



## **DUNSTON FC**

### **Adults At Risk Policy**

|                                 |   |
|---------------------------------|---|
| <b>Implementation Date:</b>     | 10 <sup>th</sup> May 2024                       |
| <b>Agreed By:</b>               | William Montague                                |
| <b>Reviewed By:</b>             | 10 <sup>th</sup> May 2025<br>W Montague M Urwin |
| <b>Next Review By: 10/05/26</b> |   |



THE  
**NATIONAL  
LEAGUE**  
EST. 1978



**ISTHMIAN  
LEAGUE**



**NORTHERN  
PREMIER  
LEAGUE**



**SOUTHERN LEAGUE**

## **Introduction:**

Safeguarding children and adults at risk is of paramount importance for the Club. We are committed to raising awareness and empowering everyone we engage with, to create safer environments and identify and report concerns promptly and effectively. We all share a responsibility for promoting and protecting the safety and welfare of Children and Adults at Risk, irrespective of individual roles and responsibilities.

The safeguarding children policy and procedure, for those under the age of 18, is covered in a separate document.

**William Montague** and **Dunston FC** aim to create an atmosphere where all adults feel valued and safe and a place where their welfare is promoted. This policy sets out the procedures for protecting adults at risk working with the Trust staff, board members or volunteers.

## **Policy statement:**

This Policy outlines the procedures that **Dunston Football Club** (the "Club") and **Dunston UTS (FC) Limited** are committed to.

The policy is designed to encourage the development of good practice and stress the responsibility of all, to be alert to early indicators of abuse, neglect, and exploitation and to act quickly when there is any concern regarding the welfare or safety of an adult at risk.

This Policy outlines our approach to safeguarding and applies to everyone involved with the Club. All staff, and partner organisations have a role to play in ensuring that the responsibilities/commitments to safeguarding set out in this policy are upheld and at the forefront of everything they do.

The Club accepts that we are required to fulfil our duty of care, which means that we must do everything that can be expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed or is at risk of harm.

## **Aims:**

The aims of the Club and Trust's Safeguarding Policies are to:

- Develop a positive and pro-active approach to safeguarding to best protect all children, young people and adults at risk who use our facilities or engage in associated activities, enabling them to participate and achieve in an enjoyable and safe environment.
- Facilitate the provision of a range awareness training for all staff or volunteers in line with guidance from The National League and in line with The FA requirements.
- Cooperate with partners in delivering projects for adults potentially at risk including older people, people with disabilities, mental health participants and those on the recovery projects.
- Demonstrate best practice around safeguarding the welfare of all adults at risk.
- Promote ethical work with adults at risk.
- Work towards achieving the National League Standards for Safeguarding and Protecting Adults at risk.

## **Principles and values:**

The guidance given in the policy and procedures is based on the following principles:

- All adults, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- The club will seek to ensure that our sport and any other recreational activities are inclusive and make reasonable adjustments for any ability, disability, or impairment, we will also commit to continuous development, monitoring, and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, particularly those adults with care and support needs.

- Where the Club believes or is informed that circumstances exist which may harm adult(s) at risk or poses or may pose a risk of harm to them, the Trust will refer the matter to a statutory agency such as the Police or Social Care Team for further investigation. The F.A. Case Management Unit may also be informed.
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within the club for example inappropriate behaviour of a coach, or in the wider community.
- All allegations will be taken seriously and responded to quickly.

The Club recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to working with partners to protect adults at risk.

#### **Adults at risk of harm:**

Defined as: A person aged 18 or over who has needs for care and support (whether the local authority is meeting any of those needs) and:

- is experiencing, or at risk of, abuse or neglect, and:
- because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

An individual's level of vulnerability to harm may vary over time depending on the circumstances they are in and their needs at that time. Not all adults with care and support needs will be at risk of harm. This will depend on the individual, their current situation, and the circumstances they are in.

