk
- ensure that all concerns are reported, in full, on the correct reporting form and that all details and updates are sent to the Safeguarding Base Officer for collation and filing. This information will be passed to BCFC SSM to analyse trends across the Football Club, Academy and Community Trust.
- ensure that all staff are familiar with the BCFC Community Trust Safeguarding Adults at Risk Policy and Procedures.
- ensure that all staff receive initial Safeguarding Awareness Training.
- ensure that all the correct reporting forms are completed and sent to the DSL.
- provide support to any member of staff in respect of any Safeguarding issue or concern.
- seek advice on Safeguarding concerns or allegations.
- provide the necessary information to the DSL to refer Safeguarding issues or concerns to the Local Authority for an investigation to be initiated.



- seek the advice of the DSL at the Community Trust to ensure that, in the event of an allegation being made against a member of staff, the BCFC Community Trust Club Safeguarding Procedures are followed.
- be responsible for contacting the parents of an adult at risk involved in any Safeguarding or welfare issues if appropriate (i.e. not placing the adult at further risk).
- ensure all staff maintain their professional qualifications by attending FA Safeguarding Training and workshops.

The Community Trust DSL and DSOs will meet with The FC Club SSM on a quarterly basis to review incidents and to share information and best practice. Details of all issues and incidents will be presented to the Board by the SSM/DSO.

Anyone with a concern about an adult at risk's welfare should contact the Trust DSO directly or contact their line manager for advice in the first instance – details can be found at the end of this policy.

Any steps taken to support an adult who has a safeguarding vulnerability must be reported to the DSL.

Safeguarding information will always be dealt with in a confidential manner. Staff will be informed of any details which may be relevant to them supporting a child, adult at risk or a family.

Written records will always be kept recording what has happened; whom the information has been shared with and when this information was shared.

All records relating to safeguarding will be stored securely in a central place on the secure Community Trust drive. Access to this drive will be restricted to the DSL, DSO, Base Officer, Trustee Lead for safeguarding and Head of Community. All safeguarding information will be shared with the Football Club SSM.

These records will be kept for at least the period that adult at risk is attending our provision and beyond, in line with current data legislation.

Parents and carers will be made aware of any information that is held about the adult at risk and will be kept up to date regarding further concerns or developments.

Information which may put an adult at risk at risk of significant harm will NOT be disclosed to parents or carers.

The DSL and DSO will undergo training to provide them with the knowledge and skills required to carry out this role. There will be an expectation that DSL and DSO will attend regular Safeguarding meetings held by the Football Club.



7.HUMAN RESOURCES & DISCLOSURE

Recruitment

As part of the Trust's recruitment and selection process, offers of work for positions which involve working with children, young people or adults at risk are subject to a satisfactory Disclosure & Barring Service (DBS) Disclosure Records Check (DRB) at the level deemed suitable for the position offered and subject to appropriate references.

Any person who is regularly involved in caring for, supervising or training or being in sole charge of a child or young person, and at any time may have unsupervised contact is, deemed in law, to be in a position of trust.

A safer recruitment policy is in place and adopted and shared via Birmingham City FC.

8.PROCESS FOR DISCLOSURE & BARRING SERVICE CHECKING

New Appointments

All staff that are offered a position which involves working with children, young people and adults at risk, in regulated activity, will be required to complete a Self-Declaration Form and undertake an Enhanced DBS with a barred list check where appropriate.

All offers of work are subject to the outcome of the screening process and where applicable, this is set out in the initial job advertisement and the applicant's offer of work. Until a satisfactory DBS has been received, the member of staff will not be permitted to work with children.

All staff, including Trustees, in a position of trust will be required to undergo regular enhanced disclosure clearances every 3 years, as part of their contract. Should the duties of a person in a position of trust change or the works moves to another position, then they may be required to undergo further disclosure clearance depending on the nature of additional duties/new role.

The Trust have a safer recruitment policy and procedures in place to clearly define the recruitment and selection procedures that the Community Trust follows to ensure, as far as is reasonably practical, that it only recruits individuals that are deemed suitable to work with children and young people.(Appendix 1)

A single central record, for the purposes of safer recruitment, is maintained by the Community Trust.

All new members of staff will undertake a safeguarding induction. Staff will be informed of the systems within the Trust which support safeguarding and will include: The Safeguarding Policy, Safeguarding Adults at Risk Policy, Staff Behaviour Policy (Staff Handbook), Coaches Handbook and the procedures for reporting with a concern or issue.

Safeguarding will form part of the interview process.

The DSL or DSO will be involved in all staff and volunteer recruitment processes and will form part of the recruitment panel.

Should a DBS be received which has a recorded conviction, caution or involvement in any safeguarding related matter, a risk assessment will be carried out by the Safeguarding Services Manager, Trust Designated Safeguarding



Officer and Senior Manager at The Trust or Football Club HR Manager, to assess the information contained within the DBS.

The member of staff may also be asked to attend an interview prior to a recruitment decision being made. The Rehabilitation of Offenders Act and Protection of Freedoms Act should be considered in all cases before a final decision is made.

New Appointments who already have a DBS

If a new member of staff has been subject to a DBS check by their previous employer, the Trust will still require a further check either by new application or use of the DBS Update service.

Contractors

All external contractors engaged by The Trust must undergo a suitability test prior to commencing work. This will include evidencing the contractor's Safety Record, Safety Policy, Liability Insurance, Risk Assessment/Method Statement and details of Competent Person. On arrival at the Trust, the contractor will receive a site induction from The Trust DSO or Health and Safety Manager who covers Safeguarding adults at risk and give details of the Community Trust's expected code of behaviour.

Contractors are subject to regular inspection from Trust personnel. In the event of a Contractor carrying out work on an area that is usually occupied by adults at risk, this work, where possible, will be undertaken when adults at risk are not present.

Service Level Agreements / Partnership Agreements

The Trust's commitment to Safeguarding is outlined in any partnership agreements, service level agreements or any other agreements that are in place with any facility or service provider or for commissioned services insofar as those services relate to children, young people and adults at risk. Agreements will clearly define roles, responsibilities and procedures for safeguarding before, during and after the delivery of those services.

Temporary Staff and External Consultants

The Club will ensure that all temporary staff and external consultants sign a Self-Declaration Form where appropriate and, in any case, will not have unsupervised access to adults at risk during their time with the Club.

Any consultant or self-employed person working directly with adults at risk must provide a DBS check that meets criteria as stated by Safeguarding Services Manager and Football Club HR department and policy.

References

At least two references will be required. One reference should be from the applicants current or most recent employer. A reference which raises a concern should be referred to Michelle Daly (Head of HR) or Danetta Powell (Safeguarding Manager at BCFC).



Recruitment and Retention of ex-offenders

BCFC Community Trust is an equal opportunity employer and is fully committed treating all job applicants fairly and equally.

Selection for a role, whether employed or volunteering, will be based on ability, skills, knowledge and qualifications. A criminal record will not automatically bar a person from gaining a paid or voluntary position with BCFC Community Trust although the nature of the role and the circumstances and background of the offence will have to be considered.

Some job roles are exempt from the Rehabilitation of Offenders Act 1974 and if the role for which the Trust is recruiting is one of the excluded jobs, BCFC Community Trust will require the applicant to disclose all spent and unspent convictions and cautions. The Trust, at its discretion, may decline this applicant for this role.