#### **Abuse:**

Abuse is defined as a violation of an individual's human and civil rights by any other person or persons. It includes acts of commission (such as an assault) and acts of omission (situations where the environment fails to prevent harm). Abuse may be single act or omission or series of acts or omissions.

#### **Capacity:**

Capacity refers to an individual adult's ability to take a specific decision or take a particular action at a particular time even if they are able or not able to make other decisions at other times. The starting point should be that the person has capacity to decide unless it can be established that they cannot.

#### **Care and Support needs:**

Care and support needs can arise from or are related to a physical or mental impairment or illness and are not caused by other circumstantial factors. This includes if the adult has a condition because of physical, mental, sensory, learning, or cognitive disabilities or illnesses, substance abuse or brain injury. This list is not exhaustive.

#### **Safeguarding Concerns:**

Any concerns will be taken seriously and acted upon appropriately and we will pay attention to what adults feel. We will be rigorous and vigilant in protecting everyone using our services from abuse, bullying and intimidation. We will do this through a careful recruitment and selection process, on-going supervision and monitoring arrangements and guidance on appropriate behaviour.

Everyone involved in the Club and Trust (\*) is obliged to make sure that anyone using the services is safe. They must report concerns without delay. All those involved with us will be made aware of this policy and of what to do if they have any concerns. There is guidance for those responsible for responding to concerns so that they are properly dealt with.

#### **Commitment:**

The **Dunston FC** arrangements in fulfilling its commitment to safeguarding adults at risk:

1. **William Montague** is the Senior Safeguarding Manager (SSM) with responsibility for safeguarding. There are Club Welfare Officers for all parts of the Club and Trust. All concerns, allegations, or disclosures regarding the welfare of adults at risk will be referred to the appropriate DSO at the National League or County FA who will decide as to the seriousness and nature of the information and will refer and report to the appropriate agency.
2. The Club and Trust have in place a responsible Safer Recruitment processes.

3. This policy can viewed upon our Club website. (
4. The Club and Trust accept and adopt The Football Association's and The National League's safeguarding policies and procedures whilst further specific and individual Trust policies are developed and adopted.
5. The Club and Trust ensure that, where the role requires, all staff and volunteers complete The FA Safeguarding Children Workshop.
6. The Club and Trust are committed to ongoing safeguarding training and development, appropriate to the role of the employee and the level of their involvement with adults at risk.
7. The Club and Trust are committed to the sharing of information to protect adults at risk, children, and young people, in line with the Data Protection Act (1998).
8. In addition to this Safeguarding Policy, the Club and Trust promote several initiatives which seek to address and encourage young people's and families' enjoyment as participants and spectators.

### **Reporting Concerns and Whistleblowing Policy:**

Although this policy gives details of how to raise concerns, there is a stand-alone policy. That policy sets out how individuals can raise concerns particularly about the vulnerable adults and children involved at Dunston Football Club and the Trust. There may also be issues around equality or discrimination matters that raise concerns that may be raised in a similar manner. Those principles also cover all other aspects of malpractice by individuals, within the Club, projects or as part of the Trust's practices. It provides a method of raising concerns and how people can receive feedback on any action taken.

Refer to Club Whistleblowing policy.

### **Anti-bullying:**

We at Dunston Football Club and Community Trust are committed to providing a caring, friendly, and safe environment for all our participants so they can participate in activities in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all participants, parents and carers should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Welfare Officer/Designated Safeguarding Officer or lead coach of the session or project. Bullying is not just an issue for children and young people.

Refer to Club Anti Bullying policy.

### **Responding to Concerns or Allegations:**

It is not the responsibility of anyone employed by **Dunston Football Club**, in a paid or unpaid capacity to decide whether the alleged harm or abuse has taken place. However, it is the responsibility of all staff and volunteers to act, by reporting any concerns or allegations of abuse of an adult at risk to the Club Welfare Officer (CWO)/Designated Safeguarding Officer (DSO) or by contacting the appropriate authorities.

### **When to report suspicions or incidents:**

Staff are not expected to be experts in recognising abuse; however, staff should be vigilant and respond swiftly and appropriately. If any of the following circumstances occur, you should report this immediately to the CWO/DSO.

### **Make a written record of the incident or grounds for concern:**

You will be guided by the CWO/DSO as to how, when and by whom carers are to be informed:

- If you suspect an adult at risk may be the victim of abuse by any person, including neglect, physical, sexual, or emotional abuse.
- If an adult at risk appears to have been the victim or perpetrator of bullying, including on-line cyberbullying.
- If you observe any injuries/marks on an adult at risk which they cannot account for, their explanation for the injury seems unlikely or you have suspicions as to how the injury may have been caused.
- If there is a sudden change in behaviour, i.e., the adult at risk behaviour alters significantly, they become withdrawn or tearful. If an adult at risk voices their intentions to self-harm or if you suspect, he/she may be exhibiting signs/symptoms of self-harm or an eating disorder.

- If you suspect an adult at risk has been exposed to any inappropriate or indecent images or discloses any inappropriate on-line behaviour.
- If you accidentally hurt a child or an adult at risk, or you observe another adult hurting an adult at risk.
- If he/she seems distressed in any manner and you have concerns for their emotional state or welfare.
- If an adult at risk appears to be sexually aroused by your actions or may have developed an infatuation with you or another member of staff.
- If an adult at risk misunderstands or misinterprets something you have done, which may compromise your position or working relationship with that adult at risk.

Do not worry that you may be mistaken. Being worried about doing the wrong thing is not a reason not to act. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.

**How to report a concern:**

- **If the adult at risk is in danger or injured, then call the emergency services.**
- If you receive an allegation, or have suspicion, or disclosure of poor practice or abuse. Report this to your CWO/ DSO.
- CWO/DSO will gather the relevant information and inform the National League DSO (Steps 1 & 2), or County FA DSO so that a decision can be made as to who should investigate the matter or escalate to the FA Safeguarding Case Management Team should the matter meet the 'threshold'.
- CWO/DSO to submit an incident form within 24 hours and send to CFA DSO.

**Possible outcomes:**

| <b>If concern is considered poor practice/misconduct:</b> | <b>If concern is considered, to be potential abuse:</b>   |
|---|---|
| Refer to CWO/DSO for resolution.                          | Criminal investigation/ prosecution                       |
| Club Resolution   | Investigation by the FA Safeguarding Case Management Team |
| Club Disciplinary action                                  | Resolution as poor practice / misconduct                  |
| No further action   | Club Safeguarding procedures                              |

**Other Club Policies:**

Please read this policy in conjunction with our other club policies and procedures relating to Safeguarding in football:

- General Children Safeguarding Policy
- Equality, Inclusion & Diversity Policy
- Whistleblowing Policy
- First Appearance and Travel Policy (Open Age)
- Prevent Duty Policy
- Social Media Policy
- Anti Bullying Policy
- Safer Recruitment Policy
- Adult Player Code of Conduct
- Coaches, Team Managers and Club Officials Code of Conduct
- Spectators & Parents/Carers Code of Conduct
- Young Player Code of Conduct