For roles which are exempt, the Trust may seek documentary evidence about an individual's convictions, if an applicant with a conviction or caution is selected for a position. The Trust may seek to obtain a Criminal Record Certificate or an Enhanced Criminal Record Certificate from the Disclosure and Barring Service, as appropriate. Any offer of employment or volunteering will be made conditional until this documentation is received by the Trust. If the decision is made to withdraw a conditional offer of employment, BCFC Community Trust will discuss any matters revealed in the disclosure with the applicant prior to withdrawal.

Where a position requires a DBS check, this will be made clear to all applicants at the beginning of the recruitment process.

BCFC Community Trust accepts that a job applicant is not obliged to disclose spent convictions or cautions unless the job role is exempt from the Rehabilitation of Offenders Act 1974.

An applicant may be asked to disclose any unspent or existing convictions or cautions during the recruitment process. An applicant who has an unspent conviction and where the nature of the offence is relevant to the job role, the trust will review each case and, may, use its discretion and decline the person for the role.

The Trust reserve the right to withdraw an offer of employment or volunteering if an applicant fails to disclose information about a conviction or caution, which is unspent or exempt, during the recruitment process. This right also extends to work which has already commenced and which can be terminated by the Trust.

BCFC Community Trust may automatically bar a person from working with the Trust where the Protection of Children Act 1999, Criminal Justice and Court Services Act 2000 and/or the Care Standards Act 2000 applies. The Trust may also use its discretion if it is felt that a serious conviction may mean that the person will cause harm or re-offend.

The Trust will ensure that all information regarding an individual's caution, convictions or information in a disclosure is used and processed fairly and stored in line with the Data protection Policy. We will not retain information about an individual's criminal convictions for any longer than is required and will not share this information with any other employer or unauthorised third party.

Staff Training & Awareness

All employees of the Community Trust who, come into contact with adults at risk, will be issued with written guidance on the safeguarding procedures in place. The safeguarding Policy is available to all staff via the shared staff portal. Initial safeguarding information will be provided to new employees via the DSO and supported through the role of the Trust's Administration Manager who, together, will hold a specific Safeguarding & Safer Working Practice Induction with all new fixed-term, permanent starters and volunteers. During this induction the key elements of the Trust's Safeguarding Adults at Risk Policy will be discussed in more detail and specifically to the individuals' role.



All staff working in direct contact with adults at risk are required to complete the FA's 3-hour Safeguarding workshop and undertake a refresher course, as advised by the FA, at least once every 3 years. Details of all training qualifications and annual Trust refresher training are retained by the Trust's administration department.

A continual programme of Safeguarding Awareness courses is also provided by the Trust along with wider Football Club departments and colleagues to develop knowledge which are department specific.

9.EQUAL OPPORTUNITIES

Birmingham City FC Community Trust is committed to providing equal opportunities to staff and therefore a positive DBS will not necessarily result in a bar from work or volunteering. A copy of the policy on equal opportunities can be obtained from the Administration Manager or can be found in the staff handbook.

10.RECOGNISING ABUSE

Signs of Abuse

There are five main forms of abuse identified as follows, should you have any concern that abuse is occurring you should contact the Designated Safeguarding Lead immediately.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to an adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness.

Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanction.

Sexual Abuse

Sexual abuse involves forcing or enticing adults at risk to take part in sexual activities, not necessarily involving a high level of violence whether the adult at risk is aware of what is happening. The activities may involve physical contact, including penetrative acts such as rape or oral sex or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. Sexual abuse may also include non-contact activities, such as involving adults at risk in looking at, or in the production of, pornographic material or watching sexual activities or encouraging them to behave in sexually inappropriate ways or grooming an adult at risk in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males, women can also commit acts of sexual abuse.

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 to which the adult has not consented or was pressured into consenting.

Neglect

Neglect is the persistent failure to meet the basic physical and/or psychological needs, likely to result in the serious impairment of health and development for example: not providing adequate food, clothing, shelter (including exclusion from home or abandonment

It may also include neglect of basic emotional needs.



Self-Neglect

Self-neglect covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

The list above is not an exhaustive list of forms of abuse and staff must consider other possibilities in line with local multi-agency safeguarding procedures and policies; these may include:

- Hate crime
- Radicalisation (PREVENT)
- Human trafficking
- Harassment
- Female Genital Mutilation
- Dowry Abuse

Honour Based Violence (HBV) is an internationally recognised term describing cultural justifications for violence and abuse. HBV has the potential to be both a domestic violence and a child abuse concern.

Race and Racism

Racism can cause significant harm but is not considered to be abuse. Adults at risk from black and minority groups could potentially experience harassment, racial discrimination and institutional racism.

Forced Marriages

A Forced Marriage is an abuse of human rights and is one where one of the partners (more often the woman) is forced or coerced into marrying another. The force or coercion may be by direct or indirect threats, psychological intimidation or actual physical force.

Grooming

Grooming is when someone builds an emotional connection with an adult at risk to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Adults at risk can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female. They could be any age. Many adults at risk and young people don't understand that they have been groomed or that what has happened is abuse.

Online abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Adults at risk may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Adults at risk can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming) or it may be that the abuse only happens online (for example adults at risk to take part in sexual activity online). Adults at risk can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.



Historical Abuse

To the survivors of this abuse it is not historical, and it may be something which they still suffer from and have carried with them for a lifetime. BCFC Community Trust would seek to support any person coming forward to report any such matter.

Adults often report non-recent abuse to stop the offender abusing other children. Some feel that reporting gives them a greater sense of closure.

Deciding on when or whether to report can be very difficult. A person should never feel forced to take any action that they do not feel comfortable with. If a person does decide to report, they will be supported throughout the process. The more information that can be provided, the better, such as the victims' name and contact details, the name of the alleged perpetrator and the location and (approximates) dates that the abuse took place.

The survivors of this abuse can be directed to the same agencies as for recent abuse cases and can also be sign posted to the Football Association, Safeguarding lead at the Community Trust and the Safeguarding Services Manager at BCFC.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a adults at risk such as to cause severe and persistent adverse effects on the adult at risk's emotional development. It may involve conveying to an adult at risk they are worthless or unloved, inadequate, or valued only so far as they meet the needs of another person. It may include not giving the adults at risk opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on adults at risk. These may include interactions that are beyond the adults at risk's developmental capability, as well as over protection and limitation of exploring and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Bullying

BCFC Community Trust is committed to providing a safe environment for all staff and participants so that they can participate in our activities and programmes football in a caring and secure atmosphere.

Bullying of any kind is unacceptable and is regarded in football as a type of abuse. If bullying does occur, players, participants, staff and parents should be able to recognise this and know that incidents will be dealt with promptly.

Bullying is not always easy to define and can take many forms. The three main types are: physical, verbal and emotional including Cyber bullying causing adults at risk to feel frightened or in danger, or the exploitation or corruption of adults at risk.

Bullying may be the use of aggression with the intention of hurting another person which results in distress to the victim. Bullying will be unprovoked and repetitive and may be carried out by one person or a group.

This is not intended to be an exhaustive list but a guide as to the sort of behaviour which could give rise to a safeguarding concern. The examples provided do not prove that there is actual abuse occurring, but they do indicate that a closer look and possible investigation may be needed.



Staff should not limit their view of what constitutes abuse or neglect, as it can take many forms and the circumstances of the individual case should always be considered. Exploitation is a common theme in adult abuse.