**Useful further reading and associated external policies:**

**Reporting a concern, useful contacts:**

**Club Welfare Officer:** [William Montague](#)

**Contact number:** 07981 194756

**Email Address:** [w.montague@sky.com](mailto:w.montague@sky.com)

**Board Safeguarding Champion:** [Michael Urwin](#)

**Contact number:** 07872 390320

**Email Address:** [ymmu12@virginmedia.com](mailto:ymmu12@virginmedia.com)

**National League DSO:** Martyn Cannon

**Contact number:** 0121 7142207

**Email;** [Safeguarding@thenationalleague.org.uk](mailto:Safeguarding@thenationalleague.org.uk)

**County FA DSO:** [Neil Churcher](#)

**Contact number:** 0191-387 2929 Option 1

**Email Address:** [neil.churcher@durhamfa.com](mailto:neil.churcher@durhamfa.com)

**FA Safeguarding Team**

**Contact number:** 0800 169 1863

**Email Address:** [Safeguarding@theFA.com](mailto:Safeguarding@theFA.com)

**Appendix A -**

**Legislation and guidance underpinning safeguarding of Adults:**

| <b>Childrens Safeguarding Legislation</b> |   |
|---|---|
| <b>November 1989</b>                      | UN convention on the Rights of the Child  |
| <b>July 1998</b>                          | Data Protection Act                       |
| <b>October 2003</b>                       | Female Genital Mutilation                 |
| <b>November 2003</b>                      | Sexual Offences Act                       |
| <b>November 2004</b>                      | The Children Act                          |
| <b>November 2006</b>                      | Safeguarding vulnerable groups Act        |
| <b>April 2010</b>                         | The Equality Act                          |
| <b>May 2012</b>                           | Protection of Freedoms Act                |
| <b>September 2016</b>                     | Keeping Children Safe in Education        |
| <b>February 2017</b>                      | Working Together to Safeguarding Children |

| <b>Adults at Risk Safeguarding Guidance</b> |  |
|---|--|
| <b>January 2015</b>                         | No Secrets: Guidance on protecting vulnerable adults in care |
| <b>2017</b>                                 | Volunteer Now's Safeguarding Vulnerable Adults               |
| <b>February 2018</b>                        | LOT's LSAB's good practice guidance                          |

| <b>Adults at Risk Safeguarding Legislation</b> |                         |
|--|-------------------------|
| <b>July 1998</b>                               | Data Protection Act     |
| <b>April 2005</b>                              | The Mental Capacity Act |
| <b>April 2010</b>                              | The Equality Act        |
| <b>May 2014</b>                                | The Care Act            |



## **DUNSTON FC**

### **Anti-Bullying Policy**

|                              |   |
|------------------------------|---|
| <b>Implementation Date:</b>  | Tenth May 2024                                      |
| <b>Agreed By:</b>            | William Montague                                    |
| <b>Reviewed By:</b>          | 10 <sup>th</sup> May 2025<br>W Montague and M Urwin |
| <b>Next Review: 10/05/26</b> |   |



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PREMIER  
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### **Statement of Intent:**

**Dunston** Football Club are committed to providing a caring, friendly, and safe environment for all our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any committee member. This club is committed to playing its part to teach players to treat each other with respect.

### **Objectives of this policy:**

- All club members, coaches, officials, and parents should understand what bullying is.
- All club members, officials and coaching staff should know what the club policy is on bullying and follow it when bullying is reported.
- All players and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported.
- Bullying will **not be tolerated**.

### **What is Bullying?**

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face-to-face or through cyberspace, and comes in many different forms:

#### **Examples of bullying:**

**Verbal:** name-calling, sarcasm, spreading rumours, teasing.

**Physical:** Any form of physical violence, intimidating behaviour, theft, or the intentional damage of possessions. This includes hitting, kicking, and punching.

**Emotional:** Excluding, tormenting, ridiculing, humiliation, setting people up and spreading rumours. Racial taunts, graffiti, gestures, homophobic comments, jokes about disabled people, sexist or misogynistic comments.

**Cyberbullying:** The misuse of digital technologies or communication to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation, Examples of cyberbullying include:

- **Abusive comments**, rumours, gossip, and threats made using digital communications and/ or technologies – this includes internet trolling.
- **Sharing pictures**, videos, or personal information without the consent of the owner and with the intent to cause harm or humiliation.
- **Hacking** into someone’s email, phone, or online profiles to extract and share personal information, or to send hurtful content while posing as that person.
- **Creating dedicated websites** that intend harm, make fun of someone, or spread malicious rumours.
- **Pressurising** someone to do something they do not want to, such as sending a sexually explicit.