All incidents of bullying should be reported to the DSO or other appropriate member of staff, who will then in turn report it to the Designated Safeguarding Officer or Designated Safeguarding Lead.

Types of Bullying

Emotional:

Includes but is not limited to, being unfriendly, emotional or physical exclusion, sending hurtful text messages or messages on a social network such as Facebook, Instagram or Twitter, and tormenting (hiding property or making threatening gestures, for example).

Physical:

Includes but is not limited to pushing, kicking, hitting, punching, or any other use of violence.

Verbal:

Includes but is not limited to name-calling, spreading rumours, sarcasm or teasing.

Racist:

Bullying because of, or focussing on, the issue of race.

Sexual:

Includes but is not limited to unwanted physical contact or sexually abusive comments.

Homophobic:

Bullying because of, or focussing on, the issue of sexuality. Victims of bullying may be smaller/weaker than their peers, larger than their peers, lacking in confidence, hardworking, or not conform to the group 'norm'

Bullying of any type will not be tolerated and any person(s) found guilty of bullying will face disciplinary action.

Signs and indicators:

A person may indicate by signs or behaviours that he or she is being bullied. Parents/carers, staff and volunteers should be aware of these possible signs and that they should investigate if a child:

- Says they are being bullied
- Is unwilling to go to sessions
- Becomes withdrawn, anxious or lacks confidence
- Feels ill before training sessions
- Comes home with clothes torn or training equipment damaged
- Has possessions go missing
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Bullies other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Bullying should be dealt with in line with the safeguarding concern reporting procedures. The DSO should be notified immediately.

11.RISKS THAT MAY INCREASE THE LIKELIHOOD OF ABUSE OCCURRING

There may be factors or certain situations which put adults at risk of abuse. Even if any of these factors or situations are present then it does not mean that abuse will occur, but it may mean that there is an increased risk.

- Isolation
- Living in the same household as an abuser
- A previous history of abuse
- The existence of financial problems
- A member of the household experiences emotional or social isolation
- Inappropriate physical or emotional environment e.g. lack of privacy and/ or personal space
- Where there has been a change of lifestyle e.g. illness, unemployment or employment.
- Dependence on others for personal and practical care
- Where a person is dependent upon another person to administer their money
- Where the adult at risk displays challenging or difficult behaviour
- A previous history of abuse

The Trust recognises that both participants and staff may become vulnerable at any time and risk factors may include bereavement, illness, breakdown of relationships and/or families.

12.CONSENT

The DSO should in general discuss any concerns with the adult at risk and where possible seek their consent to making any referrals. A referral should only be done where such discussion and agreement seeking will not place the adult at risk or others at increased risk of suffering significant harm. Consent is not required for adult protection referrals; the DSO would need to inform carers that you are making a referral as stated above, unless by alerting them you could be putting that adult at risk or others at risk.

13. ACCIDENT PREVENTION

To ensure the safety of all t risk who take part in the Trust's programmes and activities or who use the Trust's facilities, the Trust will aim to minimise the risk of accidents occurring and make certain that all activities are safe. Risk assessments will be put in place for all activities and procedures will be in place should an accident occur.

The Trust will:

- undertake a risk assessment of all venues and facilities and prior to all programmes and activities to highlight any actions that may be required to manage risks.
- Seek consent for relevant activities if required
- Check all equipment and resources used by children, young people, adults at risk, staff and volunteers and ensure that all staff and volunteers are trained to use the equipment safely. Supervision of participants using the equipment will be provided if necessary.
- Ensure that first aid boxes are available, regularly checked and properly maintained
- Collect relevant information relating to a participants health, allergies, medical or dietary needs and/or any other specific requirements
- Provide all staff with emergency contact details for all participants who are partaking in a Trust activity or programme and that at least one member of staff has access to a phone during the session.
- Log details of all accidents on an incident reporting form and in the Trust accident book in a timely manner
- Ensure that staff and volunteers have access to an emergency action plan which details contact numbers for local GPs, health centres and hospitals during every session.
- Have adequate insurance for all activities that it undertakes and this will be clearly displayed.
- Include training for all staff and volunteers on accident prevention and general health and safety.

14.CRITICAL INCIDENTS

A critical incident is an unplanned event or series of events which are sudden and unexpected and that result in death or serious harm to individuals or the wider community and where an effective response to manage the risk, threat or harm requires co-ordination by the Critical Incident Management Team and other authorities/services.

This also includes incidents such as an allegation of misconduct, a safeguarding disclosure or a near miss.

The Trust understands that when a critical incident occurs there is little time for reflective and inclusive decision making so emergency procedures are in place and reviewed regularly to ensure that the Trust is ready to be able to operate effectively in the case of a critical incident.

In the event of any critical incident the safety and well-being of the young people and Adults at Risk that we work with and their families is our priority. Immediate First Aid and Steps to contain the severity of the incident is of paramount importance.

The Trust will ensure that all staff will understand how to assess the severity of the situation, who to call for assistance and how to diffuse, control the crisis and access further help. Our procedures also include a debrief with the CIT once the safety of all the staff, volunteers and their families is assured. (Appendix 2)



Evacuation and Fire plans are in the offices and classrooms of the Community Trust. For all programmes which take place at venues in the Community, staff should have identified these procedures as part of their Risk Assessments and Emergency Action Plans and these should be announced as part of general housekeeping at the start of every session.

All staff on our programmes and sessions have emergency contact details for all participants as well as contact numbers for our Critical Incident Management Team.

The Trust Community Director acts as the Critical Incident Team Leader and will be the first point of contact.

15.SAFEGUARDING ADULTS AT RISK WHO ARE VULNERABLE TO RADICALISATION

On July 1st, 2015 the Government's PREVENT duty came into force to help protect vulnerable or susceptible people and communities from the risk of radicalisation.

There have been several attempts, both locally and nationally, to radicalise vulnerable adults to hold extreme views or to steer them into the ideology that is intolerant of diversity and leaves young person or adult open to future radicalisation.

BCFC Community Trust will provide training and information to be able to recognise vulnerability and mitigate the risks. Currently there are several factors that can make adults at risk vulnerable to radicalisation and if there are any such concerns about an adult at risk, a member of the Safeguarding team must be informed immediately.

Any concerns that any person may be at risk of radicalisation or terrorism involvement will be reported to the DSL.

More information can be found at:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Channel is a multi-agency partnership that evaluates referrals of individuals at risk of being drawn into terrorism. If a member of staff or volunteer is concerned that someone is at risk of radicalisation, they should inform the Community

Trust DSO immediately who will liaise with the Safeguarding Services Manager who is the lead for PREVENT at the Football Club.

16.LONE WORKING GUIDANCE

Lone working with adults at risk should only happen in exceptional circumstances and BCFC Community Trust will avoid the necessity for this to happen wherever reasonably practical.