**Whilst the above constitute forms of cyber bullying, it is also important to understand that some of what is described are also criminal offences.**

Dunston Football Club commits to ensure our **\*website(s) and/or social networking pages/ digital systems\*** are being used appropriately and any online bullying will be dealt with swiftly and appropriately in line with procedures detailed in this policy.

### **Why does Bullying take place?**

People can be targeted for any reason, but people who bully others target `difference` and bullying can be a form of wider discrimination. For example, bullying behaviour may be:

- **Racist:** Targeted at ethnicity, skin colour, and language, religious or cultural practices.
- **Homophobic, biphobic and/or transphobic:** Targeted at actual or perceived sexuality and/or gender.
- **Sexual and/or sexist:** This is behaviour that is intended to cause offence, humiliation, or intimidation.
- **Disablist:** Targeted at an impaired or special educational need.
- **Targeting and difference:** Bullying can also be targeted at ‘looks,’ weight and height, colour of hair, wearing glasses or braces, acne, psoriasis and eczema, scars, marks or conditions of the face or body, body odour, poverty, gifts and talents or family situation (E.g. divorce, bereavement, homelessness).
- **Discrimination:** Bullying because of discrimination occurs when bullying is motivated by a prejudice against certain people or groups of people. This may be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability, or ability.

### **Why is it Important to Respond to Bullying?**

Bullying hurts. Everyone has the right to be treated with respect and no one deserves to be a victim of bullying. Individuals who are bullying need to learn different ways of behaving.

Dunston Football Club has a responsibility to respond promptly and effectively to issues of bullying.

### **Signs and indicators:**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says he or she is being bullied.
- is unwilling to go to club sessions.

- becomes withdrawn anxious or lacking in 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, if a child or young person:**

- starts stammering.
- cries themselves to sleep at night or has nightmares.
- becomes aggressive, disruptive, or unreasonable.
- is bullying 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.

**Procedures:**

1. Report bullying incidents to the Club Welfare Officer, Assistant Welfare Officer, or a member of the Club's Committee/Board.
2. In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and to The FA Case Management Team.
3. Parents will .be informed and will be asked to come into a meeting to discuss the problem
4. If necessary and appropriate, the police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

**Recommended Club Action:**

If the club decides it is appropriate for them to deal with the situation, they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a small panel (made up from the Chairperson, Club Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place the individual should be warned and put on notice of further action i.e., temporary, or permanent suspension if the bullying continues.

Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.

5. In some cases, the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e., the warning.

#### **In the case of adults reported to be bullying anyone within the club under 18:**

1. The County Welfare Officer should always be informed and will advise on action to be taken where appropriate; this may include action by The FA Safeguarding Team.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or Children's Social Care.

#### **Prevention:**

- **Dunston** Football Club has written Codes of Conduct which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
- All club members and parents sign the Codes of Conduct upon joining the club.
- The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

#### **CONTACT INFORMATION**

Club Welfare Officer: **William Montague**

Tel: **07981 194756**

Email: **[w.montague@sky.com](mailto:w.montague@sky.com)**

Assistant Welfare Officer (Community): **Michael Urwin**

Tel: **07872 390320**

Email: **[ymmu12@virginmedia.com](mailto:ymmu12@virginmedia.com)**

Board Safeguarding Champion: **Michael Urwin**

Tel: **07872 390320**

Email: **[ymmu12@virginmedia.com](mailto:ymmu12@virginmedia.com)**

National League Designated Safeguarding Officer: **Martyn Cannon**

Tel: **0121 7142207**

Email: **[Safeguarding@thenationalleague.org.uk](mailto:Safeguarding@thenationalleague.org.uk)**

**If at any time you are not able to contact your Club Welfare Officer, or the matter is clearly serious then you can contact your CFA Welfare Officer directly:**

Durham County Football Association

Designated Safeguarding Officer Neil Churcher

Tel: 0191-387 2929 – Option 1

Email: [neil.churcher@durhamfa.com](mailto:neil.churcher@durhamfa.com)

You may wish to access any of the following websites designed to give advice and guidance to parents and children who are faced with dealing with bullying:

Guidance for parents/carers

[www.anti-bullyingalliance.org.uk/](http://www.anti-bullyingalliance.org.uk/)  
[www.stonewall.org.uk](http://www.stonewall.org.uk)  
[www.bullying.co.uk](http://www.bullying.co.uk)

Guidance for young people

[www.youngstonewall.org.uk](http://www.youngstonewall.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)



## **DUNSTON FC**

# **SAFEGUARDING CHILDREN POLICY**

|                              |   |
|------------------------------|---|
| <b>Implementation Date:</b>  | 10 <sup>th</sup> May 2024                           |
| <b>Agreed By:</b>            | William Montague                                    |
| <b>Reviewed By:</b>          | 10 <sup>th</sup> May 2025<br>W Montague and M Urwin |
| <b>Next Review: 10/05/26</b> |   |

**Dunston FC** acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's Safeguarding Children Policy and Procedures and endorse and accept the Policy Statement contained in that document.

#### **Policy Statement:**

We believe that every child has the right to protection from the abuse and exploitation. Safeguarding and protection of all children is everyone's responsibility. **Dunston FC** believes that it is always unacceptable for any child to experience abuse of any kind and recognises its responsibility to safeguard and protect the welfare of all children. By adhering to our safeguarding policies, procedures and processes we will do everything possible to safeguard children at our club, affiliated teams and within our Community Club Organisation (CCO).

#### **Dunston FC recognises and is committed to the following principles:**

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith, or belief.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- We will work in partnership with other organisations, children and young people and their parents/carers is essential.

#### **Purpose and aim of policy:**

**Dunston FC** will always seek to provide protection for the children who receive our services. We will provide all staff with guidance and access to Safeguarding policies and procedures which they should adopt should they suspect that a child is at risk of harm.

#### **Who policy applies to:**

This policy applies to all who are involved with **Dunston FC and Dunston UTS (FC) Limited**. This includes all the Club board, staff, volunteers, sessional workers, and contractors.

#### **Types of Abuse:**

**Physical** - A child is physically hurt or injured by an adult, or an adult gives alcohol or drugs to a child or young person. Common types of physical abuse include hitting, slapping, punching, kicking, scalding, and burning, inappropriate or unlawful use of restraint.

**Sexual Abuse:** When a child or young person is sexually abused, they are forced or tricked into sexual activities. They might not understand that what is happening is abuse or that it is wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online. It is never a child's fault they were sexually abused – it is important to make sure children know this.

**Emotional abuse:** Is any type of abuse that involves the continual emotional mistreatment of a child. It is sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate, or ignore a child. Emotional abuse is often a part of other kinds of [abuse](#), which means it can be difficult to [spot the signs](#) or tell the difference, though it can also happen on its own.

**Neglect** - Where a child's basic physical needs are consistently not met, or they are regularly left alone or unsupervised. Neglect is a persistent failure to meet basic needs (physical or emotional) and it leads to serious harm to the health or development of a child. Neglect can be failing to provide adequate shelter, clothing, or food, not protecting a child from harm or danger as well as failing to access medical care or treatment for a child when it is needed.

**Grooming:** Is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit, and abuse them. Children and young people who are groomed can be [sexually abused](#), [exploited](#) or [trafficked](#). Anybody can be a groomer, no matter their age, gender, or race. Grooming can take place over a short or prolonged period – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

**Child sexual exploitation (CSE):** Is a type of [sexual abuse](#). When a child or young person is exploited, they are given things, like gifts, drugs, money, status, and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they are in a loving and consensual relationship. This is called [grooming](#). They may trust their abuser and not understand that they are being abused.