If lone working is required procedures should be followed and Risk Assessments will need to be applied to protect the adult at risk. BCFC Community Trust will work to identify the risks of lone working and use the risk assessment to devise a plan to implement arrangements for working which provide safety for the employee and participants

Staff and volunteers who are required to work alone should take the following precautions:

- Inform another member of staff (preferably manager) that they are working alone and provide details of the time and location of the work
- Ensure that have a way to stay in contact with another person (i.e. mobile phone)
- Have all they equipment they require
- Ensure the working environment is safe and that exits, and entrances are identified in case of a fire
- Follow the guidance set by the manager and risk assessment
- Report any incidents or concerns to the manager or DSO immediately

BCFC Community Trust, to protect employees and participants, will ensure the following:

- Lone working will be avoided wherever practical
- One person can safely perform the role
- The lone worker understands the risks and procedures for lone working and will agree to follow these
- A lone workers whereabouts and situation will always be known by the Community Trust
- The lone worker can contact another person immediately if required
- The manager will carry out a check at the end of the lone working period to ensure no problems were encountered

17.GIFTS & FAVOURITISM

Staff should take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment (refer to the Trusts' 'Anti-Corruption and Bribery' policy for further details).

Similarly, it is not permitted for staff to give personal gifts to adults at risk This could be misinterpreted as a gesture either to bribe, or to single out the adult at risk. It might also be perceived that a "favour" of some kind is expected in return.

Any reward given to an adult at risk must first be agreed with the staff member's line manager as part of a structured reward system and not based on favouritism.

18.LATE COLLECTION POLICY

BCFC Community Trust will put in place principles and actions to minimise the occurrence of late collections of adults at risk by parents and carers. Parents and carers are made aware that the adult at risk should be collected no later than 30 minutes after the end of and activity.

All projects and programmes will have details of parents/carers contact details for all participants

Upon booking an activity, all parents and carers will be informed of the timetable for activities. Any changes to these will be notified to all parents/carers

Parents and carers will be informed that under no circumstances can the Community Staff members of staff or volunteers transport a person if the parent/carer is delayed.

Should a delay arise, the parent or carer can contact the Community Trust administration team who can communicate the details to the programme lead.

In the event of parent/carer not collecting an adult at risk, BCFC Community Trust staff will:

- Contact the parent/carer by telephone and if they are unsuccessful will attempt to contact the second emergency contact



- Wait with the adult at the venue, with one other member of staff, for up to 30 minutes
- Inform the parent/carer of the late collection policy upon arrival
- If the parent/carer fails to arrive after 30 minutes or there is no available adult to care for the adult at risk, staff should contact BCFC Community Trust DSO and the Police/Social Care.

19. USE OF IMAGES

Use of Images Policy

BCFC Community Trust is committed to its responsibility for keeping participants safe and will take all the necessary steps to prevent inappropriate images being taken and that images are never used inappropriately.

BCFC Community Trust understand that it is not an offence to take photographs or videos in a public space but any concerns about the photographs or footage being taken in a public space should be reported to the member of staff. This member of staff should immediately call the police if they have reason to believe an adult at risk is being put at further risk or the person taking the images or video is acting unlawfully.

Concerns raised about images or footage being taken on BCFC land should be reported the DSO immediately.

Parents and carers will be permitted to take appropriate photographs and footage of their own young person or adult. This policy includes all equipment which can be used for the purpose of taking photographic images or video footage and includes mobile phones and tablets.

The Football Club and Community Trust takes its guidance on the use of images from FA, PL and EFL guidelines.

BCFC Community Trust will ensure that:

- Parental/carer consent is sought prior to any images /footage being taken by a BCFC or BCFC CT approved person. Parents/carers will be responsible for informing the activity lead if there are any change in circumstances which may affect the consent.
- Parents and carers will be informed of how the images will be used.
- All adults at risk, featured in any publications or online, will always be dressed appropriately
- Any adult at risk under a court order will not be included in any images or footage
- No personal details will accompany an image or video
- Unsupervised access to an adult at risk or 1:1 photography is not permitted
- Focus will be on the activity rather than on the child or young person
- Photographs and video footage will represent the diversity of children and young people taking part in activities and programmes at BCFC Community Trust
- All necessary steps will be taken to ensure that no images are taken in showers, changing rooms or toilets.
- All photographs and recordings of adults at risk will be stored safely on the within the Community Trust Offices.

BCFC Community Trust will regularly engage the professional photographers from BCFC. This person will have a valid and current DBS and be briefed regarding consent and appropriate behaviour.

BCFC Community Trust will ensure that the club photographer is always identifiable by an ID badge and that parents and carers are aware that a professional photographer is in attendance. If a parent or guardian authorises a specific image of the adult that they are responsible for then they are deemed to have entered into a contract with the photographer which is separate to this policy.



ALL concerns or behaviour, by staff or volunteers, which breach this policy should be reported to the activity manager and DSO. Parents and carers are also encouraged to report their concerns or questions to the Community Trust DSO.

20. TRANSPORT

The Trust has a Transport Policy which should be followed when adults at risk are being transported on behalf of the Trust. Adults at risk shall be accompanied and supervised, at all times, by the activity leader. Only vehicles and drivers approved under the Trust's Transport Policy will be used to transport children.

Trips and Tournaments Policy

The aim of this policy is to ensure the safety of adults at risk who are taking part in a trip or tournament as part of the Community Trust's programme or activities.

BCFC Community Trust will ensure that all trips and tournaments are fully planned, including a detailed risk assessment and preparations and arrangements are communicated to parents/carers

BCFC CT will ensure the following:

- No participant undertakes any trip or tournament without written parental/carer consent
- At least one member of staff holds an emergency aid certificate and carries a fully stocked First Aid kit
- Ratios of staff to participants are met, giving consideration to the requirements of the participants involved, the degree of risk of the activity and whether there are any additional needs for the group of participants.
- A same sex group of participants will always include a same sex member of staff.
- Parents are aware of meeting points, destinations and arrival and depart times.
- All staff members carry a register and emergency contact details for all participants
- There is appropriate insurance in place including Public and Civil Liability, breakdown vehicle cover, personal accident and vehicle.
- Communicate to all adults at risk taking part in the trip and /or tournament the rules and expectations during the trip/tournament
- That all parents/carers:
 1. Know which staff will be accompanying their child
 2. Will have any questions or concerns addressed
 3. Will be given a point of contact for during the trip/tournament
 4. Have signed the appropriate consent forms

21. MEDICAL

There may be occasions where medical treatment is necessary during an activity or event. The Trust will ensure a level of medical cover is available during all its activities including at least one suitably trained Emergency Aider. All relevant and necessary medical information of participants will be treated in confidence but provided to the event lead if necessary, e.g. asthmatic participants. Specialist medical advice and further information must be sought when working with adults at risk who require additional support or have a disability so that the Trust can take every effort is made to meet these needs.

Parents/carers should be encouraged to provide additional information regarding changes in the adult at risk's life situation that may cause changes in behaviour e.g. bereavement

All incidents will be reported via the Incident Report Form and returned to the Community Administration Manager.



The Trusts accident book will always be completed and available to all staff via the Head of Community office.

22. GUIDELINES IN THE EVENT OF CONCERN

Highlighting Concern

Although the Trust is committed to doing the utmost to safeguard adults at risk from harm there may be occasions when a concern is raised.

“Abuse” and “neglect” are generic terms encompassing all ill treatment of adults at risk as well as cases where the standard of care does not adequately support their health or development needs. An adult at risk may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the adult at risk and may be of the same or opposite sex. There is often a common misconception that only a certain type of person can abuse but this is simply not the case – abuse can take place in any setting, by someone of either sex, of any sexual orientation and of any age.