**Trafficking:** Children and young people can be [trafficked](#) into or within the UK to be sexually exploited. They are moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know cannot be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender, or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

**Bullying:** Is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening, or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a prolonged period and can hurt a child both physically and emotionally.

**Cyberbullying:** Is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming, and mobile phone.

**Online abuse:** Is any type of abuse that happens on the internet. It can happen across any device that is connected to the web, like computers, tablets, and mobile phones. And it can happen anywhere online, including:

- social media
- text messages and messaging apps
- emails
- online chats
- online gaming
- live-streaming sites.

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse, which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

**Criminal exploitation:** Is child abuse where children and young people are manipulated and coerced into committing crimes.

Example:

**County Lines:** Is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines." Children as young as 12 years old have been exploited into carrying drugs for gangs. This can involve children being trafficked away from their home area, staying in accommodation, and selling and manufacturing drugs.

**Domestic abuse:** Is any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. It can also happen between adults related to one another. It can seriously harm children and young people, and experiencing domestic abuse is child abuse. It is important to remember that domestic abuse:

**Female Genital Mutilation (FGM):** Is when a female's genitals are deliberately altered or removed for non-medical reasons. It is also known as 'female circumcision' or 'cutting' but has many other names.

#### **Other Policies:**

Please read this policy in conjunction with our other club policies and procedures relating to Safeguarding in football:

- Safeguarding Policy
- Adults at Risk Policy
- Equality, Inclusion & Diversity Policy
- Whistleblowing Policy
- First Appearance and Travel Policy (Open Age)
- Prevent Duty Policy
- Social Media Policy
- Anti Bullying Policy
- Safer Recruitment Policy
- Adult Player Code of Conduct
- Coaches, Team Managers and Club Officials Code of Conduct
- Spectators & Parents/Carers Code of Conduct
- Young Player Code of Conduct

#### **Useful further reading and associated external policies:**

- [Safeguarding - Rules & Regulations | The Football Association \(thefa.com\)](https://www.thefa.com/technical/technical-articles/safeguarding-rules-and-regulations)

#### **Responding to Concerns or Allegations:**

It is not the responsibility of anyone employed by **Dunston FC**, in a paid or unpaid capacity to decide whether the alleged harm or abuse has taken place. However, it is the responsibility of all staff and volunteers to act, by reporting any concerns or allegations of abuse of a child to the Club Welfare Officer (CWO)/Designated Safeguarding Officer (DSO) or by contacting the appropriate authorities.

#### **When to report suspicions or incidents:**

Staff are not expected to be experts in recognising abuse; however, staff should be vigilant and respond swiftly and appropriately. If any of the following circumstances occur, you should report this immediately to the CWO/DSO.

#### **Make a written record of the incident or grounds for concern:**

You will be guided by the CWO/DSO as to how, when and by whom the parents of the child are to be informed:

- If you suspect a child may be the victim of abuse by any person, including neglect, physical, sexual, or emotional abuse.
- If a child appears to have been the victim or perpetrator of bullying, including on-line cyberbullying.
- If you observe any injuries/marks on a child which they cannot account for, their explanation for the injury seems unlikely or you have suspicions as to how the injury may have been caused.
- If there is a sudden change in behaviour, i.e., the child/young person's behaviour alters significantly, they become withdrawn or tearful. If a child voices their intentions to self-harm or if you suspect, he/she may be exhibiting signs/symptoms of self-harm or an eating disorder.

- If you suspect a child has been exposed to any inappropriate or indecent images or discloses any inappropriate on-line behaviour.
- If you accidentally hurt a child or young person, or you observe another adult hurting a child
- If he/she seems distressed in any manner and you have concerns for their emotional state or welfare.
- If a child or young person appears to be sexually aroused by your actions or may have developed an infatuation with you or another member of staff.
- If a child or young person misunderstands or misinterprets something you have done, which may compromise your position or working relationship with that child.