23. RESPONDING TO A REPORT OR SUSPICION (Appendix 3/ Appendix 4)

Where possible, the DSO or person leading the programme or session should be contacted as early as possible, however, it is recognised that an individual may need to respond to a situation immediately. The following guidelines offer help and support in responding to abuse or a suspicion of abuse:

Do:

- Treat any allegations extremely seriously and act, at all times, towards the adult at risk as if you believe what they are saying, although do not directly say the words “I believe you”.
- Tell the adult at risk they are right to tell you.
- Reassure the adult at risk that they are not to blame.
- Be honest about your own position, who you must tell and why.
- Tell the adult at risk what you are doing and when and keep them up to date with what is happening.
- Take further action – you may be the only person in a position to prevent future abuse.
- Write down everything said and what was done (handwritten is preferable) and sign and date the notes. An Incident Report Form should be used where possible and, in any case, a referral must be made to the Birmingham City FC Community Trust within 24 hours of the incident taking place.
- Seek professional advice if necessary.

Don't:

- make promises you cannot keep.
- interrogate the adult – it is not your job to carry out an investigation – this will be up to the Police and Local Authority Adult Social Services, who have experience in this.
- cast doubt on what the child, young person or vulnerable adult has told you, don't interrupt or change the subject.
- say anything that makes the child, young person or vulnerable adult feel responsible for the abuse.
- inform parents / carers – the Designated Safeguarding Officer will make this decision based on whether there is suspicion of their involvement.

24. RESPONDING TO DISCLOSURES AND CONCERNS

If an adult at risk informs you directly that they are concerned about another person's behaviour towards him/her, this is known as a disclosure. In this situation the following steps should be taken:

- Take the adult at risk to a safe and quiet place;
- React calmly so as not to frighten the adult at risk;
- Tell the adult at risk that he or she is not to blame and that he or she was right to tell you;
- Take what the adult at risk says seriously and do not be judgemental;
- If emergency medical treatment is needed, telephone for an ambulance;
- Avoid leading the adult at risk in discussion and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said;
- Reassure the adult at risk but do not make promises of confidentiality or outcome;
- No contact should be made with the alleged abuser, particularly if this is another adult at risk or the carer of the alleged victim;
- Do not commence an investigation into the incident;
- Refer the concern to the Safeguarding Team immediately;
- Make a record using the club's Safeguarding Concern Form - record everything that was said and done
- Inform parents/ carers unless there is a suspicion of their involvement

DOING NOTHING IS NOT AN OPTION; IT IS YOUR RESPONSIBILITY TO ACT.

Make sure you tell the Trust DSL or DSO immediately, they will know how to follow this up and where to go for further advice.

25.RECORDING ALLEGATIONS OR SUSPICIONS

The Trust DSO will immediately report any allegation to the Designated Safeguarding Lead, who will ask for a written factual statement from the person making the report. An Incident Report Form must be completed and submitted within 24 hours to the Trust DSL. A copy of this will be forwarded to BCFC Safeguarding Services Manager and the Football Club HR Manager.

Any statement made by an adult at risk should be reported in their own words. These reports should be confined to facts. Any opinion, interpretation or judgment should be clearly stated as this.

The Trust will ensure that any adult at risk is immediately removed from any possible risk of harm. Investigations into possible abuse will require careful management. In these cases, the DSL may seek the advice of the Safeguarding Services Manager at BCFC, Local Authority Social Services or the Police before setting up an internal enquiry and take their advice on informing the adult at risk's parents or carers. In any case of suspected abuse, as soon as the Local Authority or the Police have been informed, the Trust must provide a report to the Board of Trustees.

The Designated Safeguarding Lead will also inform the FA Safeguarding Case Management Team and The English Football League in writing, as required under the Affiliated Football Policy and Procedures using the appropriate notification form.

Providing it is appropriate to do so, the Designated Safeguarding Lead will maintain constant dialogue with all parties involved with the allegation until such a time as the matter has reached a reasonable outcome.

The Board of Trustees will be informed of any recorded allegations or suspicions and safeguarding issues and concerns will be standard item of agenda at Board meetings.



26.SPECIFIC INFORMATION REGARDING ALLEGATIONS AGAINST MEMBERS OF STAFF (Appendix 5)

If the report involves an allegation about any member of staff (whether full time, part time, paid, unpaid, contracted, engaged, voluntary etc.) Birmingham City FC Community Trust will investigate or cause to investigate any such reports or allegations about any member of staff.

These allegations will include:

- Behaviour that has or may have harmed an adult at risk
- The committal of an offence against or related to an adult at risk
- Behaviour that indicates that he/she is unsuitable to work with adults at risk

The Trust recognises that our programmes do provide the potential for staff to abuse adults at risk

All staff understand that they **MUST** report any potential safeguarding concerns about ANY colleague's behaviour.

Allegations about members of staff or volunteers should be reported to the Head of Community and Designated Safeguarding Lead.

If the concern relates to the Head of Community or Designated Safeguarding Lead, then the concern must be reported to the Safeguarding Services Manager at BCFC or Head of HR at the Football Club.

The Head of Community and/or Designated Safeguarding Lead will exercise and be accountable for their professional judgement on the action to be taken:

- If the actions of the member of staff or volunteer raise credible safeguarding concerns, then the Head of Community and DSL will commence an investigation. The Chair of Trustees will also be notified. Action plan will be devised.
- If the actions of the member of staff and the consequences of the actions do not raise credible safeguarding concerns but do raise issues relating to the conduct of the member of staff or student/ participant, then these will be addressed through the Trusts own internal procedures.
- If the decision is made, by the Head of Community and/or DSL, that the allegations are unfounded and no further formal action is necessary then this decision will be disseminated to all involved. The reasons for the decision will be recorded on the safeguarding concern form. The allegation will be removed for the staff members personal file.

The DSL shall inform the Local Authority Designated Social Services where the alleged incident took place. The same information will always be passed to the Trustee who leads on safeguarding. Where the Designated Safeguarding Lead or Trustees are unsure as to whether the report meets the criteria stated above, the advice of the LADO shall still be sought.

The DSL will also inform The FA Safeguarding Case Management Team and The Football League in writing as required under the Affiliated Football Policy and Procedures using the appropriate notification form.



The member of staff in question may be asked to write a brief report, as may any other person that is deemed to have an involvement in the allegation. This process would only be carried out once the advice of the above-mentioned external bodies and The FA Case Management Team had been sought and only then in consultation with the Head of Community, DSL, The Club Safeguarding Services Manager or Board of Trustees. Any internal investigation will be carried out in line with the Trust's Disciplinary Policy and either general or Grievance Procedures, as applicable.

27. WHATSAPP POLICY

BCFC Community Trust have endorsed a set of procedures which guide safer working practices around the use of WhatsApp Groups. These procedures apply to all staff who communicate with groups of children, young people and adults who are part of our programmes. WhatsApp groups are in place to communicate with adults only. Under no circumstances should direct contact be made with a child. Any failure to observe these procedures will be deemed as a breach of our safeguarding procedures and may result in disciplinary action. (Appendix 6)

28. CONFIDENTIALITY

The advice for all staff at Birmingham City FC Community Trust is that no guarantee of confidentiality can be given to an adult at risk (although this does not necessarily mean that the parents / carers must be told).

An adult at risk should never be pressured to give information or show physical marks unless they do so willingly. If they chose to show markings, two members of staff should be present.

Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed.

The key issue is that the welfare of the adult at risk is protected.

29. WHISTLE BLOWING POLICY

Whistle Blowing is the term used when A BCFC Community Trust staff member or volunteer suspects transgression at the Trust. It is about making a disclosure and BCFC Community Trust and this policy is in place to empower encourage all staff and volunteers to raise their concerns directly with the Community Trust and that they will be properly addressed.

All staff and volunteers will be fully aware of the procedures for reporting and that disclosures will be dealt with without any disadvantage or victimisation to the member of staff making the disclosure.

Failure to report abuse, all treatment or bad practices could be considered to be colluding with that poor practice and this would be dealt with a disciplinary offence (in line with Disciplinary procedures within staff handbook).

All staff concerns will be listened to and dealt with even if there is no evidence to back up the initial concern. However, it would be considered as gross misconduct (as per BCFC Disciplinary procedure) if a deliberate false accusation was made.

30. SUPPORT FOR THE REFERRER

The Trust will fully support and protect all staff who, in good faith (without malicious intent), make a referral about a colleague who may be abusing an adult at risk and report his or her concern about a colleague's practice. This support may take the form of counselling through the Trust's designated service, moving the person reporting the abuse/potential abuse to another workplace temporarily whilst the incident is investigated. However, all employees,



trustees and volunteers have a duty to safeguard and promote the welfare of adults at risk and to investigate concerns robustly it may not be possible to maintain complete anonymity, but the interests of the referrer will be protected when concerns are raised.

31.KEY CONTACTS

Designated Safeguarding Lead at BCFC Community Trust:

Antony Isherwood

Email: antony.isherwood@bcfc.com

Mobile: 07931 908314

Community Trust: 0121 202 5321

Senior Sports Lecturer and Deputy Designated Safeguarding Lead at BCFC Community Trust

Paul Virgo

Email: paul.virgo@bcfc.com

Community Trust: 07565 918485

Safeguarding Services Manager at Birmingham City Football Club:

Danetta Powell

Email: Danetta.Powell@bcfc.com

Mobile: 07817 359329

Football Development Manager and DSO

Craig Gill

Email: craig.gill@bcfc.com

Mobile: 07921 658505

Trustee for Safeguarding

Email – sue.whitehouse@bcfc.com

The **Adult Social Care Services and Support** is the way citizens and professionals in Birmingham access support, advice, information, report a concern about an adult at risk.

0121 303 1234

Policy Date:

Date Adopted by Board:

Policy Review Date:



32.EXTERNAL CONTACTS

<p>Birmingham County FA County Football Association's Safeguarding Officer, Simon Crocket</p>	<p>Tel: 07791 120829 Email: simoncrockett@birminghamfa.com</p>
<p>Birmingham City Council Adult and Communities Access Point</p>	<p>Tel: 0121 303 1234 Out of Hours: 0121 675 4866</p>
<p>FA Case Management Team</p>	<p>Tel: 0800 0835 902 Non-urgent enquiries: safeguarding@thefa.com</p>
<p>Local Police Station</p>	<p>Stechford Police Station 338 Station Road Stechford Birmingham B33 8RR</p>
<p>Local Policing Team, Small Heath and Highgate</p>	<p>Email: smallheath@west-midlands.pnn.police.uk Emergency: 999 Non-Emergency: 101</p>
<p>Heartlands Hospital</p>	<p>Tel: 0121 424 2000</p>



DECLARATION OF AGREEMENT AND UNDERSTANDING
BCFC Community Trust Safeguarding Adults at Risk Policy

I have read, have understood and agree to adhere to Birmingham City FC Community Trust's safeguarding policies and procedure and the guidance for safer working practices.

If I am unsure of anything, either upon reading these documents or when dealing with a safeguarding concern, I will seek advice from the Designated Safeguarding Lead at BCFC Community Trust to clarify any uncertainties or for further support.

Forename	
Surname	
Position	
Date	
Signature	

Appendix 1

BCFC Community Trust Safer Recruitment Procedures

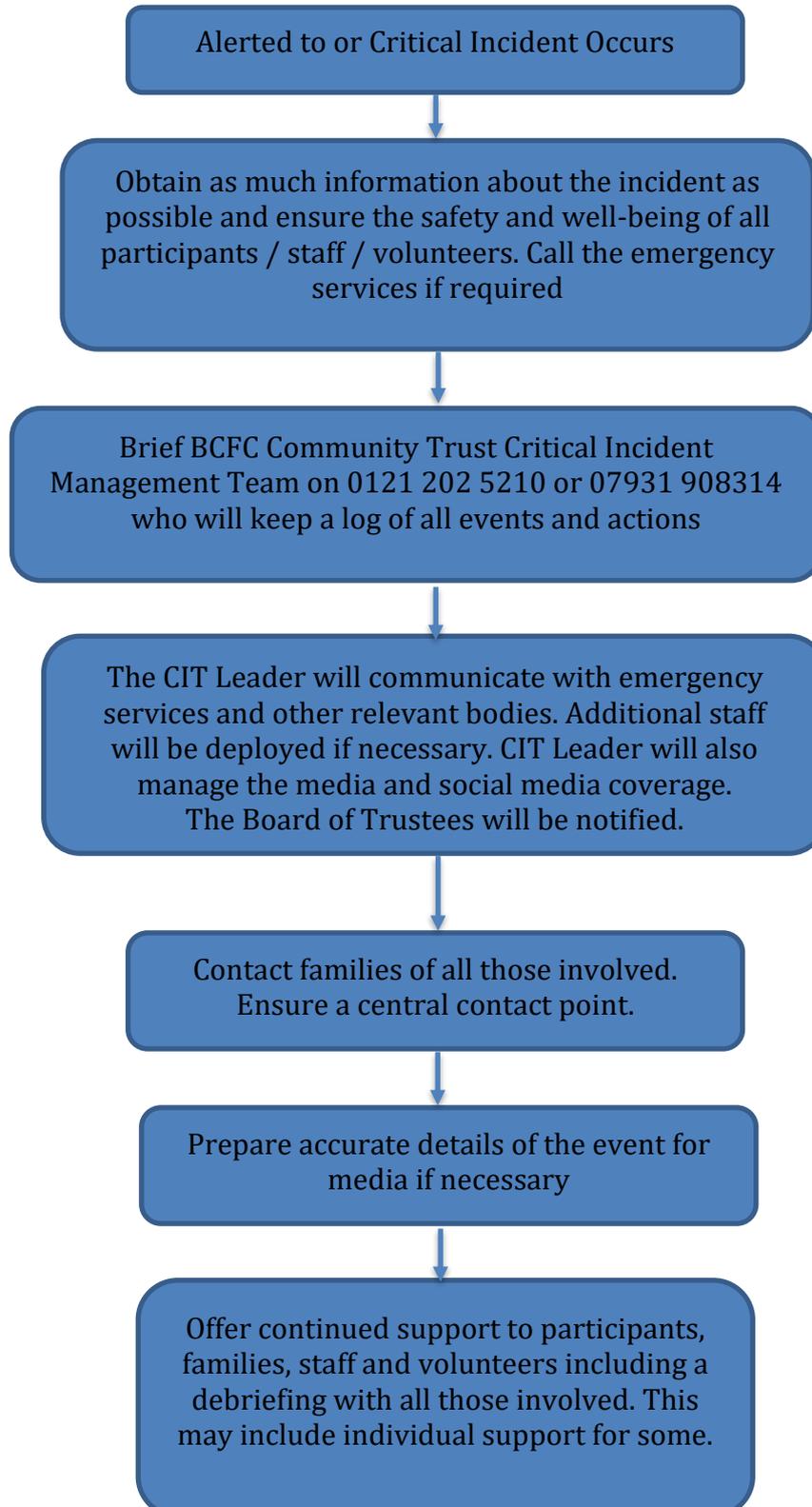
To implement the Trust's safer recruitment policy, the following steps will be taken when recruiting for a post.