Do not worry that you may be mistaken. Being worried about doing the wrong thing is not a reason not to act. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.

**How to report a concern:**

- **If the child is in danger or injured, then call the emergency services.**
- If you receive an allegation, or have suspicion, or disclosure of poor practice or abuse. Report this to your CWO/ DSO.
- CWO/DSO will gather the relevant information and inform the National League DSO (Steps 1 & 2), or County FA DSO so that a decision can be made as to who should investigate the matter or escalate to the FA Safeguarding Case Management Team should the matter meet the `threshold`.
- CWO/DSO to submit an incident form within 24 hours and send to CFA DSO.

**Possible outcomes:**

| <b>If concern is considered poor practice/misconduct:</b> | <b>If concern is considered, to be potential abuse:</b>   |
|---|---|
| Refer to CWO/DSO for resolution.                          | Criminal / Child protection investigation/ prosecution    |
| Club Resolution   | Investigation by the FA Safeguarding Case Management Team |
| Club Disciplinary action                                  | Resolution as poor practice / misconduct                  |
| No further action   | Club Safeguarding procedures                              |

**CONTACT INFORMATION**

**Club Welfare Officer:** William Montague

Tel: 07981 194756

Email: [w.montague@sky.com](mailto:w.montague@sky.com)

**Assistant Welfare Officer (Community) and Board**

**Safeguarding Champion:** Michael Urwin

Tel: 07872 390320

Email: [ymmu12@virginmedia.com](mailto:ymmu12@virginmedia.com)

**Assistant Welfare Officer (Academy & Youth Academy):** N/A

Tel: N/A

Email: N/A

**Assistant Welfare Officer (Youth Section):** N/A

Email: N/A

**If at any time you are not able to contact your Club WO/DSO, or the matter is clearly serious then you can either contact:**

Your County FA DSO directly:

**Neil Churcher - 0191-387 2929 Option 1**

**National League DSO:** Martyn Cannon

Tel: 0121 7140014    Mobile: 07842 429798

Email: [Safeguarding@thenationalleague.org.uk](mailto:Safeguarding@thenationalleague.org.uk)

- The FA Safeguarding Team on 0800 169 1862 or [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)
- The Police on 999 (if in immediate danger)

OR

- call the NSPCC Helpline for advice on 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## Appendix A -

### Legislation and guidance underpinning safeguarding:

| <b>Childrens Safeguarding Legislation</b>   |   |
|---|---|
| <b>November 1989</b>                        | UN convention on the Rights of the Child  |
| <b>July 1998</b>                            | Data Protection Act                       |
| <b>October 2003</b>                         | Female Genital Mutilation                 |
| <b>November 2003</b>                        | Sexual Offences Act                       |
| <b>November 2004</b>                        | The Children Act                          |
| <b>November 2006</b>                        | Safeguarding vulnerable groups Act        |
| <b>April 2010</b>                           | The Equality Act                          |
| <b>May 2012</b>                             | Protection of Freedoms Act                |
| <b>September 2016 (with annual updates)</b> | Keeping Children Safe in Education        |
| <b>February 2017</b>                        | Working Together to Safeguarding Children |

| <b>Adults at Risk Safeguarding Guidance</b> |  |
|---|--|
| <b>January 2015</b>                         | No Secrets: Guidance on protecting vulnerable adults in care |
| <b>2017</b>                                 | Volunteer Now's Safeguarding Vulnerable Adults               |
| <b>February 2018</b>                        | LOT's LSAB's good practice guidance                          |

| <b>Adults at Risk Safeguarding Legislation</b> |                         |
|--|-------------------------|
| <b>July 1998</b>                               | Data Protection Act     |
| <b>April 2005</b>                              | The Mental Capacity Act |
| <b>April 2010</b>                              | The Equality Act        |
| <b>May 2014</b>                                | The Care Act            |