Job Description	Each vacancy will produce a clear job description which will outline, clearly, the tasks that will be undertaken by the successful candidate
Person Specification	Each vacancy will produce a clear person specification which will outline, clearly, the skills that the successful candidate will be required to have
Application Form	An application form will need to be completed, by all applicants, via the Football Club's recruitment platform.
Child Protection/Safeguarding	All advertisement and job descriptions will clearly state BCFC's commitment to protecting and safeguarding, children, young people and adults at risk.
Interview Shortlists	Applicants will be short listed for interview by no less than 2 people and will against the job description, person specification and application form
Interviews	All applicants will undergo a face to face interview with no less than 2 people on the panel.
Questions	All applicants will be asked to declare any criminal convictions, legal restrictions or pending cases which may affect their suitability to work with children, young people or adults at risk
ID Checks	All applicants will be required to bring two forms of identification to interview, one of which must include a photograph. (This form of ID must be from the prescribed list of acceptable ID)
Qualifications and Certificates	For some job roles, qualifications and/or certificates may be a condition of employment and applicants will be required to demonstrate that they do hold the relevant qualifications or certificates. These will need to be originals documents.
DBS Checks	All applicants will be required to undergo an enhanced DBS check if a conditional offer of employment is made. For posts which involves regulated activity this check will also include a check against the barred list.
References	All applicants who are made a conditional offer of employment must provide a minimum of two references (which covers the last 5 years of employment)
Policies and Procedures	All new members of staff and volunteers will receive a copy of the Trust's Safeguarding Policies and Procedures and will be required to sign a statement of their terms and conditions of employment/volunteering which includes an agreement to abide by all policies and procedures.
Induction	All new recruits will receive a formal induction. Part of this induction will include training and awareness on safeguarding and protecting the children and young people who use the programmes and facilities of the Community Trust. The Single Central Register will be updated with all details.
Probation	All offers of employment will be subject to completion of a 6-month probationary period (or other which will be specified in your contract). Confirmation of the post will follow a formal review of the probationary period (or extension of the probationary period).

Appendix 2

Birmingham City Football Club Community Trust

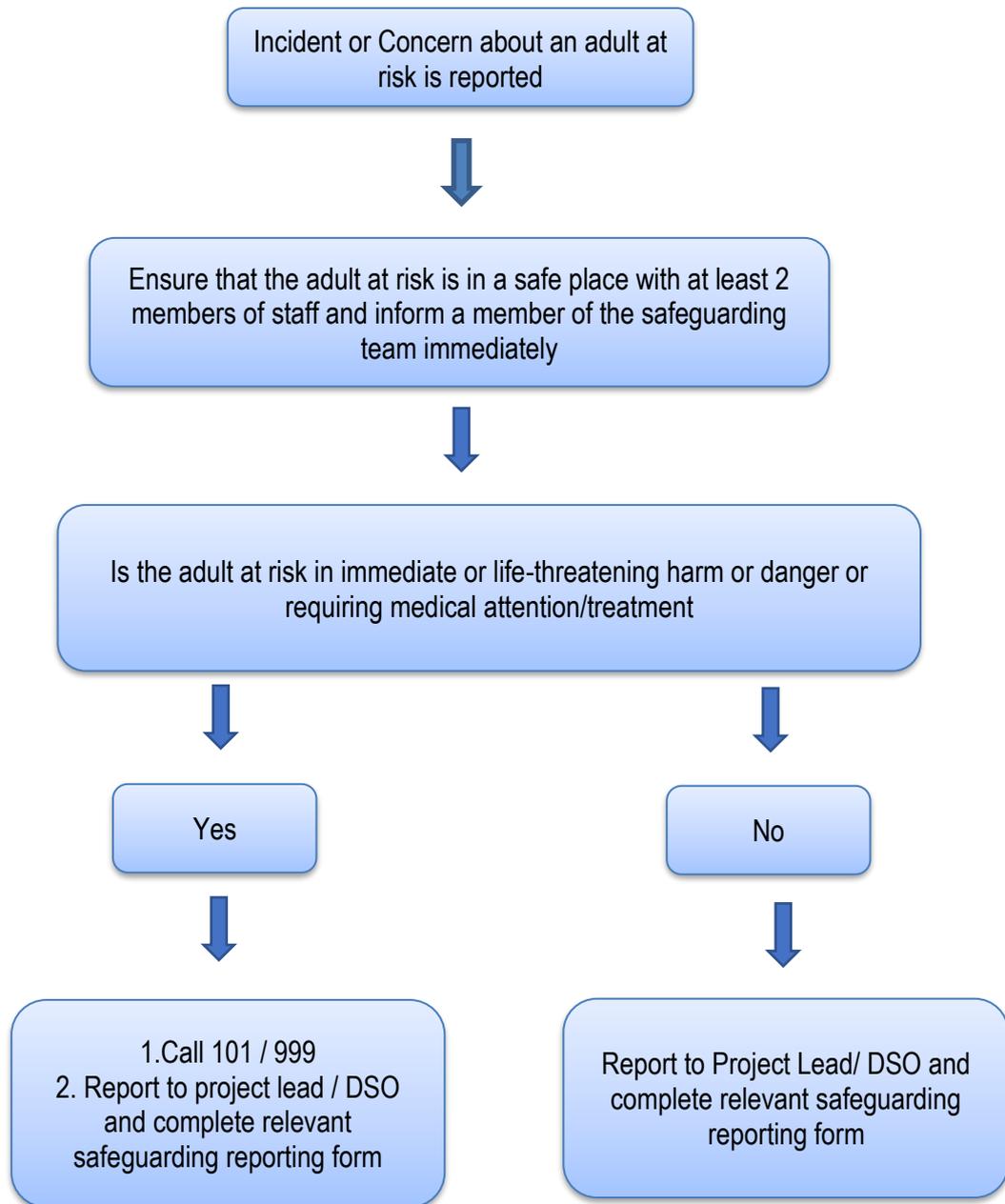
Critical Incident Procedures



Appendix 3

BCFC Community Trust Safeguarding Procedure

Raising a concern



Appendix 4

BCFC Community Trust Safeguarding Procedure Incident or Concern reported to Safeguarding Officer

Incident or Concern raised about abuse or neglect of an adult at risk reported and relevant reporting forms completed/ evidence gathered. Police notified if there is immediate danger/risk of harm/medical attention required



Parents/carers should be informed at the earliest opportunity unless this puts the adult at further risk.



Refer to Birmingham City Council Adults and Communities Access Point (ACAP) – 0121 303 1234
Out of hours – 0121 675 4866 and/or Police

If a decision not to refer to external agencies is made then the reasons for this decision should be recorded.



Report to FA Safeguarding Case Management Team and English Football League (EFL).

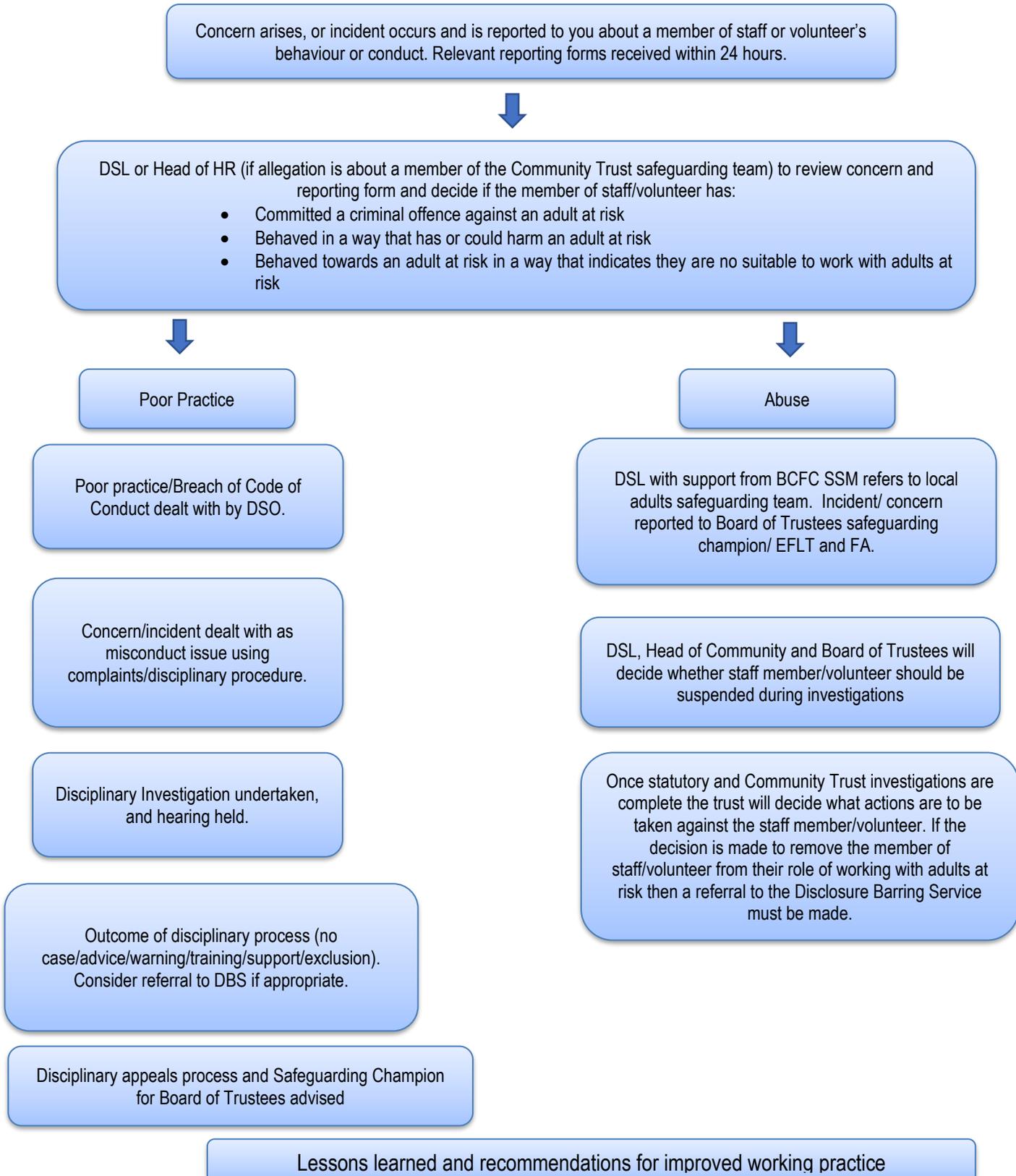


Forward completed documents to
Wes Hughes:
07843 419222
wes.huahes@bcfc.com

Lessons learned and recommendations for improved working practice

Appendix 5

BCFC Community Trust Safeguarding Reporting Procedures for allegations against a member of staff





Appendix 6

Birmingham City Football Club Community Trust WhatsApp Policy

BCFC Community Trust have endorsed a set of procedures which guide safer working practices around the use of WhatsApp Groups. These procedures apply to all staff who communicate with groups of children, young people and adults who are part of our programmes.

This policy forms part of our Safeguarding Children and Safeguarding Adults at Risk Policies.

- Only the lead coach for the group will have administration rights to add and remove participants
- All WhatsApp groups will have oversight from the Designated Safeguarding Lead at BCFC Community Trust
- Any failure to observe these procedures will be deemed as a breach of our safeguarding procedures and may result in disciplinary action
- Any misuse of this platform should be reported to BCFC Community Trust Designated Safeguarding Officer immediately
- WhatsApp Groups will only be sanctioned as a platform to share information related to activities organised by BCFC Community Trust or for parents/ carers or adults to report absences. This platform should not be used for any other form of communication
- The project lead must seek consent from parents/ participants to opt into the WhatsApp group and be advised that their number will be visible to other group members
- The WhatsApp groups put in place by the Trust will be to communicate with adults only. Under no circumstances should direct contact be made with a child
- Coaches must be aware of individuals who do not wish to be part of a group and agree an alternative form of communication
- If a child under the age of 18 years old contacts a member of staff individually, this must be reported to BCFC Community Trust Designated Safeguarding Officer immediately. immediately
- In circumstances where it is deemed safer to contact an individual rather than not, the Designated Safeguarding Lead at BCFC Community Trust must be contacted immediately. An example of this would be if an individual was at risk of potential harm
- Coaches using WhatsApp groups as a means of communication should ensure that the group details are passed to BCFC Community Trust on termination of employment and that all data relating to this group are deleted from their device



Appendix 7

Birmingham City Football Club Community Trust Staff Code of Conduct

Our staff Code of Conduct forms an integral part of our Safeguarding Policy to ensure that all children, young people and adults, who participate in our activities and programmes are kept safe from harm.

We will ensure that our staff:

- Understand that they are in a position of Trust by working for us
- Always demonstrate appropriate behaviour
- Understand and implement all Trust Policies and Procedures
- Follow correct procedures for reporting Safeguarding concerns
- Are fully supported in reporting suspected abuse, concerns or poor practice
- Remain fully up to date with Safeguarding training and First Aid qualifications

This code sets out our expectations which would ensure ethical working from all our staff.

- Read, understand and implement our Safeguarding Policy and Procedures
- Respect everyone involved in our activities and sessions
- Stick to the rules and spirit of the session /games
- Always encourage fair play
- Encourage high standards of behaviour
- Respect any decisions made by officials
- Never engage in or tolerate any offensive, insulting or offensive behaviour or language
- Zero tolerance on bullying
- Ensure activities and programmes are suited to individuals
- Adhere to correct child/ adult ratios
- Allow children and adults to discuss any concerns they have
- Take all allegations or concerns of abuse seriously and report to the DSO accordingly
- Plan activities and meetings that are, at least, within sight and hearing of others
- Act as a positive role model
- Treat all participants equally
- Ensure all participants are kept safe by being sufficiently supervised, having planned sessions and using safe methods of delivery
- Discourage all discrimination
- Praise and encourage participation
- Be sensitive to the needs of participants with additional needs or disabilities
- Carry out appropriate risk assessments on activity, venue and equipment to avoid the risk of harm or injury

This Code of Conduct for staff is a framework for safe working generally and should be read in conjunction with any other Code of Conduct or procedures which apply to any specific project delivery.